

# HEALTH AND SAFETY POLICY 2019



# HEALTH & SAFETY POLICY

## CONTENTS

### 1. PART ONE - STATEMENT OF INTENT

### 2. PART TWO – ORGANISATION

Responsibilities of:

- a) Trust Board
- b) CEO/Executive Headteacher
- c) Head of School with support from the Site Manager
- d) Teaching Staff/non-teaching staff holding positions of special responsibility
- e) Class Teachers
- f) All Employees
- g) All Pupils

### 3. PART THREE - PROCEDURES AND ARRANGEMENTS

1. Asbestos
2. Building Maintenance
3. Cold weather
4. Compulsory Display of Notices
5. Construction (Design and Management) Regulations
6. Consultation and Communication of Information
7. Contractor Qualification Checks
8. Control of contractors
9. Critical Incident Management
10. Disability Discrimination Act
11. Educational Visits
12. Electrical Safety
13. Emergency lighting
14. Emergency Procedures
15. Extraction Systems
16. First Aid Equipment
17. Glazing
18. Health and Safety Monitoring
19. Health and Safety Training
20. Inspection and Testing of Plant and Equipment
21. Legionella
22. Lettings
23. Lone Working
24. Managing Medicines
25. Mobile Buildings
26. Playground and Gymnasium Equipment
27. Risk Assessment
28. Security and Visitors
29. Shared premises
30. Slips and trips
31. Stress Prevention
32. Tree Safety
33. Vehicles on site/parking

34. Violence
35. Water hygiene and Safety
36. Working at Height
37. Workstation Assessment
38. Review

Appendix 1: Health and Safety Organisation Chart

Appendix 2: Adverse weather procedure

Appendix 3: Fire and Evacuation Procedures

Appendix 4: Accident, Incident Reporting and Investigation

Appendix 5: Procedure for closing the school

## 1. PART ONE -GENERAL STATEMENT OF INTENT

The Chief Executive Officer/Executive Headteacher believes that ensuring the health, safety & welfare of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Trustees, staff and pupils will play their part in its implementation.

**Name** Kate Carter

**Signature**



**Date:** 17.10.18

(Chief Executive Officer)

**Name** Chris McCall

**Signature**



**Date:** 17.10.18

(Chair of Trust Board)

## **2. PART TWO-ORGANISATION**

### **INTRODUCTION**

To comply with the Chief Executive Officer/Executive Headteacher's Statement of Intent, the school's normal management structure has had additional responsibilities assigned, as detailed below.

An organisational chart showing the Trust's health and safety management structure is attached at Appendix 1.

The Trust's Health and Safety advisor is Handsam.

### **THE TRUST BOARD**

The Trust Board has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The Trust's health and safety policy and performance is reviewed annually.

### **CHIEF EXECUTIVE OFFICER/EXECUTIVE HEADTEACHER**

The Chief Executive Officer/Executive Headteacher have the following responsibilities:

- a) To be fully committed to the Trust Board's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local policy for Health and Safety is created.
- c) Ensure that the policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues. All such training must be appropriately recorded and signed by all parties.
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.

- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition at all times.
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n) Report to the Safeguarding and Compliance Committee on the health and safety performance of each school.

### **Head of School (with support from the Site Manager)**

The HoS/Site Manager has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment review process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout each school.
- d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with any contractors used.
- e) To advise the CEO/Executive Head teacher and Chief Finance Officer/Trust Business Manager of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and each school generally.
- g) Carrying out any other functions devolved to them by the CEO/Executive Headteacher or Trust Board.
- h) To investigate and report on any incidents and or accidents that are reported.

### **TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY**

This includes Senior Leadership Team, Year Leaders, Managers, Caretakers, Cleaners and Midday Supervisory Assistants have the following responsibilities:

- a) Apply the Trust's Health and Safety Policy to their own department or area of work and be directly responsible to the Head of School for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible. Such risk assessments must be reviewed at least annually basis.
- c) Ensure that all staff under their control are familiar with the Health and Safety Code of Practice, if issued, for their area of work through high quality induction and training.
- d) Resolve health, safety and welfare problems members of staff might refer to them, or refer to the Head of School any problems to which they cannot achieve a satisfactory solution within the resources available to them.

- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure that any accidents occurring within their area of responsibility are reported and investigated by the CEO/Executive Headteacher/Head of School/Site Manager.

## **CLASS TEACHERS**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Use of protective clothing and guards where necessary.
- f) Make recommendations to their Head of School, Senior Leadership Team or Year Group Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to the Head of School, Site Manager and Year Leader.

## **ALL EMPLOYEES**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the Trust's health and safety policy and procedures at all times - in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their immediate Supervisor or Year Group Leader any hazardous situations and defects in equipment found in their work places.

- e) Report all incidents in line with current incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their Supervisor or Year Group Leader of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Trade Union Health and Safety Representative(s).

#### **ALL PUPILS**

Pupils, allowing for their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the Trust and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

### **3. PART THREE - PROCEDURES AND ARRANGEMENTS**

#### **INTRODUCTION**

The following procedures and arrangements have been adopted to ensure compliance with the Trust Board's Statement of Intent.

##### **1. Asbestos**

The asbestos register and Trust's Asbestos Management Policy is held by the Site Managers. Further copies along with the individual site Asbestos survey are available via the Site Manager/Caretaker.

The Site Manager is responsible for ensuring that contractors, who may be working in areas of the premises where asbestos materials have been identified, sign the register and that any changes to the register are notified to the relevant maintenance contractor/s.

##### **2. Building Maintenance**

Minor building maintenance is carried out by the estates team and/or approved contractors. Note: Simple maintenance tasks will, wherever possible, be undertaken by the Trust's estates team.

The Site Manager will be responsible for ensuring that all identified general building maintenance is carried out by approved contractors.

##### **3. Cold Weather**

Cold weather procedures are detailed in Appendix 2.

##### **4. Compulsory Display of Notices**

The school will ensure that all compulsory notices and documents necessary are displayed where the information is easily accessible to employees. These notices include, but are not limited to:

- Details of person in charge of first aid box
- Information necessary to comply with fire legislation
- Certificate of insurance as required by the Employers Liability (Compulsory Insurance) Act 1969

##### **5. Construction (Design and Management) Regulations**

- The Construction (Design and Management) Regulations 2015 state that the school will comply with these regulations. For any construction project, the school will ensure that the work being carried out is done so, as far as reasonably practicable, without risk to the health and safety of any person.
- Suitable welfare arrangements must be made available to the workers.
- All construction works will comply with the Workplace (Health, Safety and Welfare) Regulation 1992.

##### **6. Consultation and Communication of Information**

###### **Consultation**

The Trust's Safeguarding and Compliance Committee will meet half termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the Main Trust Board.

###### **Communication of Information**

The CEO/Executive Headteacher, Heads of School and/or Estates Team will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.

The Health and Safety Law poster is displayed in the main office & staff room. Further posters might be displayed in certain designated areas of the Trust's estate.

Health and safety advice is available from Handsam and Site Managers

## **7. Contractor Qualification Checks**

- The vetting of and other arrangements regarding contractors working on school premises are covered in the Health and Safety Policy, Section 3.2
- In addition, the Local Board will undertake to carry out third party independent checks of the qualifications of any contractors to be employed to carry out work in the schools.

## **8. Control of Contractors**

All contractors must report to the Estates Team where they will be asked to sign in electronically and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Site Manager/Caretakers are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

## **9. Critical Incident Management**

The Trust's Critical Incident and Recovery Policy is followed (see Common Shared Resources-Policies) and staff are made aware of the advice given.

## **10. Equality Act 2010**

- To comply with the Equality Act 2010, the school will reasonably address any physical features which make it impossible or unreasonably difficult for disabled people to access and use effectively the facilities. The school also has in place an Accessibility Plan, which sets out its readiness to accommodate pupils and adults with disabilities and/or mobility problems.
- The school will keep an action plan containing clear details of how the Equality Act 2010 compliance works have or have not been undertaken and the reasoning behind the decisions. This action plan/audit will be reviewed at regular intervals.

## **11. Educational Visits**

Educational visits will be organised following guidance contained in the local authority's education documentation and from Handsam, the Trust's health and safety advisor.

The Educational Visits Co-ordinator will be a designated member of staff as nominated by the Head of School.

## **12. Electrical Safety**

- The Electricity at Work Regulations 1989 extend the responsibility of the School beyond the general duty of care owed under ss2 and 3 of the Health and Safety Act 1974.
- The School will comply with all Regulations covering electrical safety, such as The Provision and Use of Work Equipment Regulations 1998 and the Electricity at Work Regulations 1989, which deals with the safety and maintenance of portable electrical equipment and fixed electrical installation tests. Regular testing of equipment will be carried out.

## **13. Emergency Lighting**

The school undertakes to ensure routine inspection and testing of emergency lighting. This includes daily, monthly, six monthly and three yearly regimes of inspection and/or testing. BS 5266 Part 1 makes the appropriate recommendations.

## **14. Emergency Procedures**

### **Fire and Evacuation**

Fire and evacuation procedures are detailed in Appendix 3.

### **First Aid**

First aid boxes are provided and will be located in the first aid room and in specific classrooms/locations around the school.

In event of needing first aid assistance, either: -

- Go to the First Aid room.
- Locate the nearest first aider or phone the main office for on call person who will locate the nearest first aider and cover their class if required.

All first aiders are to assume responsibility for ensuring that the relevant first aid boxes are appropriately stocked after use.

The School's Medical Assistant is to undertake regular inspections and stock ordering of all first aid boxes/bags and record as appropriate.

#### **Transport to hospital:**

If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis.

If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company. The school will reimburse additional insurance premiums where necessary.

No casualty should be allowed to travel to hospital unaccompanied, the Head of School or a member of the Senior Leadership Team will designate an accompanying adult in emergencies where parents cannot be contacted.

#### **Staff Accident/Incident Reporting**

See Appendix 4.

#### **Bomb Hoaxes and Bomb Alerts**

Responses to bomb threats will follow guidance contained in the Management Information obtained from the Borough of Poole.

The CEO/Executive Headteacher, or in their absence, the Head of School, will decide on action to be taken in the event of an incident.

The control point from where such an incident will be handled will be a safe location outside the school building (with the aid of mobile phones).

The signal for evacuation of the building, should this be necessary, will be the normal evacuation procedure being followed on the alarm system being activated.

#### **Gas Leaks**

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the school building/s and telephone National Grid immediately.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off and open windows. This may clear the smell of gas.

#### **Chemical Spills**

All teachers teaching science should follow guidance contained in the CLEAPSS Health and Safety Code of Practice for Science.

#### **15. Extraction Systems**

This in the main is covered by the school's undertaking to comply with the Control of Substances Hazardous to Health, and is covered later on in this policy.

Adequate control may mean the installation of suitable extraction systems. Where they are installed, the school will ensure they are adequately maintained.

#### **16. First Aid Equipment**

A first-aid box is available and checked regularly on the premises of the school.

#### **17. Glazing**

The school undertakes to comply with Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1992.

Under the regulations, the School must carry out regular risk assessment inspections

## **18. Health and Safety Monitoring**

### **Inspection of Premises**

General Workplace Inspections will be co-ordinated by the Site Managers.

Monitoring inspections of individual classrooms, departments will be carried out by the Site Managers/Caretakers.

### **Performance Monitoring**

Performance monitoring will be co-ordinated by the CEO/Executive Headteacher and/or the Heads of School.

### **Curriculum/Subject Specific Health and Safety Training**

#### **Food Technology:**

- CIEH Level 2 Award in Food Safety (formerly Foundation Certificate in Food Hygiene) (Lunchtime Assistants, Breakfast Club Staff, Teaching Staff teaching, Food Technology lessons)

#### **PE:**

- Risk Management in PE and School Sport (PE Lead)
- Safe Supervision of Swimming for Teaching Assistants (Specific Teaching Assistants) Note: Supervision will also be covered by the local swimming pool staff (lifeguard/s & swimming instructors)

#### **Outdoor Education:**

- Educational Visits Co-ordinator/s and or Year Leaders

#### **Occupational Risks:**

- General Risk Assessment (Head of School, School/Site Manager)
- How to Risk Assess (Leadership, teachers and HLTAs)
- How to Physically Assist and Support Pupils with Physical Disabilities (Inclusion Leaders, Year Group Leaders, HLTAs and/or SEN support staff)
- Kinetic Handling (Manual Handling) and Manual Handling Risk Assessment (Estates Team)
- First Aid at Work and Appointed Persons
- Food handling (Lunchtime supervisors and Breakfast club staff)

#### **Estates Team:**

- Health and Safety Awareness
- Working at Height
- Safe Use and Inspection of Portable Tower Scaffolding (PASMA)
- Portable Appliance Testing
- Manual Handling and Lifting
- Control of Substances Hazardous to Health

**Training records** are placed in the employee's HR file.

The CEO/Executive Headteacher, Heads of School and/or the Site Manager will be responsible for identifying training needs.

## **19. Health and Safety Training**

Health and safety training **must** be provided for all new employees by Head of School, Senior Leadership Team and/or the Site Manager following TEACH Trust's induction checklist and guidance contained in the management information. All such training must then be signed for by both the trainer and trainee to confirm both delivery and an understanding.

The following staff have received or will receive health and safety training in the following areas:

### **Strategic Health and Safety Management and Premises Management Training**

- Health and Safety Awareness (Head of School & Site Team)
- Premises Management, Health, Safety and Risk Management (Site Manager)
- Premises Management, Health, Safety and Risk Management, Fire Risk Assessment (Site Manager)
- Control of Substances Hazardous to Health (COSHH) - (Estates Team, Cleaners)
- Manual Handling and Lifting (all staff)

## **20. Inspection and Testing of Plant and Equipment**

### **Statutory Inspections**

All plant and equipment requiring statutory inspection and testing (i.e. gas boilers, electrical installation, compressors, lifting equipment, local exhaust ventilation, pressure cookers etc.) will be inspected by appropriate contractors at regular intervals as laid out in the school building maintenance management programme.

### **Portable Electrical Appliances**

Inspection and testing of portable electrical appliances will be carried out at regular intervals as instructed in Electrical Regulation guidance documents.

The Estates team and/or electrical contractor will carry out annual portable appliance testing.

### **Equipment Maintenance - Curriculum**

Subject Leaders will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented following guidance contained in health and safety Codes of Practice for Design & Technology, Science, Art, PE and Drama.

### **Ladders and Access Equipment**

The Estates Team will be responsible for the inspection and maintenance of all ladders, steps and other access equipment following HSE guidance. All inspections are to be recorded and held with the ladder log.

## **21. Legionella**

The Legionella risk assessment and Trust's Legionellosis Policy/management record is held by the Site Manager/Estates Team and is available for inspection in each school.

The Site Manager is responsible for ensuring that appropriate checks and measures to prevent an outbreak of Legionella are maintained.

## **22. Lettings**

Lettings will be managed by the Finance Team and the Site Manager following the Trust's guidance documents.

## **23. Lone Working**

The Trust Board is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, estates team, cleaning staff and contractors may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity.

Lone working arrangements shall be adopted by all staff and are detailed within the separate Lone Working policy.

## **24.Managing Medicines**

Prescribed medication will be administered to pupils by following the school's guidance documentation.

First Aid trained staff have been nominated as responsible persons for control of administration of medicines to pupils.

## **25.Mobile Buildings**

An annual inspection will be carried out on the structural stability of any mobile buildings.

## **26.Playground and Gymnasium Equipment**

Playground and gym equipment, due to the nature of their use, require regular inspection. Inspections and equipment must conform to British Standards.

## **27.Risk Assessment**

### **General Risk Assessment**

General Risk Assessment will be co-ordinated by the Head of School and/or the Site Manager.

### **Maternity Risk Assessment**

Maternity Risk Assessments will be carried out by the Head of School and/or the Site Manager.

### **Curriculum Activities**

Risk Assessments for Curriculum activities will be carried out by relevant Year Group Leaders and or subject teachers using Health and Safety Codes of Practice for Design & Technology, Science, PE, Art, Swimming and Drama.

### **Fire**

A fire risk assessment has been undertaken and is audited annually.

### **Manual Handling**

A generic manual handling risk assessment has been undertaken and is reviewed annually. Further, job specific, manual handling risk assessments must be undertaken for tasks falling outside of this.

### **Hazardous Substances**

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless express permission has first been obtained from the Site Managers following discussion with the Head of School. A documented (Control of Substances Hazardous to Health (COSHH) risk assessment must also be undertaken, and the product approved for safe use on site by Site Manager.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in secure and signed storage cupboards when not in use.

The school's COSHH folder is held by the Site Manager and is available for inspection in the main office.

## **28. Security and Visitors**

All visitors must report to the school's main reception area where they will be asked to sign in using the school's electronic system. If this is unavailable, they will be expected to sign the visitor's book and wear an identification badge. Further guidance is contained within the schools' security policy.

### **29. Shared Premises**

Shared use of premises, including the letting of buildings, is covered in the Health and Safety Policy, Section 3.2 and in the Lettings Policy, particularly with regard to the need for third party liability insurance.

### **30. Slips and Trips - accidents**

As per the Health and Safety at Work Act 1974 and The Workplace (Health and Safety and Welfare) Regulations 1992, regular inspections are undertaken to ensure there are no obstructions and staff, pupils and visitors are able to move around freely with flooring suitable and in good condition.

### **31. Stress Prevention**

The TEACH Trust recognises that there is a difference between stress and pressure. All staff experience pressure in their day's work, the Trust also recognises that stress and pressure can be home related as well as work related. The Trust will endeavour to be supportive of these needs and, where possible, put in place actions to support staff. Additional information can be found in the TEACH Trust Well Being and Stress Management Policy.

### **32. Tree Safety**

The Health and Safety at Work Act 1974 and Occupiers Liability Act 1957 and 1984 govern.

The school is responsible for any personal injury or other damages caused by a tree breaking or falling where a tree is hazardous because of decay or structural weakness and shows external signs of being in such a condition.

A suitable and sufficient risk assessment will be carried out on a regular basis.

### **33. Vehicles on Site/Parking**

Users of the Trust's car parks do so at their own risk. The Trust will not accept responsibility for damage, accident or loss to vehicles or contents.

The risks of persons and vehicles coming into contact will be controlled by the CEO/Executive Headteacher, the Heads of School and the Site Managers.

**Arrangements for Disabled Persons**-Designated displayed parking spaces have been marked out.

### **34. Violence**

A risk assessment of the risks of violence to staff will be carried out by the Site Manager. A separate security policy and procedure document exists and deals with intruders, abusive parents and violence.

### **35. Water Hygiene and Safety**

The school recognises the importance of controlling the risk of legionella. The local authority maintains a written scheme in this regard and all checks are carried out in accordance with local authority guidance.

### **36. Working at Height**

Work at height is always to be undertaken in accordance with the on-site generic Risk Assessment and Working at Height Policy both of which identify general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The appropriate access equipment, i.e. mobile steps and/or footstool, must be used in all instances when working at height.

Working at a height of in excess of 2 meters is not permitted unless the member of staff required to do so has had the appropriate ladder and/or portable tower training and a suitable risk assessment of the task has been undertaken.

### **37. Workstation Assessment**

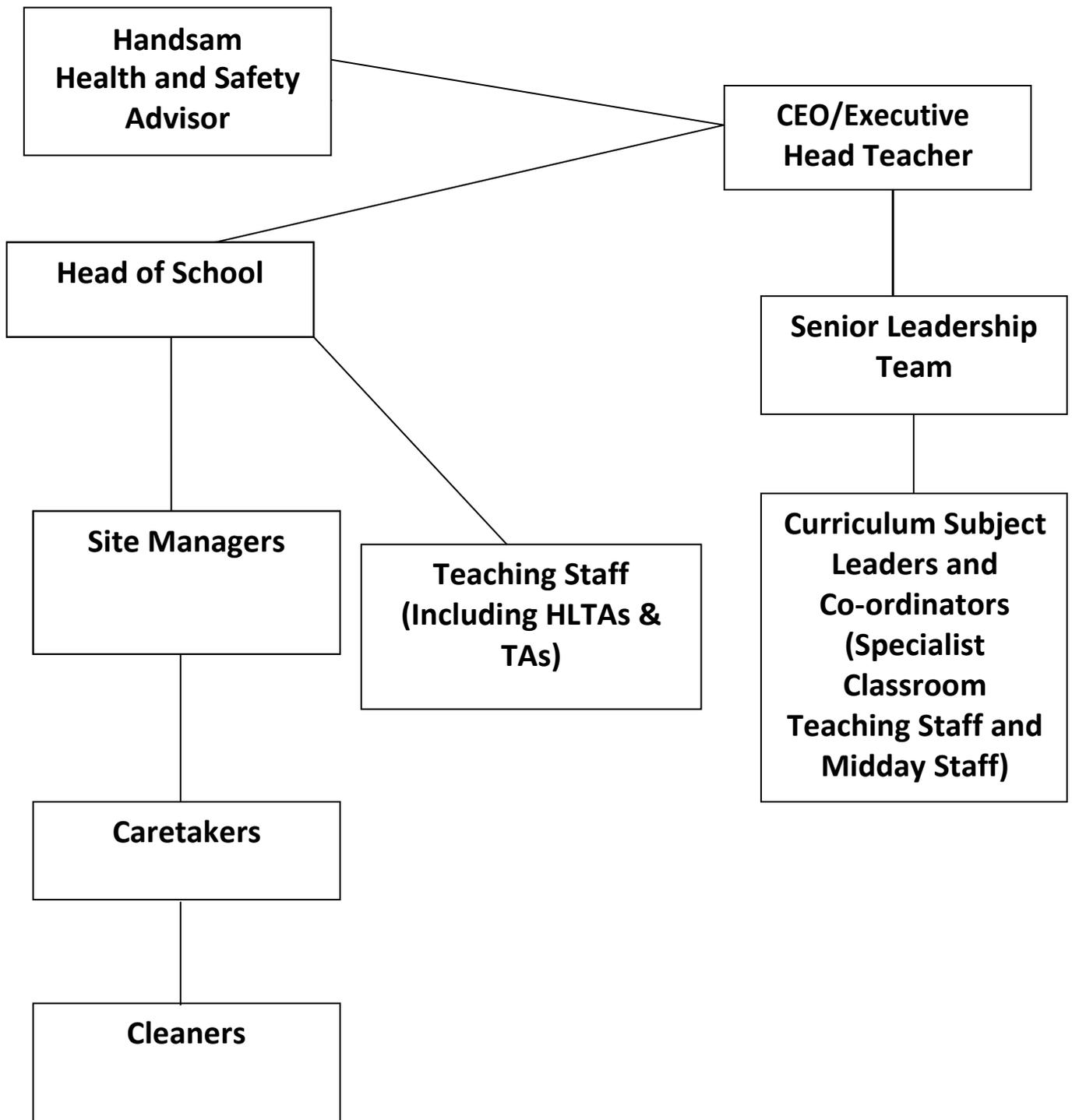
Health and Safety (Display Screen Equipment) Regulations govern.

A suitable analysis of workstations will be carried out regularly to enable an assessment of the health and safety risks. Assessment is required for users who habitually use Display Screen Equipment as a significant part of their normal work. DSE risk assessments will be carried out by the CEO/Executive Headteacher. Where risks have been identified, the school will take steps to reduce these risks so far as is reasonably practicable. Computers and Workstations

### **38. Review**

Arrangements within this policy document will be reviewed annually and revised as new topics, process changes and/or changes in staffing arise which may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

HEALTH AND SAFETY ORGANISATIONAL CHART



## Appendix 2

### Procedure for Adverse Weather Conditions

#### INTRODUCTION

It is the policy of TEACH Trust to make every effort to remain open whenever possible. The decision to close the school either before or during the school day will be made by the CEO/Executive Head Teacher.

The school will only be closed if one or more of the following conditions apply:

- Insufficient staff are able to come in to keep the school running safely.
- Conditions on site are dangerous.
- Conditions are considered to be or are anticipated to later become too hazardous for travel.

Details of the procedure for invoking a school closure are provided in appendix 5. However, it will include the following:

- The closure will be recorded on the all the school websites and the Borough of Poole websites
- The media (Heart FM) will then broadcast details.
- Parents will be alerted to the closure using the text service.

The school will make all practicable efforts to keep parents informed as to the situation with the school during adverse weather conditions, as we appreciate that such conditions and the uncertainty places very considerable difficulties upon parents. However, parents are expected to check the website and/or make themselves aware of the radio broadcasts when it is clear that a closure is a possibility.

The school appreciates that during bad weather children may arrive later than normal; parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation, as the school has a duty to clarify the circumstances of each case so as to be able to formally authorise the absence. Parents acting on the assumption that the school would be closed without gaining confirmation, or failing to inform the school of the circumstances that prevents the child coming into school risks their child being registered as an un-authorised absence. Where the school is officially closed, all absence is counted as authorised absence. In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by phone either at home or work and asked to collect their child/children. Such an early release will only be contemplated in very extreme circumstances.

Where the CEO/Executive Headteacher/Head of School and Estates Team have concerns over the safety of certain external pathways, circulation routes, playgrounds etc. it may be appropriate for the affected areas to be taken out of use. If this is the case these areas will be cleared marked using signs, tape and cones to ensure everyone is aware.

In the event of snow, some pathways will be cleared and salted. Parents, children and visitors will be made aware that pathways, even where cleared, do remain dangerous. Children will also be reminded of this in assembly.

Before and after school opening hours parents are responsible for ensuring their children do not slide on the school playground.

In icy and snowy conditions the estates team will clear and grit/salt wide essential pathways in the following order:

- The staff car park
- From the main entrance gate (adjacent to the entrance drive) to reception and the playground.
- From the main car park to reception.

- From the rear gate to reception and round to the playground.
- From the main exit gates (adjacent to the exit road) to reception and the main playground.
- The entrance and exit drive ways
- Main car park

As conditions and time permit the remaining pathways will be cleared and maintained as clear as possible throughout the day. On school days where the premises is closed to pupils, the pathway will still be maintained during snow and ice weather on a daily basis by the estates team, so as to keep the pathways clear and prevent build up of ice and snow.

During significant adverse weather conditions, the school hall will be open from 8.00am for parents to send their children inside if agreed by senior staff. Pupils will be supervised by school staff.

During adverse weather conditions, the playground and other areas of the school that are deemed to be dangerous may be out of bounds to parents and children at the beginning and end of school, and if senior staff decide it necessary, at break times as well.

## Appendix 3

### FIRE AND EVACUATION PROCEDURES

- Fire safety action notices are displayed at various locations around the school (adjacent to emergency call points).
- Escape routes and exits are checked by the site team daily.
- Fire Extinguishers are maintained on an annually basis by an outside fire prevention contractor and are also subject to regular weekly/monthly inspections by the site team
- The fire alarm system is tested by the site team weekly with a different call point tested on each occasion.

**Emergency evacuation procedure will be tested not less than once a term.**

**PREMISES EVACUATION ARRANGEMENTS** in case of an alarm being activated are as follows: -

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm by using the nearest emergency call point button and then they will notify the main office of the exact location.
- The emergency warning is the alarm signal ringing continuously
- Office staff will phone the site manager or caretaker who will check the main alarm panel. If safe to do so they will then go to the zone where the alarm has been set off to investigate if there is a fire or false alarm (this investigation should, where possible, be undertaken externally). The site manager or the caretaker will then phone the office staff on their mobile and confirm whether there is a genuine fire or false alarm. If it is confirmed to be the former, the office staff will dial 999.
- On hearing the alarm, pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available marked escape route. The last person, which is usually the adult in charge, to leave the classroom must close the door. Pupils should walk silently with their class teacher to the assembly point.
- If a pupil is not in a classroom when the alarm sounds, a member of staff will go to the toilet block etc and escort the pupil/s to the assembly point, leaving the building by the nearest marked escape route.
- In the event of an emergency during registration, break or the lunch hour, pupils must leave the building by the nearest marked escape route and go to the assembly point. Pupils should assemble in year groups.
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the person in charge at the assembly point.
- The school's medical admin person will collect a first aid box and proceed to the assembly point.
- Disabled pupils' timetables will be held in the main offices for access in an emergency. The Head of School, Senior Leadership Team and/or the Trusts Health and Safety Officer will discuss with any disabled (whether this be a permanent or temporary incapacitation) pupils, and their parents, the evacuation procedure. In case of an emergency, they draw up a Personal Emergency Evacuation Plan (PEEP) for each individual disabled or incapacitated pupil.
- The fire assembly points will be identified with appropriate British Standard Sign/s
- The most senior member of staff will undertake supervision of the assembly areas.
- Immediately pupils arrive at the assembly area, they must stand in their class groups, in silence, while staff check their registers. Registers, class lists, first aid boxes and visitor/contractors' book etc. will be taken out to the

assembly point/s by the administration staff team. The result of this check must be reported to the person in charge (Head of School and/or the site team) as soon as it is completed.

- The designated fire duty staff will collect a phone from the office and sweep the school building/s. A second sweep of the school building/s will be conducted once the fire brigade has been informed.
- The designated fire duty staff will liaise with one another to check that any named disabled pupils and helper or disabled visitors have been evacuated.
- Routes for school building/s sweep/s are as indicated in the Fire safety floor plan and school site maps.
- When the school sweep has been completed, all designated fire duty staff should report to the nominated senior member of staff at the assembly area.
- A member of senior management will take charge at the fire assembly point/s.
- The site manager or caretaker will liaise with the Fire and Rescue Service upon their arrival.
- When the most senior person is satisfied that it is a false alarm (by being given the all clear by a member of Fire and Rescue Service, he/she will then direct staff, pupils and visitors to return to the school building/s.
- If the building cannot be reoccupied following an evacuation, pupils will be evacuated to the nearest place of safety, can be found in the evacuation plan for each school and arrangements made to contact all parents.

#### **CHIS/CHJS TA Fire Marshalls:**

**EYFS:** Kim Heeks and Sue Gould

**Year 1:** Clara Bradley

**Year 2:** Sally Lewis ( am ) Kelly Finney ( pm )  
Deputy: Caroline Jackaman ( pm )

**Year 3:** Louise Butcher

No deputy as additional 1:1 that will have to help his or her child in the event of a fire.

**Year 4:** Sophie Parker

Deputy - Lorraine Hyland

**Year 5:** Alison Wilkinson

**Year 6 :** Fiona Davies - Tuesday to Friday. Pauline Mondays.

Deputies – Alison Simmonds afternoons.

**AAIS/HJS TA Fire Marshalls:**

**EYFS:** Carol Steinwartz

**Year 1:** Yvonne De-Marco

**Year 2:** Emma Bailey

**Year 3:** Lauren Bruton

**Year 4:** Janette McKay

**Year 5:** Julie Adams

**Year 6:** Alice Thornton

**Specialist Areas:** Deputies

## Appendix 4

### ACCIDENT, INCIDENT REPORTING AND INVESTIGATION

We comply with all regulations connected to RIDDOR.

The TEACH Trust complies with Riddor regulations (Reporting of Injury, Diseases and Dangerous Occurrences Regulations 2013) This stipulates that for certain occurrences and certain situations the HSE will be informed of school incidences/accidents. Please click on the link for what is reportable <http://www.hse.gov.uk/pubns/edis1.pdf>

The Health and Safety Executive (HSE) must be informed by the CEO/Executive Headteacher or the Head of School or the Site Manager of dangerous occurrences, fatal and major accidents, or injuries resulting in hospital admission or absence from school (pupils, staff and/or visitors) for seven days as a result of injury or work related illness.

**All** incidents **must** be reported in accordance with guidance contained in documentation issued by the Borough of Poole Health and Safety team and the HSE's Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

The nearest HSE local office is at 14 New Fields, Stinsford Road, Nuffield Industrial Estate, Poole, Dorset BH17 0NF. Tel: 01342 334200.

The accident book for each school shall be kept in the main office. For accidents involving pupils a first aid book is located in the first aid room. This is to be used to record all pupil accidents/incidents. In the event of a pupil receiving additional medical advice/treatment (i.e. via a GP or Accident and Emergency) the matter **MUST** also be reported to the Schools Health and Safety Officer and recorded in the main accident book.

The details of this will be recorded on Handsam by the medical admin person and the HoS will be informed. The HoS and/or Site Manager will oversee the Handsam accident reports and will take action if necessary.

To comply with the Data Protection requirements, individual incident reports will be removed from the Accident & Incident Book, passed to the administration team and/or site team and stored securely to ensure that personal details remain confidential.

**All** accidents and injuries to staff, visitors and/or contractors **must** be recorded as soon as is possible, on Handsam office.

Minor accidents & injuries to pupils and visitors will be recorded in the accident/first aid book.

Parents will be notified if their child has bumped their head. Bump head stickers will be issued when deemed necessary and the parents of the pupil/s will be notified.

#### Investigation of Incidents and Remedial Action

The Executive Headteacher and/or Estates Manager will investigate all incidents and make appropriate recommendations to the Trusts Board of Governors and Senior Management Team to prevent a recurrence.

Reporting:

The person/s responsible for recording, investigating and reporting of incidents is the CEO/Executive Headteacher, Head of School and the Site Manager.

If the accident or incident involved any of these people, then it would be investigated by the next most senior person.

## **Appendix 5**

### **Procedure for closing the school**

#### **Taking the Decision to Close the School**

The CEO/Executive Headteacher and/or Head of School in consultation with the Senior Leadership Team of staff will take the decision to make an emergency closure when the state of the weather or any other exceptional circumstance make it absolutely necessary in the best interests of the pupils and staff.

However, this decision will be supported by the latest and most accurate information available. The presumption should be in favour of keeping the school open unless, in the CEO/Executive Headteacher and/or Head of School's view, to do so would put the health, safety or welfare of pupils and/or staff at risk. In reaching this decision, the CEO/Executive Headteacher and/or Head of School will take full account of local circumstances and, in particular, the following considerations:

- Both short and longer term weather information: Further information on this will be sought from the Met Office and/or local BBC weather updates. Attention should be paid to ascertaining what would be a safe and appropriate time to send pupils and staff home.
- Advice regarding local transport and the safety of local roads: Whether buses and trains are running, and whether it is safe to drive on local roads (
- Arrangements for pupil safety: The absolute priority is to ensure that provision is made for each and every child. Where children cannot be collected immediately, they will be kept at school and supervised until collection can take place.
- Whether the school is accessible, and has working heating/electrics/water. The closure or opening of other schools in the proximity will not be the key factor in such taking decisions, although this may be taken into account. It is the responsibility of all teachers to make every effort to attend for duty.

#### **Communication Arrangements**

It is essential that, when there is potential for school closures due to severe weather conditions, we are in a position to communicate quickly and clearly with parents.

The school websites are an important information channel in these situations. Any decision to close should be taken as early in the day as possible, or if feasible notification should be provided the evening before. The Emergency School Closure procedure should be used to communicate the decision. This will involve putting an announcement on the website and texting parents/staff via Groupcall.

#### **Closure during the school day**

##### **Emergency Contacts**

Safe and speedy dismissal of pupils in the event of an emergency closure depends on the school and parents working in partnership.

Parents should provide the school with any specific instructions in respect of their child should the school require to close during the day. Parents are required to give the school an emergency contact.

##### **Precautions**

It may be that a parent who collects his/her children offers to give shelter to other children. The agreement of the parents of these children should be sought before releasing pupils in this way.

The provision of adequate supervision by members of teaching staff should be made for those pupils who cannot go home immediately and have therefore to remain at school.