



MANOR
MULTI ACADEMY TRUST

Health & Safety Policy

Contents

STATEMENT OF HEALTH AND SAFETY INTENT	4
ORGANISATION AND RESPONSIBILITIES	4
RESPONSIBILITIES AND DUTIES.....	5
PROCEDURES AND ARRANGEMENTS	10
ACCIDENT REPORTING.....	10
ADMINISTRATION OF MEDICINES	12
ASBESTOS.....	13
AUDITING OF THE HEALTH AND SAFETY MANAGEMENT SYSTEM.....	14
BEHAVIOUR.....	14
BUSINESS CONTINUITY	14
COMPETENT PERSON	14
CONTRACTORS.....	14
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)	15
CONSULTATION AND COMMUNICATION	15
CURRICULUM.....	15
DISPLAY SCREEN EQUIPMENT	16
MINIBUSES.....	16
ELECTRICITY	16
FIRE	17
MEANS OF ESCAPE.....	18
FIRST AID.....	18
FLAMMABLE SUBSTANCES	19
HEALTH AND SAFETY INSPECTIONS.....	19
HEALTH AND SAFETY TRAINING	19
INDUCTION	20
INTERVENTION AND PHYSICAL RESTRAINT	20
LEGIONELLA	20

LETTINGS, EXTERNAL AGENCIES AND SHARED USERS	20
LONE WORKING AND PERSONAL SAFETY	21
MANUAL HANDLING	21
MISSING PUPILS.....	22
NEW AND EXPECTANT MOTHERS.....	22
NOISE AND VIBRATION	23
OFF SITE VISITS	23
OFFICE SAFETY	23
PERSONAL PROTECTIVE EQUIPMENT	24
PREMISES AND WORK EQUIPMENT	24
RISK ASSESSMENTS	25
SECURITY.....	25
SUN PROTECTION	26
TEMPORARY WORKERS	27
VEHICLES ON SITE	28
VIOLENCE AND AGGRESSION	28
VOLUNTEERS IN SCHOOL.....	28
WASTE.....	28
WELLBEING AND STRESS	29
WORKING AT HEIGHT	29
SETTING HEALTH AND SAFETY OBJECTIVES.....	30
ESTABLISHING ADEQUATE HEALTH AND SAFETY COMMUNICATION CHANNELS	30
HEALTH AND SAFETY REPRESENTATIVES.....	30
MONITORING.....	30

STATEMENT OF HEALTH AND SAFETY INTENT

Good health and safety management will be an integral part of the operation of Manor Multi Academy Trust (“the Trust”), the Local Governing Boards (LGBs), CEO, Headteachers (HTs)/Heads of Schools(HOS), employees, partners and all other people with whom we do business.

The Trust will strive to achieve compliance in the highest standards of health, safety and welfare consistent with their responsibilities under the “Health and Safety etc. Act 1974” and other statutory and common law duties.

It is furthermore the policy of the Trust to ensure that:

- All plant, equipment and premises meet appropriate safety standards
- Appropriate health and safety training is in place for all employees
- Vigilance for health and safety is encouraged among all employees through a consultative process involving trade unions and/or employee safety representatives as appropriate
- Health and safety is a standing item on the agenda of each LGB meeting.
- Information and advice is provided to maintain safe working practices.

The Trust will expect employees to show a proper personal concern for their own, pupils’ and others’ safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional training.

The policy will be brought to the attention of, and/or issued to all employees.

ORGANISATION AND RESPONSIBILITIES

As an employer, the Trust has overall responsibility for the health, safety and welfare of employees and pupils in the Trust’s schools. The Trust recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

The Trust will support its schools in putting in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

Although overall accountability for health and safety lies with the Directors of the Trust, day to-day responsibility for the health and safety of employees and pupils in individual schools

is delegated to the CEO/HT/HOS assisted by the designated Competent Person for the MAT (Director of Finance and Operations - DFO), who in turn will delegate particular functions to other employees, in particular the Site Manager/Caretaking staff.

The Directors and Governors play an important role in ensuring strategic direction and will work in close partnership with the CEO, CFO and HT/HOS and relevant employees of the company to ensure effective health and safety management.

The MAT is supported by a specialist external company for health and safety advice and guidance.

RESPONSIBILITIES AND DUTIES

The responsibilities and duties for the management of health and safety are allocated as follows:

Responsibilities of the Directors (Trust Board)

1. The production of a Health and Safety Policy, to be reviewed as required (approval of this policy is delegated to the Finance and Audit Committee);
2. Ensuring that the requirements of health and safety legislation are met, that health and safety standards are met, where relevant, and to promote best practice;
3. Ensuring that the school budgets are managed on a risk priority basis, so that health, safety and welfare is maintained;
4. Ensuring that effective health and safety planning and target setting takes place within each school and that regular monitoring, audit and review of health and safety performance is undertaken;
5. Ensuring that the health and safety functions and duties of all staff are discharged in line with this policy;
6. Ensuring that all staff are fully aware of their duties and responsibilities and that they are competent to meet those expectations;
7. Ensuring effective communication with staff, parents and pupils in respect of health and safety matters;
8. Ensuring that the LGBs and the CEO recognise and set out the roles of specialists (e.g. Health and Safety Officers, Education Advisors, Fire Officers, etc.) and the means of effectively liaising with them;
9. Ensuring that adequate resources are made available to ensure effective health and safety management;

10. Regular safety reports are provided by the DFO so that safety arrangements can be monitored and evaluated;
11. Appropriate facilities for accredited Union Safety Representatives are provided to enable them to fulfil their duties (where relevant/applicable); and
12. All reasonable facilities and information are provided to Inspectors of the Health and Safety Executive and any other health and safety official.

In practice, Directors/CEO will delegate the functions necessary to discharge these responsibilities to the HT/HOS, Senior Leadership Team and/or site staff of each school and/or the DFO; however, they will ensure that they have adequate monitoring of these functions in place.

Responsibilities of the CEO

The Directors have placed day-to-day management of health and safety in accordance with this Health and Safety Policy and procedures on the CEO, who in turn has delegated to the DFO.

The CEO will ensure that:

1. This policy and other appropriate health and safety information is communicated to all employees, Governors and others operating at the Trust's sites.
2. Effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions. The risk assessment process should:
 - a) Eliminate accident potential as far as is reasonably practicable;
 - b) Be reviewed regularly and updated as appropriate, including postaccidents together with relevant employees and, where necessary, the competent health and safety officer;
 - c) Conform to statutory regulations, codes of practice and guidance, and to good practice;
 - d) Take account of individual personal requirements, including those with: protected characteristics, poor literacy skills and English as an additional language; and
 - e) Pay particular attention to pupils, service users, visitors and contractors who may be unaware of dangers and risks.
3. The schools' budgets are managed on a risk priority basis, so that health, safety and welfare is maintained.

4. Premises are managed in line with health and safety requirements and statutory inspections of plant and equipment are undertaken and site inspections take place at regular intervals.
5. Instruction, information, training and supervision are provided as necessary to ensure employees are competent to carry out their roles.
6. The right of trade unions in the workplace is recognised regarding employee health and safety.
7. Consultation arrangements are in place for employees and their trade union representatives (where appointed).
8. Purchasing and contracting procedures ensure health and safety is included in specifications and contract conditions.
9. Health and safety responsibilities are identified within job descriptions, as required.
10. In collaboration with the DFO, ensure health and safety data is evaluated, monitored and reported to the LGB on a termly basis.
11. LGBs are informed of any breach of health and safety statutory requirements in order that they can monitor them.
12. All welfare facilities are provided and maintained to an appropriate standard.

Responsibilities of HT/HOS

The HT/HOS may be required to undertake any of the CEO's duties which have been reasonably delegated to them which may include responsibility for health and safety management.

Middle leaders may be expected to oversee health and safety matters relating to their curriculum areas or as delegated by the HT/HOS.

The HT/HOS will ensure that:

1. The Health and Safety Policy is applied to their own department or area of work;
2. Employees under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, DATA, AfPE, etc.);
3. Risk assessments are in place and control measures identified for all activities undertaken in areas for which they are responsible and professional knowledge and input are provided, as required;
4. Appropriate safe working procedures are brought to the attention of all employees;
5. Immediate appropriate action is taken in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate

risk to health and safety. The HT/HOS should inform the DFO of any problems they are unable to resolve within the resources available to them;

6. Regular inspections, as appropriate, of their areas of responsibility are carried out and these inspections are reported / recorded;
7. Sufficient information, instruction and supervision is provided to all stakeholders;
8. Employee health and safety training needs are identified to enable employees and pupils to avoid hazards and contribute positively to their own health and safety;
9. Any new employees receive specific health and safety induction training and that this is recorded and
10. All injuries, occupational illness, fires, incidents of aggression at work and near misses are immediately reported to the CEO and DFO and investigated promptly.

Responsibilities of the Site Manager (or staff member assigned to that role)

The Site Manager (or equivalent) will ensure that:

1. Safe means of access and egress are maintained;
2. The premises are kept clean and that adequate welfare facilities are provided;
3. Safe working arrangements are in place when contractors are working on the premises;
4. Adequate security arrangements are maintained;
5. Adequate fire safety arrangements are implemented;
6. Regular testing and maintenance of electrical equipment, including portable equipment, takes place;
7. Adequate systems are in place for the management of asbestos and control of legionella;

8. All premises-related accidents/incidents are recorded and investigated;
9. Regular inspections of the premises take place, with safety representatives invited to take part; and
10. A copy of the Health and Safety Law poster is displayed in an easily accessible location.

Responsibilities of all Employees

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

All staff employed by the Trust must act responsibly to ensure that:

1. Reasonable care of the health and safety of themselves and others in undertaking their work is taken;
2. Health and safety policies, procedures and any verbal instructions in the interest of securing health and safety at all times are complied with;
3. All accidents, incidents and near misses are reported in line with the reporting procedure;
4. Work equipment or anything provided in the interests of health and safety are used correctly;
5. Equipment or fittings provided in the interests of health, safety and welfare are not interfered with or misused;
6. Any defects in condition of premises, plant, equipment or fittings are reported to their line manager;
7. All necessary control measures are followed and personal protective equipment provided for safety or health reasons is used;
8. Specialist or professional knowledge required to inform the development of risk assessments and control measures in their area is shared;
9. Any specialist training is used to undertake dynamic risk assessments in difficult or emergency situations;
10. Health and safety training courses are attended, as appropriate, and they have knowledge of all relevant processes, materials and substances they use;
11. They are sensibly and safely dressed for their particular working environment and conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay, improvisations or shortcuts that could create unnecessary risks to health and safety; and
12. They are aware of and adopt safety measures within their areas.

Responsibilities of Volunteers and Visitors (including agency employees, contractors and parents)

All volunteers and visitors (including agency employees, contractors and parents) must:

1. Follow all safety instructions issued by staff members during their time at the school(s) or when on school visits;
2. Follow all instructions issued by a staff member in case of emergency;
3. Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms; and
4. Inform a member of staff of any situation which may affect their safety or that of any other person on site.

Responsibilities of all Pupils

All pupils will be encouraged by staff members to follow safe working practices and observe safety rules during all times at the school(s) and on school visits.

PROCEDURES AND ARRANGEMENTS

The following procedures and arrangements have been established to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal and statutory requirements.

ACCIDENT REPORTING

Accidents to employees

All accidents to employees, no matter how minor, must be reported to the HT/HOS and a trained First Aider using the Trust's Accident Report Form (ARF) – the template for which is available electronically within the staff shared area.

Completing the Accident Report Form:

- The individual (if possible) should complete the ARF themselves or with the attending first aider.
- All sections of the ARF must be completed correctly, as fully as possible and as close to the time of the incident as possible.

Completed Accident Report Forms will be stored to comply with the requirements of the Data Protection Act.

Completed Accident Report Forms will be reviewed regularly by the Trust School Business Manager (TSBM) to ascertain the nature of incidents that have occurred in the school. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be recorded on using the Near Miss Reporting Form – the template for which is available electronically within the staff shared area.

Accidents to pupils and other non-employees (members of the public/visitors to the site etc.)

Each school within the Trust must have a local accident book and/or first aid form and is used to

record all minor incidents to non-employees.

The Accident Report Form must be used for more significant incidents relating to the following: -

- A fatality occurs.
- Major injuries occur which result in the injured person being taken from the scene directly to hospital and they receive treatment.
- There is a failure in the way we work e.g. faulty equipment or lack of procedures.
- Serious curriculum related injuries occur e.g. broken bones during a PE lesson or scald during a science lesson.
- There is a reduced level of supervision.
- There are issues with the condition of our premises or there are equipment defects.
- A near miss occurs.

All major incidents should be reported directly to the HT/HOS. Parents/carers will be notified immediately of all major injuries.

Investigations

The objective of accident investigation is to find out not only how the adverse event happened, but also what allowed it to occur in the first place.

The Accident Investigation Form (the template for which is available electronically within the staff shared area) must be used for recording the investigation process. It is important that;

- The investigation is started as soon as possible after the event, while the incident is fresh in peoples' minds and the scene of the accident has not been disturbed. (In the case of some incidents, certain steps such as administering first aid and making the scene safe must be taken immediately)
- A systematic approach is adopted – avoid jumping to conclusions
- The investigation is conducted with accident prevention in mind, not finding someone to blame
- All the information available is analysed, including (where appropriate) physical evidence about the scene of the accident, witness statements and written documents such as risk assessments, procedures, permits to work etc. to find out what went wrong
- The immediate causes of the incident are identified (e.g., trailing cable tripping hazard), the underlying causes (i.e. previous actions which have allowed unsafe practices or conditions to exist, e.g. people ignoring the tripping hazard) and the root causes (poor supervision, training etc.)
- Find out what can be done to prevent it happening again.

The level and extent of the investigation should reflect the seriousness or potential seriousness of the accident or incident.

Stage 1 Investigation (Minor injury, near miss – less than 3 days' absence)

On completion of an Accident Report Form, the relevant manager will check the form to ensure it has been completed correctly, including signatures and dates. They will also be responsible for

completing the section on 'How to prevent a recurrence'. Assistance can be provided by the TSBM. The completed Accident Report Form is to be sent to the TSBM who will then review the circumstances and add further details / recommendations if necessary.

Stage 2 Investigation (Serious injury, ill health – 3-7 days' absence, incidents of violence and aggression, reportable dangerous occurrence, reportable disease)

In the case of more serious accidents, where injuries result in the injured person having to go to hospital, it may be necessary for the DFO to become involved. However, it may be sufficient for the TSBM to investigate the accident/incident and provide a report. Either way, the DFO must be consulted prior to the investigation taking place.

Stage 3 Investigation (Major injury/ill health – over 7 days' absence/Fatality)

Any accident involving a fatality must be reported immediately to the Health and Safety Executive (HSE) by the most senior person on duty at the school initially by telephone, and the scene of the accident protected (segregated) for inspection by the HSE. The CEO and DFO must also be immediately informed. No plant or equipment should be moved, or removed from the scene, unless by the emergency services in attempts to release an injured person from the scene.

It should be noted that in the case of a fatality, or major injury, it is likely that the HSE will come to the school and take over control of the investigation. They will normally identify anyone required to co-operate with the investigation and all necessary arrangements must be made to facilitate this.

The CEO, CFO, HT/HOS along with the contracted external H&S support will normally be heavily involved in the investigation.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system www.hse.gov.uk/riddor within 15 days of the incident occurring:

- Employee absence or inability to carry out their normal duties because of a workrelated incident, for periods of 7 days or more – this includes weekends and bank holidays.
- A pupil or other non-employee being taken directly to hospital from the scene of the incident for treatment where the incident arose because of the way the school operates, level of supervision/organisation etc., condition of the premises or equipment defect.

The above incidents must also be reported to the LGB and Finance & Audit Committee (via the DFO).

Accident Records and Monitoring

The school must maintain accident records. This will include a 'minor' accident book, Accident Report Forms, Near Miss Report Forms, Accident Investigation Forms and completed HSE forms, all of which are can be stored on site or electronically on Staff shared area.

Accidents and near misses will be monitored by the CFO for trends and a report made to the LGB on a termly basis.

ADMINISTRATION OF MEDICINES

Detailed arrangements are available in a separate Medical Policy.

Individual Health Care Plans (IHCP)

Parents / carers are responsible for providing the school with up-to-date information regarding their child's health care needs and providing appropriate medication.

The HT/HOS ensures that routines are implemented to put IHCPs in place for those pupils with significant medical needs e.g., chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named school employee, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by First Aid Coordinator/Pastoral Officer.

All employees are made aware of any relevant health care needs and copies of healthcare plans are available from the School Office.

Employees will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

ASBESTOS

Where there are asbestos containing materials on site an asbestos survey and management plan is in place for the school.

The school's asbestos file (including school plans, asbestos survey data and site-specific management plan) is held in the School Office along with an electronic version being available on the Staff shared area.

Under no circumstances must employees undertake any work which could disturb the fabric of the building or fixed equipment, e.g., affixing anything to walls without first obtaining approval from the designated health and safety officer. (Even stapling / pushing a drawing pin into Asbestos Containing Material (ACM) may result in the release of fibres into the air.)

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to either the Site Manager (or equivalent) or HT/HOS and the area immediately evacuated and closed / locked off. Both the CEO and DFO will also be immediately informed.

Professional advice will be sought, and details of the incident directed to the relevant external contractors as appropriate.

The Directors of the Trust are the asbestos Duty Holders. Responsibility for managing asbestos has been delegated to the HT/HOS and asbestos authorising officers (DFO, TSBM and Site Manager).

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g., boilers, kilns etc.), either by contractors or school employees, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The HT/HOS / asbestos authorising officers shall ensure that:

- The asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).

- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g., areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).

The school's asbestos management plan is reviewed at least annually and any asbestos works (removal, new project specific surveys etc.) are notified to the DFO.

AUDITING OF THE HEALTH AND SAFETY MANAGEMENT SYSTEM

Health and safety management systems have been established and periodic audits of the effectiveness of management structures and risk controls for health and safety are carried out by an external company to ensure that they remain up-to-date and effective.

Audits are a positive and proactive management tool, and the results of these audits are reported back to the DFO.

BEHAVIOUR

Detailed arrangements are available in a separate policy document for each school and is located on the school's website and the staff shared area.

Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

BUSINESS CONTINUITY

Detailed arrangements are available in a separate policy document for each school and an electronic copy of the document is stored on the staff shared area.

COMPETENT PERSON

To satisfy legislative requirements, the DFO is the designated Health and Safety Officer and acts as the competent person on behalf of the school. They will provide advice and guidance on compliance with health and safety legislation, associated guidance and standards. Other relevant agencies such as police, fire service etc. will be asked to provide guidance, advice, or inspection as appropriate.

CONTRACTORS

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

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

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect employees and pupils and checking whether expected controls are in place and working effectively. Assistance can be provided by the TSBM and DFO.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "***Control of Substances Hazardous to Health Regulations 2002***" (COSHH Regulations).

Within curriculum areas (in particular science, art and forest school activities) subject leaders are responsible for COSHH and ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the Site Manager is the nominated person responsible for substances hazardous to health. Assistance can be provided by the TSBM.

The Site Manager shall ensure:

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

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

Employees are prohibited from keeping their own small stocks of hazardous substances e.g., cleaning solutions.

CONSULTATION AND COMMUNICATION

The LGB meets termly to discuss health, safety and welfare issues affecting employees, pupils or visitors. Action points from meetings are brought forward for review by the DFO and HT/HOS. The Health and Safety Law posters are displayed in the staff room.

Electronic versions of health and safety documentation are available on the staff shared area. A copy of this Health & Safety Policy is located on the school's website.

An external Health and Safety Consultancy company provides competent health and safety advice as required by the Health and Safety at Work etc. Act 1974.

CURRICULUM

Employees are responsible for the maintenance of safe working conditions and should anticipate potentially dangerous situations. They act to prevent accidents and dangerous situations from happening.

Employees set an example in maintaining safe working and good behaviour within the classroom. Work is well planned to prevent accidents.

Further details are available in curriculum statements / learning policies.

DISPLAY SCREEN EQUIPMENT

All employees who use computers, laptops, and tablets daily, as a significant part of their normal daily work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g., admin / office employees shall complete a DSE self-assessment.

Staff should take sufficient breaks from using DSE equipment.

Employees are responsible for connecting and disconnecting computers/iPads etc.

Best practice guidelines are adopted when setting up pupil workstations. Pupils use display screen equipment for short durations.

Pupils are regularly reminded of the importance of not spending too many hours in front of a monitor.

Any problems with the equipment should be reported to the designated ICT Coordinator for the school.

SEND pupils and computers:

Some SEND pupils may be provided with individual equipment. Teaching employees liaise with the SENDCo to determine arrangements pupils require. Where a pupil has physical disabilities, reasonable adjustments may be required.

MINIBUSES

The School Office maintains a list of nominated drivers who have received training in order to drive a minibus.

All minibus drivers will hold a D1 Passenger Carrying Vehicle (PCV) category on their driving licence where it is a requirement in their job description.

Volunteers and other employees are permitted to drive a minibus under a Section 19 Permit.

Authorised school users of the minibus must complete a minibus driver's checklist and return it to the minibus prior to driving the minibus.

All drivers must complete the driver checklist before any trip.

All groups using the minibus must be accompanied by a second staff member who is responsible for supervision of the pupils throughout the journey. The driver must not be responsible for supervision whilst driving.

All staff are responsible for reporting any damage or unsafe condition to the School Office immediately.

ELECTRICITY

All work on electrical equipment and installations will be undertaken by competent persons only. Electricity is to be isolated before any work on the electrical system including the changing of light bulbs.

The statutory 5-yearly inspection of fixed installations will be carried out by a suitably competent person and a copy of all relevant documentation held by Site Manager and School Office.

Electrical socket outlets will not be overloaded. The use of extension leads will be minimised, and the use of extension cubes prohibited.

Before using any piece of electrical equipment, employees will undertake a visual inspection to ensure that the plug tops, leads, and outer castings are free from defects including signs of burning,

damaged cables, loose covers etc. Damaged / faulty equipment will be removed from use immediately and the HT/HOS and Site Manager notified.

Repairs to electrical equipment will be undertaken by trained and competent persons only.

The Site Manager will retain records of testing, maintenance, and repair to equipment.

The Site Manager is responsible for maintaining and updating an inventory of all portable electrical equipment used at the school. Portable electrical equipment is inspected and tested by competent persons at regular intervals appropriate to the level of risk but at least every two years. Cables will not be trailed across walkways. Four-way extension blocks will be secured to the wall, computer trolley or placed off the floor where possible to prevent feet becoming tangled in them. This will prevent tripping hazards and damage to equipment.

Only portable or low voltage equipment will be used in outside areas.

FIRE

The HT/HOS is responsible for ensuring the school's fire risk assessment is undertaken and implemented. Assistance can be provided by the TSBM.

The fire risk assessment is located on the staff shared area and will be reviewed on an annual basis by the DFO.

Emergency Procedures

Detailed arrangements are available in a separate procedural document for each school.

Fire and emergency evacuation procedures are detailed in the fire emergency evacuation plan guidance and a fire action notice posted in each classroom/ designated area of the school. These procedures will be reviewed at least annually and are made available to all employees as part of the school's induction process.

This training is supported by regular drills (at least once a term) and results recorded in the fire logbook.

Evacuation procedures are also made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained by the School Office and are also available within the school's fire and emergency evacuation procedures.

Fire Fighting

- Employees must ensure the alarm is raised before attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Employees may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire-fighting equipment.
- Fire marshalls are made aware of the type and location of portable fire-fighting equipment available and receive basic instruction in its correct use at induction.

The fire logbook located in the School Office, associated tests and inspections will be maintained and updated periodically by the Site Manager.

Fire alarm system

Fire alarm call points will be tested weekly in rotation by the Site Manager. This test will occur at the end of the school day.

Any defects on the system will be reported immediately to the school's alarm contractor. Each school will appoint an external contractor to maintain and test the fire alarm system twice a year.

Firefighting equipment

Weekly in-house checks are made by the Site Manager to ensure that all firefighting equipment remains available for use and operational.

Each school will appoint an external contractor to undertake an annual maintenance service of all fire-fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to the Site Manager and School Office.

Emergency lighting systems

These systems will be checked for operation by the Site Manager on a monthly basis.

Each school will appoint an external contractor to conduct an annual full discharge test and certification of the system.

MEANS OF ESCAPE

Daily checks by the Site Manager are made for any obstructions on exit routes and to ensure all final exit doors are operational and available for use.

All staff are responsible for ensuring the escape routes are kept clear from obstruction and for reporting any concerns to the Site Manager and HT/HOS.

FIRST AID

Each school will assess the need for first aid provision and with assistance from the TSBM identify the appropriate number of employees to provide first aid (both on site and where required for trips/visits and extra-curricular activities).

In the event of an injury or ill health, the first aider will be summoned. A list of qualified first aiders is available in strategic places throughout the school.

First aid qualifications remain valid for 3 years. The HT/HOS will ensure that refresher training is organised to maintain competence and ensure new persons are trained should first aiders leave or their role change.

First aid boxes are located throughout the school.

Designated staff are responsible for regularly checking (termly) that the contents of the first aid boxes including travel kits are complete and replenished as necessary.

Transport to hospital

Where a first aider considers it necessary, such as:

- Unconsciousness
- Severe bleeding
- Object stuck in throat
- Deep cut that may require stitching
- Suspected fracture
- Severe asthma attack

- Severe reaction to bites or stings
- Swallowing or suspected swallowing of toxic substance
- Specified, individual medical conditions

The injured person will be sent directly to hospital (normally by ambulance). No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with NHS Health Service helpline (NHS Choices 111) and, in the case of a pupil, with the parents/carers.

FLAMMABLE SUBSTANCES

Small quantities of flammable substances may/will be used and stored by the school. Deliveries and orders will be kept to a minimum.

They will be stored in a suitable, locked metal cabinet.

HEALTH AND SAFETY INSPECTIONS

A general inspection of the site will be conducted on a termly basis and be undertaken by the TSBM and / or DFO and the Site Manager.

The TSBM will arrange for a report to be completed and submit this to the DFO and HT/HOS. Responsibility for following up items detailed in the safety inspection report will rest with the TSBM.

Trust level staff will report back to LGB's on a termly basis in order that they can monitor the management in school. Statutory inspections such as those for the lift, mechanical stage, boiler, ventilation system etc. are arranged through the Site Manager. Certificates of the conformity are retained in the School Office and electronically within the staff shared area.

HEALTH AND SAFETY TRAINING

All employees will be provided with:

- A copy of induction training in the requirements of this policy.
- Updated training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.).
- Refresher training where required.

Any new instructions or restrictions will be communicated to all employees via staff meetings and recorded in minutes and highlighted as part of the standard cycle of policy review.

Training records will be kept in the school office.

The HT/HOS, supported by the Central Business Team, is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The HT/HOS will be responsible for assessing the effectiveness of training received.

Each employee is also responsible for drawing the HT/HOS /line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

INDUCTION

A health and safety induction will be provided and documented for all new employees, temporary workers, and contractors.

A signed and dated copy of the induction for employees will be held on their individual personnel file.

A signed and dated copy of the induction for temporary workers and contractors will be held in the school office.

INTERVENTION AND PHYSICAL RESTRAINT

Each school has a separate policy relating to Intervention and Physical Restraint. Risk assessments will be undertaken should the need arise relating to managing pupils' behaviour. Training must be undertaken prior to using any intervention strategies.

Intervention training will be recorded, and refresher training carried out in accordance with the training provider's recommendations. Training providers will be appropriately accredited.

All incidents where a poor behaviour results in physical intervention will be recorded. Other information e.g., factors which may have triggered the event, must be used to review any risk assessments and management plans.

LEGIONELLA

A water risk assessment of the school is carried out every 2 years by an external contractor. The Site Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's waterlog book.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded by the Site Manager:

- Water is heated and stored to 60 degrees Celsius at calorifiers (any vessel that generates heat within a mass of stored water).
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods).
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers).
- Quarterly disinfection / descaling of showers.
- Six monthly temperature checks of stored water.

Stored cold water tanks are inspected for compliance and safety on an annual basis by an external contractor and tank water temperature recorded.

LETTINGS, EXTERNAL AGENCIES AND SHARED USERS

Lettings are managed by the TSBM and / or DFO.

All external agencies and shared users will be advised of the Trust's Health and Safety Policy, fire procedures and accident reporting procedures. They will be required to carry out risk assessments for their use of the buildings and provide copies to the school. All employees have a duty to monitor the safe use of the buildings by external agencies and should report problems to the Site

Manager.

All lettings will be provided with specific inductions relating to the area being hired.

All hirers will be required to present a minimum of £5m Public Liability Insurance prior to the hiring.

LONE WORKING AND PERSONAL SAFETY

Employees are encouraged not to work alone in any of the Trust's schools.

Lone working can be defined as a wide variety of situations including:

- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings.
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is in effect working alone.
- Out of hours activities - cleaning, maintenance, etc.

Lone working is undesirable but, in some circumstances, it cannot reasonably be avoided.

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

Work involving potentially significant risks (for example work at height or working in the boiler room) should not be undertaken whilst working alone.

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

On site procedure

Where employees are lone working on site particularly out of normal working hours, they will ensure all external doors are secured to prevent access by any unauthorised persons. If an intruder is discovered, they must not put themselves at personal risk. Where appropriate, employees will ensure their own security and contact the police or raise the alarm.

Off-site procedure - (e.g., when visiting homes)

A line manager will be notified of a colleague's destination(s) and the estimated time of return.

Employees undertaking home visits must obtain as much background information as possible about the person and premises being visited.

Where possible lone working will be avoided, and employees will go in pairs. Line managers must ensure they are aware of the location of employees and contact police support if an employee does not contact the school or their line manager within 30 minutes of the expected return time.

The school believes that employees should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour towards them. The Trust has a code of conduct for parents and other visitors.

Employees will report any such incidents to the HT/HOS. The school will work in partnership with the police and other agencies when inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and employees feel safe.

MANUAL HANDLING

Manual handling includes lifting, pulling, pushing, moving, and carrying.

All employees will be made aware of the risks associated with manual handling. Employees will

be advised to avoid manual handling as much as possible. Where there are routine manual handling tasks to be carried out then a suitable risk assessment will be undertaken to determine if the risk can be reduced and shared with the relevant employees.

Where employees undertake manual handling operations then the appropriate level of training will be provided through eLearning or face to face. Seeking assistance with the task can often reduce the risks for simple handling tasks.

Employees are discouraged from manual handling of heavy loads and should seek help and the appropriate equipment if required.

Paediatric Moving and Handling

All employees who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use), where appropriate to the setting depending on the school's needs.

All moving and handling of pupils has been risk assessed and recorded by a competent member of employees.

Equipment for moving and handling people is subject to regular inspection by a competent contractor.

MISSING PUPILS

If a pupil goes missing and cannot be located, the HT/HOS or other senior employees will be informed immediately, and appropriate procedures activated to locate the pupil. The signing out log and the school office will be consulted and if necessary, a search of the school and local environments will be made. If it appears that the child may have left the school site or may have been abducted, parents, police, the CEO and DFO will be informed immediately.

On educational visits it is the responsibility of the visit leader and other employees to maintain a check on pupil numbers and to be always aware of the location of all pupils. If a pupil goes missing, employees at the venue should be informed immediately, and the school, local police, HT/HOS, the CEO and DFO contacted.

NEW AND EXPECTANT MOTHERS

New or expectant mothers are employees who are pregnant or who have given birth within the previous six months or who are breastfeeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work.

Each school is aware that expectant mothers may have health and safety concerns which need to be addressed and a risk assessment will be completed by the line manager when the employee has confirmed her condition.

The same general principles apply in relation to students who are expectant or new mothers and, though the employer's legal duties do not specifically apply in such situations, the Trust's policy is that risks must be assessed.

An individual risk assessment will be conducted by the line manager with the employee concerned and any reasonable adjustment necessary will be mutually agreed and the assessment retained on the personnel file for future reference. A generic risk assessment is also in place relating to new and expectant mothers.

Some risks (some chemicals, physical risks, and some biological risks) may have more significance very early on in the pregnancy. The risk of damage to the foetus and of miscarriage may be greater and it is therefore important that expectant mothers in some roles e.g., cleaners etc. give the school as much notice as possible so that adjustment can be made.

The risk assessment will be regularly reviewed throughout the term of the pregnancy and upon

return to work. There are facilities within the school for pregnant employees or those who have given birth within the previous six months to rest, and to accommodate nursing mothers who are breastfeeding.

NOISE AND VIBRATION

Each school will take all reasonable measures to protect the hearing of individual employees who are required to work in designated noise areas or exposed to significant amounts of noise (e.g. during music lessons). Hearing protection is provided where appropriate.

Each school will also take precautions to protect employees from exposure to vibration by ensuring equipment is maintained and job rotation built into repetitive tasks where this is applicable. When new equipment is purchased, it is the intention of the school to ensure that the noise and vibration levels are as low as possible. Noise and vibration will be considered as part of site maintenance risk assessments.

OFF SITE VISITS

Each school uses a software solution called Evolve for the planning and approval of all offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required.

The employee planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the HT/HOS who has delegated authority for approval.

Off Site Visit Risk assessment - A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them.

The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, to carry out an on-site risk assessment. It is important to consider the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability regarding the age and any particular needs of the pupils. They will also consider the venue's own approach to security and to health and safety.

Venues providing instructor-led activities will have their own risk assessments for sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The HT/HOS will not give their approval for the visit unless satisfied with the venue, its instructors, and their risk assessment procedures.

OFFICE SAFETY

Offices will be checked by the TSBM to ensure that trailing cables from computers do not cause tripping hazards.

A HSE Display Screen Equipment workstation checklist will be carried out by relevant employees

and checked by the TSBM to ensure that employees are not exposed to risks from repetitive strain injury or work-related upper limb disorder.

Adequate storage will be provided for files and equipment etc. and offices will be maintained in a tidy state. Space under the desk and open floor areas will not be used for storage.

Deliveries should be stored appropriately so as not to present a trip hazard. A high

standard of housekeeping is expected to reduce the risk of accidents.

Furniture and equipment shall be kept tidy and not allowed to pile up to cause a toppling hazard. Unwanted items should be cleared out and not allowed to accumulate in such ways as to congest the working areas.

Throughout the year a classroom inspection will be carried out.

PERSONAL PROTECTIVE EQUIPMENT

Protective clothing and equipment (PPE) will be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law. PPE will be provided by the school free of charge following a risk assessment.

Where protective clothing or equipment is provided, employees must always make full and proper use of it, and as instructed or following manufacturer's guidelines.

Employees must keep protective clothing and equipment clean, so far as is reasonably practicable, carry out user checks as required, and make it available for maintenance.

PREMISES AND WORK EQUIPMENT

All employees are required to report to the HT/HOS any problems found with plant/equipment.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, or personal protective equipment requirements are identified, and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is labelled accordingly.

Manufacturer's or supplier's instructions are retained and where necessary employees are provided with sufficient instruction and training in the safe use of equipment.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and will be subjected to the same tests as school equipment.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by employees who have received relevant training or by competent contractors.

Records of such monitoring will be recorded on the Trust's health and safety system.

Curriculum Areas

Staff are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

External play equipment

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and the Site Manager will conduct and record a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by an approved contractor who is RPII accredited.

RISK ASSESSMENTS

The school will seek to ensure that no employee, student, visitor, contractor, or other person is exposed to an unacceptably high level of risk from any of the property, equipment, processes or activities undertaken, for which the school has a legal responsibility.

Risk assessments are available for all employees to view and are held centrally in the staff shared area. Hard copies are available on request. These assessments will be reviewed every two years or when the work activity changes, whichever is the soonest. Employees will be made aware of any changes to risk assessments relating to their work. All risk assessments are reviewed and approved by the DFO (competent person).

Individual Risk Assessments

Specific assessments relating to employees or pupils are held on that individual's file and will be undertaken by their line manager.

Such risk assessments will be reviewed on a regular basis.

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

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the individual responsible for that curriculum area.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use lesson plan.

The following publications are used within the school as sources of model risk assessments:

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE] ISBN ISBN 978-0-86357-426-9]
- [National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>]
- [Safe Practice in Physical Education and School Sport' Association of PE 'afPE' <http://www.afpe.org.uk/>

SECURITY

The school is secured throughout the day. Doors and gates are locked to prevent access to intruders. **Visitors**

- Visitors to the school are directed to the main reception by signs outside.
- Visitors, even regular visitors, contractors etc., should sign the visitors log at reception (can be either an electronic signing in system or a physical book).
- The school issues badges for all visitors.
- If unknown visitors are encountered in the school, or not wearing a valid badge, they should be challenged politely as referred to in the intruder section below.

- Visitors should sign out at the end of the visit.

Valuable equipment

- All valuable equipment should be security marked and an inventory compiled and maintained by the school office/designated person.

Personal property

- Employees are responsible for the security of their own personal items. These can be deposited in the office or staff room during the day.
- Pupils are discouraged from bringing valuables into the school
- Pupils can ask the school office to look after small quantities of money and mobile phones they may bring into the school where appropriate systems are in place.
- Parents are constantly reminded to identify pupils' clothing by securing nametags to them.

Cash handling

- Cash is kept to a minimum where possible with the use of online cashless payment systems.
- Any cash received by the school is kept in the safe once counted and recorded in line with the Trust's Financial Procedures.
- Cash should not be stored on the premises for longer than necessary.

Intruders

- In the event of a potential intruder, common sense and a due regard for personal safety and the safety of others should be exercised.
- All legitimate visitors should be identifiable from intruders by their visitors' badge.
- Parents should not enter the building without reporting to the school office.
- If appropriate a potential intruder may be challenged, i.e. "Can I help you? Are you looking for reception?"
- If the intruder appears threatening or dangerous the HT/HOS or another senior employee should be sought. If necessary, lockdown procedures may be called upon if this situation is likely to make the situation safer. Police should be called as soon as possible. The safety of pupils is paramount and they should be moved from the presence of the intruder immediately.

SUN PROTECTION

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun, then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged. Sunburn in childhood can double the risk of skin cancer.

Manor Multi Academy Trust has used the guidance promoted through Cancer Research and particularly the Sun-Smart Campaign in order to draw up this policy.

What is the Sun-Smart Campaign?

Sun-Smart is the national skin cancer prevention campaign run by Cancer Research UK. The Sun-Smart school's initiative encourages nurseries and pre-schools to develop and adopt sun protection policies. They are part of a broader campaign communicating effective skin cancer prevention messages to the general public.

The five key Sun-Smart skin cancer prevention messages are:

- Spend time in the shade between 11 and 3
- Make sure you never burn
- Aim to cover up with a t-shirt, hat, and sunglasses
- Remember children burn more easily
- Use factor 15+ sunscreen

We want staff and pupils to enjoy the sun safely. We shall work with staff, pupils, and parents to achieve this through:

Education:

- We will talk about how to be sun smart in assemblies at the start of the summer term.
- Parents and guardians will be sent a letter explaining what the school is doing about sun protection and how they can help at the beginning of the summer term.

Timetabling:

- Where reasonably practicable children will play outside out of direct sunlight.

Shade:

- The trees provide summer shade
- Canopy in Early Years

Clothing:

- Pupils are asked to bring in appropriate clothing i.e. sun hats.

Sunscreen:

- Children will have to have sun-screen applied by parents before school.
- Children allowed to bring sun-screen in but must apply it themselves.
- Sunscreen use will be encouraged on school trips

TEMPORARY WORKERS

All agency or temporary employees will be inducted by the HT/HOS or another member of staff as appropriate. A brief induction will be given covering fire procedures, first aid, accident and incident reporting and welfare arrangements.

All relevant risk assessments will be brought to the attention of the temporary worker during their

induction.

VEHICLES ON SITE

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

The maximum speed limit entering the school is 5 miles per hour. The access from the road shall be kept clear for emergency vehicles. If an event is being held outside of normal school activities a pedestrian gate will always remain open.

Reversing large vehicles on site is only permitted when being guided by a trained signaller.

VIOLENCE AND AGGRESSION

Violence at work is defined as any incident in which an employee is abused, threatened or assaulted by a member of the public, employees, pupil or contractor while they are at work. Such incidents must be reported to the HT/HOS and investigated in order to prevent a recurrence of a similar incident.

Employees with responsibilities for undertaking risk assessments must consider activities that may result in violence and aggression and ensure measures are taken to reduce the likelihood of a violent act occurring. Where it is identified that there is a potential for violence arising from the activity the measures taken could include additional security or training for employees at risk.

Employees and their representatives must be consulted on any measures introduced.

The Trust has a code of conduct for all employees, parents and visitors and behaviour management policies for children that must be adhered to.

VOLUNTEERS IN SCHOOL

Within the Trust, we define a volunteer as: any adult who agrees to undertake, without pay, designated tasks which support the work of the school. This can include working alongside teaching and teaching support staff in the classroom, or working in a support capacity within another area of school. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to school's resources.

Manor Multi Academy Trust values volunteers and the contribution that they make to the sustained success of our schools. We hope that the association will be a mutually beneficial partnership between the school and the volunteer, and that the benefits to be gained by the school in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in school.

It is the responsibility of the school to ensure that its Safeguarding and Child Protection Policy is adhered to at all times and this policy should therefore be read in conjunction with the Safeguarding and Child Protection Policy.

Any queries with regard to health and safety should be addressed initially to the supervising person. The same legislation and responsibilities on health and safety applies to volunteers as paid staff within the school.

The school holds Employers' Liability and Public Liability Insurance and this insurance covers volunteers in school.

WASTE

The arrangements for removing waste from the school are reviewed annually to ensure they remain satisfactory.

External refuse bins are chained and stored at least six metres from the building.

Consideration is given to the need for removing clinical waste in yellow bags. Sanitary bins will be emptied regularly by the contractor employed to do this.

Internal waste bins are emptied daily.

All waste material that could cause harm to any member of employees, pupils or other persons should be properly packaged to prevent injury and disposed of (i.e. all glass should be wrapped in newspaper and securely taped).

Hazardous materials such as chemicals require specialist disposal and an external contractor should be commissioned.

WELLBEING AND STRESS

Detailed arrangements are available in the Trust's Mental Wellbeing Policy.

The Trust and its Governors and Directors are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards. In addition, the HT/HOS operates an 'open door' policy and encourages employees to discuss any concerns or issues they may have with them.

Regular team meetings are held, where employees are encouraged to voice their opinions and raise any concerns they may have.

Employee absence is monitored and their line manager holds 'return to work' interviews following employee absence.

By its nature employment will bring times of stress and pressure to employees. Directors and Executive and Senior Leaders have a duty to minimise levels of stress caused by work and assist employees in maintaining work / life balance. Life events can also contribute to levels of stress and anxiety.

All employees are encouraged to discuss situations when they feel that the level of stress they are feeling is detrimental to their health and wellbeing. All employees should be aware that stress is not a sign of weakness and that it should be discussed openly. Appropriate support will be given to employees that need it.

Work related stress and wellbeing will be considered as part of the risk assessment process.

WORKING AT HEIGHT

Working at height can present a significant risk; where such activities cannot be avoided, a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible; where this cannot be avoided, only light-weight and rarely-used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate step ladders or kick stools are to be used. Employees must not climb onto chairs and tables etc.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all employees who use ladders / stepladders.

Formal training on working at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff etc.

Work at height will not be undertaken whilst lone working.

Each school will have a nominated person who is responsible for ensuring:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in working at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;

- a register of access equipment is maintained and all equipment is regularly inspected and maintained; and
- any risks from fragile surfaces is properly controlled.

SETTING HEALTH AND SAFETY OBJECTIVES

The Directors, Governors and CEO will specifically review progress of health and safety objectives at LGB and Trust Board meetings. Where necessary, health and safety improvements will be identified and included within each school's action plan.

ESTABLISHING ADEQUATE HEALTH AND SAFETY COMMUNICATION CHANNELS

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded, to include:

- Line management meetings and staff meetings at site;
- Minutes of the LGB where health and safety is a standing agenda item;
- Provision of information relating to safe systems of work and risk assessments;
- Communication of advice from Schools' Advisors and Educational Officers;
- Communication of health and safety bulletins or information from ESFA; and • Communication with relevant specialist advisors and appropriate representatives.

HEALTH AND SAFETY REPRESENTATIVES

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing if a health and safety representative has been appointed and, where this is the case, the Trust will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees.

The Trust will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. The school will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

MONITORING

In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, health and safety will be discussed at all Finance and Audit (F & A) Committee and LGB meetings.

This Health and Safety Policy and its effectiveness, in terms of health and safety performance, will be reviewed by Directors on a regular basis, or as required.

Active Monitoring

Each school's management team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this.

Each school will receive monitoring inspections from the following:

- OFSTED
- Health and Safety Organisations such as HSE, Fire Service
- Central Trust Team (DFO or TSBM)

Actions arising from third party audit/inspection should be incorporated within each school action plan with appropriate target dates for completion.

Reactive Monitoring

Each school management team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangements and report relevant findings to the DFO.

Health and Safety Action Plan and Objectives

The LGB for each school will ensure that all health and safety objectives and actions are documented and carried out in a timely manner.

Accidents/Incidents/Near misses

The CEO will liaise with the DFO to ensure that accidents and incidents are reported and monitored in line with legislation and the Trust procedures. RIDDOR incidents will be brought to the attention of the Chair of the relevant LGB (or where an incident relates to a member of the central Trust team, to the Chair of the Trust Board). In order to have oversight of numbers across the Trust, the Finance & Audit Committee will also receive a termly report from the DFO.