



Trust Health & Safety Policy

FREQUENCY OF REVIEW: Annually

RATIFIED BY: Audit & Risk Committee April 2025 / Trust Board May 2025

DATE OF NEXT REVIEW: March 2026 Unless there is a material change

Signed:
Chair of Audit & Risk Committee

Date:

Signed:
Chief Education Officer (CEO)

Date:

Table of Contents

SECTION 1 - POLICY	4
INTRODUCTION	4
HEALTH AND SAFETY POLICY STATEMENT	4
TRUSTED SCHOOLS ALLIANCE IS COMMITTED TO:	5
SECTION 2 – ORGANISATION	6
TRUST ACTIVITIES	6
TRUST OBJECTIVES.....	6
Management of Health and Safety – Plan, Do, Check, Act.....	6
GOVERNANCE AND ORGANISATION OF HEALTH AND SAFETY	7
ORGANOGRAM	8
LOCAL ARRANGEMENTS.....	9
RESPONSIBILITIES OF PEOPLE WITHIN THE TRUST.....	9
Board of Trustees.....	9
CEO	9
Trust Executive and Central Team	10
Trust Director of Business and Operations	10
Trust Compliance Officer	Error! Bookmark not defined.
Trust/School Competent Person	11
Headteachers/Executive Headteacher	11
School Business Managers (SBM) or Business and Operations Managers (BOM)	12
Heads of Department (Secondary schools only)	13
Teachers and Support Staff.....	14
Lunchtime Supervisors.....	15
Premises Team Staff	15
Site Fire Wardens	16
Staff Safety Representatives	16
Radiation Protection Supervisor (where applicable).....	16
Education Visits Coordinator.....	17
Work Experience Coordinator (where applicable)	17
All Employees	18
Students	18
RESPONSIBILITIES OF PEOPLE EXTERNAL TO THE TRUST	18
Contractors.....	18
Visitors	18
HIRERS	18
SECTION 3A – TRUST-WIDE ARRANGEMENTS	20
ARRANGEMENTS FOR HEALTH, SAFETY AND WELFARE	20
General Behaviour	20
Consultation	20
Health and Safety Staff Committee.....	21
RISK MANAGEMENT	21
Definitions	21
Hierarchy of Control Measures	22
Record Keeping	22
Information and Training	22
Review and Revision	23
Health Surveillance and Occupational Health	23
INFORMATION, INSTRUCTION AND TRAINING	24
Training Arrangements.....	25
Induction Training.....	25
New Managers and Supervisors	25
Job Specific Training.....	25
Function Specific Training.....	25
Existing Employees.....	26
Temporary Employees including Supply Staff	26
Contractors.....	26
PERSONAL PROTECTIVE EQUIPMENT	26

FIRE SAFETY AND OTHER EMERGENCIES	27
Fire / Emergency Plan.....	28
Duties of Fire Marshals	28
FIRST AID	29
Duties of First Aiders.....	30
INCIDENT REPORTING AND INVESTIGATION	30
NEAR-MISS INCIDENTS.....	33
ACCIDENT BOOK	33
ACCIDENT AND NEAR-MISS REPORTING AND INVESTIGATION	33
HOSPITAL TREATMENT	34
MANUAL HANDLING	34
TRANSPORT SAFETY.....	34
WORK AT HEIGHT	36
SLIPS AND TRIPS	37
DISPLAY SCREEN EQUIPMENT	38
ELECTRICAL SAFETY.....	38
Fixed Electrical Installations.....	39
Portable Electrical Equipment.....	39
Working with Electrics.....	39
Information and Training	39
Record Keeping	39
HAZARDOUS SUBSTANCES	40
General Precautions	41
MACHINERY, PLANT AND EQUIPMENT	42
ASBESTOS.....	42
LEGIONELLA.....	43
GROUND MAINTENANCE AND LANDSCAPING.....	44
MOBILE PHONES	44
LONE WORKING.....	44
NEW AND EXPECTANT MOTHERS (PLEASE REFER TO TRUST MATERNITY POLICY)	45
VISITORS AND CONTRACTORS	46
DRUGS AND ALCOHOL	47
SMOKING POLICY	47
NOISE	48
HAND-ARM VIBRATION SYNDROME (HAVS)	48
YOUNG PERSONS	48
WELFARE ARRANGEMENTS.....	49
CONSTRUCTION (DESIGN & MANGEMENT) REGULATIONS 2015 [CDM]	49
PURCHASING POLICY.....	49
SECTION 3B – SCHOOL SPECIFIC ARRANGEMENTS/HEALTH AND SAFETY POLICY.....	50

SECTION 1 - Policy

INTRODUCTION

TrustEd Schools Alliance will strive to achieve the highest standards consistent with its responsibilities under the Health and Safety at Work Act 1974 and associated statutory legislation, regulation, and guidance.

The Board of Trustees, Governing Bodies, Headteachers and Senior Leadership Teams are fully committed to ensuring the health and safety of all employees, pupils and any other person who could be affected by its activities.

This policy document has been prepared in accordance with the requirements of the Health and Safety at Work Act and related legislation and is issued for the direction, guidance and information of all employees, students, parents, service providers and members of the public to whom it may apply.

The objectives, aims and targets of the policy are based on the following principles: -

"All injuries can be prevented, and all accidental losses can be controlled."

This policy document covers the following sites: -

- Alveley Primary School, Daddlebrook Road, Alveley, Shropshire, WV15 6JT
- Belvidere School, Belvidere Lane, Shrewsbury SY2 5RJ
- Castlefields Primary School, Castlefields, Bridgnorth, Shropshire, WV16 5DQ
- Church Stretton School, Shrewsbury Road, Church Stretton, SY6 6EX.
- Meole Brace School, Longden Rd, Shrewsbury SY3 9DW
- Mary Webb School, Bogey Lane, Pontesbury, Shrewsbury, SY5 0TG
- Oldbury Wells School, Oldbury Wells, Bridgnorth, Shropshire, WV16 5JD
- St Leonards C.E. Primary School, Innage Lane, Bridgnorth, WV16 4HL
- Stokesay Primary School, Market Street, Craven Arms, Shropshire, SY7 9NW

This policy also applies to situations where employees are required to work, visit, or supervise activities on other sites or during off-site activities with students.

Health and safety are everyone's responsibility. We expect all staff and stakeholders to play their part in recognising, supporting, and reinforcing our health, safety, and welfare commitments.

This policy will be brought to the attention of all members of staff. A copy is to be displayed on health and safety notice boards at each site. Details of the local establishment's management organisation for health and safety and arrangements for implementing the policy are to be found in this document. A reference copy of the full document is to be kept in each school and must be readily available.

This policy and the accompanying organisation and arrangements will be reviewed on an annual basis.

HEALTH AND SAFETY POLICY STATEMENT

TrustEd Schools Alliance will follow guidance published in the ESFA School Trust Handbook which reminds trusts about their obligations regarding safeguarding, health and safety and estates management and will also take advice from the Health and Safety Executive's (HSE) guidance for Education. TrustEd Schools Alliance is committed to protecting the health, safety, and wellbeing of all its students; employees; contractors; partners and visitors and any other users of its premises. TrustEd Schools Alliance will strive to achieve the highest standards consistent with its responsibilities under the Health and Safety at Work Act 1974 and all other related statutory legislation and regulations.

TrustEd Schools Alliance will fulfil its moral and statutory responsibilities for health, safety, and well-being by ensuring that robust policies, structures, systems, procedures, and practices are in place; underpinned by a culture where health and safety is everyone's responsibility. TrustEd Schools Alliance expects all staff and stakeholders to play their part in delivering, supporting, and reinforcing its health, safety, and well-being commitments.

TrustEd Schools Alliance is committed to:

- Preventing accidents and work-related ill health by managing the health and safety risks in the workplace.
- Protecting the health, safety and welfare of all persons using TrustEd Schools Alliance premises. Maintaining safe and healthy working conditions, providing safe and appropriate equipment, and ensuring the safe storage and use of equipment and materials.
- Protecting the health, safety and wellbeing of staff, students and other persons affected by our activities whether on-site or those participating in off-site visits.
- Responding effectively to incidents by implementing effective control measures and emergency procedures.
- Equipping and training all employees, managers, and leaders to ensure that they are competent to carry out their work and in discharging their responsibilities.
- Engaging and consulting with employees and recognised Trade Union representatives on day-to-day health and safety matters to enable them to be proactive in the management of safety processes and procedures.
- Embedding awareness of health, safety and safeguarding as an integral part of TrustEd Schools Alliance's culture.
- Measuring, monitoring, and reviewing performance, gathering evidence to provide assurance in demonstrating compliance with legal and statutory requirements and to ensure continuous development and improvement.

The purpose of the Health and Safety policy is to ensure that:

- Effective structures, systems, procedures, and arrangements are developed and implemented in relation to health and safety, including fire, asbestos, or other significant incidents.
- Roles, responsibilities and accountabilities for health and safety are identified and implemented.
- Safe systems of work are effective and safe working equipment is provided.
- Risks are identified and effective controls are in place to manage these.

In accordance with the requirements of the Act and of Regulation 7 of the Management of Health and Safety at Work Regulations 1999, we will appoint a 'competent person' to provide guidance on health and safety matters for the Trust. This policy will be regularly reviewed with a view to keeping all staff up to date on the Trust's procedures.

Signed: 	Signed: 
Date: 8 April 2025	Date: 8 April 2025
Title: CEO and Accounting Officer	Title: Chair of Trustees

SECTION 2 – Organisation

TRUST ACTIVITIES

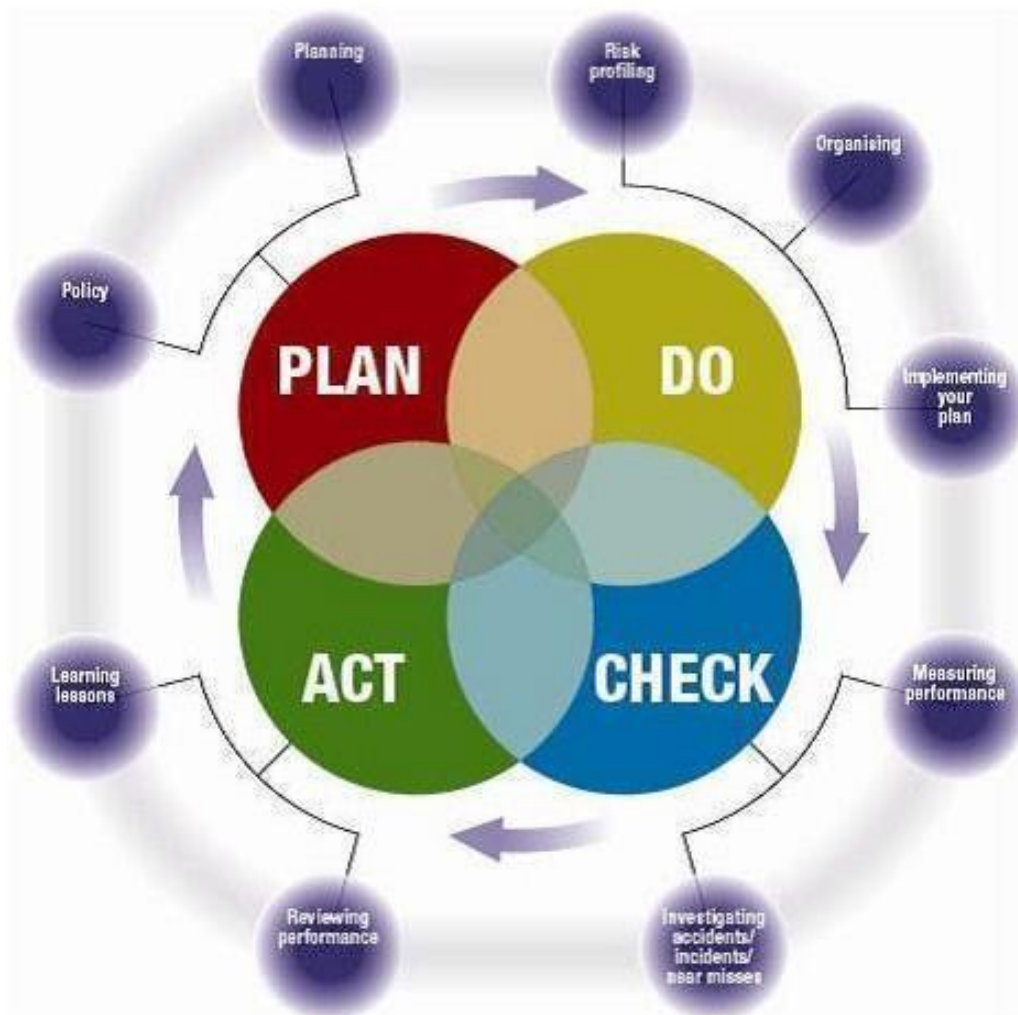
TrustEd Schools Alliance provides educational facilities for primary and secondary age children together with other related non-curricular activities. It also provides mentoring support to students where needed.

TRUST OBJECTIVES

Management of Health and Safety – Plan, Do, Check, Act

TrustEd Schools Alliance recognises that managing health and safety requires a sustained and systematic approach and will adopt the Health and Safety Executive (HSE) model of good practice, which contains the steps Plan, Do, Check, Act. This cyclical approach helps to ensure that policies, structures, systems, procedures, and practices are aligned to the culture, treating health and safety management as an integral, rather than as a stand-alone system.

The HSE model has been reproduced and is illustrated as follows:



In adopting this approach TrustEd Schools Alliance will implement the following:

PLAN

- **POLICY** - Appropriate written statements of policy and procedure on health and safety are put in place, and that there are effective arrangements for implementation.
- **PLANNING** - There are effective plans in place for the management of health and safety activity and that any additional funding requirements to address health and safety issues are identified through annual capital allocations whilst ensuring contingency plans are in place in the event of an emergency.

DO

- **RISK PROFILING** - Risks to employees, pupils/students, contractors, and any other people who could be affected by TrustEd Schools Alliance activities are assessed and recorded.
- **ORGANISING** - Organisational structures, systems and controls that are monitored and reviewed as an outcome of risk assessment.
- **ORGANISING** - Consultation takes place with employees about the risks at work and current preventative and protective measures.
- **IMPLEMENTING PLANS** - There is access to competent health and safety information, advice, and guidance about the risks in the workplace and the control measures.
- **IMPLEMENTING PLANS** - Instruction and training is available for employees in how to deal with the risks and ensuring there is adequate and appropriate supervision in place. Staff will continually develop their own competence through health and safety induction and refresher training and specific training where necessary.

CHECK

- **MEASURING PERFORMANCE** - Ensure compliance with legal and statutory requirements and monitoring and reviewing all Health and Safety arrangements.
- **INVESTIGATING ACCIDENTS/INCIDENTS** - Investigations take place to identify any trends and to monitor performance of policies, procedures, and systems.

ACT

- **REVIEWING PERFORMANCE** - Performance and compliance is regularly reviewed with updates provided.
- **LEARNING LESSONS** - Learning takes place from findings from investigations to inform further developments.

GOVERNANCE AND ORGANISATION OF HEALTH AND SAFETY

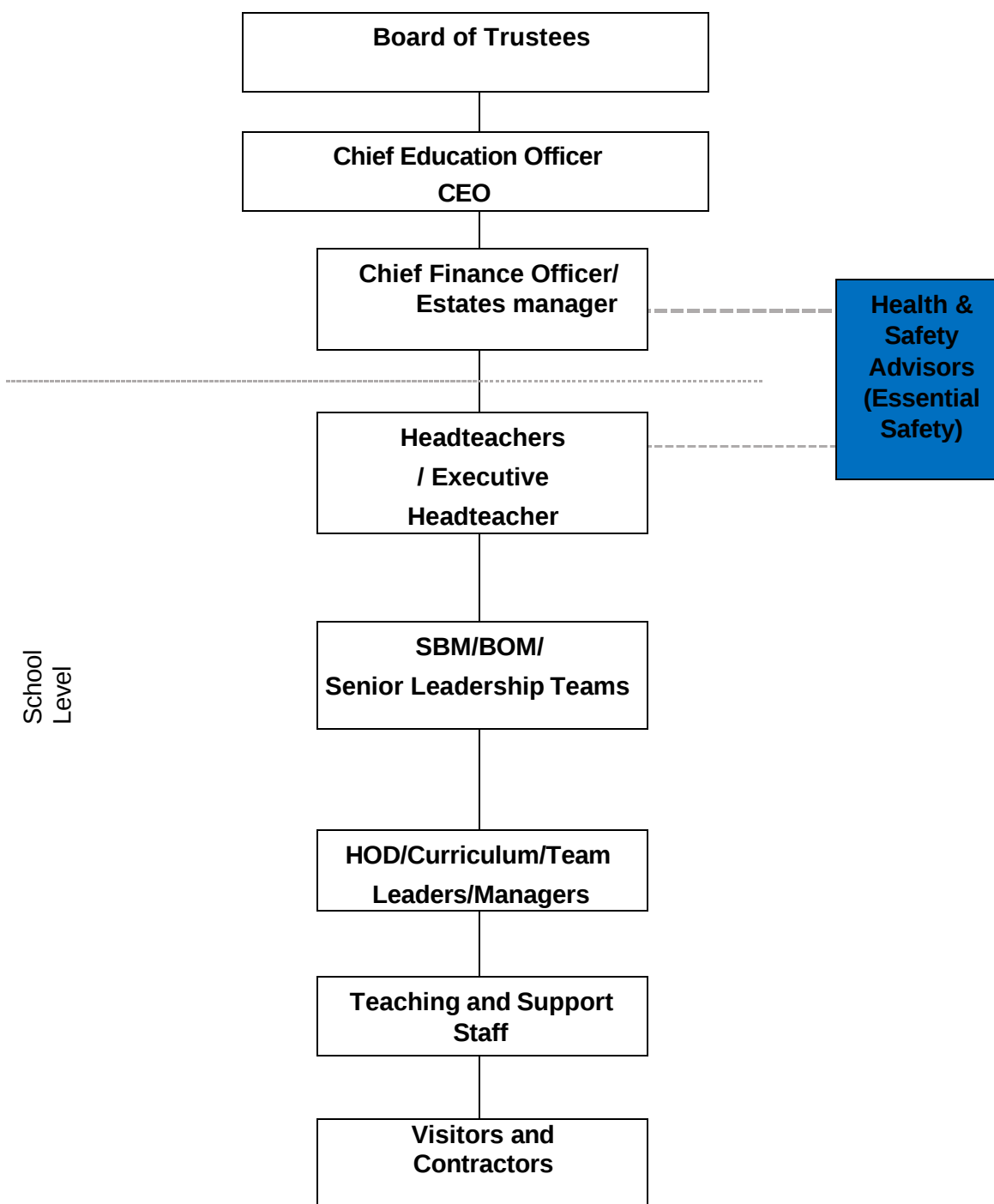
The Health & Safety at Work Act places ultimate and overall responsibility for health and safety with the TrustEd Schools Alliance Trust Board of Trustees. However, each Trust school, supported by the TrustEd Schools Alliance central team, will manage its own Health & Safety procedures which fully integrate with this Policy.

Headteachers are responsible and accountable for the implementation and compliance of this policy within their school although health and safety roles and responsibilities can be delegated to other school staff ensuring that such arrangements are documented in writing. Management and monitoring mechanisms will be put in place to provide an overview of statutory compliance.

All persons within the schools are required to be aware of the lines of communication and levels of responsibilities that exist to ensure that health and safety matters are dealt with efficiently.

ORGANOGRAM

The organogram below shows the management structure for the Trust in relation to health and safety matters.



Each Trust School will make arrangements broadly in line with the above organisational framework.

LOCAL ARRANGEMENTS

In discharging this policy each school will develop and document their local procedures suitably customised and tailored to meet the needs of their own local circumstances and arrangements. Such arrangements will be supported and informed by the Trust in conjunction with the Trust appointed Health and Safety Advisor and other specialist advisors. These arrangements will ensure that the commitment and intent outlined in this policy is delivered effectively.

The local arrangements are outlined and held by each school (Trust Schools to refer to the last page of this document).

A reference copy of the full document is to be kept in the school and a copy sent to the Trust Central Team and must be readily available.

RESPONSIBILITIES OF PEOPLE WITHIN THE TRUST

Board of Trustees

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. The overall aim is to ensure that a positive health and safety culture is established and maintained across the Trust. The Board of Trustees must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors. As a result of an audit, inspection, or concerns raised with TrustEd Schools Alliance, the Board of Trustees will direct health and safety improvements to be made to TrustEd Schools Alliance policies, procedures, systems, and any other arrangements that are non-compliant with legislation.

The Board of Trustees' responsibilities are to:

- Ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, pupils and/or visitors.
- Ensure that each Member of the Board of Trustees accepts their individual role in providing health and safety leadership for the Trust.
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the Trust.
- Ensure that its decisions reflect its health and safety intentions, as articulated in the Trust Health and Safety Policy statement.
- Provide strategic direction in health and safety matters.
- Ensure that Trust suppliers and contractors have been appropriately vetted for health and safety standards.
- Ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored.
- Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety.
- Ensure there is an effective business continuity and emergency plan in place.
- Confirm there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments.
- Ensure effective safeguarding of children is in place across the Trust.
- Ensure that adequate resources are committed to the management of health, safety and well-being.

CEO

The CEO will provide Health and Safety updates to the Board of Trustees as appropriate.

Trust Executive and Central Team

For the Central Team and central locations, responsibilities for health and safety are with the Chief Education Officer and the Executive Team who may delegate responsibilities as appropriate.

Trust Director of Finance

The Director of Finance is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties, and prosecutions.

The Director of Finance must:

- In conjunction with the Estates Manager and each Headteacher ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the school.
- Consider the impact of health and safety in all strategic and operational decision making.
- Implement ways in reducing the likelihood of people being harmed by TrustEd Schools Alliance activities.
- Monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and implement changes to policy and procedures where required.
- Implement and monitor an informed, proportionate, and prioritised risk management system for the Trust.
- Ensure there is an effective accident reporting and investigation procedure across the Trust.
- Ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust's premises.
- Monitor the program of health and safety inspections.
- Ensure the development and implementation of the overall health and safety strategic plan.
- Monitor that all staff receive adequate health and safety training.
- Ensure that the arrangement with the Trust's appointed Health & Safety consultant is fit for purpose and represents good value for money.

Estates Manager

The Trust Estates Manager will support the Director of Finance in ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties, and prosecutions.

The Estates Manager must:

- Consider the impact of health and safety in all strategic and operational decision making.
- Implement ways in reducing the likelihood of people being harmed by TrustEd Schools Alliance activities.
- Monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to propose changes to policy and procedures where required.
- Monitor the prioritised risk management system for the Trust.
- Ensure there is an effective accident reporting and investigation procedure across the Trust.
- Ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust's premises.
- Assist the Director of Finance in ensuring that there is a programme of health and safety inspections in place.

- Support the development and implementation of the overall health and safety strategic plan.
- Ensure all staff receive adequate health and safety training.
- Be a point of contact with the Trust's appointed Health & Safety consultant and Trust schools.

Trust/School Competent Person

TrustEd Schools Alliance will work in partnership with its Health and Safety Advisor (Shropshire Council Health and Safety Team) and other specialists who will provide active support to ensure that appropriate procedures and controls are in place for the management of risk and compliance with legal and statutory requirements including the documentation and completion of records. TrustEd Schools Alliance's Health and Safety Advisor/other specialists will carry out the duties and responsibilities as the "Appointed Competent Person" to periodically review health and safety management and arrangements to provide assurance and advice on health and safety across the Trust in a number of areas including:

- Advice on interpretation of legal requirements
- Assistance with strategy for implementation of the policy
- Provide investigations of serious accidents / incidents or near misses
- Revise the policy in the light of experience or legal change.
- Provision of advice upon the visit of an Enforcement Officer
- Consideration of reasonable adjustments under the Equality Act for people with disabilities.

Occupational Health and Safety Team

Shropshire Council

01743 252819 or email them at health.safety@shropshire.gov.uk

Headteachers/Executive Headteacher

Each Headteacher is responsible and accountable for the implementation and compliance of this policy within their school, ensuring that a positive health and safety culture is encouraged and developed within the school, and that all staff and pupils understand their responsibilities and adhere to this policy.

The Headteacher shall have overall responsibility for ensuring the effective management of health and safety across the establishment and will be accountable for delegated safety functions within their schools, including many aspects of day-to-day school operational risk and will:

- Be responsible for ensuring full compliance with this policy in all areas of the establishment and all relevant activities.
- Ensure that a system for the management of health and safety is in place whereby all risks to health are identified and those risks eliminated or controlled.
- Produce a plan for the continual management of health and safety as part of the establishments' objectives which will be regularly monitored, reviewed, and developed.
- Ensure that training needs regarding health and safety are identified and such training is carried out at the earliest opportunity.
- Ensure that all accidents and incidents causing injury or damage to health, or with the potential to do so, are fully investigated and any required action quickly taken to prevent a recurrence.
- Review safety reports from the School Business Manager/Business Operations Manager and/or outside agencies and to consider the action to be taken to address any issues or concerns raised.

- Regularly inspect the premises to ensure compliance with the policy and suitable standards of health and safety are being achieved.
- Ensure that information on hazards and precautions relevant to materials and plant is available and communicated to employees, as necessary.
- Ensure that the necessary prescribed notices, records, and registers are maintained and/or displayed.
- Ensure consultation with employees is undertaken with regards to health and safety and carefully consider any health and safety concerns or recommendations raised by an employee or employee representative.
- Ensure that Heads of Department are involved in safety inspections and investigations within the areas under their control.
- Ensure that all relevant health and safety legislation and rules are adhered to.
- Ensure adequate staffing levels are provided or maintained, where required for health and safety reasons.
- Ensure any equipment or materials purchased meet appropriate safety standards.
- Ensure that adequate first aid facilities are made available.
- Ensure sufficient Fire Marshalls are appointed.
- Ensure adequate welfare facilities are available.
- Ensure suitable and sufficient emergency arrangements are in place for the premises.
- Ensure that off site visits are suitably risk assessed, have appropriate arrangements in place including emergency arrangements and sufficient supervision is provided.
- Ensure that any events taking place on school grounds have suitable and sufficient risk assessments in place and are managed and supervised. Where this involves the public, suitable emergency arrangements must be put in place.
- Ensure that all substances have an up-to-date C.O.S.H.H Assessment
- Ensure that Workplace Risk Assessments are carried out for their premises.
- Where construction work is being carried out within the premises ensure that relevant duties as the 'client' under the Construction (Design and Management) Regulations are fully met, including appointment of a Principal Designer/ CDM Advisor and Principal Contractor for the project, as required.

School Business Managers (SBM) or Business and Operations Managers (BOM)

The School Business Managers/Business and Operations Managers will support the Headteachers in the management of health and safety and will ensure there are suitable and adequate management systems in place at each school for health and safety.

The School Business Managers /Business Operations Managers shall also act as the Safety Co-ordinator and shall be responsible for providing suitable advice and assistance on health and safety matters to the Headteacher and Senior Leadership Team.

They will:

- Ensure all risk assessments are maintained up-to-date and regularly monitored and reviewed.
- Ensure all staff receive a copy of the policy and any amendments.
- Ensure the correct accident recording, and reporting procedure is carried out.
- Ensure regular evacuation drills and fire alarm tests are carried out.
- Be responsible for overseeing the implementation of the health and safety policy and monitoring the application of the policy.
- Ensure that there is a system in place for the management of health and safety whereby all risks to health and safety are identified and measures taken to eliminate or adequately control them.
- Establish and maintain a system of communication and consultation of health and safety information.

- Periodically inspect all parts of the site and relevant operations and prepare a report to the Headteacher regarding the findings of the inspection.
- Periodically report to the Headteacher on all aspects of health and safety within the establishment.
- Ensure that the Senior Leadership Team are kept up to date with current health and safety legislation and best practice.
- Ensure that the quality of health and safety training is of a suitable standard.
- Ensure that on a regular basis, emergency procedures and drills are carried out at the premises.
- In conjunction with each department, develop safe working procedures for all operations or activities that may constitute a risk to the health and safety.
- Evaluate investigations of accidents, recommendations to prevent recurrence and actions taken. An additional investigation shall be conducted where it is considered the initial investigation / action is insufficient.
- Set up a Health and Safety Committee and provide information and statistics for meetings as required.
- Liaise with employees on all matters concerning health and safety at work to the benefit of all employees and the establishment.
- In conjunction with the Headteacher a termly Health and Safety report is prepared for the Trust Audit & Risk Committee including, but not limited to; any accidents, near-miss incidents, identified gaps in Health and Safety legal compliance, Health and Safety Executive/ Fire Authority intervention.
- Ensure Fire Safety Management of the school/workplace is undertaken to minimise the incidence of fire (fire prevention), e.g., good housekeeping and security.
- Ensure that there is a current fire risk assessment in place for the premises and that it is suitable and sufficient and regularly reviewed with any identified nonconformances actioned.
- Produce, or reviewing, the Emergency Fire Plan, inclusive of a Fire Evacuation Plan.
- Ensure that all persons entering TrustEd Schools Alliance premises have had induction training on emergency evacuation procedures in the event of a fire.
- Ensure that all staff have received adequate fire and evacuation training consistent with their role.
- Check the adequacy of fire-fighting equipment and ensuring its regular maintenance.
- Ensure fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly.
- Ensure that fire detection and protection systems are maintained and tested, and proper records are kept.
- Ensure close down procedures are followed.
- Establish and maintaining effective communication with the local fire service and providing the required information and assistance to the fire authority to allow for effective discharge of their duties.

Heads of Department (Secondary schools only)

Will support the Headteacher via the Senior Leadership Team to ensure that the policy is adhered to in their department or area of responsibility.

Heads of Department shall be responsible for ensuring the day-to-day management of health and safety within their department or area of responsibility.

They will:

- Familiarise themselves with the Trust Health and Safety Policy and how it applies to their area of responsibility.

- In conjunction with the School Business Manager/Business Operations Manager identify all risks to health and safety within their department or area of responsibility and take measures to eliminate or control such risks.
- Ensure that persons in their department or area of responsibility are fully trained for the task(s) they are to perform in order to ensure that they are not exposed to unsafe working procedures or practices.
- Ensure that all employees in their department or area of responsibility know what to do in the case of fire/explosion or similar incident and know the location of firefighting equipment provided.
- Ensure that all employees in their department or area of responsibility know the whereabouts of First Aid facilities and the names of First Aiders.
- Continually develop safe practices in their department or area of responsibility to ensure maximum safety for all under their supervision.
- Ensure that adequate supervision is available at all times, particularly where young or inexperienced workers are concerned.
- Investigate all accidents promptly to discover their cause and take immediate action to eliminate a recurrence.
- Complete incident report forms for all incidents involving injury, damage to establishment property or lost time or where an incident/near miss could have led to injury.
- Ensure that any safety equipment / safety devices are always used, properly adjusted, and maintained.
- Ensure that all defects in their department or area of responsibility are promptly recorded and rectified. Where the defect involves the safety of machinery / office equipment, it is immobilised until repaired.
- Ensure up to date risk assessments are in place, especially for plant, equipment or machinery.

Teachers and Support Staff

All Teaching and Support Staff are responsible for ensuring the health and safety of themselves and students under their immediate care and supervision.

They will:

- Be aware of their legal health and safety responsibilities regarding their own health, safety and welfare and those that could be affected by their acts or omissions under the Health and Safety at Work Act 1974. This includes taking reasonable care and generally co-operating with their employer regarding health and safety.
- Be aware of their legal responsibility under the Management of Health and Safety at Work Regulations 1999 to use equipment, substances etc in accordance with any instructions or training provided to them and to report any situations of serious danger or other shortcoming in health and safety to their employer.
- Familiarise themselves with and conform to the Trust's Health and Safety Policy at all times.
- Conform to the Trusts and school rules and regulations made in the interest of health, safety, or welfare.
- Not misuse any equipment issued in the interest of health, safety, or welfare, e.g., goggles, hearing protection, protective clothing, safe systems etc.
- Ensure that accidents and incidents are reported promptly and fully to the Head of Department and First Aid is obtained promptly where necessary.
- Ensure that their work area is kept clean and tidy.
- Ensure that any safety equipment / safety devices are always used, properly adjusted, and maintained.
- Ensure that all defects in their department or area of responsibility are promptly recorded and rectified. Where the defect involves the safety of machinery / office equipment, it is

immobilised until repaired.

- When supervising trainees ensure they are capable of undertaking any task they are asked to do, and to instruct them in general health and safety matters.
- Ensure that any agreed adequate level of supervision is available, and that appropriate health and safety arrangements exist in conjunction with the appropriate policy prior to taking school parties off site.
- Only carry out tasks they are competent and trained to do so.

Lunchtime Supervisors

All supervisory staff are responsible for ensuring the health and safety of themselves and students under their immediate care and supervision.

They will:

- Be aware of their legal health and safety responsibilities regarding their own health, safety and welfare and those that could be affected by their acts or omissions under the Health and Safety at Work etc Act 1974. This includes taking reasonable care and generally co-operating with their employer regarding health and safety.
- Be aware of their legal responsibility under the Management of Health and Safety at Work Regulations 1999 to use equipment, substances etc in accordance with any instructions or training provided to them and to report any situations of serious danger or other shortcoming in health and safety to their employer.
- Familiarise themselves with and conform to the Trust's Health and Safety Policy at all times.
- Conform to the Trusts and school rules and regulations made in the interest of health, safety, or welfare.
- Not misuse any equipment issued in the interest of health, safety, or welfare, e.g., goggles, hearing protection, protective clothing, safe systems etc.
- Ensure that accidents and incidents are reported promptly and fully to the Head of Department and First Aid is obtained promptly where necessary.
- Ensure that their work area is kept clean and tidy.
- Ensure that any agreed adequate level of supervision is available, and that appropriate health and safety arrangements exist in conjunction with the appropriate policy prior to taking school parties off site.
- Only carry out tasks they are competent and trained to do so.

Premises Team Staff

Responsible for managing health and safety arrangements pertaining to buildings and grounds – including building works, maintenance and compliance in such areas as fire protection, asbestos management, electrical inspections and control of legionella.

The Premises Lead/Manager is responsible to the Headteacher via the School Business Manager and Senior Leadership Team.

Duties include:

- Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- Taking appropriate action when necessary to prevent injury to others on the site, who might otherwise be exposed to unnecessary dangers, for example, erect barriers etc.
- Participating in completion of health and safety checklists, for example, building structure, services, access to/egress from the school etc.
- Maintain and keep up to date the Trust Building Compliance checklist using the Every Compliance Tool.

- On opening up the premises, undertake a visual inspection to ensure no potential hazards exist.
- Ensuring all premises staff are trained and competent to carry out their role.

The Site Manager/Lead/Caretaker are responsible for looking after the premises. Their responsibilities include:

- Maintaining an understanding of the health and safety policy arrangements and the responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements.
- Overseeing contractors working on the premises and ensuring that hazard information has been exchanged and suitable risk control measures are implemented and detailed method statements in place.
- Ensuring adequate security arrangements are maintained.
- Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided.
- Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained.
- Ensuring that plant and equipment is adequately maintained.
- Arranging for the regular testing and maintenance of electrical equipment.
- Maintaining accurate records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance.
- Maintain and update the Every Premises Compliance System.
- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.
- Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations.
- Only carry out tasks they are competent and trained to do so.

Site Fire Wardens

Responsible for the holding and recording of fire drills, the testing and recording of fire detection and alarm systems, for ensuring that all persons are out of the building in the event of an alarm, and for meeting the fire and rescue service.

Staff Safety Representatives

To act as a means of consultation and liaison on matters of health and safety and work in conjunction with the School Business Manager/Business and Operations Manager.

Radiation Protection Supervisor (where applicable)

The appointed person has the authority and powers of sanction to ensure that standards of radiation protection are maintained locally. The main duties of the Radiation Protection Supervisor include:

- Adhering to the legal legislation and rules established by the radiation employer.
- Supervising sources of ionising radiation on the site, including effective security and protection.
- Implementing such monitoring measures as are necessary to provide sufficient monitoring of radiation exposure.

- Completing suitable and sufficient risk assessments of activities, in relation to the use of sources of ionising radiation and ensuring effective control measures are in place prior to activities being undertaken.
- Ensuring that provisions specific to women and young people are in place and strictly adhered to.
- Producing a Radiation Emergency Plan and liaising with the Fire Safety Officer on the provision of information for emergency services in the event of an emergency.
- Ensuring that their knowledge of core competency in radiation protection is maintained and keeping abreast of any changes to relevant legislation, codes of practice, or guidance.
- How to access help and advice from the appointed Radiation Protection Advisor and other appropriate sources, e.g., HSE, etc.
- Ensuring all employees working with radiation are competent and training is up to date.
- Ensuring the correct PPE is provided and worn correctly.
- Ensuring sources of radiation are stored securely with restricted access.

Trust RPO is Shelley Reid at Shropshire Council.

Direct Tel: 01743 252818 only Wednesday to Friday.

Email address shelley.reid@shropshire.gov.uk

N.B. If you have an urgent enquiry please contact the Health and Safety Team directly on 01743 252819 or email them at health.safety@shropshire.gov.uk

Education Visits Coordinator

The Educational Visits Coordinator (EVC) is responsible to the Headteacher for ensuring that:

- The school procedures for educational visits are implemented.
- All school visits comply with all legislation, regulation and guidance in every respect.
- Off-site activities are meticulously planned and supervised, and that the students' safety is paramount.
- The competency and DBS Status of all supervising staff and volunteers is checked.
- There is careful planning and preparation of the trip to include a suitable and sufficient assessment of the risks and benefits of all activities. Where appropriate detailed Method Statements or Lesson Briefs must be produced.
- Full details of all overseas or high risk adventurous educational visits are notified to the TrustEd Schools Alliance Executive Team for prior approval at least one month before the visit is due to commence.
- Staff involved in educational visits are fully aware of their responsibilities regarding the off-site policy and have access to it.
- All staff involved in educational visits should follow the Trust Educational Visits Policy and procedures.

Work Experience Coordinator (where applicable)

The Work Experience Coordinator is responsible to the Headteacher for the provision of safe work experience placements. This includes liaising with any external bodies appointed to organise the practical arrangements.

The duties of the Work Experience Coordinator include, but are not limited to:

- Liaising closely with the Headteacher to decide the appropriate process for organising work experience placements, including the use of external bodies.
- Ensuring that all placements are risk assessed (by the employer) and risk assessments are completed for members of staff that visit such employers during the work placements. These assessments should include safeguarding and lone working arrangements.
- Pupils and parents are provided with all relevant information regarding work experience placements, including risk assessments.

- Ensuring emergency arrangements are in place, should an accident or incident occur during work experience.
- Employers providing placements have full relevant information regarding students undertaking a placement with them, including details of additional educational or special needs. Where possible, students are visited during their placement.
- Ensuring that the work experience is of a suitable nature and does not expose the student to significant risks to their health, safety and welfare.

All Employees

All employees are to ensure the health, safety and welfare of themselves, students and others who may be affected by their actions.

They will ensure that they:

- Are familiar with the requirements of this Trust's Policy Statement and Arrangements
- Comply with all reasonable instructions given to them by the Trust and/or the school management.
- Are fully aware of the correct action to take in the event of a fire or other emergency at their place of work.
- Report any failure in the safety procedure or any hazard likely to cause harm.
- Report any defective equipment and put it immediately beyond use.
- Consider the health and safety aspects before the commencement of any work.
- Report all accidents, incidents and near misses to their immediate line manager (i.e., where injury has not resulted on such an occasion)
- Ensure that any visitors are correctly equipped, escorted and kept safe.
- Only carry out tasks they are competent and trained to do so.

Students

Students are required to follow safe practices and adhere to the school rules.

RESPONSIBILITIES OF PEOPLE EXTERNAL TO THE TRUST

Contractors

Contractors will be required to comply with the following:

- Report to reception upon arrival and sign in.
- Comply with the CDM Regulations and follow the site safety rules.
- Comply with the Trust's Health and Safety Policy and they must ensure their own Health and Safety Policy, Risk Assessment and Method Statement (RAMS) are available before work is carried out.
- Ensure that any plant or equipment brought onto site by the contractors is suitable and maintained in a safe condition.
- Contractor's employees are not permitted to alter anything provided for their use or interfere with any plant or equipment on the site, unless authorised to do so.
- Provide information and assessment of noise and vibration levels by plant, equipment or operations brought on site by contractors must be provided before work commences.
- Ensure that any injury sustained, or damage caused by contractor's employees, must be reported immediately to the Premises Manager or Caretaker.
- Maintain the safeguarding protocols of students at all times.
- Only carry out tasks they are competent and trained to do so.
- Obey all emergency arrangements.

Visitors

All visitors must:

- Report to reception and sign in on arrival.
- Be accompanied onsite, unless authorisation and clearance has been given by the Headteacher.
- Report any injuries or near misses to their host.
- Not enter unauthorised areas.
- Maintain the safeguarding protocols of students at all times.
- Follow the site safety rules.
- Obey all emergency arrangements.

Hirers

When the premises are used for purposes not under the direction of the Headteacher, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Headteacher supported by the responsible manager for lettings will seek to ensure that hirers and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used outside normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the School/Trust, it will be a condition for all hirers and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Board of Trustees and that they will not without the prior consent of the Board of Trustees;

- Introduce equipment for use on the Academy premises
- Alter fixed installations.
- Obscure or otherwise hinder fire and safety notices or equipment
- Take any action that may create hazards for persons using the premises or the employees or pupils of the school.

The Board of Trustees draws the attention of all users of the Trust/Schools premises (including hirers and contractors) to Section 8 of the Health and Safety at Work, etc. Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

SECTION 3A – TRUST-WIDE ARRANGEMENTS

ARRANGEMENTS FOR HEALTH, SAFETY AND WELFARE

General Behaviour

It is the responsibility of all employees, students, contractors and visitors to observe the Trust's Health and Safety Policy and Arrangements, site rules and procedures and to behave in a safe and reasonable manner whilst at work or otherwise present on school premises.

Failure to comply with such policies, rules and procedures will render staff liable to action under the established disciplinary procedure. Failure by contractors and visitors may result in expulsion from the site and/or police or other statutory body involvement.

It should also be noted that a breach of relevant health and safety legislation by an employee is a criminal offence which may result in legal action against the individual.

It is recognised that it is not possible to prepare in written form every safety rule laid down by the organisation since circumstances may vary depending upon the nature of work. However, employees and students are expected to always act in a sensible manner and adhere to verbal instruction given by management.

Consultation

TrustEd Schools Alliance recognises its responsibility to provide a safe and healthy working environment and acknowledge that this policy cannot be achieved without the co-operation and commitment of staff at all levels. This requires the development and maintenance of effective means of consultation with all its employees.

TrustEd Schools Alliance will endeavour to promote consultation with all employees and comply with the relevant legal requirements detailed within the Safety Representatives and Safety Committees Regulations, the Health and Safety (Consultation with Employees) Regulations and with the associated guidance issued by the Health and Safety Executive.

Regular consultation and discussions with employees on health and safety matters is therefore given high priority in order to gain their continued support and co-operation.

In particular the following rules and procedures will be applied in relation to this area:

- Employees and/or their representatives are encouraged to raise concerns about health, safety and welfare matters with their line manager and will receive positive feedback on any issues raised. Any unresolved issues can be raised at the next staff safety committee meeting and / or with the Headteacher or School Business Manager/Business Operations Manager.
- Suitable and adequate training and other information or resources will be provided for all safety representatives in order to allow them to take a full and effective part in consultations.
- Employees and/or their representatives will be consulted on all matters that affect their health, safety, and welfare, including relevant changes in procedures, equipment and working methods or the introduction of new technology. The feedback arising from such consultation will be considered before any decisions are made.
- Employees and/or their representatives will be kept informed of risks associated with work activities and the measures required to be taken to control those risks, including copies of relevant risk assessments and safe systems of work, or working procedures.
- The school will form a Health and Safety Committee.

Health and Safety Staff Committee

The membership of the Health and Safety Committee will be subject to the agreement of the management and the respective departmental staff representatives.

However, the committee shall include a senior managerial representative nominated by the Headteacher in order to ensure that there is adequate authority present to make decisions and with knowledge and expertise to provide accurate information to the committee on such matters as company policy, technical matters etc.

The meetings will be held at least 3 times throughout the year, unless the Committee decides it would be beneficial to change this frequency to a more regular basis.

The meeting will be fully minuted and each member of the committee will receive a copy of the minutes and a copy will be placed on the notice board in the staff room or other authorised location.

The committee meeting will include:

- Walk-about school.
- Actions since last meeting
- New issues raised by staff.
- Review of departmental safety inspections
- Development and monitoring of safety rules and safe working procedures
- Monitoring of the adequacy of health and safety communication systems.
- Review of accidents incidents and near misses
- Emergency Procedure Review
- AOB
- Date of next meeting

The person within the school responsible for implementing and monitoring the rules and procedures in this area and associated activities will be the Headteacher or School Business Manager/Business Operations Manager.

RISK MANAGEMENT**Definitions**

Hazard: A “hazard” is something that has the potential to cause harm.

Risk: “Risk” is the likelihood of the harm being realised. The risk, therefore, reflects both the likelihood that harm will occur and its severity.

It will generally be recorded as insignificant, low, medium, or high.

Control Measures: Where work activities, items or areas with significant risks are identified the risk assessment will contain details of the measures that must be applied or actions that must be taken in order to eliminate, reduce or control the risks in question and therefore allow the activity etc to be carried out safely. These required measures or actions are referred to as control measures.

Hierarchy of Control Measures

The following principles will be applied to adopting control measures:

- Elimination: Remove the hazard
- Substitution: Replace the hazard with something less hazardous
- Engineering Controls: Isolate people from the hazard
- Administrative Controls: Change the way people work.
- PPE: Protect the employee with PPE, should be a last resort.

TrustEd Schools Alliance recognises that they have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all significant risks arising from activities are adequately managed.

TrustEd Schools Alliance will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations and other applicable legislation, and with the specific Approved Code of Practice and guidance notes issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area:

- TrustEd Schools Alliance will implement a programme of hazard identification and risk assessment for all its activities in order to eliminate, reduce or control, so far as is reasonably practicable, any harm or danger to employees or other affected persons. Each individual school will be required to carry out their own site-specific risk assessments for all their activities.
- All risk assessments will be undertaken by a trained and competent person, in some cases this may involve a number of technically qualified individuals.
- All risk assessments will be fully documented and recorded.
- All risk assessments will be reviewed regularly.
- All risk assessments will be monitored on a regular basis at a frequency determined by, and stated within, the assessment.
- All relevant employees or other persons will be informed of the significant findings of risk assessments that relate to their work activities or otherwise affect them.

Record Keeping

All significant findings of risk assessments and subsequent monitoring must be recorded. The records must include:

- The significant hazards identified in the assessment – those which might pose serious risk to employees or others who might be affected by the work activity if they were not properly controlled.
- The people who may be affected by the hazards, including any groups of employees, students, contractors, visitors etc and those who are at special risk.
- How those identified may be harmed.
- The levels of risk associated with the initial hazards.
- The required control measures and who is responsible for undertaking them.
- The residual risk following the application of the control measures.

Information and Training

All staff will be provided with relevant information regarding the risks to their health and safety as identified by the risk assessment, including information on the required control measures. Any additional training necessary in the use of safety equipment, personal protective equipment and clothing which may be introduced as a result of the risk assessment must also be provided.

Employees involved in conducting risk assessments will be given appropriate training and any additional information applicable to the particular working environment or activities that they may be assessing.

Appropriate information will also be provided to contractors, visitors and any others affected regarding the results of risk assessments and subsequent control methods that may affect them.

Review and Revision

The risk assessments must be kept up-to-date and be reviewed and modified, where necessary. If changes take place which mean that the current risk assessment is no longer valid or that it can be improved, the assessment must be reviewed. In all cases, risk assessments will be reviewed on an annual basis.

Health Surveillance and Occupational Health

TrustEd Schools Alliance recognises that a work environment can impact on an individual's health. All activities will be risk assessed and where an activity still has residual risks to health after controls have been applied then Health Surveillance may be deemed necessary such as when working with noise, vibration, hazardous substances, ionising radiation etc. The level of health surveillance required will be proportionate to the hazard and may include an initial internal questionnaire or an appointment with a competent occupational health provider.

Health surveillance may be required in order to detect adverse health effects to employees at an early stage. Examples may include:

- Where there is an identifiable disease or adverse health condition related to the work activity
- Where there is a reasonable likelihood that the disease or condition may occur under the particular conditions of work
- Where surveillance is likely to further the protection of the health of employees.

TrustEd Schools Alliance recognises that they have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that safe systems of work and/or safe working procedures are developed, understood, and followed.

TrustEd Schools Alliance will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations and other applicable legislation, and with the specific Approved Code of Practice and guidance notes issued by the Health and Safety Executive.

In particular the considerations that will be applied in relation to the preparation and development of safe systems of work and safe working procedures will include:

- The work or tasks being carried out.
- The associated potential hazards and the completion of a Risk Assessment.
- Any existing instructions or procedures.
- Who is doing the work.
- The skills and abilities of the staff/contractors etc.
- The level of control and supervision required.
- The tools, equipment or plant that are required.
- The personal protective equipment required.
- The associated training requirements.
- The necessary permits to work e.g., hot works, confined space, work at height etc.
- A detailed method statement including a sequence of works.
- Any isolation or locking-off requirements.

- Other activities being carried out concurrently.
- Communication requirements.
- Emergency planning issues.
- Handover procedures upon completion.
- Monitoring requirements.
- Review and updating requirements.

The following rules and procedures will be followed in relation to this area:

- All safe systems of work and safe working procedures will be developed by the relevant manager/supervisor in conjunction with the Headteacher or School Business Manager/Business Operations Manager. All those involved will be trained and competent.
- All safe systems of work and safe working procedures will be documented in an approved format.
- All safe systems of work and safe working procedures will be brought to the attention of all staff and other persons that they affect.
- Regular monitoring of compliance with, and the effectiveness of, all safe systems of work and safe working procedures will be carried out.
- All safe systems of work and safe working procedures will be reviewed and amended, where necessary, on an annual basis or when significant changes in the activities or other matters to which they relate occur.
- All safe systems of work and safe working procedures will be reviewed and amended, where necessary, following an accident or incident arising from the related activities, or when the results of monitoring reveals problems of compliance or effectiveness.

INFORMATION, INSTRUCTION AND TRAINING

TrustEd Schools Alliance recognises its responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring a competent workforce through the provision of suitable and adequate information, instruction, and training.

TrustEd Schools Alliance will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations and other applicable legislation, and with the specific Approved Code of Practice and guidance notes issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated activities:

- TrustEd Schools Alliance will not require any employee to perform any work activity or task unless they have received suitable and adequate information, instruction, and training, or is working under the supervision of a trained and competent employee.
- TrustEd Schools Alliance acknowledges the importance of providing information, instruction and training to all new staff as soon as is practicable after commencement of employment.
- TrustEd Schools Alliance recognises that instruction and training may also be necessary for existing employees to act as a reminder and to accommodate any changes in their work practices or environment.
- TrustEd Schools Alliance also accept our responsibility for ensuring that all temporary employees are also given basic health and safety information, instruction, and training appropriate to their work activities and environment.
- The training needs for all employees (or groups of employees) and their related work activities will be evaluated and the results of the evaluation will form the basis of a training needs schedule.
- Training needs assessments will be reviewed periodically, and the training matrix

updated as required.

- Records will be kept of all training provided to employees and any relevant outcomes.

Training Arrangements

In order to safeguard the health and safety of employees, so far as is reasonably practicable, the following general provisions for training have been recognised:

Induction Training

Health and safety induction training for new employees will take place on or prior to the first day of employment, but where this is not possible it will commence as soon as practicable after joining. It will include (but not limited to):

- Presentation of the health and safety policy and how it affects employees.
- Accident reporting procedures
- Fire prevention and emergency evacuation procedures
- General safety rules and procedures
- First aid facilities
- Specific safety systems and procedures
- Identification of particular hazards which exist at the workplace.
- Health and safety legislation appropriate to the organisation and the employee's obligations.
- How to obtain advice or report any concerns regarding health and safety practices
- Identity of responsible person(s), first-aiders, fire warden etc
- Welfare provisions

New Managers and Supervisors

New employees of a managerial or supervisory level will receive training regarding their responsibilities, including:

- Sources that are available to them if they require specialist assistance or if they need to obtain further or professional advice.
- The relevant procedures, policies, risk assessments and safe systems of work which require implementation.
- Procedures are in place for addressing any problems which may arise.
- Procedure for emergencies and reporting accidents, incidents and near misses

Job Specific Training

Detailed and specific departmental health and safety training will be provided to all new employees to supplement their general induction training and will include:

- The relevant work activities / processes
- The work environment
- The work equipment
- Any particular risk(s) associated with their department work activity and/or processes.

Function Specific Training

It is recognised there are certain functions or responsibilities carried out by some employees that require specific training. These include:

- First Aiders
- Appointed person(s) for First Aid
- Fire wardens
- Those working with hazardous substances.
- Those working with sources of radiation.

Existing Employees

Further training will be provided, if necessary, to existing employees if:

- They transfer to a different job role.
- They take on new responsibilities.
- They are exposed to new or increased risks.
- There is a significant change in the work equipment, environment, or systems of work in use.

Temporary Employees including Supply Staff

Temporary employees will be provided with general health and safety instructions (e.g., emergency procedures, site safety rules etc.) in addition to any specific instruction relevant to the department or work activities or specific hazards and controls that are relevant to their role/task. All temporary staff will be trained and competent to carry out their role safely.

Contractors

Steps will be taken when selecting contractors to ensure that they have are competent to carry out the task and have a program of training in place to maintain the competence of all their employees. Before arriving at the school, contractors must provide the necessary Risk Assessments and Method Statements before any work can commence. All contractors must have received suitable and adequate information, instruction, and training to carry out their job safely.

PERSONAL PROTECTIVE EQUIPMENT

TrustEd Schools Alliance recognises its responsibility to provide a safe and healthy working environment and acknowledge that this includes the provision, use and maintenance of personal protective equipment (PPE).

TrustEd Schools Alliance will endeavour to provide and maintain such personal protective equipment as required or deemed necessary and to comply with the relevant legal requirements, as contained within the Personal Protective Equipment at Work Regulations, and with the specific guidance, issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area:

- TrustEd Schools Alliance acknowledges that, as a means of hazard elimination, the use of PPE is the last consideration.
- Where it has been established that PPE is the only means, or is required to supplement other control measures, we will ensure that adequate supplies of suitable PPE are available and maintained.
- TrustEd Schools Alliance will maintain a list of all tasks requiring PPE and specify the standard of the PPE required.
- Registers of PPE will be kept, including details of any inspection, maintenance or replacement requirements and relevant records.
- Where appropriate, all PPE will conform to the applicable British Standard, and/or the relevant 'Certificates of Approval' issued by the Health and Safety Executive or will be required to have the appropriate CE marking.
- Where required, suitable and sufficient storage accommodation will be provided for PPE when not in use.
- All persons required to wear PPE will receive suitable and adequate information, instruction and training in its use, maintenance, cleaning and storage, and the relevant risks it will avoid or limit.
- All persons required to wear PPE must use it in accordance with the training and instructions provided and report any defects or loss to their manager.

Precise requirements will be determined by risk assessments undertaken for the task/work. For example:

- Safety shoes will be worn in proximity to heavy lifting and vehicle movements.
- Head protection will be worn wherever there is work occurring above head-height or wherever there is danger of head-impact.
- Eye protection will be worn where there is risk of damage to eyes.
- Respiratory protection will be worn where it is dictated by a COSHH assessment.

FIRE SAFETY AND OTHER EMERGENCIES

TrustEd Schools Alliance recognises its responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that procedures are developed and followed in respect of fire and other emergencies.

TrustEd Schools Alliance will endeavour to control the associated risks and to comply with the legal requirements relating to fire safety and other emergencies, as contained within the Regulatory Reform (Fire Safety Order) and the Management of Health and Safety at Work Regulations, and with the specific guidance notes issued by the Health and Safety Executive and Fire Authority.

In particular the following rules and procedures will be applied in relation to this area:

- TrustEd Schools Alliance will implement general fire precautions and will ensure, so far as is reasonably practicable, the safety of all staff, students and other persons that may be affected by its activities.
- Fire Risk Assessments will be completed for all parts of the premises for the purpose of identifying the general fire precautions required to be implemented.
- The significant findings of the Fire Risk Assessments and details of any groups of persons identified as being especially at risk will be recorded and brought to the attention of relevant staff and other affected persons.
- All relevant Fire Risk Assessments will be subject to periodic monitoring at a frequency prescribed by the assessment or when they are no longer valid or significant changes have occurred.
- Where flammable substances may be present in or on premises, the Fire Risk Assessment and C.O.S.H.H Assessment will take account of any relevant special hazards with a view to eliminating or reducing the risks so far as is reasonably practicable.
- All parts of the premises will be equipped with appropriate fire-fighting equipment and with fire detectors and alarms where considered to be necessary, as determined by the Fire Risk Assessment.
- All non-automatic fire-fighting equipment will be easily accessible, simple to use, and their location will be indicated by signs.
- Suitable and sufficient emergency routes and exits will be designated for all premises and selected in order for employees, students and any other persons to evacuate as quickly as possible.
- All emergency routes and exits will lead to a place of safety and will be indicated by signs.
- All emergency exits and the routes to emergency exits from premises must be kept clear at all times.
- All emergency exit doors will open in the direction of escape and allow easy and immediate opening.
- All emergency exit doors must remain unlocked and unfastened at all required times.
- All emergency exits and routes requiring illumination will be provided with suitable emergency lighting.
- All fire alarms will be maintained in efficient working order, good repair, serviced at required intervals and tested at regular intervals, as determined by the Fire Risk Assessment. A suitable record of such tests will be kept and maintained.

- Fire drills / emergency evacuations will take place at required intervals. A suitable record of such drills shall be kept and maintained.
- All employees will be provided with suitable and sufficient instruction and training on the appropriate precautions and actions required to be taken by them in case of fire or other emergencies. This training will be provided at induction and repeated periodically and/or when required.
- All visitors to company premises, including contractors, will be provided with suitable information, and will be required to record their details in a register, including times of arrival and leaving.
- TrustEd Schools Alliance will appoint 'Competent Persons', who will be responsible for ensuring that all preventative and protective measures for fire and other emergencies are in place. All such appointees will be provided with adequate information, training, and other resources in order to carry out their role and duties effectively.
- TrustEd Schools Alliance will also appoint a sufficient number of Fire Marshals in order to implement and manage the emergency evacuation procedures. A Lead Fire Marshal will be appointed where there are multiple Fire Wardens for the site. Duties of fire marshals will be as detailed below.
- TrustEd Schools Alliance will prepare and publish a Fire / Emergency Plan as detailed below:

Fire / Emergency Plan

- Any person discovering a fire shall raise the alarm and then notify the Fire Marshal(s) or appropriate manager / supervisor.
- The Fire Marshal(s) shall ensure that the relevant emergency services are phoned giving the following information:
 - Name of person making the call
 - School address
 - Telephone number
 - Nature of incident (if known)
 - Any specific restrictions or issues
- The Receptionist will collate the visitor details from the Inventory system/visitor records and vacate the premises by the nearest available exit, making their way to their assembly point to account for the visitors' safe evacuation from the premises.
- All employees, students, contractors and visitors should vacate the premises calmly and quickly by the nearest available emergency exit and assemble at their nominated assembly points.
- Once at the assembly point staff must report to their Evacuation Support Officer (ESO) prior to undertaking their duty so that ALL employees and pupils can be accounted for.
- The lead Fire Marshal will report to the Emergency Services Arriving onsite, providing any additional information and unaccounted for persons.
- Returning into the premises will not be permitted until either the Emergency Services or the Lead Fire Marshal has given permission to do so.
- Visitors are to be evacuated by their host and report to the receptionist so that they can be accounted for.

Duties of Fire Marshals

Appointed Fire Marshals will ensure that:

- All fire exits and fire escapes are kept clear at all times.
- Fire doors are unlocked during working hours or other periods of occupancy.
- Fire-fighting equipment is sited correctly.
- Fire-fighting equipment has been checked and serviced in accordance with requirements.
- Fire-fighting equipment used or found to be defective is reported immediately.

- An up-to-date list of employees, students, contractors and visitors is maintained.
- All employees, students, contractors and visitors are made aware of the fire / emergency plan and the action required in the event of a fire or other emergency.
- Fire drills are carried out at suitable intervals after obtaining authorisation from management.
- Following a drill, the effectiveness of the evacuation is assessed, and improvements made where necessary.
- Fire and emergency records are maintained.

FIRST AID

TrustEd Schools Alliance recognise that they have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring the provision of adequate numbers of trained first aiders and adequate first aid equipment and facilities.

TrustEd Schools Alliance will endeavour to provide and maintain suitable and adequate first aid facilities and to comply with the relevant legal requirements, as contained within the Health and Safety (First Aid) Regulations, and with the specific Approved Code of Practice issued by the Health and Safety Executive (HSE).

In particular the following rules and procedures will be applied in relation to this area:

- TrustEd Schools Alliance will ensure that adequate and appropriate equipment, facilities, and trained staff are provided at all schools to enable first aid to be given to employees, students, contractors and visitors and other persons if they are injured or become ill.
- The level of provision of first aid facilities at each school will be determined by a risk assessment of the particular circumstances and risks involved.
- When carrying out a risk assessment to determine the level of provision of first aid facilities the factors that will be considered will include:
 - Any significant risks present as identified within a risk assessment.
 - Any specific risks present, for example, hazardous substances, dangerous equipment, machinery etc.
 - Areas where different levels of risk have been identified.
 - Records of accidents or ill health
 - Numbers of employees and students
 - Students/ employees with special problems or disabilities
 - Events that may be taking place
- Suitable and sufficient first aid boxes will be provided in suitable locations identified in the risk assessment.
- All first aid boxes will be stocked in accordance with the outcomes of the first aid risk assessment.
- Where no significant risks or other factors are revealed by the risk assessment, boxes will contain a minimum stock of the items recommended by HSE guidance.
- First aid boxes will be located in conveniently accessible positions around the school premises and these locations will be clearly marked.
- TrustEd Schools Alliance will ensure the appointment of suitable and adequate appointed persons and first aiders.
- The numbers of appointed persons and first aiders in each workplace will be determined by the first aid risk assessment and in accordance with HSE guidance.
- A list of current first aiders and appointed persons will be displayed on all staff notice boards and will be brought to the attention of employees as part of their training.

- All first aiders will receive suitable and sufficient training in accordance with HSE guidance and will receive appropriate refresher training as and when required.
- The duties of first aiders will be as indicated below:

Duties of First Aiders

- To ensure the first aid facilities are available and boxes are stocked according to the issued instructions.
- To maintain the Accident Book in all of the cases that they treat and in accordance with GDPR, all accident records will be kept for a minimum of three years.
- To inform the Headteacher or School Business Manager/Business Operations Manager of any matter relating to the provision of first aid that they deem necessary.
- To maintain a current first aid certificate.
- To take charge of situations where someone is injured or falls ill.
- To call an ambulance and/or other emergency service.
- To give any emergency first aid treatment to the level for which they have been trained.
- In providing first aid they must not put themselves or others at risk

Recommended Minimum First Aid Box Contents

Description	0-5 staff	6-10 Staff	11-50 staff
Guidance Card	1	1	1
Individually wrapped sterile adhesive dressing	10	20	40
Sterile eye pads with attachments	1	2	4
Triangular bandages	1	6	6
Sterile coverings for serious wound/s (where applicable) *	1	2	4
Safety pins	6	6	12
Medium size sterile, un-medicated dressings 10 * 8 cm	3	6	8
Large sterile, un-medicated dressings 13 * 9 cm	1	2	4
Extra-large sterile, un-medicated dressings 28 * 17.5 cm	1	3	4
Sterile water or saline in disposable containers (where tap water unavailable)	1	1	3
Scissors	1	1	1
Sterile wipes	2	6	10
Disposable gloves	5	5	5
Resuscitation Aide	1	1	1

INCIDENT REPORTING AND INVESTIGATION

All employers and other people who are in control of work premises are required to **report and keep records of**:

- Work-related deaths
- Certain serious injuries (reportable injuries)
- 'Near-miss' incidents (dangerous occurrences)
- Diagnosed cases of certain industrial diseases

- Any act of violence or aggression

TrustEd Schools Alliance recognises its responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all incidents are reported and investigated.

TrustEd Schools Alliance will endeavour to comply with the relevant legal requirements, as contained within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and the Management of Health and Safety at Work Regulations, and with the specific guidance issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area:

- All employees are required to report all incidents to their manager as soon as possible.
- For these purposes, an incident is defined as any unplanned event which may give rise to injury, ill health, property or plant damage or any other potential loss, including near misses.
- All incidents involving injury must be recorded in the accident book or equivalent form of recording. This record can be made by the relevant first aider, injured person, or another suitable person e.g., manager, colleague or other appointed person. If an employee is incapacitated for more than 7 consecutive days, then it is RIDDOR reportable.
- All incidents must be recorded by the appropriate manager on the Incident Report Form.
- The completed Incident Report Form must be forwarded to the Headteacher or School Business Manager/Business Operations Manager for further analysis or investigation.
- All incidents must be investigated by the appropriate manager and recorded on the Incident Investigation Form.
- If the incident is reportable under RIDDOR the required notification procedures as detailed below must be followed by the nominated person/s within the school.
- The Headteacher or School Business Manager/Business Operations Manager will be responsible for analysis and possible further investigation of all incidents and for the production of incident statistics and reports.
- Where an incident investigation identifies areas for improvement and additional control measures, these must be taken immediately by the appropriate manager.
- Where an investigation reveals that immediate action is required to prevent a recurrence, but circumstances dictate that it is not possible or feasible, interim measures must be implemented to ensure the safety of the persons affected (e.g., disconnection of equipment).

WHAT IS REPORTABLE UNDER RIDDOR

Death or “Specified” Injury

When an incident involves the following:

- An employee, or a self-employed person working on school premises is killed or suffers a “specified” injury (including as a result of physical violence); or
- A non-employee such as a student, contractor or member of the public is killed or taken to hospital from the site of the incident.

Please contact the Trust Central Team and Shropshire Health and Safety Team without delay who will support you with reporting this to the HSE.

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: covers more than 10% of the body; or causes significant damage to the eyes, respiratory system, or other vital organs.

- Scalping's (separation of the skin from the head) which require 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 or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- Over-seven-day Injuries

Over-seven-day Injuries

If there is an incident connected with work (including an act of physical violence) and an employee, or a self-employed person working on the TrustEd Schools Alliance's premises, suffers an over-seven-day injury an online accident report form must be completed on the HSE website.

An over-seven-day injury is one which is not major but results in the injured person being away from work or unable to do the full range of their normal duties for more than seven days (including any days they wouldn't normally be expected to work such as weekends, rest days or holidays) and not counting the day of the injury itself.

Reportable Dangerous Occurrences

Dangerous Occurrences – There are 27 categories of dangerous occurrences that require reporting; below are the most relevant. More information and a full list can be obtained on-line at www.hse.gov.uk/riddor :

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- explosion, collapse or bursting of any closed vessel or associated pipe work;
- failure of any freight container in any of its load-bearing parts;
- plant or equipment coming into contact with overhead power lines;
- electrical short-circuit or overload causing fire or explosion;
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- accidental release of a biological agent likely to cause severe human illness;
- failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
- malfunction of breathing apparatus while in use or during testing immediately before use;
- failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- collapse or partial collapse of a scaffold over five-meters high, or erected near water where there could be a risk of drowning after a fall;
- unintended collision of a train with any vehicle;
- dangerous occurrence at a well (other than a water well);
- dangerous occurrence at a pipeline;
- failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
- a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
- a dangerous substance being conveyed by road is involved in a fire or is released.
- unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls, or of a wall or floor in a place of work, or of any false-work
- explosion or fire causing suspension of normal work for over 24 hours;
- sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid, or of 10 kg of flammable liquid above its boiling point, or of 10 kg or more of flammable gas, or of 500 kg of these substances if the release is in the open air;
- accidental release of any substance which may damage health.

Gas incidents – details of unsafe gas systems or appliances that have caused or could cause death, or unconsciousness or require persons to be taken to hospital for treatment, must be reported.

Reporting of Injuries, Diseases and Dangerous Occurrences

If an employee reports diagnosis of an occupational disease, where it is likely to have been caused or made worse by their work, a report of the diagnosis must be sent under RIDDOR to the relevant enforcing authority without delay.

These diseases include:

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand-arm vibration syndrome;
- Occupational asthma;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent.

The full list of RIDDOR reportable diseases, and the work activities they are related to, can be found on the HSE website.

All accidents must be suitably investigated to establish root causes and to determine measures necessary to prevent recurrence. For minor injuries and near misses, the investigation will be carried out by the site manager, who should record any measures implemented.

For serious accidents the investigation should be undertaken by the Headteacher, a member of the Trust Executive Team assisted by the Trust's Health and Safety Advisor.

On the occurring of a serious accident or dangerous occurrence, the manager or supervisor should have the areas cordoned-off immediately, ensuring that nothing is touched or removed. They should record the scene in detail using a digital camera if one is available. Witnesses to the events should be reassured, individually segregated if possible, and asked to write down what they saw immediately. The manager / supervisor should arrange that the Headteacher and Trust Executive Team are informed as quickly as possible.

NEAR-MISS INCIDENTS

All near-miss incidents will be reported and investigated.

ACCIDENT BOOK

Accident and Near-Miss Reporting and Investigation

All staff are responsible for reporting accidents to the Headteacher or School Business Manager/Business Operations Manager, who will ensure that the necessary information is entered within the School Accident Book.

All student accidents are recorded in the School Accident Book by the appropriate First Aider.

The Headteacher or School Business Manager/Business Operations Manager will review accident reports and, where necessary, discuss the incident with the relevant members of the Senior Management Team.

The Senior Management Team will ensure that all accidents and near misses within their area of responsibility are investigated to establish the direct and indirect causes.

The Headteacher will ensure that all reportable injuries, diseases and dangerous occurrences

are reported to the enforcing authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

HOSPITAL TREATMENT

Where hospital treatment is required in addition to first aid, the Manager will ensure that the injured person is transported to hospital as a priority.

MANUAL HANDLING

TrustEd Schools Alliance recognises its responsibility to provide a safe and healthy working environment and acknowledge that this includes dealing with the risk of injuries and other problems associated with manual handling.

The main injuries associated with manual handling include:

- Musculoskeletal disorders (MSDs) (back strain, slipped discs, pulled muscles etc.)
- Hernias
- Lacerations, crushing of hands or fingers
- Repetitive strain injuries (e.g., tenosynovitis)
- Bruised or broken toes or feet
- Various other sprains and strains

TrustEd Schools Alliance will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Manual Handling Operations Regulations, and with the specific guidance note issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated work activities:

- We will, wherever possible or feasible, avoid the need for potentially hazardous manual handling by providing mechanical means or other working systems.
- Where it is not possible or feasible to avoid potentially hazardous manual handling suitable and sufficient risk assessments of the tasks involved will be carried out with a view to reducing the risk of injury by the implementation of control measures.
- All manual handling assessments will be designed to look at all of the following areas:
 - The tasks involved.
 - The individual capacities required.
 - The loads involved.
 - The working environment involved.
- Suitable records will be kept of all manual handling assessments, which will be brought to the attention of all relevant employees.
- Suitable and sufficient instruction, training and supervision will be provided in the correct handling and lifting techniques to all employees involved in manual handling tasks.
- Suitable and sufficient required personal protective equipment will be provided to all employees involved in manual handling.
- Employees will not be required to lift or move any loads that are beyond their individual capabilities.
- Employees will be encouraged to seek assistance when lifting or moving loads from other employees when required.
- Where a load is greater than 20kg or is large/bulky then group manual handling will take place.

TRANSPORT SAFETY

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring the safe operation of vehicles within the Trust premises or under the control of the Trust/School.

The main issues associated with transport and vehicles include:

- Collisions with pedestrians
- Collisions between vehicles
- Reversing of vehicles
- People falling from vehicles
- Overloading of vehicles
- Overturning vehicles

TrustEd Schools Alliance will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations and the Workplace (Health, Safety and Welfare) Regulations, and with the specific Approved Codes of Practice and guidance notes issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated activities:

- All school vehicles will be safe and suitable for their purpose including:
 - Proper maintenance according to a pre-planned maintenance programme
 - Provision of safety features (e.g., seat belts, horns, lights)
 - Daily driver safety checks using an appropriate checklist
- Every authorised driver must check their vehicle before use to ensure that it is safe to use and shall report all defects as soon as possible to the Premises Team
- Only personnel authorised and qualified to the appropriate standards will be permitted to operate any vehicle owned or leased by the school
- Drivers will be subject to selection and training procedures relevant to their particular vehicle
- Records will be kept of all driver training with copies of relevant licenses, certificates, or authorisations

All drivers shall report any incident irrespective of any injury / damage to their manager as soon as practicable.

Any fine resulting from a traffic offence not directly related to the condition of the vehicle will be the responsibility of the individual concerned. In particular, it is emphasised that loading is the responsibility of the driver.

Any authorised driver proven to be in charge of a Trust/School vehicle whilst in an intoxicated condition as a result of consuming alcoholic beverage either before or during working hours or is under the influence of illegal drugs will be suspended on full pay immediately.

Following suspension, a full investigation will be conducted into the matter, the outcome of which may result in disciplinary proceedings being instigated.

All employees should be aware that using a company vehicle during working hours in such a condition is classed as 'gross misconduct' which if proven, carries the penalty of summary dismissal.

All drivers are reminded that it is their responsibility to check oil and water levels and tyre pressures on their vehicle weekly.

DRIVING FOR WORK

Staff who are required to drive for work, such as between home and school locations must ensure that they hold a valid driving licence, MOT, tax and business class insurance. Annual

submission of relevant documents will be required in order to process any mileage claim.

Staff must ensure, prior to travelling, that their vehicle is safe and free from defects that may jeopardise their safety or the safety of others. If in doubt they should not travel until the vehicle is checked by a competent person.

Staff must not:

- Drive when ill
- Drive under the influence of drugs (including prescribed medication that may impact on driving safely)
- Drive under the influence of alcohol
- Set out in adverse weather
- Offer lifts to people not known to them

We encourage our staff who drive for work to:

- Keep hydrated
- Take regular breaks
- Keep their car in good working order and check fluid levels prior to travel
- Have roadside breakdown cover where possible
- Report any near misses via the Trusts online report system

WORK AT HEIGHT

TrustEd Schools Alliance recognises its responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that any work at height is avoided, if possible, or otherwise carried out safely by eliminating or reducing the risk of falling.

TrustEd Schools Alliance will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Working at Height Regulations and the Lifting Equipment and Lifting Operations Regulations, and with the specific guidance issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated activities:

- Where possible, work at height must be avoided as the first consideration in managing the risks in this area.
- Where work at height is unavoidable the risks of the relevant work must be assessed, and appropriate work equipment will be selected and used before work commences.
- All work at height must be carefully planned, organised, supervised, and carried out in as safe a manner as is reasonably practicable.
- All equipment (including ladders and stepladders) used in connection with work at height must be thoroughly inspected and maintained.
- All risks arising in connection with fragile surfaces must be properly controlled.
- All reasonable steps must be taken to prevent objects falling from height or reducing the risk of injuries arising from falling objects.
- When planning work at height account must be taken of emergency and rescue requirements.
- Work must not be carried out during weather conditions that could endanger health and safety.
- Employees and other people involved in work at height must be competent and, where necessary, trained in avoiding falling and how to minimise injuries in case of falls.
- Reports must be kept of all required inspections of equipment used for working at height.
- In interpreting the application of this part of the policy `work at height` is to be considered as any work where a person could be injured from falling, even if it is at or below ground level.

Employee Responsibility

- Comply with training for working at height.
- Only use the height access equipment identified in the risk assessment.
- Make proper use of any personal protective equipment provided by the School/Trust.
- Follow safe systems of work devised by the School/Trust.
- Report any accidents, incidents and near misses to the Headteacher/ School Business Manager.

SLIPS AND TRIPS

TrustEd Schools Alliance recognises its responsibility to provide a safe and healthy working environment and acknowledge that this includes controlling the risks of slips and trips incidents.

TrustEd Schools Alliance will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations and the Workplace (Health, Safety and Welfare) Regulations, and with the specific Approved Codes of Practice and guidance notes issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area:

- All risk assessments must consider the hazards that could result in slips and trips and, where identified, measures must be taken to eliminate, reduce or control the risks involved.
- The selection of floor surfaces must include consideration of the slip resistant qualities and general suitability to the areas in question and the activities or processes carried out.
- Measures should be taken to prevent floors from getting wet or contaminated from activities or processes.
- Spillage procedures must ensure the rapid cleanup of any spillages or contamination by designated personnel without further endangering employees and other persons. Where floors are greasy a suitable cleaning agent must be used.
- Where necessary suitable warning signs and barriers must be erected during the removal of spillages.
- Steps and slopes on floors must have good foot and hand holds and have no sudden changes of level.
- Adequate levels of lighting must be provided and maintained in all areas and walkways.
- Where necessary suitable footwear will be provided for employees, taking into account the conditions, the work and the individual.
- Trailing leads must be avoided in all working areas and walkways.
- All incidents involving slips and trips must be recorded and investigated fully, with consideration being given to the underlying causes and required improvements to prevent a recurrence.
- When carrying out risk assessments consideration must be given to access to areas by members of the public and possible vulnerable groups (e.g., older people and disabled).
- Suitable and adequate information, instruction and training must be provided to all employees regarding the avoidance of slips and trips accidents and in spillage removal and prevention.
- Employees must report all spillages immediately to The Premises Team together with any building defects or other problems that are causing floors to be wet, slippery, or uneven.
- All maintenance work resulting in wet, slippery, or uneven floors must be carried out as soon as possible, with barriers and warning signs being erected as a temporary measure.
- All areas must be kept clear of rubbish and other obstructions likely to cause slips and trips.

DISPLAY SCREEN EQUIPMENT

TrustEd Schools Alliance recognises its responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring the safe use of display screen equipment (DSE).

The main health problems associated with the use of display screen equipment include:

- Aches and pains in the hands, wrists, arms, neck, shoulders or back
- Eyestrain or similar visual problems
- Headaches
- Stress and fatigue
- Skin irritation or rashes

TrustEd Schools Alliance will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Display Screen Equipment Regulations, and with the specific guidance issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated work activities:

- TrustEd Schools Alliance and each school will carry out an analysis of every workstation in order to assess and reduce the risks involved.
- Assessments will take place on the introduction of new DSE or on the movement or change of location of DSE or where employees have a pre-existing condition affected by DSE usage.
- Assessments may be carried out by the individual “user” using the appropriate self-assessment format in conjunction with adequate information, instruction and training.
- “Users” shall be entitled to request appropriate eye and eyesight test. Where “special” corrective appliances are needed; a special pair of spectacles for display screen work may be prescribed. Any costs arising from these tests and appliances will be borne by the school.
- Assessments will be reviewed on a regular basis and appropriate records will be kept.

The DSE Assessment will include:

- The desk and chair
- The available lighting (Natural and Artificial)
- The environment (heating etc.)
- The tasks involved and the duration.
- Any special needs or existing medical conditions

Where the assessments reveal equipment or other issues that do not meet the minimum legal requirements, or existing medical conditions will be exacerbated appropriate action will be taken to rectify any non-conformances. Please refer to the Trust’s Display Screen Equipment’ policy for further information.

ELECTRICAL SAFETY

TrustEd Schools Alliance recognises its responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring the provision, use and maintenance of safe electrical installations and equipment.

The main hazards associated with electricity include:

- Shock
- Burns
- Arcing

- Fires
- Explosions
- Secondary injuries (e.g., falls from height following shock)

TrustEd Schools Alliance will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Electricity at Work Regulations and with the specific guidance issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated work activities:

Fixed Electrical Installations

- All fixed installations and systems will meet the required standard.
- All fixed installations will be maintained in a safe condition.
- All fixed installations will be routinely inspected every 5 years or more frequently where a risk assessment indicates that it is necessary e.g., swimming pools.
- Adequate socket-outlets will be provided to avoid overloading, or the excessive use of extension leads.
- Employees are required to report any defective electrical installations or systems.

Portable Electrical Equipment

- All portable electrical equipment will be safe and suitable for the particular work in which it is used.
- All portable electrical equipment will be maintained in a safe condition.
- All portable electrical equipment will be subject to a system of visual inspection and PAT testing.
- All portable electrical equipment brought on to Company premises or sites by employees (e.g., heaters, fans etc.) and contractors must be tested before use.
- Employees are required to report any defective equipment and to remove from service if considered to be detrimental to safe usage.
- All employees will be provided with copies of risk assessments and safe working procedures that are relevant to electrical installations, systems and equipment in their area or work activities.
- All contractors will be informed of, and are expected to comply with, our Health and Safety Policy and any relevant risk assessments or safe working procedures.

Working with Electrics

Before any work commences suitable and sufficient risk assessments will be carried out and method statements produced. Where work is carried out by a contractor, the school is responsible for checking that they are competent to carry out the works. They must provide risk assessments and method statements before commencing works and where necessary conduct works under a permit to work system.

Information and Training

Adequate training and information will be provided to all employees regarding the safe use of electrical equipment. Only trained and competent persons will be permitted to install or repair electrical systems, contractors must hold NICEIC or equivalent accreditation.

Record Keeping

The following records will be retained and updated as appropriate:

- A register of all portable electrical equipment on the school's premises.
- Details of instruments and testing equipment used for electrical work.
- Copies of any permits authorising work on electrical equipment.

- Safety information provided to and by contractors.
- All information relating to individual competence and training of persons who are authorised to inspect electrical installations or equipment or conduct, manage, supervise, or assess electrical work.
- Details of inspections and tests conducted on fixed installations, portable electrical equipment, and personal protective equipment. These records must show the date of the test, the name of the tester, the scheduled date of the next test and details of any repairs or modifications carried out.

HAZARDOUS SUBSTANCES

TrustEd Schools Alliance recognises its responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all significant risks associated with the use and/or storage hazardous substances are assessed and adequately controlled.

Hazardous substances could include:

- Substances used during cleaning operations.
- Substances used during teaching experiments.
- Substances generated during activities (e.g., fumes, vapours, gases)
- Substances used during building or repair works (paints, adhesives, cement etc.)

The health effects of exposure to chemicals and other hazardous substances could include:

- Death
- Skin irritation or dermatitis
- Asthma or other allergic responses and chronic pulmonary diseases
- Loss of consciousness
- Bacterial infections
- Cancer

Certain substances or chemicals can also cause fires and explosions when stored or used incorrectly.

TrustEd Schools Alliance will endeavour to comply with the relevant legal requirements, as contained within the Control of substances Hazardous to Health Regulations (COSHH) and the Classification Labelling and Packaging Regulations (CLP), and with the associated specific Approved Codes of Practice and guidance notes issued by the Health and Safety Executive

All substances used by the individual school will be assessed for any potential hazards to the health and safety of employees using those substances. Assessment will be in accordance with the Control of Substances Hazardous to Health Regulation.

The following procedures will be followed: -

- An up-to-date register of all chemicals and other hazardous substances used or stored will be maintained together with the latest relevant manufacturer's safety data sheets.
- The persons responsible for purchasing substances will request a material safety data sheet when placing orders with suppliers of substances. All new products will initially undergo a process of approval, using the relevant technical information and data sheets, before inclusion in the approved product range.
- A COSHH assessment will be produced. Hazards are recognised as a COSHH assessment for chemicals used in science or technology, providing they consider how the substances will be used and contain all the necessary control measures.
- All processes and activities will be designed and operated to minimise the emission, release, and spread of substances hazardous to health.

- When developing control measures account will be taken of all relevant routes of exposure (e.g., inhalation, skin absorption or ingestion).
- Exposure will be controlled by measures that are proportionate to the particular health risks involved.
- The most effective and reliable control options will be chosen which minimise the escape and spread of substances hazardous to health.
- Where adequate control of exposure cannot be achieved by other means, suitable personal protective equipment will be provided, in combination with other control measures.
- All elements of control measures will be monitored and reviewed regularly for their continuing effectiveness.
- Where required all employees and other persons will be provided with suitable and adequate information, instruction and training on the hazards and risks from the substances with which they work or otherwise come into contact and the use of control measures developed to minimise the risks, including the use of required personal protective equipment.
- When developing and introducing control measures care will be taken to ensure that it does not increase the overall risk to health and safety.
- Suitable health surveillance will be arranged for any employee who may be exposed to any substance for which there is a disease associated with that substance (e.g., asthma, dermatitis, or cancers) and where it is possible to detect the disease or any adverse health effect, and therefore reduce the risk of further harm.
- COSHH assessments will be kept on file on site and will be made available to employees.
- The list of substances held at each school will be provided to the emergency services in the event of an emergency.

The school will follow a policy of always trying to substitute a less hazardous substance where one is available.

NOTE: A MATERIAL SAFETY DATA SHEET (MSDS) IS NOT A COSHH ASSESSMENT

General Precautions

The following general precautions apply to the use, handling and transporting of any substances:

- Products must never be allowed to come into contact with the eyes, skin, or mucous membrane.
- Personal protective equipment and clothing must be worn, as per the COSHH Assessment.
- Always observe good personal hygiene practices.
- Do not swallow substances or use in areas where food is being consumed.
- Inhalation of chemical vapours or dust must be avoided.
- Adequate ventilation must be provided.
- Suitable respiratory protection must be worn as per the COSHH Assessment.
- Facilities for the washing and cleansing of the skin must be made available with the necessary cleaners and barrier creams.
- Store all substances in ventilated areas away from extremes of temperatures and environment.
- Clean up spillages instantly and dispose of waste using suitable containers.
- Except for transport in closed packages, substances must only be handled by authorised personnel.
- Ensure the correct equipment for handling the substance is made available.
- Any person using or handling chemicals and other hazardous substances who shows symptoms which may possibly have been caused by exposure to the product should immediately be removed from the area and medical advice obtained. Reference should always be made to the relevant COSHH assessment and hazard safety data sheet.

MACHINERY, PLANT AND EQUIPMENT

TrustEd Schools Alliance recognises its responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all machinery, plant, and equipment is maintained in a safe condition and used in a safe manner.

The main hazards associated with machinery, plant and equipment include:

- Entanglement
- Trapping (e.g., shearing, drawing in, and crushing)
- Impact
- Contact (e.g., friction, abrasion, cutting, stabbing, puncture, and burns)
- Ejected materials or particles
- Dust and fumes
- Ergonomic issues
- Electricity
- Fire
- Noise
- Vibration

TrustEd Schools Alliance will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Provision and Use of Work Equipment Regulations [PUWER] and the Supply of Machinery (Safety) Regulations, and with the specific guidance issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area:

- TrustEd Schools Alliance and the individual school will, as far as is reasonably practicable, ensure that all equipment is suitable for the intended use or tasks.
- Risk Assessments and method statements will be produced for all plant, machinery and equipment.
- All equipment will comply with the relevant British Standard and is CE marked, where appropriate.
- All dangerous parts of plant, machinery and equipment will be suitably and adequately guarded.
- All equipment will be maintained in efficient order and in good repair and inspected before use.
- Regular inspections of all equipment will be carried out by competent persons and suitable records kept, including prior to it being put into service.
- The frequency of inspections will be determined by the risk assessment or in line with legal requirements, manufacturers' instructions or other recommended guidance.
- Any defective equipment where there is an increased risk of injury will be taken out of operation and not used until the necessary repairs have been completed to render it safe to use.
- Plant, machinery and equipment users are required to only use equipment for the purpose or operations for which it is suitable or intended and to report any defective equipment immediately to the appropriate manager.
- Every person who uses equipment will receive suitable and adequate information, instruction, training, and supervision.

ASBESTOS

TrustEd Schools Alliance recognise its responsibility to provide a safe and healthy working environment and acknowledges that this includes managing asbestos that may be present in our premises.

Common sources of asbestos in buildings include:

- Sprayed asbestos and asbestos loose packing - generally used as fire breaks in ceiling

voids.

- Moulded or preformed lagging on pipes and boilers
- Sprayed asbestos used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work.
- Insulating boards used for fire protection, thermal insulation, partitioning and ducts.
- Millboard, paper, and paper products used for insulation of electrical equipment.
- Asbestos pipe lagging
- Asbestos insulation board
- Perforated ceiling tiles
- Asbestos cement products including corrugated roofing, gutters, and rainwater pipes.

TrustEd Schools Alliance will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Control of Asbestos at Work Regulations and with the Approved Codes of Practice issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area:

- An asbestos survey of all our buildings has been carried out to find out if there is asbestos in the premises, the amount and condition.
- All materials will be presumed to contain asbestos unless there is strong evidence that they do not.
- An up-to-date asbestos manual detailing the location and condition of the asbestos containing materials (ACMs) or presumed ACMs in all our premises.
- An assessment of the risk from the materials has been carried out.
- A management plan will be prepared that sets out in detail how ACMs are going to be managed and the risk from this material.
- Steps will be taken to put the plan into action and to review and monitor any asbestos present.
- Information on the location and condition of the material will be provided to contractors carrying out work. Works will not be permitted on areas containing asbestos until it has either been removed or detailed measures are in place to prevent any fibre release or contamination.
- All asbestos surveys and any required sampling will be carried out by a suitably trained and competent person.
- All required asbestos removal work will only be carried out by a licensed contractor, clearance certificates will be required upon completion.

LEGIONELLA

TrustEd Schools Alliance recognises its responsibility to provide a safe and healthy working environment and acknowledge that this includes controlling the health risks associated with legionella bacteria in hot and cold-water systems.

The presence of legionella bacteria in water systems can, under certain circumstances, result in the potentially fatal legionnaires disease in employees and other persons who breathe in the contaminated water droplets.

TrustEd Schools Alliance will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999, Control of Substances Hazardous to Health Regulations, Notification of Cooling Towers and Evaporative Condensers Regulations and with the specific Approved Codes of Practice and guidance notes (in particular the L8 ACOP The Control of Legionella Bacteria in Water Systems) issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area:

- TrustEd Schools Alliance will carry out a Legionella Risk Assessment in respect of the risk of legionella within the water systems within our premises, including assessments of the water temperatures involved, the possibility of droplet formation and the presence of any particularly susceptible persons.
- An up-to-date schematic plan of the water systems will be prepared.
- The risk assessment and schematic plan will contain details of the precautions to be taken and instructions for the operation of the system.
- Where necessary, a written cleaning and disinfection/treatment procedure for the water systems will be developed.
- Regular visual checks will be carried out on the cleanliness and general condition of the water system.
- Where necessary, water temperature, chemical water quality and legionella checks will be carried out.
- Records of all tests undertaken and maintenance to the water systems will be kept.
- Where shower heads are in use these will be cleaned and disinfected on a monthly basis.
- Dead legs within the water system will be removed.
- Hot water temperatures will be maintained at $>50^{\circ}\text{C}$ and fitted with TMV's where there is a potential scalding risk. Cold water temperatures will be maintained at $<20^{\circ}\text{C}$.
- Where there is a hot water storage tank/ calorifier these will have a flow temperature of 60°C and a return temperature of $>50^{\circ}\text{C}$.
- Infrequently used water outlets will be flushed on a weekly basis.
- Only trained and competent persons will carry out the Legionella Risk Assessment.
- Information, training and instruction will be provided to all employees carrying out checks and monitoring of the water systems.

GROUND MAINTENANCE AND LANDSCAPING

TrustEd Schools Alliance will ensure that adequate risk assessments are undertaken to consider the maintenance of external hard and soft landscaping. This will include roads, paths, fencing, play equipment, retaining walls/structures, and other external features. Where trees are present, these will be identified, and an appropriately qualified tree expert will be engaged on at least an annual basis to undertake risk assessments where it is recommended that there is a potential hazard.

MOBILE PHONES

TrustEd Schools Alliance recognises its responsibility to provide a safe and healthy working environment and acknowledge that this includes implementing measures to ensure that health and safety is not compromised by the use of mobile phones, particularly while driving.

We will endeavour to comply with the relevant legal requirements, as contained the Management of Health and Safety at Work Regulations, and with the specific guidance issued by the Health and Safety Executive and other relevant bodies. Employees must never use their mobile phones when driving or using plant, machinery or equipment.

LONE WORKING

TrustEd Schools Alliance recognises its responsibility to provide a safe and healthy working environment and acknowledge that this includes dealing with the risks associated with lone working.

TrustEd Schools Alliance will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations and other applicable legislation, and with the specific Approved Code of Practice and guidance notes issued by the Health and Safety Executive.

Lone worker is defined as 'persons who work by themselves without close or direct supervision'. Examples of lone workers would include:

- People who work in isolation in premises or areas of premises
- People who work outside normal working hours (e.g., cleaners & premises staff)
- Mobile workers
- Caretakers / site staff
- Laboratory staff

The following rules and procedures will be applied in relation to this area:

- TrustEd Schools Alliance believe that there is generally no reason why workers should not work alone subject to the special risks being assessed and control being implemented.
- All lone working activities or situations must therefore be subject to an assessment regarding the special risks involved.
- Where a risk assessment reveals that a task or job is unsuitable for lone working, measures must be taken to ensure that adequate supervision, help, or back-up support is provided.
- Lone working must not be allowed in respect of tasks involving the use or handling of plant, substances or goods that cannot be carried out safely by one person.
- All lone working activities or situations must have suitable emergency procedures and first aid facilities.
- All lone workers must receive adequate information, instruction, and training.
- Assessments for lone working must take into account any possible risks of violence and any special risks to female employees and young persons.
- Employees who are lone working must be physically fit and not suffer from any medical condition which may put them at particular risk e.g., epilepsy, heart conditions etc.
- Suitable and adequate safe working procedures and arrangements must be developed and implemented for all lone working activities or situations. Safe working procedures in respect of lone working may include:
 - Special alarm devices e.g., Skyguard MYSOS Device
 - Periodic visits by managers
 - Regular voice contact with lone workers
 - Automatic warning devices e.g., man down devices
 - Return to base/home checks
 - Mobile first aid kits

NEW AND EXPECTANT MOTHERS (PLEASE REFER TO TRUST MATERNITY POLICY)

TrustEd Schools Alliance recognises its responsibility to provide a safe and healthy working environment and acknowledge that this includes dealing with the risks to pregnant employees or those returning after maternity leave. Employees who become pregnant should inform their appropriate manager as soon as possible. The school will then carry out a risk assessment for the expectant mother taking into account the generic assessment, the expectant mother and her work.

The assessment will be reviewed regularly throughout the pregnancy and when the new mother returns to work. TrustEd Schools Alliance will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations and the Workplace (Health, Safety and Welfare) Regulations, and with the specific Approved Code of Practice and guidance issued by the Health and Safety Executive and other relevant bodies.

In particular the following rules and procedures will be applied in relation to this area and associated work activities:

- TrustEd Schools Alliance recognises that pregnancy is not an illness and that the related health and safety implications can be adequately addressed by health and safety management procedures.

- When carrying out all risk assessments account will be taken of the hazards that could pose a health or safety risk to new and expectant mothers.
- Where hazards that could pose a risk to new or expectant mothers are identified the Trust/School will take appropriate action to remove or reduce the risk and will consult with the relevant female employees.
- All expectant mothers must inform the school in writing of their pregnancy.
- In order to protect the health and safety of an employee and her unborn child it is in the employees' best interests that we are informed of the pregnancy as soon as is practicable.
- We reserve the right to require expectant mothers to provide written medical evidence of the pregnancy from a qualified doctor.
- Upon receipt of notification from a new or expectant mother we will carry out a risk assessment specific to the employee, based on the initial assessment and any medical advice provided by the doctor.
- Following the risk assessment, specific health and safety guidance and instruction will be provided as appropriate. This guidance will usually apply prior to the absence period and, upon her return, whilst she is breast feeding. The risk assessment will be reviewed at each trimester or following consultation with the employee.
- Where there are jobs or tasks that are considered to be unsuitable for expectant mothers due to the serious risk of harm to the mother and/or child we will offer suitable alternative work or, where this is not possible, suspend the employee on full pay for as long as is necessary to protect her and her child's health. This action would only be contemplated in extreme circumstances and would be carried out with full and appropriate consultation.
- TrustEd Schools Alliance reserve the right to request that pregnant employees attend a medical consultation, and, if necessary, allocate work in accordance with medical opinion.
- For these purposes we define a new or expectant mother as being someone who is pregnant, has given birth within the previous six months, or is breastfeeding.
- Anyone who is pregnant and has any concern regarding health and safety at work, because of her pregnancy, must seek advice from her manager before undertaking the task about which she has a concern.

The employee retains the right to alternative work and remuneration under the Trade Union Reform and Employment Rights Act 1993.

In accordance with the requirements of current legislation, the Trust will not allow a woman to return to work within 14 days of the birth of her child.

VISITORS AND CONTRACTORS

TrustEd Schools Alliance recognises its responsibility to provide a safe and healthy working environment and acknowledge that this includes controlling the safety and work of visitors and contractors when present on Company premises.

TrustEd Schools Alliance will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations and Construction (Design and Management) Regulations and with the specific Approved Code of Practice and guidance issued or approved by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area:

- Visitors and contractors will not be permitted on school premises unless specifically authorised to do so.
- All visitors and contractors will be required to comply with the Health and Safety Policy. See 'responsibilities of contractors and visitors' and relevant rules and procedures.

- We will take all reasonable steps to ensure the health and safety of all visitors and contractors.
- We will provide all visitors and contractors with such information, instruction and training as required to ensure their health and safety and to assist them in complying with their obligations, including:
 - Safety policy
 - Relevant risk assessments
 - Relevant safe systems of work
 - Emergency response procedures
 - First aid facilities
 - Welfare facilities
 - Site rules and procedures
 - Safety plans
 - Site induction training
- All visitors and contractors must report to the school reception / site office upon arrival and leaving.
- TrustEd Schools Alliance will take account of the possible presence of visitors and contractors when developing, implementing, and practising fire and other emergency procedures.
- All visitors and contractors must report immediately any accidents or incidents resulting in injury or damage to the School Business Manager/Business Operations Manager.
- We will record all accidents and incidents involving visitors and contractors and comply with their legal reporting requirements under RIDDOR.
- All contractors will be expected to comply with all relevant legal requirements, codes of practice and guidance relating to their operations and work activities.

DRUGS AND ALCOHOL

Staff members are not permitted to consume alcohol or illegal drugs when carrying out their duties; this includes both on and off the premises, e.g., during school trips.

Staff members are instructed that they should not carry out their duties whilst under the influence of alcohol.

Any staff member found to be under the influence of alcohol or illegal drugs will be expelled immediately from the site, following an investigation disciplinary action may take place and where it is found to be Gross Misconduct, termination of employment may result.

Where prescribed drugs are being taken employees must not operate any plant, machinery or equipment if they are impaired in any way. This includes driving.

SMOKING POLICY

The Trust acknowledges that second-hand tobacco smoke is both a public and workplace health hazard and have therefore adopted a 'no-smoking' policy (including Vaping) on all Trust sites to:

- Guarantee a healthy working environment and protect the current and future health of employees, students, contractors, and visitors.
- Guarantee the right of non-smokers to breathe in air free from tobacco & Vape smoke.
- To comply with health & safety legislation and employment law.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who smoke and to support those who wish to stop smoking.

The Trust acknowledges that the health effects of Vaping is not fully understood or recognised. There is also a multitude of vaping solutions available some of which can be hazardous as there

are currently no regulations covering vaping. Therefore, as a precaution and for the benefit of those who do not vape, vaping is not permitted on its sites.

NOISE

If noise levels experienced by employees or students are above the action levels defined in The Control of Noise at Work Regulations 2005, suitable protection will be worn. Suitable hearing protection will always be worn by personnel in any zones deemed Hearing Protection Zones. All noise-generating activities will be subject to a Risk Assessment.

HAND-ARM VIBRATION SYNDROME (HAVS)

It is the Trust's policy to safeguard the health, safety and welfare of its employees and students to eliminate any unsafe working practices as far as is reasonably practicable. The use of vibratory tools is limited to very occasional work. However, limited exposure to vibration may be occasionally experienced when using hand-held power tools. In an attempt to minimize such exposure and thus reduce the risk of adverse health effects, it is the Trusts' policy to implement the following controls:

- Identify hazardous processes by the initial assessment of tools and persons at risk.
- Substitute or redesign, whichever is reasonably practicable, to eliminate or reduce vibration exposure.
- Introduce technical methods to reduce vibration; this may include:
 - ✓ Ensuring correct and routine maintenance of tools and equipment is carried out.
 - ✓ Developing methods, which will reduce the grip, push and forces employed in the processes; selection of low-vibration tools, whenever practicable.

The Trust/School shall provide information and training on:

- Nature of risk and signs of injury.
- How and why signs of injury should be reported.
- Actions that employees should take to minimise the risk of injury which can include:
 - Implementing good working practices to minimise vibration being directed into the body.
 - The importance of maintaining good blood circulation.
 - Ensuring tools and equipment are maintained correctly.
 - Reporting defects and problems with equipment and obtaining replacements where necessary.
 - Provide the guidance and information to employees through toolbox talks.

YOUNG PERSONS

The Trust/school will ensure that a specific risk assessment is made where young persons (<18 years old) are proposed to be employed, to identify risks to their health and safety that result from their lack of experience, lack of awareness of risk, or lack of maturity.

Significant findings of such risk assessments will be brought to the attention of parents/guardians by the Headteacher or School Business Manager/Business Operations Manager.

In particular, young persons will not be employed to do work beyond their physical or psychological capacity, or which involves:

- harmful exposure to toxic, carcinogenic or other chronic agents of harm to human health
- harmful exposure to radiation
- risks of accidents which it can be reasonably assumed will not be recognised or avoided by young persons because of lack of experience or training, or because of their insufficient attention to safety.
- a risk of health from extreme heat or cold, noise or vibration

WELFARE ARRANGEMENTS

The Trust is committed to providing welfare facilities for its employees fully in accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

At each school arrangements will be put in hand to ensure that employees have access to toilet and washing facilities to at least the minimum legally required standard, and that they have access to hot water for making drinks and have suitable and sufficient facilities to take breaks and eat meals.

CONSTRUCTION (DESIGN & MANGEMENT) REGULATIONS 2015 [CDM]

The Trust acknowledges the requirements of the Construction (Design and Management) Regulations 2015 and will fulfil the tasks applicable to the duty-holder role relevant to each specific project it undertakes.

Upon instigation of a project, an assessment will be undertaken to determine the roles and tasks to be undertaken by the Trust which may include:

- Client duties
- Principal Designer
- Principal Contractor
- Contractor

Advice will be sought from the company's H&S Advisor where necessary.

PURCHASING POLICY

The Trust will ensure through its purchasing policies that any products, plant, equipment and services acquired will be safe for its employees.

These policies will include:

- The selection of suitable products that present low material or chemical hazards.
- The selection of plant and equipment that complies with statutory requirements and has been assessed for suitability taking into consideration:
 - EN and other relevant design and manufacturing standards
 - 'ce' marking requirements.
 - the nature of the work to be carried out.
 - the work area or location
 - the capabilities of the persons that will be required to operate such plant and equipment.

The selection of competent contract suppliers through a selection process (including the above arrangements) leading to inclusion in a list of preferred suppliers.

SECTION 3B – SCHOOL SPECIFIC ARRANGEMENTS /SCHOOL HEALTH AND SAFETY POLICY

This Policy addresses the Trust's strategic and central risk management arrangements and responsibilities. In addition to complying with this TrustEd Schools Alliance Policy, Schools must ensure a local Health & Safety Policy is prepared which outlines their own local procedures and information which must be suitably documented and retained on site.

Schools must ensure that their local policy is:

- ✓ Subject to annual review
- ✓ Dated
- ✓ Signed by the Headteacher and Chair of Governors
- ✓ Communicated to all staff.

Advice and support can be provided by Trust Central Team in conjunction with the Trust appointed Health and Safety Advisors.

The list below provides some guidance on topics that may need consideration: it is not an exhaustive list.

- Site-specific vehicular traffic and pedestrian safety considerations.
- Lightning protection systems.
- Powered gates.
- Stage equipment.
- Kitchen equipment.
- Chimney / flue systems.
- Sports equipment.
- Pest control.
- Swimming pools.
- Hoists and lifting equipment.
- Flood protection systems.
- Pumping equipment.
- Solar panels & equipment.