



Policy Document for: Health and Safety and relevant procedures

Approved: December 2021

Due for next Review: November 2022

Statement of intent

Timu Academy Trust recognises that ensuring the health and safety of staff, pupils and visitors is essential to the success of the Trust and its schools.

We are committed to:

- Providing a safe and healthy working and learning environment with adequate facilities and arrangement for employee welfare at work
- Preventing accidents and work related ill health.
- Meeting our legal responsibilities under health and safety legislation as a minimum
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Safe usage, handling, storage and transport of articles and substances
- Providing effective information, instruction, training and supervision.
- Safe access and egress to the work place
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All trustees, staff and pupils will play their part in its implementation.

This policy is developed to reflect the Health & Safety at Work Act 1974 and is reviewed at least annually – and/or when there are changes to the H&S system and roles – and/or following a serious accident or incident.

These aims have been validated by:

Date:

Introduction

In order to achieve compliance with the Statement of Intent the Trust management team will have additional responsibilities assigned to them as detailed in this part of the Policy. The Trust uses the Every system to report Health and Safety issues for the premises team to address and respond to.

An organisational chart for H&S Management is attached at Appendix 1.

Responsibilities

The Trust Board

The Trust Board is responsible for ensuring that:

- The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils.
- Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted. These risks are reflected in the Trust risk register
- Sufficient funds are set aside with which to operate safe working practices.
- Health and safety performance is monitored, failures in health & safety policy or implementation recognized, and policy and procedure revised as necessary

The CEO

Reporting to the Trust Board, the CEO has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.

- The CEO is aware of his/her health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- He/she will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- He/she provides the final authority on matters concerning health and safety at work.
- The CEO will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner.
- He/she delegates specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Site Manager and the relevant Heads of School.

Trust Strategic Lead

The Trust Strategic Lead, working in conjunction with The Trust's Health & Safety Consultants, Judicium, will collaborate and advise the CEO and Heads of School on health and safety policy. Acting for and on behalf of the CEO, she has the responsibility for implementing and monitoring the policy, principally through the Heads of School.

- Ensuring all policies and risk assessment are clearly communicated to all relevant persons.
- Collaborate with relevant staff to ensure all policies and risk assessments meet statutory guidance and reflect in-house procedure
- Collaborate with the Personnel Lead to ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- Allocate additional responsibilities for health, safety and welfare are allocated to specific individuals and check they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them – collaborate with the Site Manager and Personnel Lead
- Work with the CEO and Site Manager to ensure any accidents are investigated and any remedial actions required are taken or requested.
- Lead the emergency team and all H&S meetings to ensure that a culture of H&S is embedded in the Trust at all levels
- Support the CEO in providing information about H&S across the Trust for the Trust reports across the year
- Work closely with the Site Manager to ensure that

- Appropriate information on significant risks is given to visitors and contractors
- Appropriate consultation arrangements are in place for staff and their safety representatives.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place and these remain under review.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Ensure that records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to inspect the premises and monitor performance.
- The activities of contractors are adequately monitored and controlled.
- A report to the Trust Board on the health and safety performance of the school is completed at least 3 times a year.

The Site Manager

The Site manager, working in conjunction with the Trust Health & Safety Consultants and the Trust Strategic Lead will advise the CEO and Strat Team on Health and Safety policy. Acting for and on behalf of the CEO, he has the responsibility for implementing and monitoring the policy, principally through the Strat Team.

The Site Manager achieves this by ensuring that:

- This Policy is clearly communicated to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors
- Appropriate consultation arrangements are in place for staff and their safety representatives.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place and are reviewed.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to inspect the premises and monitor performance.
- Sit on the emergency team
- Work closely with the Strat Strategic Lead to ensure that
 - All staff are provided with adequate information, instruction and training on health and safety issues.
 - Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.
 - Risk assessments of the premises and working practices are undertaken and remain under at least annual review
 - The activities of contractors are adequately monitored and controlled.
 - Accidents are investigated and any remedial actions required are taken or requested.

Governors

- To support effective monitoring of the schools, all local Governors will undertake Health and Safety training via Judicium online learning.
- Records of training are held by the Clerk
- Health and Safety training is part of the Governor induction process

Posts of additional responsibility

This includes the Heads of School, Assistant Headteachers, Community Leads, SENCo, Office and Admin team leads, Child's Play supervisor, Cleaner in Charge and Caretakers. They must:

- Apply the Trust Health and Safety Policy to their own department or area of work and be directly responsible to the CEO for the application of the health and safety procedures and arrangements.
- Collaborate with the Trust Strategic Lead to carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the CEO.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.

- Resolve health, safety and welfare problems that members of staff refer to them, and refer to the CEO any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Support staff to undertake additional training as needed in H&S such as Fire Warden training

(Added 6/11/21)

- Ensure that when planning for activities including foodstuffs that they give advance notice to the parents around any allergens which may be within the foods. Staff must be aware of all children in their class with HCP/food allergies as such that they also have a personal RA.
- Staff must also comply with Natasha's Law/list allergens when selling food in events such as cake sales.
- *Heads of School:* Work with the Trust Strategic Lead & Site Manager to ensure all accidents are investigated appropriately.
- *Heads of School:* A report to the local Governing Body on the health and safety performance of the school is completed at least termly (3 times a year).
- *Heads of School:* ensure that H&S is central to all new lettings/events hosted on the school site and that risk assessments are completed as needed
- *Community leads:* carry out a community site walk at least 3 times a year – follow up on actions which need to be taken to the community via briefings and assemblies
- *Emergency team:* consists of Site Manager, member of site team, Trust Strategic Lead and Personnel lead – meet at least 4 times a year to review all H&S matters across the Trust – feed back to the Strat Team

Class facing staff

Class facing staff are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work – see appendix 2 for a Health & Safety Executive classroom checklist which can be used
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Head of School or Trust Deputy HT on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Regularly check their classrooms for potential hazards and report any observed to the Site manager.
- Report all accidents, defects and dangerous occurrences to their Community Assistant HT, Head of School or Site manager
- Undertake risk assessment training where needed (year group leads) and collaborate with the Trust Strategic Lead to undertake risk assessments for activities within the year group including trips RA.

Kitchen Manager (Nourish)

The Kitchen Manager is responsible for the safe operation of the catering facilities and must:

- Be familiar with the school Health and Safety Policy.

- Contract office prepare risk assessments for all catering activities
- Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- Inform the Site Manager or CEO of any potential hazards or defects.
- Be familiar with the current food and hygiene standards and safety rules, and the requirements relating to allergens in food." (Food Standards are slightly different to Food Safety, covering a separate area of Food legislation, but are equally important covering areas around the description of food eg Sweetened, Diet etc and also the observance minimum durability dates - Use by / Best before)
- School staff must not use the catering facilities and equipment without the prior agreement of the Head of School and Kitchen Manager.
- Safely evacuating the kitchen should the fire alarm ring for an evacuation or invacuation

Obligations of all employees, regardless of role

All employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the Local Governing Body, Board of Trustees, Trust management or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific H&S training received.
- Undertake training for H&S matters as needed (e.g. annual training modules on Judicium or first aid)
- Report all accidents and near misses in accordance with current procedure.
- Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the Trust health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with the any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

Contractors

- When the premises are used for purposes not under the direction of the CEO e.g. the provision of school meals, then, **subject to the explicit agreement of the Board of Trustees**, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Site Manager of any risks that may affect the school staff, pupils and visitors.
- All contractors must be aware of the Trust health and safety policy and emergency procedures and comply with these at all times.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the CEO or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.

- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Procedures and arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

Accident and Incident Reporting

- All staff are required to ensure that all accidents and incidents are reported on the HS157 form for staff and visitors (held by the Offices) to the Office Manager (in line with the First aid policy)
- All staff are required to ensure that all accidents by children are recorded in the accident book
- This should include date, time & place of incident, name of person affected, details of injury or illness, details of first aid given, what happened to the person afterwards and the name and signature of the first aider or person dealing with the incident
- Any accident which needs to be reported to RIDDOR and investigated will be checked by the Site Manager, Trust Business Manager & Strat Team and then reported to the Trust Board and the Health and Safety Executive as appropriate.
- It is recognised as good practice to record all staff, pupil and visitor accidents and incidents
- The Strat Team can then review whether risk control measures are working, as part of the Health and Safety committee
- All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.
- The Trust will ensure that all accidents and incidents reportable to the HSE under RIDDOR, are actioned and reported within the set timescales.
- The Site Manager is the responsible person for both schools
- The guidance for what should be reported under RIDDOR is at the end of the **First Aid Policy**

Incident investigation

- Accident books and HS157 forms will be reviewed by the Health & Safety Committee (which includes the emergency team) at least twice a year to look for patterns, effectiveness of risk assessments and mitigations and look for any breaches in health and safety. The reviews are noted in the emergency team minutes
- Any accident or incident or near-miss will be investigated – choosing what should be investigated is based on whether it is likely to happen again, the seriousness of the incident (all RIDDOR reportable are investigated), the frequency of this type of incident (to see patterns of cause and address these), and/or dangerous occurrences or near misses (27 types of occurrences listed by HSE)
- When investigated, the findings will be recorded and stored in line with the retention policy. These findings will be attached to the accident form and possibly RIDDOR report
- The vast majority of accidents and incidents that happen in school or on visits do not need to be reported. The Responsible person will complete the RIDDOR report and this will be attached to the accident form. This will be in conjunction with the Trust Strategic Lead and Judicium H&S consultant as needed
- All witnesses will be involved and their statements documented as these may need to be shared for HSE or insurance purposes
- Where investigation is needed, it will commence as soon as possible or immediately
- The process of investigation will be recorded, along with decisions. It will include the sequence of events and conditions which led to the event, the immediate causes, any underlying causes (unsafe practice which has not been previously identified) or root causes (lack of training, supervision etc)

Investigation requirements when carried out

Immediate impact

- Emergency first aid and make the area safe
- Call emergency services if needed
- Preserve the scene
- Note the names of the people, equipment involved, names of witnesses
- It may be appropriate to take photos at the scene
- Asking questions of where? Who? When? Identifying any causes (as listed above) How? What?
- Report to Strat Team and Site Manager who will decide what action is taken next

Accident/incident actions following immediate impact

- Incident and accident investigation report completed
- If necessary HSE will be contacted – RIDDOR submitted – see first aid policy for specific illnesses and injuries which must be legally reported

The likelihood and severity/potential consequences will be considered to see whether further formal investigation is needed.

- In a minimal level investigation, the relevant person will look into the circumstances of the event and try to learn any lessons which will prevent future occurrences.
- A low level investigation will involve a short investigation by the responsible person or line manager into the circumstances and immediate, underlying and root causes of the adverse event, to try to prevent a recurrence and to learn any general lessons.
- A medium level investigation will involve a more detailed investigation by the responsible person or line manager, the health and safety adviser and employee representatives and will look for the immediate, underlying and root causes.
- A high level investigation will involve a team-based investigation, involving the responsible person or line managers, health and safety advisers and employee representatives. It will be carried out under the supervision of senior management and will look for the immediate, underlying, and root causes.

This will result in risk assessments being reviewed and adjusted to reduce the risks and likelihood, planning in additional control measures, additional staff training may be given etc. This will be summarised onto an action plan which will be overseen by the Strat Team, and shared at the Health & Safety Committee. The full result of the investigation will be shared with the Trust Board

Asbestos

- The Site manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.
- An external contractor undertakes asbestos checks
- Relevant staff undertake annual asbestos awareness training, or if the Asbestos Management Regulations change at any time. Staff are aware that exposure to asbestos is reportable under RIDDOR
- The Asbestos Management Plan is updated when there are any changes or any potential disturbance to Asbestos and contains the risk assessment – periodic inspections are also completed
- All logs and reviews are added to Every by the Site Manager or another member of the team
- The Asbestos Log demonstrates the location of asbestos within the schools – this is not within classroom spaces or corridors
- All site team staff have read and are aware of the Asbestos Management plan and the location and condition of any asbestos in the schools
- Dates of training are held on Every to ensure all training takes place at least annually
- The Asbestos Management Plan and log is held in the school office so any member of staff can consult this, as well as speaking to the Site Manager

- Any contractor who may come into contact with the asbestos will be required to read and sign the log held in the Asbestos Management Plan
- Staff must report any damage to asbestos materials immediately to the CEO.
- Where damage to asbestos material has occurred the area must be evacuated and secured to prevent anyone entering the area. If safe to do so, the windows and doors will be closed. The CEO will immediately notify the Chair of Trustees by telephone.
- Any contractors working on areas containing asbestos must be licenced and need RAMS must be submitted ahead of work starting

Contractors

- The school employ the services of a Building consultancy company who are responsible for the selection and management of contractors in accordance with the school policy.

COSHH

Staff are reminded that COSHH does not only relate to cleaning chemicals – it is around any hazardous substance that can be found in school (such as blood, bodily fluids or chemicals). See the **First Aid** policy for details of dealing with bodily fluids.

- Staff should not bring cleaning chemicals in from home – only use cleaning products which have been approved and purchased by the school
- COSHH assessments concentrates on the hazards and risks for the substances which could be used for cleaning, practical work and grounds work
- Staff using COSHH assessments must follow the information given to mitigate the risks
- Staff using chemicals must read the COSHH assessment for the chemicals and the safety data sheet to ensure the appropriate use, dilution, risks, storage, PPE and any first aid measures

| What do the COSHH symbols mean? | | |
|--|--|---|
|  Dangerous to the environment |  Toxic |  Gas under pressure |
|  Corrosive |  Explosive |  Flammable |
|  Caution – used for less serious health hazards like skin irritation |  Oxidising |  Longer term health hazards such as carcinogenicity |

- Where PPE is provided to staff for use as identified on the COSHH assessment and data sheet – it must be worn
- COSHH risk assessments should consider the age and stage of the development of the pupils if the substance needs to be used with children present, as well as considering other people who could be harmed such as passers-by, contractors or visitors
- COSHH risk assessments will also consider how the chemical may enter the body – through skin contact, ingestion or inhalation as applicable
- Any contractors completing work on the site using hazardous chemicals must complete COSHH risk assessments which are reviewed

See also the guidance on SharePoint for undertaking risk assessments.

See risk assessments in SharePoint – risk assessments site – COSHH cleaners

Curriculum Safety (including out of school learning activities)

- All subject leaders and/or year group leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.
- The risk assessments must be made known to all teaching and support staff and reviewed regularly.
- Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

Display Screen Equipment

- The Personnel Lead is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.
- Regular laptop users will be provided with docking stations.
- Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Educational Visits and Journeys

- The Heads of School and the EVC are responsible for ensuring that all school trips are managed in accordance with the school trips protocol which all teachers must be familiar with

Electrical Safety

- The Site Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.
- The Site Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive in line with regulations
- All staff must be familiar with school procedures and report any problems to the Site Manager. Staff are reminded that they must not bring electrical equipment into school which has not been PAT tested.

Fire Precautions and Emergency Procedures

The Strat Team are responsible for ensuring:

- That the Fire Risk Assessment is completed and reviewed at least annually and that identified actions are completed or mitigated for. This is then shared with the Trust Board.
- That the school emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training to all staff.
- That an emergency fire drill is undertaken every half term.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

The Site Manager is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the fire fighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be familiar with the school **Fire safety policy**, the school **Business continuity** plan (where applicable) and evacuation procedures. Electronic copies of these are held on SharePoint. Furthermore, the emergency evacuation procedures are displayed around the school and included in the Staff Handbook held on SharePoint.

First Aid

- The names of the school's qualified First Aiders are displayed on the notice board in the main office and held by the Trust HR Lead. A copy of this log is held in the Staff CPD Team which is accessible by the Heads of School, HR Lead, Strat Team and Site Manager
 - The list is also held in the Heads office, main office, kitchen/servery and with the emergency bag/wall mounted first aid kits
- First Aid supplies are kept in each school – see the **first aid** policy for details of how these are maintained and checked, including the defibrillator
- All staff must be familiar with the school arrangements for First Aid, the risk assessment and the First Aid policy.
- Class facing staff and those who work with children at lunchtime must also be aware of the **children with medical needs** policy, **Food allergens** policy and the **administration of medicines** policy, as well as any children with a healthcare plan for conditions including asthma, epilepsy and anaphylaxis

- The healthcare plans for children with named conditions are reviewed at least annually, and those children with more complex needs who are also on the SEND register have oversight by the SENCo

Forest School

See also the Forest School handbook for additional health and safety considerations around fire sitting, management and safety.

Adverse weather conditions

- The Forest School Leader will make a decision when we are experiencing adverse weather through consultation with the Strat Team whether Forest School will continue with sessions or need to be closed for health and safety reasons
- The Forest School Leader will monitor weather regularly using the Met Office and the Beaufort Scale to determine the right decision and provide this information in discussions with the Strat Team
- The Forest School Setting will have permanent shelter (parachute) where the children and adults attending the Forest School Sessions can take shelter. If needed Forest School Leader will immediately build a temporary shelter or bring the children back into the school building
- Forest School will not go ahead if the weather conditions are deemed dangerous consisting of high winds, thunder storms, downpours and extremely cold weather.

Health and safety in Forest School

For the Forest School to run safely and smoothly, the Forest School Leader will:

- Make sure all safety equipment is intact, a good working order and not faulty.
- Ensure there is always a sufficient amount of safety equipment available.
- Keep to the legal child/ adult ratio at all times.
- Fully investigate any accidents/ incidents and use the information gathered to adapt future risk assessments.
- Ensure that all volunteers and visitors are aware of their responsibilities whilst at Forest School towards the children.
- Create and share all risk assessments before any Forest School Sessions with attendees.
- Ensure that all adults attending Forest School Sessions are aware with all the emergency procedures and how to record and report accidents/ etc.
- Ensure all adults attending Forest School Sessions have sufficient knowledge of all the Forest School Guidelines.
- Follow practise and policies detailed in the Forest School Handbook to ensure practise is as good as it can be.

See risk assessments in SharePoint – risk assessments site – Forest School

Emergency Team

In order to review health and safety in the Trust, the following are in place:

- The emergency team meets at least seasonal termly to review the outcomes of emergency drills and have a strategic overview of H&S across the Trust
- Site walks are undertaken by the Community Leads and Heads of School
- Termly updates are shared with the SLT regarding policy, procedural changes and risk assessments so these can be shared at community briefing
- H&S is a standing item on each community briefing and discussed at SLT and Strat meetings
- The Trust Strategic Lead and Site Manager meet regularly to review actions arising from site walks, complete the Strat audit checklist and review Every H&S records – the results of this are recorded and shared with the Strat team
- The CEO shares overall actions with the Trust Board
- Records from accident books and HS157 forms are examined and actions taken to address issues that are identified. These reviews are recorded in the emergency team minutes

- All actions to be taken following meeting are added to the H&S action plan and shared with Trust Board

Forest School

(added 6/11/2021)

Iwade school has a Forest School as part of its grounds. This has a suite of RA which are written which cover all aspects of their work, including using tools, fire and using the pond areas.

See risk assessments in SharePoint – risk assessments site – Forest School

Hazardous Substances

- The site manager is responsible for ensuring that substances covered by chemical safety regulations, are identifiable, stored and handled correctly and that appropriate chemical safety risk assessments are in place for substances used on our premises. These assessments will be briefed to the appropriate staff and contractors, before they handle any such substances.
- The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.
- All staff are reminded that no hazardous substances should be used without the permission of the CEO. The Site Manager will complete an assessment for any authorised products.
- Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:
 - Spirit based marker pens
 - Corrective fluid
 - Aerosol paints
- All the above should be used in a well-ventilated area.

Inclusion

- All teaching and support staff should be familiar with the schools SEND policy and supporting guidance.
- The CEO is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEN.
- All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.
- The SENCO and subject leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEN.
- The SENCO and year group leaders must ensure that all risk assessments for trips are adapted as necessary to ensure the safety of any pupil with SEN. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable. The risk assessment must set out the factors which have been considered to reach this conclusion. Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must have been discussed and agreed with the family and be authorised by the CEO

Lettings/shared use of premises/use of Premises outside School Hours

- The Heads of School are responsible for ensuring that any use of the premises outside school hours is managed in accordance with this policy and Lettings policy.
- The Head of School in consultation with the Site Manager is responsible for managing the arrangements for lettings which concern H&S – these are detailed in the Lettings policy.

Lone Working

- Lone workers can be defined as anyone who works by themselves without close or direct supervision.
- Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

- Any member of staff working after hours must notify the Site Manager of their location and intended time of departure.
- Lone workers should not undertake any activities which present a significant risk of injury.

See risk assessments in SharePoint – risk assessments site – Health and Safety RA

- Lone working
- Staff handbook

Managing Medicines & Drugs

- No pupil is allowed to take medication on the school site without a letter of consent from his/her parent/carer.
- Staff must notify the CEO if they believe a pupil to be carrying any unauthorised medicines/drugs.
- Healthcare plans may set out where a child must carry their medication and this is signed and authorised by the parents and senior members of staff. In this instance, staff working with the child will be informed
- Emergency medication is held at both schools – for asthma and epipens. A list of children whose parents have given permission is kept with the medication
- The healthcare plans also set out where medication should be held when the children are outside the classroom (such as playtime/lunchtime or during outdoor lessons). Staff will ensure that this medication is stored safely and children are aware of the expectation of their behaviour around this
- The school policies for **First Aid** and **Administration of Medicines** provide detailed guidance and all staff should be familiar with these policies.

Maintenance and Inspection of Equipment

- The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Site Manager.
- All faulty equipment must be taken out of use and reported to the Site Manager. Staff must not attempt to repair equipment themselves.
- The Trust will ensure that only those members of staff with appropriate training and competency, are involved in the inspection and maintenance of machinery and equipment. The site manager will maintain records of these competencies, and we will ensure that where these require refresher training to maintain competency, that this is done in a timely fashion.

Manual Handling and Lifting

- The Site Manager will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible, using HSE guidance and risk assessments
- Staff receive training in Manual Handling from accessing Judicium training and support from the Site Manager before they are expected to undertake an MH operation for the Trust. Part of this training involves explaining that operations need to be planned and executed taking in to consideration T.I.L.E; where operations cannot be safely carried out then all staff etc are encouraged to seek alternative safer methods of moving the load, and can always seek the advice and guidance of their line manager or the Site Manager. Staff are encouraged to report issues involving manual handling, whether they be injuries, near misses or observations to their line manager as a priority.
- The Site Manager will consider where any member of staff has a pre-existing muscle or back injury which could be exacerbate the risk of injury being caused during manual handling
- The Site Manager is responsible for ensuring that the manual handling RA are updated at least annually
- No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site Manager for assistance.
- Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.
- Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

- Should an unusual, difficult or challenging load need to be moved the supplementary HSE Manual Handling Guidance on SharePoint will be consulted and an additional risk assessment completed to ensure safe manual handling. This includes example of assessment checklists, Manual handling assessment charts (MAC tool) and the Manual Handling regulations 1992.

<https://timustrust.sharepoint.com/:f:/r/sites/IwadeSchool/staff/Staff%20Policies/Health%20and%20Safety%20Policies/Manual%20Handling%20supplementary%20guidance?csf=1&web=1&e=O8VhgM>

See the **manual handling** risk assessment.

Manually handling staff in emergency evacuation

Added 11/10/2021

7 members of staff are trained in manual handling of adults in case any member of staff requires assistance to evacuate. These are Tamzin W, Katrine S, Tim H, Lauren G, Lisa B & Teresa W at Iwade.

No untrained member of staff can move another adult using manual handling techniques to prevent any injury from the handling activity. All members of trained staff have read the Manual Handling RA

https://timustrust.sharepoint.com/:w:/s/IwadeSchool/staff/ERYEGQ2k-DIKk_tUBm0y_6wByWPE5ARg3fkeZvAVbBOGqw?e=AqPf5h

See risk assessments in SharePoint – risk assessments site – Health and Safety RA

- Manual handling RA

Offsite visits

(Edited 6/11/21)

This includes school trips, residential visits and trips for events such as inter-school competitions.

- The Trips Planning form on Teams sets out the procedure for organising a school trip, along with supporting documents on undertaking risk assessment
- There are planning documents for local trips and sports competitions which ensure that RA are completed appropriately held on Teams – Learning Outside the classroom – School Trips. Guidance for RA and completed RA are held here
- Trips are organised by year group leaders, with involvement of the Strat Team and Educational Visits Coordinator to ensure all health and safety aspects are considered and planned for
- Where possible, risk assessments are used from the site being visited, along with a pre-visit where possible so that the Trust risk assessment can be completed
- Risk assessments are undertaken for trips where a group of children are going off-site for example a sports competition

Occupational Health Services

A range of occupational health services are available to support staff of the Trust. Please speak to the Personnel Lead for more information.

Outdoor Play Equipment

- The outdoor play equipment and safety surfacing complies with BS/EN standards and is formally inspected annually by a competent contractor.
- The Site Manager undertakes weekly checks of the play equipment and play areas
- Supervisory staff should make a visual check of all play equipment before it is used.
- Risk assessments have been completed for each item of equipment and all staff supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment should not be used.
- Pupils and pupils' siblings are not permitted to use the play equipment after school hours. Any member of staff who observes unauthorised use of the play equipment must report it to the Heads of School, Assistant Headteachers or Site Manager immediately

- The playground surface is checked monthly by the site team for damage – photographs are taken of cracking of the Iwade playground to monitor it due to the ground movement caused by the clay underneath the surface. Photographs are uploaded into Every

See risk assessments in SharePoint – risk assessments site – Health and Safety RA

- Playground use

PE Equipment

- The PE team are responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.
- Risk assessments have been completed for all PE activities and all staff must be familiar with these.
- Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.
- All PE equipment must be visually checked before lessons and returned to the designated store area after use.
- Pupils must not use the PE equipment unless supervised.
- Any faulty equipment must be taken out of use and reported to the PE team.

Personal Protective Equipment (PPE)

- Where the need for PPE has been identified in Risk Assessments, it is the Site Managers responsibility to ensure adequate supplies of suitable PPE.
- Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.
- Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.
- PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Site Manager
- Only properly authorised PPE is to be used on Trust premises; where necessary this will be appropriate and bespoke to the individual's needs, but as a minimum all PPE provided and used on site will be CE marked to denote conformity with the relevant standards.

Pond areas at Iwade school

Iwade school has 2 pond areas. 1 is deep water and the other is shallow. Both are behind 2m safety fencing and can only be accessed with a member of staff.

See risk assessments in SharePoint – risk assessments site – Health and Safety RA

- Pond activities RA

Reporting to RIDDOR

See the **First Aid** policy for details.

Risk Assessments and policies relating to H&S

- It is the CEO's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school
- Risk assessments and policies are updated by the teams responsible for them:
 - The Site Manager will update risk assessments for H&S, maintenance and cleaning
 - Subject Leaders will undertake risk assessments for their specialist areas with support where needed
 - The Site Manager will undertake risk assessments for maintenance and cleaning.
 - The Year Group Leaders will ensure that risk assessments are completed for all school visits.
- The Strat and Emergency Team will have oversight of these risk assessments and how these feed into school practice and policy

Security/Violence

- The Site Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.
- The Site Manager is also responsible for the security of the site during after school use and lettings.
- Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.
- If an intruder becomes aggressive staff should seek assistance.
- Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the school where assistance is available. The Head of School should be notified in advance of these meetings where possible.
- Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Head of School and/or CEO.

Site Maintenance

- The Site Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.
- He will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the CEO and/or Head of School.
- All staff are responsible for reporting any damage or unsafe condition to the Site Manager immediately. He can be contacted via walkie talkie, the Office, or by asking the Assistant Headteacher to add a job onto Every for the team.

Slips, trips and falls

- Risk assessments and policies including playground and fire safety make reference to slips, trips and falls
- Coats and bags are kept off the floor in corridors – staff pick up fallen belongings and replace them on pegs if they are seen on the floor
- All staff are responsible for reporting damage or concerns to the site team immediately, and to take action where possible to make safe whilst waiting for the team to attend
- Only the site team are permitted to work at height
- Class facing staff have access to suitable low level steps and undertake annual training on using these
- All spillages in the dining room, corridors and classrooms are cleared up immediately
- Staff are encouraged to report any concerns about potential hazards which cannot be dealt with immediately to the site team
- Slips, trips and falls are considered in site RA

Smoking

- It is illegal to smoke anywhere on the school premises. This includes the use of any type of e-cigarette. Signage is in place at the school entrances and occasional reminders are sent to parents

Staff Training & Development

- The Personnel Lead is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training. This will be further considered throughout the year in line with changes such as pregnancy or new employees
- All new staff will receive specific information and training as part of the school induction process.
- All staff will receive fire awareness training on an annual basis.
- Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.
- Health and safety is a regular agenda item for staff meetings and briefings
- H&S training is given across the year so that staff at all levels are aware of their responsibility for H&S and are sufficiently trained to carry this out effectively in a safe and healthy manner
- Staff who undertake risk assessments receive additional training using Judicium online training
- Staff who lead planning for school trips receive additional training

See [Worker consultation and involvement \(hse.gov.uk\)](https://www.hse.gov.uk) and [Risk assessment - HSE](#)

Stress

The school governors and CEO are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently – staff are involved in having a voice around CPD for their roles to develop further
- Control to plan their own work and seek advice as required
- Teams are developed with a collaborative leader so staff feel involved and engaged
- Obtaining collaborative voice from staff around areas which may impact them – including writing procedures, updating relevant policies and making decisions around the curriculum, behaviour policy and other class facing decisions
- Clearly defined roles and responsibilities
- Consideration of domestic or personal difficulties – staff can attend events for their children – policy changes have been made to reflect this
- Individual support, mentoring and referral to outside agencies where appropriate.
- Occupational health are involved where necessary, as well as wider services being sign posted to staff
- Considering procedures with a view to impact on workload. This includes consulting staff on workload to identify areas for focus.
- The Inclusion team also has a focus on staff and pupil wellbeing. From September 2021 a new wellbeing lead will be in post whose role is to lead on wellbeing for staff and pupils
- During the Covid pandemic, all staff worked on a rota basis, related to their contracted hours so attendance in school was fair and consistent. Flexi working remains in place for staff as it is possible and works with their role

See also **Staff Wellbeing** policy

Swimming

- Children are instructed by school staff who are ASA Qualified. The programmes take place in local authority pools and Sports Centres and are subject to the Swimming Programme Service Specification.
- All staff must ensure that they are familiar with the local authority swimming guidance before accompanying any swimming groups and have read the Trust risk assessment

See risk assessment in SharePoint – risk assessments site – PE onsite and Health and Safety RA

- Swimming RA
- Coach or minibus travel
- Walking RA

Tools used by site team

(added 15/10/21)

- Only trained members of the site team are authorised to use power tools

See risk assessments in SharePoint – risk assessments site – Health and Safety RA

- Workshop drills lathes
- Workshop sawing machine
- Power tools

Vehicle movement on site

Iwade

- During the school day, the main vehicular gate is kept shut and access is only by buzzing into the main office to be admitted.
- No deliveries or access is given during drop off and collection times.
- There is no unaccompanied access by children onto the front of the school during the school day
- Zebra crossings are in place to support parents to cross with their children in the correct locations
- Contractors can only come onto the site at times outside of drop off and/or collection times
- Speed bumps are used to keep speed low
- Signage indicates where visitors and parents can park when on the site and staff parking
- Parents are regularly reminded not to park around the Ocean side of the school to drop off/pick up their children

Bobbing

- During the school day, no vehicles can move on the school site at drop off or collection times
- All deliveries come through the pedestrian gate and not vehicle gate and so do not drive onto the site, unless pre-arranged contractors which will be before/after children drop off and are collected
- Signage reminds staff when cars cannot be moved
- Parents do not use the car park – parking is road side for visitors and parents
- The car park is small and so speed is kept low

See risk assessments in SharePoint – risk assessments site – Health and Safety RA

- Pedestrian and vehicle movement BVS
- Pedestrian and vehicle movement IWA

Visitors & contractors

- All visitors must sign in and out in the school reception area. This includes school visitors such as parents and wider agencies.
- All visitors will be issued with a pass on a visitor lanyard which must be worn at all times in school. Visitors will be accompanied at all times in line with **the safeguarding policy**, or unless suitable checks have been undertaken.
- Visitors and contractors to the school will be made aware of the emergency procedures and other safety information as is relevant. They will be given a copy of the trust's safeguarding leaflet to read when they arrive.
- Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

Water management

See also [Legionnaires' disease: The control of legionella bacteria in water systems. Approved Code of Practice and guidance on regulations L8 \(hse.gov.uk\)](#)

- External contractor provides risk assessment which is reviewed and updated every 2 years unless there is reason to believe the original RA is no longer valid
 - This may include changes to the plant, water systems or their use
 - Changes to building use
 - New information about risk or control measures become available
 - Results of checks indicate that the control measures are no longer effective
- Risk assessment includes a schematic diagram
- Site manager will ensure accurate records are kept of all checks, inspections and cleaning (including flushing and descaling) as well as logging all maintenance work undertaken and certificates for analysis and disinfection work and any results of tests/dates and contractor name
- Site staff undertake annual refresher training
- CWST checks are undertaken at least twice a year

- Checks undertaken:

- Hot water storage systems temperatures checked monthly – Water Management company
- Cold water storage systems temperature checked at least every 6 months– Water Management company and site team
- Sentinel outlets (closest/furthest to each tank) have monthly checking for distribution temperatures – Water Management company
- Infrequently used outlets are flushed at least weekly
- Shower heads and hoses are de-scaled quarterly
- Cold water storage tanks should be cleaned periodically
- During school half terms and holidays, flushing is completed weekly
- Site manager ensures that contractors who work on the water system are sufficiently competent before entering into contracts for the treatment, monitoring and cleaning of the water system and other aspects of water treatment
- Redundant pipe work is removed

Working at Height

Working at height applies to all activities which cannot be undertaken whilst standing on the floor. This will also include falls from ground level into an opening in the floor/hole in the ground. Falls are more likely to happen when staff are felling more under pressure perhaps at the end of a term or during a busy point in the school year.

- The Site Manager is responsible for the purchase and maintenance of all ladders in the school.
- The site team undertake ladder and steps formal inspection and hold records of these
- All ladders conform to BS/EN standards as appropriate.
- The Site Manager is also responsible for completing risk assessments for all working at height tasks in the school.
- The Site Manager makes sure that contracted work is properly planned, supervised and carried out by competent people
- The Site Manager and his team are sufficiently trained to ensure that they have sufficient skills, knowledge and experience can perform the tasks planned. Where staff are being trained, they are under the supervision of staff who are competent to do so
- When planning, staff consider
 - Weather conditions which could compromise safety
 - Check the place where work is to be undertaken is safe – each time
 - Stop materials or objects falling – such as using exclusion zones
 - Store materials and objects safely so they wont cause injury if they collapse or are disturbed
 - Emergency planning

Working at height safely

- Staff are reminded that `working at height` applies to all activities which cannot be undertaken whilst standing on the floor.
- Classroom staff are only permitted to use steps and not ladders – additional training is given where tall steps are needed
- **Where possible, staff should avoid the need to work at height**
- Staff are reminded not to work at height when are alone.
- Only the site team should use a leaning ladder

Using steps and ladders safely

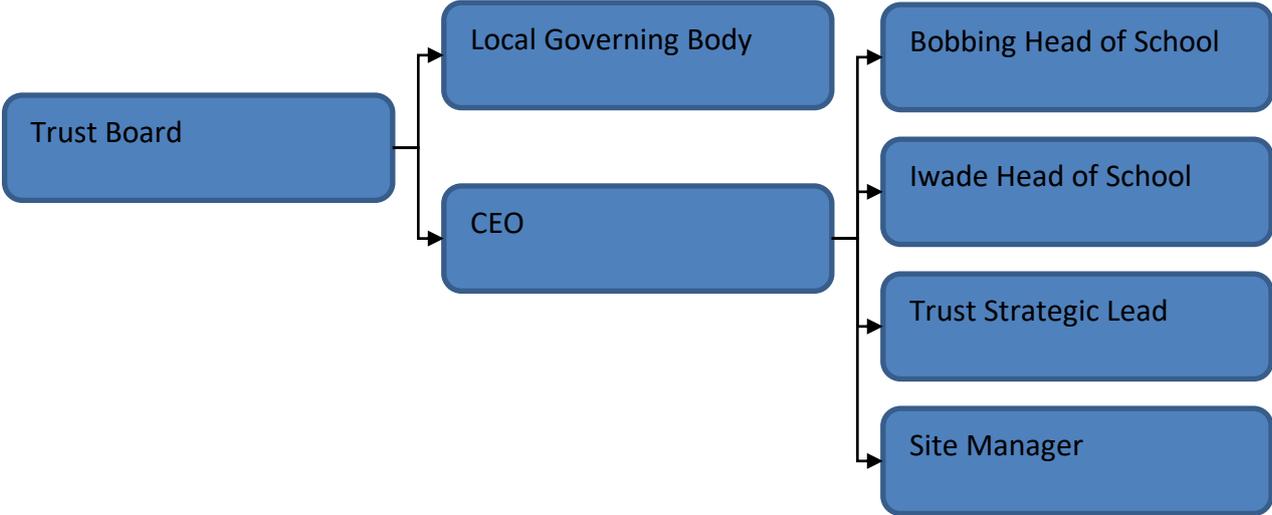
- Ladders and steps must be visually checked before use each time – check the steps are level on firm ground and all 4 feet of the steps are on the ground
- Ensure any locking mechanisms are engaged before use
- Positon the steps to face the work activity and not side on where possible
- Only use when carrying light materials and tools
- Knees should be no higher than the top platform of the ladder.
- Maintain 3 points of contact (2 feet and 1 hand)

- Working with no hands (such as lifting a box onto a shelf or hanging a display) – consider the height or the task, whether another handhold is available, it avoids over reaching or working side on
- Never overreach. Try always to keep one hand free on the ladder to steady yourself.
- If staff need to hang decorations or displays then a step stool or small step ladder must be used. **Standing on desks, chairs or other furniture is not permitted.**
- If staff need to undertake curriculum work using steps, a risk assessment must be undertaken before the work can be carried out – this is a legal requirement. Staff should seek support from the Site Manager or Strat team as needed

See Working at height risk assessments in SharePoint – risk assessments site – Health and Safety RA

- Working at height
- Working at height retrieval of items from roof

APPENDIX 1 – STRUCTURE CHART



Appendix 2 – HSE classroom checklist

This checklist can be used to support staff in checking the H&S in their classrooms. Any concerns should be reported to the Site Team or to your community AHT.

| Questions you should ask: | | Yes | Further action needed | N/A |
|--|--|-----|-----------------------|-----|
| Movement around the classroom (slips and trips) | Is the internal flooring in a good condition? | | | |
| | Are there any changes in floor level or type of flooring that need to be highlighted? | | | |
| | Are gangways between desks kept clear? | | | |
| | Are trailing electrical leads/cables prevented wherever possible? | | | |
| | Is lighting bright enough to allow safe access and exit? | | | |
| | Are procedures in place to deal with spillages, eg water, blood from cuts? | | | |
| | For stand-alone classrooms: <ul style="list-style-type: none"> ■ Are access steps or ramps properly maintained? ■ Are access stairs or ramps provided with handrails? | | | |
| Work at height (falls) | Do you have an 'elephant-foot' stepstool or stepladder available for use where necessary? | | | |
| | Is a window-opener provided for opening high-level windows? | | | |
| Furniture and fixtures | Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving? | | | |
| | Is furniture in good repair and suitable for the size of the user, whether adult or child? | | | |
| | Is portable equipment stable, eg a TV set on a suitable trolley? | | | |
| | Where window restrictors are fitted to upper-floor windows, are they in good working order? | | | |
| | Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people? | | | |
| Manual handling | Have trolleys been provided for moving heavy objects, eg computers? | | | |
| Computers and similar equipment | If you use computers as part of your job, has a workstation assessment been completed? | | | |
| | Have pupils been advised about good practice when using computers? | | | |
| Electrical equipment and services | Are fixed electrical switches and plug sockets in good repair? | | | |
| | Are all plugs and cables in good repair? | | | |
| | Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.) | | | |
| | Has any damaged electrical equipment been taken out of service or replaced? | | | |
| Asbestos | If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you? | | | |
| | Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos? | | | |
| Fire | If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> ■ unobstructed; ■ kept unlocked; and ■ easy to open from the inside? | | | |
| | Is fire-fighting equipment in place in the classroom? | | | |
| | Are fire evacuation procedures clearly displayed? | | | |
| | Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children? | | | |
| | | | | |
| Workplace (ventilation and heating) | Does the room have natural ventilation? | | | |
| | Can a reasonable room temperature be maintained during use of the classroom? | | | |
| | Are measures in place, for example blinds, to protect from glare and heat from the sun? | | | |

No classroom contains any asbestos. A full asbestos register is held in both school offices.