

# Pickwick Academy Trust



## Health & Safety Policy

<b>Policy Group:</b>	<b>Facilities and Health &amp; Safety</b>
<b>Policy Ref:</b>	<b>FHS/02</b>
<b>Responsible Reviewing Officer and Job Title:</b>	<b>Emma Oldale Chief Finance and Operating Officer.</b>
<b>Date Written:</b>	<b>August 2020</b>
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<b>Date of Next Review:</b>	<b>March 2025</b>

## 1. Introduction

- a. The foundation of health and safety management in the workplace is an organisation's health and safety policy. This document contains a statement of commitment issued by the Board, outlines organisational responsibilities for delivering health and safety in the business and details the processes and procedures, which are implemented. It applies to The Board of Trustees, the local governance committees all staff, pupils and visitors.
- b. This policy will be split into three sections:
  - A policy statement – a statement of commitment to H & S by the Board, which is signed by the CEO and the Chair of the Board.
  - Organisation of Health and Safety - roles and responsibilities that form the framework for a systematic management process.
  - Arrangements – the processes and procedures that support the objectives and deliver a healthy, safe and risk-managed environment irrespective of the prevailing conditions at the time.

## 2. Purpose and Scope - Part 1 - Statement of Intent

- a. Pickwick Academy Trust is an organisation that not only complies with, but also demonstrates a commitment to the systematic management of Health & Safety (H & S) throughout all areas of its business. The Board of Trustees seek to promote a safe culture in all employees and recognise Health and Safety as a mutual objective for them both. Therefore, it is the duty of the Board to secure as far as is reasonably practicable, the health, safety and welfare of employees, pupils and visitors alike, as far as they come into contact with the trust premises or any of its activities, both during the normal day to day running of the schools and offices across the trust and throughout times of local or national emergency such as the COVID 19 pandemic.
- b. **Aims:** The Board of Trustees will demonstrate their commitment to Health and Safety, in particular the basic requirements of section 2 of the Health and Safety at Work Act and the additional requirements of the Management of Health and Safety at Work regulations by:
  - Aiming to provide a safe, healthy and inclusive working and learning environment for staff, pupils and visitors that maintains and promotes the wellbeing of staff in line with the trust Wellbeing policy
  - Maintaining a progressive interest in Health and Safety, which is supported by the services of external Health and Safety consultants.
  - Ensuring that all staff are enabled to perform their role safely by providing regular, relevant training and supervision, and updates in areas such as First Aid, Fire Training and general Health and Safety awareness.
  - Holding a suite of relevant, compliant and easily accessible H & S policies and procedures which all staff will abide by in support of the Board of

Trustees fulfilling its aims and to ensure that the health and safety of pupils, staff and visitors is safeguarded.

- Investing in sufficient resources to enable commitment to both internal and external audit on a regular basis, ensuring robust risk assessments, prevention checks and emergency procedures are in line with statutory requirements and in place at every school.
  - Consulting and involving employees in Health and Safety matters wherever possible.
  - Receive and review reports on H&S and challenge remedial activities where necessary.
- c. The Board of Trustees believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the trust and the good education of its pupils
- d. The Board of Trustees will, through the establishment of appropriate arrangements and resources, take all reasonable steps to identify hazards and reduce them to a minimum. All staff and pupils must appreciate that their own safety and welfare and that of others depends on individual conduct and vigilance while on the Trust premises or while taking part in external Trust activities. This includes the requirement to report any concerns that they have to a member of the Senior Leadership Team.
- e. The Board recognise that Local Governance Committees (LGCs) have a supporting role in ensuring policy compliance by:
- Assisting with the monitoring arrangements and identifying risks associated with Health and Safety at their school. Supporting resource allocation to improve Health and Safety.
- f. As visitors to sites, LGC members will also take responsibility for their own safety and follow the necessary health and safety arrangements.
- g. The Board also expect that visitors will conduct themselves in a manner in accordance with the duties of staff when engaged in activities associated with the school whether on or off site.
- h. The Health and Safety policy will be reviewed every year.

CEO:

Chair of Board:

Date:

Date:

### 3. Part 2 - Responsibilities and Accountabilities for Health and Safety

#### a. Employer's duties:

- Every employer shall ensure, so far as is reasonably practicable, the health, safety, and welfare at work of their employees. This duty extends to the provision of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health and the provision of such information, instruction training and supervision as is necessary to ensure, so far as is reasonably practicable, the H & S at work of employees. (Section 2)
- Every employer shall conduct their undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in their employment who may be affected thereby are not exposed to risks to their health or safety.

#### b. Employee's duties:

Every employee has a duty, while at work:

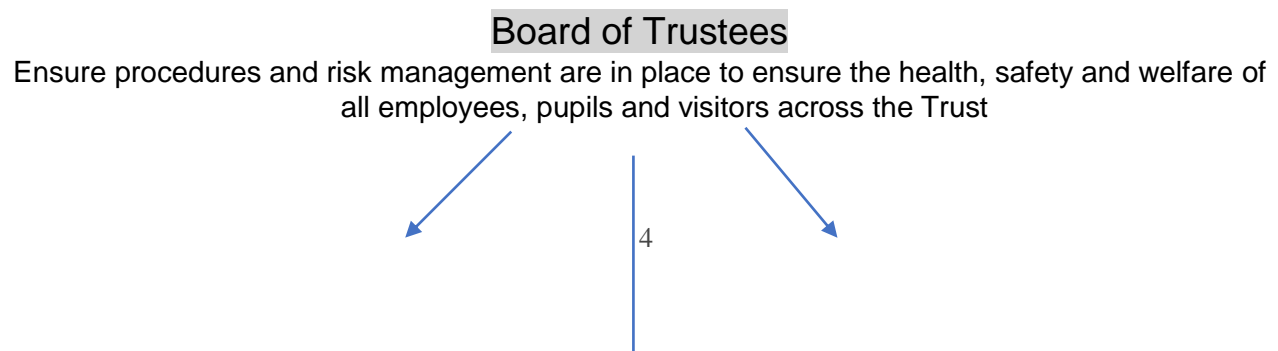
- To take reasonable care for their own health and safety and of other persons who may be affected by their acts or omission at work. This includes mental health.
- To co-operate with the employer so far as is necessary to enable the employer or any other person to comply with a duty or requirement imposed by health and safety law.
- To take responsibility for their own work-life balance and take active steps to manage, and where possible, pre-empt any issues, being mindful of their behaviour as a role model for others and discuss any issues relating to stress, workload or wellbeing with their line manager.

(Extract from Health and Safety at Work Act 1974)

- c. **So far as is reasonably practicable** is a term encountered throughout health and safety laws. It recognises that a balance needs to be achieved between the degree of risk in a particular job or workplace against the time, cost, and physical difficulty of taking measures to avoid or reduce the risk. However, except where these factors are out of proportion compared to the degree of risk, the measures should always be taken

(Extract taken from HSE Website <http://www.hse.gov.uk/youngpeople/law/hsaw.htm>)

#### 3.1 Pickwick Academy Trust Organisation Chart for Health and Safety



### Finance, Resource and Risk Committee

Delegated responsibility from Board to provide support and challenge to the Executive Team

### Local Governance Committees

Delegated responsibility from Board to provide support and challenge to the Leadership Team at their school

### Chief Executive Officer

Overall accountability for Health and Safety

### Chief Finance and Operations Officer

Responsible for Health and Safety across the Trust, holding team to account and ensuring action plans are in place to resolve issues and mitigate risk

### Directors of Education

Oversee and hold to account the leadership of Heads regard to Health and Safety requirements at each school

### Head of Facilities

Supports CFOO in role to monitor Health and Safety across the Trust, by providing strategic leadership with respect to all Health and Safety matters including the support to all Headteachers and Site managers.

### Headteachers at each school

Ensure health, safety and welfare of all staff, pupils contractors and visitors on the school site.

## 3.2 The Duties of the Board of Trustees

### a. Duty to manage risk to H & S

- In the discharge of its duty the Board of Trustees alongside the Chief Executive Officer and any delegation to the Executive team, in consultation with the Headteachers and Head of Facilities and with the support of Local Governance Committees, will:
  - Make itself familiar with health, safety and welfare advice and guidance provided by the Department for Education through information provided to the Board by the Executive Team.
  - Ensure that there are effective and enforceable policies for the provision of health and safety (including work related mental health)

throughout the Trust and that these comply with legislative requirements including the Health and Safety at Work Act.

- Periodically assess the effectiveness of this policy and others related to Health and Safety (H&S) and ensure that any necessary revisions are made
- Confirm through reports from Executive team the identity and evaluation of all risks relating to;
  - ✦ Pupils, staff, visitors and contractors
  - ✦ The premises
  - ✦ Trust activities
  - ✦ Trust-sponsored events
  - ✦ Trust assets e.g. Minibus
- Establish an effective management structure, assign duties to key individuals as part of policies and monitor the performance of said individuals on Health and Safety matters.
- Provide support and challenge during times of local or national emergency that may impact on the ability to continue to deliver the key business of education

#### **b. Duty to provide a safe working environment**

- In particular the Board of Trustees with support from LGC's undertakes to provide:
  - A safe place for staff and pupils to work including safe means of entry and exits
    - Plant, equipment, and systems of work which are safe
    - Safe arrangements for the handling, storage and transport of articles and substances
    - Safe and healthy working conditions which take account of all appropriate:
      - ✦ Statutory requirements
      - ✦ Codes of practice whether statutory or advisory
      - ✦ Guidance whether statutory or advisory
    - Necessary safety and protective equipment and clothing together with information on its use
  - Adequate welfare facilities.

#### **c. Duty to provide training and information**

- So far as is reasonably practicable the Board of Trustees, through the Executive Team, specifically the CFOO and Head of Facilities, Headteachers, and with support from LGCs, will receive information to confirm that all staff, including Trust staff working from different sites, temporary and voluntary staff, helpers and those on fixed-term contracts, to receive:
  - This policy and others relating to H&S that are relevant to an individual's role/site

- All other relevant health, safety and welfare matters including procedures and safe systems of work.
  - Supervision, induction, training, and instruction so that all trustees, volunteers, governors, staff (including any on secondment or supplied through a third-party arrangement), and pupils can perform their Trust-related activities in a healthy and safe manner. All staff will be expected to undertake health and safety training which is appropriate to their duties and responsibilities.
- Wherever training is required by statute or considered necessary for the safety of staff, pupils, and others, then the Board of Trustees will ensure, within the financial resources available, that such training is provided.
  - Pupils will receive such training as considered appropriate to the Trust related activities which they are carrying out.
  - All training will be regularly updated. Where Trust staff have cause to work from other sites (i.e. not their normal base) they must receive the necessary induction to ensure their safety is maintained in new environments.
  - Information is made available in appropriate media, at all sites.

### **3.3 The Duties of the Chief Executive Officer**

- a. The CEO has overall accountability for Health and Safety.
- b. As well as the general duties, which all members of staff hold, the CEO is responsible for ensuring, through the Executive Team, that Headteachers and others associated with Health and Safety are aware of the requirements of this policy and that the necessary arrangements are in place.
- c. The CEO, alongside the members of the Executive Team, is responsible for determining the Trust strategy and ensuring business continuity in times of local or national emergency which may impact on the ability of the trust to deliver the key business of education.

### **3.4 The Duties of the Chief Finance and Operating Officer.**

- a. The CFOO has responsibility for Health and safety across the trust and is responsible for monitoring the standards of health and safety throughout the Trust, including all Trust-based activities
- b. to ensure that:
  - relevant policies are developed or updated to ensure compliance with the relevant legislation and robust procedures are in place and communicated at each school
  - guidance and training are provided to staff at each academy which supports the trust in its aim to absorb Health and Safety, as well as welfare, as part of its culture.

- c. To regularly receive information regarding the latest Health and Safety position at each site, covering compliance, training and areas of risk, and report the issues along with an action plan to the trustees three times a year.
- d. To assist the CEO in determining the Trust strategy and monitoring the impact of business continuity plans in times of local or national emergency which may affect the ability of the trust to deliver the key business of education.
- e. To liaise with external Trade Union safety representatives, on health and safety issues.

### **3.5 Duties of the Finance, Resources and Risk Committee**

- a. The Finance, Resources and Risk Committee is authorised by the Trust Board to undertake activities regarding the monitoring and review of Health and Safety issues.

### **3.6 Duties of the Local Governance Committee**

- a. The Local Governance committees at each school will:
  - Receive information and the latest position in relation to the Health & Safety policy, action plans and standards of maintenance of the school premises
  - Support the Headteacher in ensuring children and adults are safe in school
  - Consider the nomination of a Health and Safety governor to attend meetings with the Facilities Manager and The Head of Facilities twice a year
  - Provide support and challenge to their Headteacher during times of local or national emergency that may impact on the ability of the school to continue to deliver the key business of education

### **3.7 Duties of Directors of Education**

- a. Oversee and hold to account the leadership of Headteachers and/or Heads of School within the MAT.
- b. Ensure Health and Safety procedures and policies are in place and followed appropriately to ensure that pupils enjoy a safe and secure school environment in which standards of behaviour encourage learning and the social development of children.
- c. Support the work of the CFOO and support Headteachers where necessary to prioritise resource allocation accordingly.
- d. To assist the CEO and CFOO on determining the Trust strategy and ensuring business continuity at school level in times of local or national emergency which may impact on the ability of the Trust to deliver the key business of education.



### **3.8 The Duties of Headteachers.**

- a. 'Headteachers ' is a term used to describe the senior leadership team (SLT) in the organisation. It will include but may not be limited to the Headteacher ,Deputy Headteachers, Assistant Headteachers
- b. As well as the general duties which all members of staff hold, the Headteachers have responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, nonteaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the Trust and will take all reasonably practicable steps to achieve this end through, senior members of staff, teachers and others as appropriate.
- c. The Headteachers are required to take all necessary and appropriate action to ensure that the proper health, safety and welfare standards are maintained at all times.
- d. The Headteacher will, on a day-to-day basis, be responsible for:
  - Ensuring, at all times whether on or off site or on Trust visits, the health, safety and welfare of staff, pupils and others using the Trust premises or facilities or services or attending or taking part in Trust-sponsored activities and where there are gaps identified take necessary steps to mitigate risks.
  - Ensuring safe working conditions of the Trust premises, facilities, and assets
  - Ensuring that all staff and volunteers receive an induction to Health and Safety on their first day, in accordance with the trust Induction policy timescale and checklist.
  - Ensuring safe working practices and procedures so that all risks are controlled including those relating to emergencies first aid and lone working
  - Encouraging staff, pupils, and others to promote a safety culture within all schools
  - Ensuring a system of risk assessment is in place to allow the continuous management and prompt identification of potential hazards and, where appropriate, ensure that the Board of Trustees, through the Executive Team, are made aware of the findings and that regular reviews of risk assessments are carried out.
  - Through a Training Needs Analysis process identifying and planning the training of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
  - Ensuring that any defects in the premises, its plant, equipment, or facilities, which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate to the risk
  - Ensuring that incidents are reported, collate accident and incident information for reporting and when necessary, carry out accident and incident investigations, monitor trends, both in numbers and areas at the school and ensure that procedures are revised to reduce areas of concern.

- Following internal processes for the reporting of incidents by staff, pupils, and visitors; and, where relevant, report incidents in line with statutory duties e.g. RIDDOR/HSE.
- Monitoring the standards of health and safety including all Trust-based activities
- Monitoring the management structure, in consultation with the LGC
- Consulting with members of staff, including school-based Trade Union safety representatives, on health and safety issues.
- Where appropriate putting place necessary arrangements for the welfare of animals and compliance with DEFRA requirements.
- Ensuring staff are assigned the responsibility to regularly check and confirm the contents of all first aid boxes and that the names and availability of qualified first aiders are shared at key points around the school.
- Ensuring staff, pupils and visitors are aware of systems in place for first aid and that first aiders are available at all times.
- Where appropriate putting in place necessary personal protective equipment through the risk assessment process, remembering that PPE should be the last option of risk reduction.
- Ensuring that arrangements are in place to obtain and share information with relevant staff and suitable individuals. This will include information and plans for children with medical needs in accordance with the Data Protection Act 2018. More information can be found in the Medical Needs policy at each school.
- Ensuring that site security and safety is maintained and fire alarms and other infrastructure is tested and maintained and fire evacuation procedures are in place, tested, reviewed and all staff are made aware of any changes.
- Ensuring hazardous materials are used safely, appropriately stored and disposed of and that appropriate COSHH records are kept and can be accessed when necessary.
- Ensuring that arrangements are in place for the maintenance and inspection of equipment in line with manufacturer's guidelines and statutory requirements
- Ensuring that staff under their direct responsibility receive appropriate safety instruction when operating from other sites
- Ensuring that strategic plans for business continuity are delivered in the school in times of local or national emergency to reduce the impact on the ability of the school to deliver the key business of education

### **3.9 The Duties of the Head of Facilities**

a. The Trust Facilities Manager provides a supporting role to the CFOO :

- Providing strategic leadership to support the management of health and safety across the trust
- To work with trust external Health and Safety consultants and the Risk Protection Arrangement when:
  - relevant policies are developed or updated to ensure compliance with the relevant legislation and robust procedures are in place and communicated at each school

- guidance and training are provided to staff at each school which supports the trust in its aim to absorb Health and Safety, as well as welfare, as part of its culture.
- Supporting the CFOO in reviews and development of Health and Safety strategic plans,
- Attending school health and safety meetings with the Headteacher, local Facilities Managers/ Business managers and the nominated member of the Local Governance Committee, if applicable, twice a year
- Reviewing school Health and Safety procedures and documentation twice a year alongside a walk of the school site.
- Providing a report following the reviews undertaken at school level, including an action plan with clear target dates to ensure that all issues are dealt with in a timely manner, to the Facilities Manager and Headteacher for submission to the LGC.
- Receiving an annual audit report from the external trust Health and Safety consultant, ensuring that this is shared with each relevant Headteacher and Facilities manager and that any actions are addressed in line with the requirements of the report.
- Providing Health and Safety reports, which provide clear information as to the up to date position across the trust schools and any associated risk and mitigation, to the CFOO three times a year for submission to the trust Finance, Risk and Resources Committee.
- Line Managing and providing support on a day to day basis to school Facilities Managers
- Ensuring Health and Safety knowledge is up to date by attending professional development courses and reading relevant literature
- Assisting in the review and update of school maintenance and building development plans from a Health and Safety perspective and providing support to a school Facilities Manager

### **3.10 The Duties of supervisory staff**

- a. Supervisory staff is a term used to define those staff who, in addition to the general duties which all members of staff have are directly responsible to the Headteachers or the member of staff nominated by the Headteachers, to have overall day-to-day responsibility for the implementation and operation of the Trust's policy within their relevant departments and areas of responsibility. This will include teachers, teaching assistants, the lunchtime team, and the admin team. This includes all line managers who have a duty of care to their direct reports
- b. As part of their day-to-day responsibilities they will ensure that:
  - Safe methods of working exist and are implemented throughout their area of responsibility in accordance with this policy
  - Health and safety regulations, rules, procedures, and codes of practice are being applied effectively whether on or off site on Trust visits and in all weather conditions

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- Staff, pupils, and others under their jurisdiction are instructed in safe working practices in accordance with the appropriate risk assessments
- New employees working within their area are given instruction in safe working practices and are briefed in accordance with this policy and the trust Induction policy timetable and checklist.
- Risk assessments are conducted and recorded in their area of responsibility as required by the Headteachers or as necessary
- Regular safety inspections are made and recorded of their area of responsibility as required by the Headteachers or as necessary
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others and statutory checks are made and recorded
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- The relevant person responsible for COSHH risk assessments is advised of Hazardous and highly flammable substances in the department in which they work. These items are correctly stored and labelled, the required PPE is worn and exposure is minimised and controlled, in accordance with the product COSHH risk assessment
- They monitor the standard of health, safety and welfare throughout the department in which they work and encourage staff, pupils, and others to achieve the highest possible standards of health, safety and wellbeing
- All health and safety information are communicated to the relevant persons
- They report any health and safety concerns to the Headteachers
- Supporting the Headteacher to put in place strategic plans in times of local and national emergency to ensure business continuity at the school

### **3.11 The Duties of all members of staff and volunteers**

- a. All staff are expected to familiarise themselves with the health and safety aspect of their work and comply with relevant legislation and best practice. This includes arrangements in the Trust for welfare including the policy.
- b. All staff have a responsibility to:
  - Take reasonable care of their own health, safety and welfare and that of any other persons who may be affected by their acts or omissions at work, irrespective of location, including when working alone or supporting those who are working alone and driving
  - Follow agreed working practices, safety and security procedures and policies including when driving and when off site
  - Report any Health and Safety concern to the school Facilities Manager or a member of the Senior Leadership Team and follow up if necessary action is not taken within a reasonable timescale.
  - Report any accident, near misses, and incidents of violence, including verbal abuse or any hazard in a timely manner
  - Ensure health and safety equipment is not misused or interfered with
  - Not use equipment for which training is required unless training in the safe use of equipment has been provided

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- Undertake training and maintain a level of competence and understanding of procedures
- Ensure that children are handed over safely at the beginning and end of day and at collection points
- Be aware of and act on information about individual pupils or special circumstances e.g. school visits
- Keeping up to date next of kin and other contact details for use to maintain safety
- Set a safe and positive example to others
- Adhere to strategic plans in times of local and national emergency to ensure business continuity at the school.

### **3.12 Particular responsibilities of class teachers.**

- a. The safety of pupils in classrooms is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted, it must be discussed with the Headteacher before any activities take place.
- b. A class teacher is expected to:
  - Know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied
  - Exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area
  - Give clear instructions and warnings as often as necessary (notices, posters and hand-outs are not enough)
  - Ensure that pupils' coats, bags, cases etc. are safely stowed away
  - Integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on safety
  - Follow safe working procedures personally
  - Speak to the Headteacher regarding the need for protective clothing, guards, special working procedures etc. where necessary
  - Be aware of and follow all H&S related policies which relate to activities they supervise or undertake whether on or off site or on Trust visits and in all whether conditions
  - Be aware of any specific issues of individual children e.g. Health Care Plans, Allergies, PEEPS etc

N.B. These rules apply to trainee teachers who must be made aware of their responsibilities by both the Initial Teacher Trainee Co-Ordinator (or equivalent) and their mentor.

### **3.13 School Facilities Managers with delegated responsibility for Health and Safety** (this may include Business Managers and Site Managers)

- a. In addition to the duties of all staff members, School Facilities Managers are required to:
  - Support the Headteacher in ensuring that safe working practices and procedures are in place across the school

- Support the Headteacher in ensuring that safe working conditions exist
- Monitor accidents termly (Small Terms) and report the information to the Head of Facilities
- Participate in a walk of the premises with the Head of Facilities, the nominated governor for Health and Safety, if in place for the school, and the Trust Facilities Manager twice a year
- Support the above process by undertaking a peer support walk of premises at a nominate school within the Trust.
- Participate in an external audit of the school premises and documentation by the trust external consultants once a year.
- Provide a report three times a year to the Headteacher for submission to the LGC and Trust Central team which provides a clear position on Health and Safety at their school alongside an agreed action plan to ensure any issues are resolved in a timely manner.
- Bring this policy and any other relevant Health and Safety information to the attention of contractors prior to them starting work on site
- Ensure that requirements set out in a strategic plan, in place during times of local or national emergency, that relate to Health and Safety and premises are delivered

### **3.14 Maintenance Staff**

- a. All staff in these roles have the additional responsibility to:
- Ensure the relevant training has been received for a task before undertaking it
  - Bring to the attention of the Headteacher any Health and Safety concerns that they encounter in their role as Site Manager/ Maintenance Team member.
  - Comply with the trust check and reporting system, ensuring all Health and Safety checks are completed on time and recorded
  - Ensure the security of the site at all times
  - Ensure that all fire systems are operational and all checks have been recorded
  - Ensure risk assessments are completed for all relevant tasks and control measures implemented and followed
  - All plant, machinery, and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only Ensure PPE is worn where highlighted on risk assessment and any requirements regarding the use COSHH regulated products is followed
  - Devise a work schedule that reduces the risk to other staff members, pupils and visitors and share this with the Headteacher/ Business or Facilities Manager when appropriate

### **3.15 Administrative Staff**

- a. In addition to the duties of all staff members, members of the Administration teams at each school are required to:
- Ensure that they protect the pupils, staff and premises at a school by being confident as to a visitor's identity before granting them entry to the school
  - Ensure that data relating to accidents and near misses at the school for pupils, staff, contractors and visitors is collated on a regular basis (at least termly) and is provided to the person responsible for Health and Safety at the school

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- Bring this policy and any other relevant Health and Safety information to the attention of hirers, contractors or any other visitors to the school prior to them commencing work or activities on site
- Ensure that all required information and medication is brought out of the school in times of emergency evacuation
- Provide all contractors with the Asbestos Register for the school and ensure that they sign to say that they acknowledge its contents

### **3.16 Staff consultative arrangements**

- a. The Board of Trustees through the CEO, will plan for full and proper consultation with employees on relevant health and safety matters. Any nominated Safety Representatives will be offered a role in these consultations.

### **3.17 Hirers, Contractors and all other uses of school premises.**

- a. Policies, procedures, and further information can be found in the Health and Safety Management File in Trust School offices. This policy and any other relevant information will be brought to the attention of hirers, contractors, and others at each visit by the office staff or Facilities Manager at each school
- b. The Headteachers will put in place arrangements to ensure that hirers, contractors, and others who use the Trust premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- c. When the premises are used for purposes not under the direction of the Headteachers, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in section 3 of this document.
- d. When the Trust premises or facilities are being used out of 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.
- e. When the premises are hired to persons outside the employ of the Trust it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the school and that they will not, without the prior consent of the Headteacher:
  - Introduce equipment for use on the school premises.
  - Alter fixed installations
  - Remove fire and safety notices or equipment
  - Take any action that may create hazards for persons using the premises or the staff or pupils of the Trust

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- f. All contractors who work on the Trust premises are required to ensure safe working practices by their own employees under the provision of the **Health and Safety at Work Act 1974** and must pay due regard to the safety of all persons using the premises.
- g. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to act to make them safe, the Headteachers will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site. Trust Contractor Guidelines must be followed prior to work commencing.
- h. Each school will draw the attention of all users of the Trust premises (including hirers and contractors) to Section 8 of the **Health and Safety at Work 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.

### 4. Part 3 - Arrangements

- a. The Board recognises that, in order to achieve their aims and objectives and thereby demonstrate commitment to H & S, it is imperative that supporting policies and procedures are in place. To that end, this section gives details on the specific systems and procedures that exist.

#### 4.1 Significant and Critical Incidents

- a. Schools in Pickwick Academy Trust may need to respond to an incident in which life is threatened or lost. Though the exact response will vary according to circumstances a Trust Business Continuity plan is in place to inform those involved in dealing with such an incident. It was written in consultation with Trustees, Executive Team members, Headteachers and support agencies.
- b. Every situation will vary according to the circumstance but the principals outlined within this plan should be used according to the trauma being handled.

#### 4.2 Emergencies (including Fire)

- a. Policies, procedures, and further information can be found in the Health and Safety Management File in all Trust School Offices.
- b. A specific Fire Manual contains all information relevant to Fire, including:
  - Fire Evacuation Plans
  - Tri-annual Risk Assessment
  - Annual Fire Risk Assessment
  - Personal Evacuation Plans
  - Evidence of Fire Drills, time taken, any issues encountered
- c. These procedures will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
  - Save life



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- Prevent injury
  - Minimise loss
- d. Staff and pupils will regularly rehearse the procedures. Confirmation of such rehearsals will form part of the regular Health and Safety report which is shared with the Local Governance Committee and sent to the trust central team who report to the Board.
  - e. The Headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff
  - f. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.
  - g. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
  - h. Firefighting equipment will be checked on an annual basis by an approved contractor. Such equipment will also form part of weekly/monthly internal trust Health and Safety checks.
  - i. Fire alarms will be tested weekly from different fire call points around the school, and records will be maintained and held in the School Health and Safety Management file and Every compliance system. Where a school has a live kitchen that cooks on site using gas appliance, the call point is to be tested weekly alongside the fire call points which are subject to rotational testing.
  - j. Emergency lighting will be tested on a monthly basis by site staff and annually by an external contractor (3-hour shutdown process) and records will be maintained recorded on Every system.

### **4.3 First Aid**

- a. A risk assessment must be completed by each school to ensure that the arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- b. Supplies of first aid materials will be held at various locations in each school. These locations will be determined by Headteachers. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked by nominated staff and replenished where necessary.
- c. Headteachers will ensure that that the required number of qualified first aiders as calculated as part of the risk assessment for First Aid are available, both on site and at any trust-related activity.

- d. A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the trust premises or as part of a trust-related activity. These records will be kept in accordance with the trust policy on holding such information (see trust policies that relate to GDPR for reference to the current retention schedule).

#### 4.4 Legionella Management

- a. The following steps outline the Board's commitment to the effective management of the risks associated with legionella and in so doing demonstrates compliance with the law. The Board, as an employer in control of multiple premises, is responsible (Duty Holder) for assessing the risk and undertaking precautionary measures to reduce the risks of exposure to legionella.
- b. The Headteacher at each school will act as the Appointed Responsible Person on behalf of the Board and will ensure legal compliance by undertaking the following:
- Identifying and assessing sources of risk relating to Legionella from class activities and water systems on premises
  - Creating a Scheme of Works (Management plan) to manage such risks using the information contained in the latest Legionella Risk Assessment.
  - Ensuring day to day adherence to the Scheme of Works to ensure safe working conditions
  - Keep and maintain the correct up-to-date records of risks and control measures implemented
  - Undertake any other duties in respect of legionella management that are deemed necessary.
  - **Ensure that, in the event of a positive test result for legionella bacteria, all aerosols are immediately isolated and prevented from being used, the Water Hygiene contractor is contracted and the necessary corrective treatment takes place at the earliest opportunity.**
- c. In order to achieve the above the Responsible Person will engage the services of a person /organisation competent in all aspect of legionella management and in order to identify such persons/organisation will consider consulting the **Legionella Control Association**.
- d. In order to determine the level of risk and the counter measures required, the following testing programme will be implemented as a minimum in all schools, intervals may change according to the latest risk assessment for the school:
- A Risk Assessment carried out by a competent person to identify any hazards – as a maximum of every 2 years or following any significant alteration/work to water services.
  - Weekly flushing of little used outlets.
  - Monthly recording of hot and cold temperatures at sentinel taps and a random selection of taps.

- Annual Water sampling.
  - Quarterly - dismantle, clean and descale showerheads and tap heads.
  - Annual tank inspection and disinfection.
- e. The Duty Holder must ensure records are kept in relation to all aspects of Legionella Management and there are held for a period of at least 5 years.

#### **4.5 Asbestos Management.**

- a. Asbestos is the common name for a variety of naturally occurring silicate minerals that are fibrous in structure. It was used for multiple purposes in the building industry from the 1950's through to the 1980's. Any building built before 2000 (including schools) could contain asbestos.
- b. Danger arises when asbestos is damaged -through impact and scrapes sustained by any building over the years- or disturbed by cutting, drilling or ripping. In the main, when left undisturbed, asbestos does not cause a risk.
- c. The Board, as Duty Holder, recognises its clear responsibility and legal obligations to the control and management of asbestos. To that end the Board appoints the Headteacher at each school as the Responsible Person and this person will ensure that the following is in place:
- An Asbestos Management Survey is undertaken to confirm, locate and assess the condition and extent of any potential asbestos or asbestos containing materials (ACM's). A Management Survey is used during the normal occupation and use of a building.
  - A Refurbishment and Demolition survey is undertaken when significant building works are scheduled. A Refurbishment and Demolition Survey will be a fully intrusive inspection to gain access to all areas including those hard to reach.
  - An Asbestos register must be held to record the location and condition of all asbestos located by the surveys. This must be kept in paper format, should be a living document and always contain current information.
  - The register must be updated at least annually and as a minimum must include details of the regular inspections undertaken to check the current condition of asbestos, deletions when ACM's are removed and additions when new ACM's are found or deteriorated.
  - The said register must be signed by all contractors, including cleaners, regardless of work to be carried out and they will be made aware of the location and condition of ACMs
  - A management plan that sets out in detail how the risks from these materials will be managed must be held and communicated to all staff and relevant visitors. This must be reviewed at least annually to ensure the arrangements remain relevant and up to date.

#### **4.6 Risk Assessments**

- a. The Management of Health and Safety at Work Regulations 1999 (3) state that every employer shall make a suitable and sufficient assessment of the risks to health and safety of his employees to which they are exposed whilst at work and the risks to health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

Having a robust risk assessment process will not only result in a safer and improved environment but will also reduce the risk of civil action and criminal prosecution.

- b. Risk Assessments are completed for all relevant areas and activities by the person responsible for Health and Safety at each school who has received training in this role. Risk Assessment completion may be done in conjunction with another staff member, for example a class teacher, depending on the risk being evaluated.
- c. The majority of Risk Assessments are reviewed on an annual basis however the frequency may be more frequent:
  - If the risks posed by the activity or environment demand it
  - If the circumstances surrounding the activity or area change
  - Following a serious accident or near miss
- d. As and when a risk assessment is reviewed it will be transferred onto Trust documentation and assessment will be determined using a classroom checklist or hazard menu and a risk matrix.
- e. Risk Assessments are reviewed and moderated across all sites to ensure that there is a common approach regarding the area or activity in question. Revised information regarding such moderation is provided to all trust schools.
- f. Risk Assessments are part of the Health and Safety Management documentation available to all staff members at each school and relevant ones and changes must be brought to the attention of staff as part of their induction and in regular team meetings.

#### **4.7 Incident and adverse reporting.**

- a. All adverse events, including near misses, must be reported (no matter how small) using the established incident reporting systems which will be put in place in each Trust site by the Facilities Manager (or equivalent) and communicated to staff on each site by the Headteacher, using the information provided in the trust First Aid and Accident Reporting Policy.
- b. The recording and reporting of incidents are important because they can enable the Trust and employees:
  - To meet their statutory duties in compliance with the Health & Safety at

Work Act and Regulations, the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) and Social Security Regulations.

- To collect evidence that may later be necessary if proceedings are brought against the alleged assailant and to prepare reports for the Board and Governors.
- To assist the Trust's insurers should any claim for compensation be made.
- To help in reviewing policies and informing future risk assessments

#### **4.8 Lone Working**

- a. A lone worker is 'someone who works by themselves without close or direct supervision'.
- b. Being alone does not mean one will become involved in an incident and it is therefore permissible to work alone either in isolation or when others are present on site but not necessarily in the immediate proximity. However, when alone there may be an increased risk to the health & safety of employees when working alone and additional precautions may therefore be required.
- c. The Headteacher at each school, or Head of Facilities for the trust central team, will ensure that a risk assessment is completed prior to any staff working alone. This will include:
  - The medical fitness of relevant staff members
  - Any risk of verbal threats or violence.
  - Consideration regarding the suitability of any existing or planned use of chemicals
- d. Staff must ensure that all arrangements for lone working and home visits are adhered to.
- e. Working at height or any potentially high-risk activities must not be undertaken when alone on site.

#### **4.9 Display Screen Equipment**

- a. Additional legal duties apply to the protection of DSE Users to prevent the onset of any health effects associated with working for long periods or working repetitively in a poor posture.
- b. The person responsible for the completion of risk assessments at each site must ensure that, in accordance with the trust DSE policy, a DSE Workstation self-assessment is carried out by all DSE users:
  - as part of their induction process
  - when a new workstation is set up
  - when there is a change in working practices
  - if expecting a baby
  - if they work at home
  - if they raise a concern

- c. Responsibilities of staff: staff will take active and positive steps to maintain their own health, safety and welfare as well as taking the necessary steps to follow the requirements of the trust Display Screen Users Policy.

#### **4.10 Sources of Advice and Technical Assistance**

- a. The Trust have appointed Delegated Services as their 'competent person' and all schools have full access to their supporting policies and procedures.
- b. Each school also has access to information and training from Willis Towers Watson, the risk advisors for the Academies Risk Protection Arrangement.

#### **4.11 Specific Procedures**

- a. Each Trust school has access to comprehensive information, which can be found in a Health and Safety Management File. Documentation is kept in paper or electronic copy. A list can be found in appendix A. This documentation will be covered as part of any induction.

#### **4.12 Legislation**

- a. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to:
  - Health and Safety at Work etc. Act 1974
  - Management of Health and Safety at Work Regulations 1999
  - Control of Substances Hazardous to Health Regulations 2002
  - The Workplace (Health, Safety and Welfare) Regulations 1992
  - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- b. The policy will be implemented by the CEO in conjunction with the following Trust policies and additional documentation listed in Appendix A below:
  - Safeguarding and Child Protection Policy for each school.
  - Recruitment Policy
  - First Aid and Accident Reporting Policy
  - Site Safety and Security Policy
  - Lone Working Policy
  - Display Screen Equipment Users Policy
  - Well-Being Policy
  - Data Protection Policy
  - Records Management Policy
  - Induction Policy

- Driving Policy

#### **4.13 Concluding Statement.**

- a. Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteachers. The greatest hindrance to good practice is apathy; the best antidote is the right attitude of mind and the willingness of all involved to contribute. The creation of a safety culture is to be driven by Headteachers and the Executive and central team.

#### **5. Equal Opportunities**

- a. An Equality and Diversity Impact Assessment has been completed in order to ensure this policy complies with equality obligations outlined in discrimination legislation. We believe the policy positively reflects the aims and ambitions identified in each Trust School's Single Equality Scheme. The policy positively reflects the aims and ambitions of Pickwick Academy Trust.

#### **6. References, acknowledgements and associated documents**

- a. This policy will be implemented in conjunction with other Pickwick Academy Trust policies in the same group of policies.
- b. This policy will be reviewed every year by the Trust Board.

#### **7. Appendices**

Appendix 1 – Documents located in the Health and Safety Management file at each school

Appendix 2 – Staff confirmation of acceptance of policy contents

**Appendix 1** - Documents located in the Health and Safety Management file at each school.

**a. Emergency Conditions**

- Emergency Conditions Information
- Business Continuity Plan

**b. Site Security**

- Site Safety and Security
- Information for Visitors to the school

**c. Fire**

- Fire School Zone Map
- Fire Evacuation Procedure including procedures during Lunchtime.
- Emergency Evacuation for Mobility Impaired Students (PEEP's)
- Using Candles

**d. Harmful Substances**

- COSHH Information (Hazardous Substances) about substances in use (with reference to the manufacturers Material Data Safety Sheets)
- Asbestos Information
- Location of Hazardous Substances and their security

**e. School Premises.**

- Lettings Policy
- Play Equipment Procedure
- Outside Play Equipment Annual Check
- Hazard Report Form
- Code of Conduct for Parking at schools
- Contracts
- Contractors Guidelines

**f. Staff Health and Safety**

- Dealing with unacceptable behaviour on School Premises Policy
- Manual Handling Guidance Procedures
- Use of Reasonable Force, Restraint Procedures
- Guidance on Use of Physical Intervention by Staff - Serious Incident Record Book (Red)
- Well Being Policy



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- Working at Height Information
- Work Experience Procedures
- Reporting forms for accidents of Pupils and Staff
- Blank Incident/Behaviour Forms (POD)
- Health and Safety Inspection Paperwork
- Status reports of H&S that inform Trustees (so staff can be aware of current assessment and share responsibility for addressing gaps)

### **g. School Visits**

- School Visits/Off Site Activities Policy
- Safety in PE

### **h. First Aid Arrangements**

- First Aid and Accident Reporting Policy
- List of Qualified First Aiders
- Procedure for dealing with sickness
- Procedure for dealing with accidents

### **i. Accident Reporting**

- Accident Reporting Procedure
- First Aid Notification to Parents
- Accident Report and Investigation Forms

### **j. Medicines in Schools**

- Administration of Medicines Policy
- Needle Stick Policy
- Individual Health Care Plans based on pupils' individual needs which will cover issues such as the storage of:
  - Asthma inhalers
  - EpiPen
  - Buccal Midazolam

### **k. Diseases and Conditions**

- Control of Communicable Diseases in Schools (Spotty Book)
- Anaphylaxis Information
- Asthma Information
- Flu Pandemic Information
- Head lice

### **l. Children with Medical Needs**

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- Policy for Children with Medical Needs
- Individual Health Care Plans based on pupils' individual needs which will cover issues such as the administration of:
  - Rectal Valium ○ Rital ○ Asthma Inhalers ○ EpiPen
  - Buccal Midazolam

### **m. Personal and Intimate Care**

- Intimate Care Policy
- Toileting Guidelines and Procedures

### **n. Risk Assessments**

- Risk Register
- Risk Assessment Register
- Risk assessments and associated mitigations

### **o. Legionella Management**

- Monthly testing
- Risk Assessment
- Scheme of works

### **p. Asbestos Management**

- Asbestos Management Survey
- Asbestos Refurbishment and Demolition Survey (if relevant)
- Asbestos Register
- Asbestos Management Plan

## Appendix 2 – Staff confirmation of acceptance of policy contents

Date

Dear Colleague

Please find attached a copy of the Trust's updated Health and Safety Policy. Can I ask you to read this carefully and return the slip below? You will note that there is a supporting Health and Safety Management File, which is located in the school office or on the staff shared server and contains copies of all documentation.

Additionally, your school also subscribes to the Wiltshire Health and Safety Department where you can find many useful documents, ask your admin team for login details. Please use all the information provided as a point of reference if you need to, or ask in the office or senior leaders any questions you may have.

Please also note that there are many Trust Policies, and which are relevant to the management of H&S one of which is the Trust's Wellbeing Policy. You must be familiar with Trust policies and procedures.

Thank you for your co-operation in this matter

Kind Regards



CEO, Pickwick Academy Trust

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Name .....

I have received, read, and understand my copy of the Health and Safety Policy.

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Signed .....

Date ..... 27