



THE ST. BART'S ACADEMY

— TRUST —

Health & Safety Policy

October 2020

The St. Bart's Academy Trust

Health & Safety Policy

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1. Introduction

1.1 Statement of Intent

The St. Bart's Multi Academy Trust (SBMAT) recognises and accepts its responsibility for providing a safe and healthy environment for all staff, pupils, visitors and contractors who may be affected by its operations.

SBMAT will take all reasonably practicable steps to fulfil these responsibilities within the framework of the Health and Safety at Work etc. Act 1974 (HSAWA). We will strive to provide a safe and caring environment for all our children, staff and visitors.

SBMAT will provide a safe environment by working with all stakeholders. Local Governing Committees through delegated powers and Principals are responsible for:

- Providing and maintaining a safe and healthy working and learning environment for all employees, pupils, contractors, visitors and any others who may be affected by our activities or omissions.
- Maintaining compliance with any UK and EU statutory national laws, regulations or directives placed upon the school by external regulatory bodies.
- Maintaining safe access to and from the premises.
- Preventing accidents and work-related illness and promptly investigate every accident, incident, occupational health issue and near miss to determine their cause and prevent re-occurrence. To report, where required, any accident or incident that should be subject to the Reporting of Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Assessing and controlling risks from curriculum and non-curriculum work activities through the production of risk assessments and safe systems of work.
- Providing effective information, instruction, supervision and training to all employees to ensure their safety and health whilst at work and the safety of others who may be affected by their actions.
- Providing and maintaining plant and equipment so that is safe to use and without risk to health.
- Developing and implementing a range of policies and procedures in support of this statement and periodic monitoring and reviewing the effectiveness of safety systems.
- Developing and maintaining a positive health and safety culture through communication and consultation with employees.
- Ensuring adequate resources including staff, finance and equipment are made available in a timely manner so as to conduct our activities in accordance with all statutory and regulatory requirements, so far as is reasonably practicable.

This policy will be brought to the attention of all members of staff, a reference copy is kept in the school office and on the shared drive.

This policy statement and the accompanying organisation and arrangements will be reviewed every 2 years.

Chris Brislen

SBMAT Board of Trustees Chief Executive Officer

October 2020

1.2 The Law

Health and safety in academies is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE) under HSAWA and all other relevant legislation.

Section 7 of HASAWA places a duty on all employees of SBMAT to take reasonable care to ensure that their acts or omissions at work do not adversely affect the health and safety of themselves or other persons.

The Health and Safety (Consultation with Employees) Regulations 1996 requires employers to inform, and consult with, employees in good time on matters relating to their health and safety.

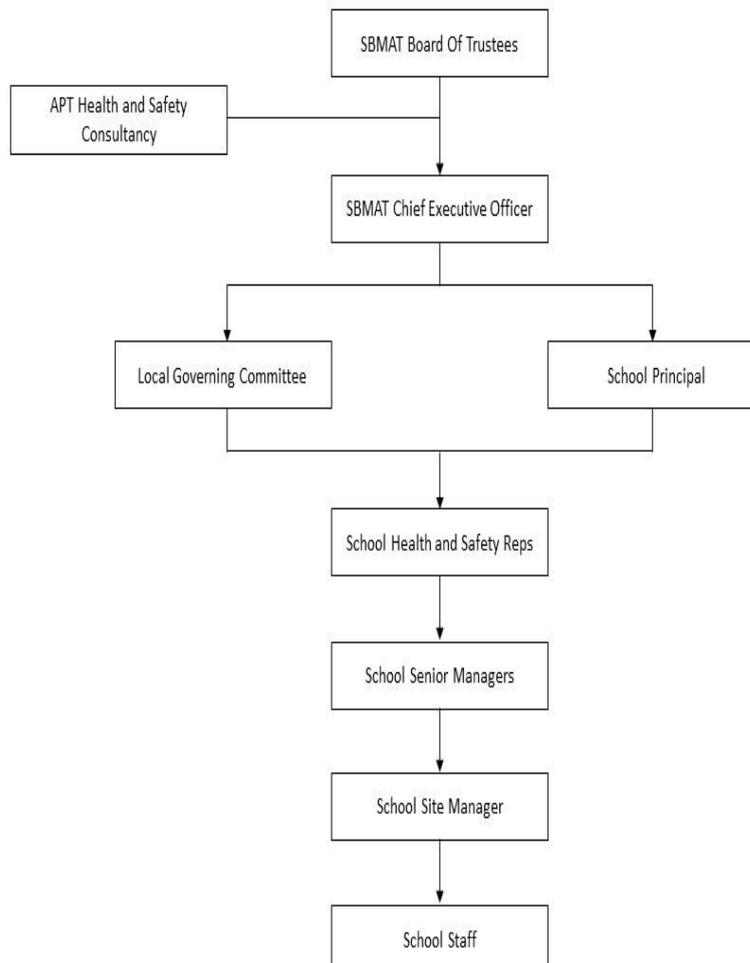
2. Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for the health,

safety and wellbeing. The individuals and groups identified are expected to have read and understood all the relevant policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them. All staff that receive a copy of the Health and Safety Policy will be asked to sign a record that states they have read and understood it.

The Local Governing Committee (LGC) shares with the SBMAT overall responsibility for health and safety. The LGC and the Principal must comply with any direction given to them by the SBMAT concerning the health and the safety of persons on the premises or taking part in any activities elsewhere.

SBMAT Health & Safety Organisation Structure



2.1 SBMAT

SBMAT will:

- As the employer, the SBMAT Board of Trustees assume overall responsibility for health and safety.
- Appoint a competent professional/company to provide the necessary advice and support across the MAT to achieve a consistent approach.
- Liaise with the competent person on a regular basis to identify shortfalls and seek rectifications in a timely manner.
- Review with all stakeholders the feedback towards the appointed company.
- Provide a report to SBMAT Trustees on issues relating to health and safety annually.
- Manage purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

2.2 SBMAT Appointed Professional

The SBMAT Appointed Professional will:

- Provide professional advice and support to ensure compliance The Health and Safety at Work etc. Act 1974.
- Advise SBMAT in implementing and maintaining a robust health and safety strategy.
- Support all academies and carry out annual audits, with six monthly follow-up visits.
- Complete an annual Fire Risk Assessment on all sites.
- Hold quarterly meetings for all health and safety reps.
- Provide an annual report to SBMAT Trustees.

At a school level, duties and responsibilities have been assigned to staff and governors as detailed below.

2.3 Local Governing Committee

The Local Governing Committee will:

- Ensure health and safety management systems are in place and effective. LGC will fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.
- Ensure this policy is implemented in its entirety.
- Action any professional advice and recommendations given, either by SBMAT or the SBMAT appointed professional.
- Ensure health and safety has a high profile and is a standing item on all agenda's.
- Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the site.
- Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- Seek improvement to working conditions, according to priorities within existing resources.
- Consult staff and provide training opportunities.
- Monitor and review health and safety.
- Report to SBMAT any health and safety risks or issues that arise.

- Endorse and support the safety policies and procedures of SBMAT, and to assist SBMAT to discharge those responsibilities, which it holds as an employer.
- Encourage informal meetings and ensure time is made available in staff meetings where all health and safety issues can be raised.
- Review on an annual basis, all accidents and incidents reported to identify trends.

2.4 Principal

The Principal will:

- Act as the responsible person (RP) for all health and safety issues.
- Develop a health and safety culture.
- Ensure that an adequately resourced organisational structure is in place to implement this policy.
- Ensure suitable and sufficient risk assessments for work activities carried out are undertaken, that a record of assessments is produced and reviewed annually or upon a change in circumstances.
- Ensure there is adequate and suitable first-aid provision on site.
- Ensure there is adequate and suitable fire prevention and emergency provision on site.
- Day to day management of all health and safety matters in accordance with all policies.
- Ensure staff are aware of their responsibilities.
- Update LGC members by submitting inspection reports.
- Ensure action is taken on health, safety and wellbeing issues.
- Pass on any necessary information on health and safety matters to staff.
- Ensure accident investigation procedure is implemented and actioned.
- Ensure regular workplace inspections are carried out.
- Identify and facilitate staff training needs.
- Monitor effectiveness of procedures.
- Provide all staff with necessary equipment and resources to enable them to carry their duties safely.
- Ensure staff who receive delegated duties are competent, have clear defined areas of responsibility and receive any required training/support to fulfil their duties.
- Ensure a valid certificate of employers liability insurance is displayed in a prominent location.
- Liaise with trade union health and safety reps where present.
- Ensure all staff read this and other relevant policies and sign to say they have.
- Ensure the current SBMAT H&S Statement of Intent is displayed in a prominent location.
- Action any professional advice and recommendations given, either by SBMAT or the SBMAT appointed professional.

2.5 Senior Managers

Whilst overall responsibility for health and safety cannot be delegated, the Principal may choose to delegate certain tasks to Business Managers and Deputy/Assistant Head's.

2.6 Site Managers (or SLT/Principal in absence of full time Site Manager)

Site Managers will ensure that:

- Staff under their control are aware of and follow relevant health and safety policies and procedures.
- Health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Appropriate safe working procedures are brought to the attention of all staff under their control.
- Appropriate action is taken on health, safety and welfare issues referred to them, informing the Principal or Appointed Person of any problems they are unable to resolve within the resources available to them.
- Safe means of access and egress are maintained at all times.
- Site security and fire safety arrangements are maintained and implemented (see **SBMAT Fire Safety and Site Security Policy for further information**).
- The premises are kept clean and welfare facilities are maintained.
- All statutory checks are conducted at relevant times and documentation is held.
- All statutory maintenance is undertaken on time.
- Safe working arrangements are followed when contractors are working on site (see **SBMAT Contractor Policy for further information**).
- Ensure all premises related accidents/incidents and near misses are reported.
- The Health and Safety Law poster is displayed in a prominent location.
- Control measures are applied for the management of asbestos where present (see **SBMAT Asbestos Policy for further information**).
- Control measures are applied for the management of water hygiene (see **SBMAT Legionella Management Policy for further information**).

2.6 All Staff

The co-operation of employees is essential to ensure that this policy is effective.

All staff employed by SBMAT will act professionally to ensure that they:

- Support the implementation of health and safety arrangements.
- Take reasonable care for the health safety of themselves and of other people who may be affected by their acts and/or omissions.
- Co-operate fully with their manager or responsible person on all matters relating to their health and safety at work.
- Report promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incidents of violence and aggression or cases of work-related ill health.
- Report to the relevant manager, any defects, hazards, unsafe practices or other items that could give rise to an unsafe place of work, or cause injury or ill health to others. Any defective equipment should be labelled to ensure other employees could not use the item.
- Wear any protective clothing or equipment and use any safety devices that have been provided for their health and safety while at work.
- Observe safety rules, complying with codes of practice and adhering to safe working procedures at all times.
- Do not bring any electrical items into the building from home unless the items are PAT tested.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.

- Attend health and safety training as directed and undertake their work activities in accordance with any health and safety training provided to them.
- Ensure as far as is reasonably practicable, that their classroom or work area is safe.
- Report shortcomings to their line manager.
- Read the relevant Health and Safety Policy along with any supporting documentation. All employees should then sign and date to indicate that he/she has done so. The following statement should be used:

‘I have read the Academy Health and Safety Policy and understand my responsibilities within it. I have also been informed where to access all additional policies and risk assessments that support this policy and understand they are freely accessible for me to view.’

2.7 Volunteers

Volunteers have a responsibility to act in accordance with all SBMAT policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

All volunteers should receive a health and safety induction to the site on their first day, they should also be made aware of any specific hazards relating to their area of work during their stay.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

2.8 Contractors

All contractors under academy control will be appropriately selected and competent in terms of health and safety.

- Contractors must be made aware of and abide by the SBMAT health and safety policy and not endanger pupils, staff or other visitors to the site.
- Site Staff and Business Managers will be responsible for the co-ordination of the contractor activities on the site.
- The Principal must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the Principal, or by the contractor, in consultation with the Principal.
- All contractors must report to the responsible person named above before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions that may affect his safety and that of others.
- Contractors must provide evidence that they have considered all health and safety matters relating to their work on site. This will include providing copies of Risk Assessments (RA), Method Statements (MS), Construction Phase Plans - to comply with Construction (Design and Management) Regulations 2015 (CDM2015) and any other relevant documentation applicable to the tasks being undertaken.

2.9 Visitors and Other Users

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers (e.g. youth service, leisure centre, catering and cleaning contractors).

- All visitors must comply with the SBMAT health and safety policy and procedures.
- Principals must ensure that a suitable system is implemented whereby all visitors are required to record their visit (visitor’s book, electronic signing in system) and the time they leave.
- Where applicable visitors will be required to wear a ‘visitors’ identification badge at all times.

- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- Should the fire alarm be activated the person who is accompanying the visitor will take them to the fire assembly point.
- Should an incident/accident occur involving a visitor, it must be reported by following SBMAT procedures for reporting of accidents. An investigation must be undertaken as soon as possible by the relevant responsible person.
- If the incident is of a serious nature the Principal should contact SBMAT immediately on 01782 235524.

Persons hosting visitors including meeting arrangers must ensure:

- Visitors are alerted to the establishment fire procedures.
- Visitors adhere to the 'no smoking' policy.
- Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
- Visitors record time of arrival and departure.
- Where applicable visitors are provided with and wear identification badges.
- Visitors are accompanied or authorised to enter the premises.
- Visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied.
- Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised.
- Visitors report all accidents, incidents and near misses to the host.
- Visitors wear protective clothing that is supplied when necessary.

2.10 Pupils

Pupils will be reminded that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe all the health and safety rules and the instructions given in an emergency.
- Not wilfully misuse, neglect or interfere with things provided for their health and safety (break glass call points, fire extinguishers etc.).

2.11 Lettings

The Principal will ensure that the hirer of the premises, for any event, is aware of their obligations under the **SBMAT Health & Safety and Lettings Policy**.

3. Arrangements

3.1 Health and Safety Representatives

Each academy will appoint at-least one safety representative per site. The representative will be the main contact point with the SBMAT Appointed Professional for health and safety matters.

The representative is an integral part to developing a positive health and safety culture in the workplace.

Where there is an appointed trade union representative active in the academy, they will work together with all stakeholders on health and safety matters.

3.2 Health and Safety Committee

The Health and Safety Committee is essential to enable management and trade union representatives to work together to ensure not only compliance with the law, but to develop a positive health and safety culture within the workplace. SBMAT recognises that when employees are proactively engaged in health and safety, workplaces have lower accident rates.

Management participants should include people with senior management responsibilities for health and safety include:

- Head teacher (or their representative) and other representatives with the necessary knowledge, expertise and management authority to play a full role.
- 'Link' governor(s) for health and safety.
- Health and safety representatives from any teaching and support staff trade unions.

Membership of the safety committee is regarded as part of an individual's normal work.

Members of the schools safety committee should meet termly to review safety plans. Minutes of safety committee meetings should be made available to all staff.

3.3 Policies and Procedures

The academy will adopt SBMAT Health and Safety Policies, Procedures and Guidance, or if/where necessary, establish its own individual policies where Trust-wide policies do not cover the academy requirements. The academy policies will be in addition to SBMAT policies, procedures and guidance.

Any SBMAT-wide Health and Safety Policies, Procedures and Guidance **must not be amended, either to add to or remove, in any way.**

Any review proposals raised by the Local Governing Committee and SBMAT Health & Safety consultant will be required for approval by SBMAT Board of Trustees.

4. Reporting of Accidents/Incidents/Near Miss

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of, or in connection with work.

a) Definitions

The definition of accidents/incident/near miss (AIN's) are:

- **Accident** - any unplanned event that results in personnel injury or damage to property, plant or equipment.
- **Incident** - an unexpected and usually unpleasant event that has happened. Including acts of aggression/verbal abuse.
- **Near miss** - is an unplanned event that did not result in injury, illness, or damage, but had the potential to do so. Other familiar terms for these events are a "close call," a "narrow escape," or in the case of moving objects, "near collision" or a "near hit."

b) Prevent Future Incidents

A faulty process or management system invariably is the root cause of AIN's and must be the focus for improvement.

History has shown repeatedly that most AIN's producing events both serious and catastrophic were preceded by warnings or near miss incidents. Recognising and reporting of AIN's can significantly improve worker safety and enhance our organisation's safety culture.

c) Accident/Incident/Near Miss Report Form

The academy collects personal information about the injured person(s) on the form in relation to Accidents/injuries/diseases/Near Misses and Dangerous Occurrences arising out of or in connection with work. We may be required to share your information with the Health and Safety Executive to ensure that we meet our legal responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Note: The General Data Protection Regulation 2018 requires that employee's personal information must be kept secure **after** the form has been completed.

d) What needs to be reported?

- **Injuries and ill health to people at work**

Under RIDDOR, the 'Responsible Person' in control of the premises must report:

- Accidents which result in death or a specified injury must be reported without delay (see reportable specified injuries).
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.
- Any disease specified under RIDDOR that affects an employee and that a doctor confirms in writing.
- Any work-related deaths and certain injuries to the self-employed people that take place while they are working on the premises/site.

Note: *Deaths or injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway, under RIDDOR are not reportable. As these are class as road traffic incidents and are investigated by the police.*

e) Reportable specified injuries

These include:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding), which cover more than 10% of the body, or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia, head-induced illness, requires resuscitation, or hospital admittance for more than 24 hrs.

f) Physical violence

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable because it arises out of or in connection with work.

g) Reportable occupational diseases

These include (which a doctor confirms in writing):

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis e.g., from work involving strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma e.g., from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to biological agent
- A worker has been diagnosed as having Covid-19 and there is reasonable evidence that it was caused by exposure at work.

h) Incidents to pupils and other people who are not at work

Are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment.)

The lists of specified injuries and diseases only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

i) Dangerous occurrences

Reportable dangerous include:

Collapse of scaffolding

- The complete or partial collapse (including falling, buckling or overturning) of:
 - o A substantial part of any scaffold more than 5 metres in height.
 - o Any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use).
 - o Any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.

Electrical incidents causing explosion or fire

- Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either:
 - o Results in the stoppage of the plant involved for more than 24 hours.

- o Causes a significant risk of death.

Pressure systems

- The failure of any closed vessel, its protective devices or of any associated pipework (other than a pipeline) forming part of a pressure system as defined by regulation 2(1) of the Pressure Systems Safety Regulations 2000, where that failure could cause the death of any person.

Overhead electric lines

- Any plant or equipment unintentionally coming into:
 - A. Contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts;
 - or
 - B. Close proximity with such an electric line, such that it causes an electrical discharge.

Lifting equipment

- The collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting.

Coronavirus (COVID-19)

- An unintended incident at work has led to someone's possible or actual exposure to coronavirus.

j) Who should report and who to report to

The RIDDOR reporting system is only for notification of those incidents, which require reports under the RIDDOR regulations. Reports for SBMAT will be submitted by the SBMAT appointed consultant on behalf of the Principal. It is not appropriate for injured persons, members of the public or others who do not have duties under RIDDOR to use this reporting system.

All reportable events will be communicated to SBMAT via the appointed consultant and fed back to SBMAT Board of Trustees.

HASP001_V1 Accident and Incident Reporting & Investigation Procedure should be read and adhered to by all staff with responsibilities for investigating and reporting accidents and incidents.

All employee accidents, no matter how minor, must be recorded in the schools accident book and reported to the SBMAT using F001_V5 Accident and Incident Investigation Report via the appointed consultant using the Intranet accident reporting system.

Accidents to pupils and other non-employees (members of public / visitors to site etc) with the exception of pupil playground bumps are to be recorded in the schools accident book and reported to the SBMAT using F001_V5 Accident and Incident Investigation Report via the appointed consultant using the Intranet accident reporting system.

Bump slips are used to record all pupil playground bumps incidents with a copy of the slip sent home with the child or during the COVID-19 Coronavirus pandemic by remote communication.

All major incidents will be reported immediately to the Principal and an email notification sent to the SBMAT Business Manager and SBMAT appointed consultant. Parents / carers will be notified immediately of all major injuries.

Accidents will be monitored for trends by the School Safety Rep and a report made to the Governing Body as necessary. Pupil playground bumps incidents will be monitored for trends by the School Safety Rep and a report made to SBMAT appointed consultant. Accident trends including pupil playground bumps incidents will be reported by the SBMAT appointed consultant to the SBMAT Business Manager.

The Principal, School Safety Rep and SBMAT appointed consultant will depending on the level of injury investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

k) Records must be kept for:

All RIDDOR reportable events should be retained for 3 years from the date of reporting.

l) Reporting requirements of other regulators

There may be other reporting requirements by other regulators in the education sector e.g., Ofsted and Local Child Protection Agencies. The requirements of these other regulators are separate from the legal duty to report incidents under RIDDOR.

5. Electrical Safety

The Health and Safety at Work etc. Act 1974 impose general duties on employers to ensure the health and safety of employees and others. The Electricity at Work Regulations 1989 also set out specific requirements on electrical safety. All of these apply in schools.

a) Competent Persons to undertake maintenance or repair of electrical installations and portable appliance testing (PAT)

- Under no circumstances will academy staff work on live electricity, unless they have received the appropriate training and have the level of skills and experience required to do so safely and competently. Certification of the training would be required as proof.
- Teachers cannot be required to undertake any electrical maintenance or repair work.
- Day to day testing of electrical equipment could be the task of a delegated member of staff e.g., Site Manager/Supervisor/Caretaker who have had the necessary training and equipment for this task.
- Only people who have the necessary professional training and skills required should carry out more complex work on testing and maintenance.

b) Risk Assessment

Suitable and sufficient risk assessments are required to identify significant risks to health and safety and measures that are to be taken to remove or reduce risks. Risk assessments on electrical safety must take account of the requirements of the Electricity at Work Regulations, which cover electrical apparatus as well as the mains supply.

c) Portable Appliance Test (PAT)

PAT must be carried out by someone with the necessary knowledge and experience to carry out a test and interpret the results on an identified cycle (dependant upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

Portable electrical equipment should be visually inspected termly during classroom safety checks and the results entered on the HSE Health and safety checklist for classrooms form.

Equipment should always be visually checked before use, in particular the condition of power cables, casings and their terminations. These can often be damaged, wrenched and jerked, which may loosen their connections.

d) Records of PAT

A written record of the tests, in the form of a logbook or register should be maintained and be available for examination and the equipment itself should be marked with some form of identification, with the date of the most recent test included on a label.

e) Damaged or faulty appliances

Must be removed from use and either repaired by someone competent or disposed of to prevent its further use. The item must be labelled with a 'DO NOT USE' sticker attached until it is suitably repaired. If the item is to be disposed of, the plug must be removed and disposed of safely.

f) Fixed Electrical Installations

The HSE advises that fixed electrical installations (including the mains system, sockets, lights and heaters), should be inspected by a competent person at least every five years. A more frequent inspection and testing will be necessary if the installations are subject to damage and abuse. In the event the test result is unsatisfactory recommendations will be formulated into an action plan, repairs and further testing will be carried out by a competent person approved by SBMAT.

g) Record of fixed wire tests

A test certificate should be prepared showing the date and results of the inspection and test. A copy will be kept at the school. In the event repairs and further testing are carried out a copy of documents detailing repairs and testing will be kept at the school.

h) Preventing accidents with electricity

In the prevention of accidents and fire, the academy will not accept second-hand electrical appliances, or allow staff to bring in their own appliances from home, unless a competent person has tested the equipment and records provided of the test (PAT).

Regular checks of electrical intake rooms should be carried out to ensure rooms are free from combustible and flammable materials and substances.

6. Equipment

All work equipment will be purchased from a reputable supplier. The following considerations must be given:

- The installation requirements.
- The suitability for purpose.
- The positioning and/or storage of the equipment.
- Maintenance requirements (contracts and repairs).
- Training and use of the equipment.

The Principal is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required. Equipment is restricted to those users who are authorised / have received specific training.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment and safety operating procedure must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment that will require statutory inspection, testing and maintenance (steam boilers, pressure cookers, lifting equipment, local exhaust ventilation etc.) will be completed by a competent contractor and appropriate intervals.

Any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge. All employees will be expected to wear the PPE when operating the equipment.

All staff are required to report to the Site Manager or Senior Manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

External play equipment

External play equipment will only be used when appropriately supervised. The equipment will be checked daily before use for any apparent defects, and the Site Manager will conduct and record a formal termly inspection of PE and Play equipment. PE and Play equipment is subject to an annual inspection by a competent contractor

7. Access Equipment (kick-stools, ladders, tower scaffolds and mewps etc.)

All access equipment must be purchased from a reputable supplier. The following considerations must be given:

- The suitability for purpose.
- The positioning and or storage of the equipment.
- Training and use of the equipment.
- Secure storage to prevent unauthorised use.

Staff must never stand on any tables, chairs or make shift platforms for any working at height tasks.

Staff must not use access equipment unless appropriate training has been given.

A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.

An inventory is required for all access equipment.

The access equipment should be visually checked before each use. Details of visual checks for ladders, step ladders and tower scaffold should be entered on the inspection tag attached to equipment. Details of checks for MEWPS should be formally recorded on a MEWPS inspection sheet.

A formal written check should be conducted termly for ladders and step ladders, tower scaffolds and mewps will require specialist checks.

Please refer to the SBMAT Working at Height Policy for further information.

8. First Aid

The Health and Safety (First Aid) Regulations 1981 require employers to provide 'adequate and appropriate' provision to ensure their employees receive immediate attention if they are injured or taken ill at work.

The above regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, it is the SBMAT policy that provision is made for them.

a) Assessment of first-aid needs

This involves consideration of workplace hazards and risks, the size of the building and other relevant factors to determine what first-aid equipment, facilities and personnel should be provided.

b) Points to consider/impact on first aid needs include:

- The number of people at any one time that occupy the building. These should include staff, pupils, visitors, work experience students and contractors.
- The type of accidents/incidents that have been identified in past.
- The size of the academy.
- Are there any workplaces that are remote.
- Educational visits and overnight stays.
- Higher level hazards, such as chemicals or dangerous machinery.
- Do any members of staff work remotely or alone.
- Is there enough provision of first-aiders to cover if some are absent.

c) SBMAT defines the minimum first-aid provision on any site is:

- A suitably stocked first-aid kit(s) (determined by the first aid assessment).
- Appropriate numbers of trained qualified First Aiders (determined by the first aid assessment).
- Information for employees about first-aid arrangements e.g., names of first aiders to be displayed, clearly identifiable and accessible first aid kit(s).
- Provision of first aid needs to be available at all times to people at work.

d) What should be put in the first-aid box?

There is no mandatory list of items to put in the first-aid box, it depends on what needs have been assessed. As a guide for low-level hazards a minimum stock of first-aid items are:

- A leaflet giving general guidance on first aid (e.g., HSE's Basic advice on first aid at work).
- Individually wrapped sterile plasters.
- Sterile eye pads.
- Individually wrapped triangular bandages, preferably sterile.
- Safety pins.
- Large individually wrapped, sterile, unmediated wound dressings.
- Medium-sized, individually wrapped, sterile, unmediated wound dressings.
- Disposable gloves.
- Mouth shield for resuscitation.

Note: Tablets and medicines should **not** be kept in the first-aid box.

e) First aiders - Training and qualifications

The first aider is someone who has completed training appropriate to the level identified in the assessment of first aid. All first aiders are required to attend an appropriate first aid course and refresher training with a competent training provider.

First aid course include:

- First aid at work (FAW)
- Paediatric first aid training
- Emergency first aid at work (EFAW)

f) How many first aiders

This depends on the assessment of your first-aid needs, or where there are additional special circumstances. As an example the HSE suggested numbers available at all times at work are:

- Low Risk - for more than 50 people at least one first-aider trained in every 100 employed
- Medium Risk - for more than 50 at least one first-aider trained for every 50 employed.

Schools will generally fall into the lower risk category, but some schools or areas of activity may fall into the medium risk category. Schools should base their provision on the results of their risk assessment. If there are parts of the school where different levels of risk can be identified, the employer should consider the need to make different levels of provision in different areas/departments.

Administration of medicines

Please refer to **SBMAT Supporting Pupils with Medical Needs Policy** and **SBMAT First Aid Policy** for further information.

9. Fire Policy

The Responsible Person

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the 'Responsible Person' to ensure that it's fire safety management and in particular, fire equipment, fire notices and fire evacuation procedures and training are in place and up-to-date.

The 'Responsible Person', is the Principal within the academy and is responsible for ensuring that a Fire Risk Assessment is undertaken by a competent person on an annual basis and appropriate arrangements are in place to ensure the safety of the premises and occupants.

Please refer to the SBMAT Fire Safety Policy for further information.

10. Contractors and Permit to Work

Approved Contractors

All contractors that undertake work across the estate should be vetted before awarding works to ensure they are competent to undertake the works safely and according to relevant standards/regulations.

The SBMAT operates an Approved Contractor list for all academies to approach contractors from. Every contractor added to the list **must** have a minimum health & safety accreditation, such as:

- CHAS
- Constructionline
- Safe Contractor Approved

Failure to hold any of these will restrict them from being added to the list.

For certain trades there will specific industry body accreditations we will expect them to hold (Gas Safe, NICEIC Approved Contractor, UKAS etc.).

On top of the above, we will also ensure that they have an appropriate level of insurance cover and DBS coverage of their employees.

This list will be open for academies to request contractors to be added to it, the same vetting as mentioned above will apply to all applications.

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

The Construction (Design and Management) Regulations 2015 applies to all building, demolition, repair and maintenance or refurbishment work.

The SBMAT are considered as the 'client' and therefore have additional statutory obligations. These projects are managed by the SBMAT on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

All contractors must report to school office/reception where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Site Manager or an appointed Senior Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

Permit to Work

PTW are a formal management system used to control high-risk activities. These enable an assessment of risk to be made and to specify control measures, which will be put in place by SBMAT or Appointed Person/Organisation on behalf of the Trust in order to minimise the risk.

They are necessary for such activities as maintenance or construction work by external contractors. Unless suitable and sufficient risk assessments indicates otherwise.

Examples of types of work which permits will be required include:

- Working at Height
- Confined Spaces
- Hot Work
- Live Working on Electricity
- Asbestos Works
- Excavations

Intention of the Permit to Work is to:

- Ensure that the work is intended to take place is properly authorised.
- Clarify the nature and extent of the work.
- Specify which precautions must be taken and which activities are prohibited.
- Consideration should also be taken of the activities of other people on the Academy/Site, which may be affected by the proposed work. These activities may need to be temporarily suspended or modified.
- Indicate the date, time and location that the specified activities may occur
- Ensure that all those persons who have control of or any who are affected by the activity are made aware.

- Provide a record of the work, that the specified precautions have been understood and implemented, and that the workplace and or equipment are returned to a safe condition.

11. Legionella

The Health and Safety at Work etc. Act 1974 places a duty on employers to ensure health, safety and welfare of employees, so far as is reasonably practicable. In order to achieve compliance with legislation, Approved Code of Practice (ACOP) L8 – The Control of Legionella Bacteria in Water Systems, it is essential that the Principal who is the duty holder to ensure the following:

- Identify and assess the sources of risk for which employees, pupils or visitors may be exposed to within the academy. The assessment should include a survey to identify whether there are conditions present that will encourage bacteria growth this includes legionella.
- Identify the hot and cold-water temperatures throughout the buildings water storage and distribution system to locate any systems or areas where water may be stored or distributed between 20-45 °C.
- Identify all areas or services capable of releasing an aerosol such as showers, spray taps and where necessary measures put in place to control the risks.
- Identify whether there are susceptible individuals present that may be exposed to such aerosols.

The Principal will appoint a competent contractor to carry out a water risk assessment and advise and undertake the necessary checks and inspections to remain compliant. Risk assessments will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The member of staff named as the responsible person on the Water Risk Assessment or the duty holder should undertake Legionella Responsible Person training and refresher training.

For further information, please refer to the SBMAT Legionella Management Policy.

12. Manual Handling

The Manual Handling Operations Regulations 1992 (MHOR) require employers to manage the risks to their employees. They must:

- Avoid hazardous manual handling operations as far as is reasonably practicable, by redesigning the task to avoid moving the load, by automating, or mechanising the process.
- Make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations so far as is reasonably practicable. Where possible, provide mechanical assistance, for example, a sack trolley or hoist. Where this is not reasonably practicable then explore changes to the task, the load and the working environment.

Manual Handling Risk Assessment

The Principal or their delegated member of staff is responsible for the following:

- Manual handling risk assessments will be completed for moving loads that cannot be avoided.
- Information, instruction and training will be provided to employees.
- Wherever possible the load to be moved will be reduced (split the load into smaller units).
- Use appropriate equipment for reducing the need for manual handling (trolleys to eliminate/or reduce the risk of injury).
- Ensure all staff complete on-line Manual Handling training.

All staff have duties too and should:

- Ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.
- Follow systems of work in place for their safety.
- Use equipment provided for their safety properly.
- Co-operate with their employer on health and safety matters.
- Inform the Principal if they identify any hazardous handling activities.
- Take care to make sure their activities do not put others at risk.

For further information, please refer to the SBMAT Manual Handling Policy.

13. Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 as amended 2002 explains that the employer needs to protect employees from risks associated with DSE (computers and laptops).

A user is defined as an employee who habitually uses display screen equipment as a significant part of their normal work. This is usually interpreted as continuous period of an hour or more on most days of the week. The Principal or Senior Management will identify DSE users.

To comply with DSE regulations the 'Responsible Person' The Principal or delegated member of staff must:

- Ensure identified users are asked to complete a Workstation Assessment.
- Analyse workstations to assess and reduce risks.
- Make sure controls are in place.
- Providing information and training.
- Providing eye and eyesight tests on request and special spectacles if needed.
- Review the assessment when the user or DSE changes.

Health Risks

Some DSE users may experience fatigue, eyestrain, upper limb problems and back pain from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a number of factors.

Changes in activity may help users, the following is advised:

- Stretch and change position.
- Look into the distance from time to time and blink often.
- Change activity before you get tired rather to recover.
- Short frequent breaks are better than longer, infrequent ones.

Eye Tests

Upon request of the DSE user, the academy will pay for a test to be carried by a qualified optician. Only "users" are entitled to receive corrective appliances paid for by the academy.

'Normal' corrective appliances are at the user's own expense, but users needing 'special' corrective appliances will be prescribed a special pair of spectacles for display screen work only. The academy liability for the cost of these is restricted to payment of the cost of a basic appliance (type/and) quality adequate for the user's work.

There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.

For further information, please refer to the SBMAT Display Screen Equipment Policy.

14. Training, Information & Competence

The Health and Safety at Work etc. Act 1974 places a duty on the employer to provide information, instruction, training and supervision. All employees are required to co-operate with the academy and SBMAT in undertaking their legal duties.

The HSE describes competence as 'the combination of training, skills, experience and knowledge that a person has and their ability to apply the to perform a task safely'. Other factors, such as attitude and physical ability, can also affect someone's competence.

Someone's level of competence only needs to be proportionate to their job and place of work. You would not need, the same health and safety competence to work in an office, as you would on a construction site.

The SBMAT will appoint competent people to assist them in meeting their health and safety duties.

Where members of staff do not have the necessary training to complete a task e.g., carrying out risk assessments, then appropriate training will be provided.

The completion of mandatory on-line training for all staff is required, the following courses are assigned;

Group 1 (All Staff)

- Health & Safety Introduction
- Working at Height
- Slips, Trips & Falls
- Manual Handling
- Fire Safety
- Fire Safety for Fire Wardens
- Asbestos Awareness (Site specific)

Group 2 (SLT and Site Staff)

- Health & Safety for Managers
- Fire Safety for Managers
- Legionella Awareness
- Asbestos Awareness (Site specific)

The Principal or nominated person will ensure that all staff have suitable and sufficient training to complete the tasks required of them. The school will ensure all training is recorded and up-date training is completed where required.

Each member of staff is also responsible for drawing the Principal's / line managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

Consultation

The schools health and safety committee meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors.

The LGC and Senior Managers at the school meet termly to review health and safety action points from meetings/inspections/maintenance which are brought forward for review by school management.

Communication of Information

Detailed information on how to comply with the SBMAT and school health and safety policies and procedures is given at induction of new employees and to all staff at the start of each academic year thereafter. Policies and procedures are made available to staff in print form which are held in the admin office and electronically using the shared drive.

The Health and Safety Law poster is displayed in a prominent location accessible by all staff.

Health and safety meeting minutes are made available to all staff.

School Health and Safety Reps along with the Trusts appointed advisors are available to provide advice and guidance to all staff.

15. Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 requires the competent person to evaluate hazardous substances and implement any required control measures. All reasonable steps will be taken to avoid, substitute substances for safer alternatives, as is reasonably practicable, and to ensure that employees, pupils, and visitors are not exposed to substances hazardous to health.

Using chemicals or other hazardous substances at work can put people's health at risk. Even within seemingly low risk environments, people can encounter a range of substances capable of being hazardous to health.

The Principal will ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- Spillage Procedure is available, updated and communicated to users of hazardous substances.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use.
- PPE is to be provided free of charge where the need is identified as part of the risk assessment.
- Suitable spill kit is available and users of hazardous substances are trained in its use.

Where persons may be affected by their use on site, the Principal is responsible for ensuring that COSHH assessments are available from contractors (this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc).

For further information, please refer to the SBMAT COSHH Policy.

16. Gas Safety

The Gas Safety (Installation and Use) Regulations 1998 requires employers and self-employed persons to ensure that any gas appliance, installation, pipework or flue installed at any place of work under their control is maintained in a safe condition, so as to prevent risk of injury to any persons.

Although registration is deemed a basic indication of competence, it must be noted that not all engineers are qualified for all gas work. Registered engineers are issued with a unique license number and a photo identification card. The card will list specifically the types of work that the engineer is qualified to undertake. The Principal or their delegated person must ensure that any contractor engaged to work on gas fittings is Gas Safe Registered and appropriately qualified for the work to be carried out.

You can check this by contacting the **Gas Safe Register online** <https://www.gassaferegister.co.uk/> or by **calling them on 0800 408 5500**.

Gas work

Includes:

- The installation, repair or service of a gas boiler.
- Installation or repair of a gas fire, gas cooker, hob or water heater.
- Any other work on heat producing appliances involving the gas supply pipework, flues, or combustion chambers if connected to either a natural gas or an LPG supply.

Monitoring

The Gas Safe Register will undertake regular inspections to monitor the work undertaken by registered gas engineers. This is to ensure that they understand and continue to work to the standards set out in legislation and in accordance with the rules of registration. They will also investigate complaints about unsafe gas work.

Basic Requirements

The Principal or their delegated employee will ensure:

- All gas systems and appliances are operated and maintained so as to prevent, so far as is reasonably practicable, danger to persons or property.
- Only persons authorised to work on gas installations do so e.g., Gas Safe Registered engineers with the technical knowledge and experience to prevent injury.
- Use a competent engineer to install, maintain or repair appliances.
- Ensure that gas pipework, appliances and flues are regularly maintained.
- Check all rooms with gas appliances have adequate ventilation – do not block air inlets to prevent draughts, and do not obstruct flues and chimneys.
- Regularly check boiler rooms are free from combustible and flammable materials and substances.

If you suspect a gas leak

- Turn off the supply and immediately call the National Gas Emergency Service on 0800 111 999 for natural gas.
- For LPG ring the Calor Emergency Service on 03457 444999 but call 999 immediately if there is any sort of fire.
- Do not turn a gas supply back on until a leak has been dealt with by a Gas Safe Registered engineer.

Maintenance

All gas appliances, flues; pipe work and safety devices will be maintained in a safe condition. The Principal or their delegated person will ensure that they are inspected by a competent person who is a Gas Safe Registered engineer, in accordance with current industry practice. Periods between inspections may vary depending on the equipment and should follow manufacturer's recommendations. Annual inspections will be a minimum frequency.

- Equipment should be designed, operated and maintained to make sure dangerous levels of carbon monoxide (CO) are not produced.
- It should not be used in poorly ventilated spaces.
- There should be enough ventilation to remove combustion products.
- Operators are fully trained – use a safe procedure for purging, lighting up and shutting down.

17. Asbestos

Each site constructed before the year 2000 will have either an asbestos register or a document advising that there is no known Asbestos Contain Materials (ACM's) on site. All contractors must be shown this register before work commences. If the site had ACM's but have removed all known items, they should still undertake Refurbishment & Demolition Surveys prior to any intrusive construction works.

Academies that have confirmed ACM's on site must record the location, condition and type of ACM's within the asbestos register and outline the roles and responsibilities for managing it within an asbestos management plan. Each site will have a Management Plan and an Action Plan to help them monitor their sites.

Each academy should prioritise the risk of disturbing ACM's and factor this into the maintenance and works schedule, ensuring that works to remove areas of high risk are prioritised at the earliest opportunity.

A member of staff should be appointed to manage asbestos on site and should under take Abestos Duty to Manage training and annual refresher training.

All staff who could disturb asbestos are to undertake Asbestos Awareness training and should be made aware of the known locations of ACM's.

A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).

All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).

Any damaged or suspected damage to asbestos should be reported to the Principal who will contact the relevant people and companies immediately.

No SBMAT staff should knowingly undertake works on ACM's at any point.

For further information, please refer to the SBMAT Asbestos Management Policy.

18. Lone Working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission of the Principal / Senior Manager and sign in and out of the school premises.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

For further information, please refer to the **SBMAT Lone Working Policy**.

19. Staff Health & Welfare

Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with the Principal, senior staff or the academy's health and safety representative as soon as possible. The Principal will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

Violence

The Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Principal. The school will work in partnership with the Trust and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Staff should always take steps to minimise the possibility of violence in the workplace.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

For further information, please refer to the SBMAT Violence at Work Policy.

20. Key Holder Safety

Key holders on call out should be mindful of their own safety. Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Upon arrival to site, they should assess the current risk presented, if they determine there is a high risk that the intruders may still be present and the police are not yet in attendance, they should remain in a safe place until they arrive.

If the police have left the premises a key holder can contact the police and request that they return before entering the building.

Before leaving the key holder should ensure that, the academy is secure and the alarm re-set.

If any member of staff is on site and is concerned about people on or about the site they should telephone the police on 101 or on 999 if concerned about their own wellbeing.

21. Vehicles

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

Parents collecting children who are injured or unwell should use the designated visitor bays.

Staff cars should be parked in the marked bays. Other areas should remain clear. Delivery vehicles are expected to use the designated delivery areas as instructed by academy on arrival.

Wherever possible deliveries should be made once the children are safely in the building.

Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access.

22. Off-Site Visits

Any visit off-site must be approved by the Principal and the Educational Visits Co-ordinator (EVC).

All off-site activities must have a suitable and sufficient risk assessment completed. The risk assessment must be communicated to all staff and volunteers involved and a receipt of communication obtained before undertaking the visit.

For any visit to take place off the academy site, a letter home requesting permission is required. Emergency contact numbers and medication requirements should also be requested on this letter.

One copy of the official list of the children and adults in the party on an academy visit and their contact numbers must be kept in the academy office. The list(s) should also include the registration number of any vehicle(s) involved.

If the party is travelling on two or more coaches it should be clear on the official list of children and adults who are travelling on which coach.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

All staff that either drive the school minibuses or their own vehicles for school/business use should complete a Driver Declaration Form. Staff using their own vehicles must also provide valid proof of insurance that covers this use and a valid MOT certificate. All staff should be aware that using their own vehicle to attend other schools or courses etc., would need to have business cover on their insurance policy.

The Principal maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence via the DVLA

All staff that either drive the school minibuses or their own vehicles for school/business use should carry out a pre-use safety check of the vehicle.

Primary school swimming in public / secondary schools

These will be planned as an offsite visit in line with the schools policy. The school will obtain a copy of the pool's normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition the school will obtain assurance over:

- The level of training of the swimming teacher(s);
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided;

For further information, please see SBMAT Company & Private Vehicle Use Policy.

23. Curriculum - Use of Resources

Appropriate professional guidance must be followed with to regard to Science, ICT, Design and Technology, Art and PE. A copy of relevant guidance and risk assessments must be kept locally at the academy and with the subject leader who is responsible for disseminating the information to the staff and pupils.

All internal and external PE equipment should be inspected by a registered and competent inspector every 12 months or sooner dependant on manufactures recommendations.

24. Maintenance

The Principal or nominated person is responsible for ensuring the building remains complaint and services/inspections are carried out in accordance with statutory guidance.

Each site should have a maintenance schedule in place that covers all servicing and inspections required. The maintenance schedule should specify the following:

- The service aspect.
- The service requirement.
- If the service requirement is statutory or recommended.
- The frequency of maintenance/checks.
- Who carries out the service/inspection.
- The relevant legislation.

All plant and equipment that require statutory inspection, testing and maintenance, for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be completed by a competent contractor.

25. Risk assessments

Risk assessments are completed for any tasks and activities where there is a potential to cause harm. These risk assessments are working documents and must be viewed by staff carrying out the activity and updated/reviewed on an at least annual basis or whenever there is a significant change to the activity / task / personnel / or following an accident.

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the Principal and reviewed on a regular basis.

It is the responsibility of all staff to inform the Principal of any medical conditions (including pregnancy) which may impact upon their work.

For further information, please refer to the SBMAT Risk Assessment Policy.

26. Lockdown

It is important that you read and understand the academy lockdown procedure and make yourself aware of the responsibilities it places upon you.

For further information, please refer to the SBMAT Lockdown Policy & Procedure.

27. Health and Safety Monitoring

A inspection of the external and internal areas of the site will be conducted on weekly/monthly basis by Site Manager in accordance with the activity and frequency detailed on the Activity Monitor.

Inspections of classrooms will be carried out by staff on a termly basis.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Principal. Responsibility for following up items detailed in the safety inspection report will rest with the Principal.

The Principal is responsible for arranging an annual health and safety audit with the Trusts appointed advisor.

The schools health and safety governor will be involved in monitoring the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

28. Coronavirus disease (COVID-19)

Coronavirus disease (COVID-19) is an infectious disease causing respiratory symptoms. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. Infected droplets can land in another person's eyes, nose or mouth or on surfaces with the virus then transferred through hands coming into contact with the infected surface and then with the face, mouth, nose or eyes.

Symptoms of COVID-19 start up to 14 days after catching the virus.

The symptoms of COVID-19 include:

- fever/high temperature (37.8C or greater)
- a new continuous cough
- loss of, or change in, sense of smell or taste (anosmia).

Most people infected with the COVID-19 experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, persons with underlying medical problems such as cardiovascular disease, diabetes, chronic respiratory disease and cancer and BAME category persons (Black, Asian and minority ethnic) more likely to develop serious illness which could be fatal.

SBMAT has a legal responsibility under the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002 (as amended) to safeguard employees against risks to their health, including those risks posed by infectious diseases.

In order to comply with the Coronavirus Act 2020 SBMAT appointed person will carry out and update a generic Coronavirus (COVID-19) risk assessment following the latest government COVID-19 guidance. The risk assessment will identify the risk of transmission in the workplace, higher risk groups, control measures required to reduce the risk to an acceptable level and record any significant findings. The Principal is responsible for completing the risk assessment by adding required further actions before communication to staff and contractors and uploading to the school website.

Staff will be provided with adequate information, instruction and training on any risks to their health which they may face at work.

Staff who have been confirmed as clinically vulnerable or extremely clinically vulnerable or are expectant mothers will complete an individual COVID-19 risk assessment before returning to the workplace.

Staff, pupils, visitors and contractors will be reminded of the guidance for social distancing, workplace hygiene, personal hygiene, self-isolation and NHS test and trace.

29. Lettings

All hirers are to be made fully aware of, and are responsible for compliance with, the school's health and safety policy and SBMAT Letting Policy. Hirers will be instructed that good housekeeping within the school must be maintained and all areas used by the hirer must be left as found. Hirers will be responsible for any damages to the premises, fixtures, fittings and displays of work and are required to have appropriate indemnity insurance in place to cover any losses or damage incurred.

Prior to the initial hire session, the Principal will ensure that the hirer will meet with the school representative or site services officer who will acquaint the hirer with the following:

- The school's fire and emergency plan and fire evacuation procedures.
- The location of fire-fighting equipment.
- Accident, incident and assault reporting procedures.
- Arrangements that need to be made for out of hour's security.

Hirers will be instructed that they must nominate one responsible person to be in charge of proceedings. This nominated person will be responsible for initiating and organising any emergency actions, including:

- Contacting the emergency services, the school representative or site services officer in the event of an emergency. The responsible person must also be in possession of a mobile phone in the event of a communications failure or being unable to access a landline.
- Providing sufficient first aid equipment and qualified first aiders for the people attending their classes/events.
- Informing the Head Teacher of all emergencies at the earliest opportunity ideally no later than the next working day.

Hirers will be instructed that they ensure adequate security controls remain in place during occupancy. Access to the site will only be made via one main entrance to prevent out of hours casual intrusion and a designated representative will be tasked with staffing the main entrance to 'meet and greet' and to register attendees. Internally, areas of the school not used for the letting will be out of bounds. Should intruders be sighted on school premises, hirers are instructed not to attempt to intercept or challenge them, but inform the Emergency Services Unit, Police and Site Manager.

Where the letting of school premises involves the participation of school pupils, the school will require users to prepare and submit, prior to the hiring commencing, and a system of work for the following:

- The safe arrival and departure of pupils to/from the activity.
- Responsibility for transferring pupils from class to the activity and from the activity to parents / guardians.
- The security of pupils during the activity.

Hirers will be instructed not to obstruct the school entrances with vehicles etc. in the event that emergency access to the school is required by emergency services and the entrance to the site or access to fire hydrants remains available.

A strict **NO SMOKING** policy exists in school buildings and on the school site. Hirers will be instructed that this must be adhered to at all times.

When activities are concluded the Site Manager will be informed in order that the buildings can be secured.

For further information, please refer to the SBMAT Letting Policy.



THE ST. BART'S ACADEMY

— TRUST —

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