

The Good Shepherd Trust Health and Safety Policy

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Review cycle:	Annual	Is this policy statutory?	Yes
Approval:	GST Board via R&A	Author:	Head of Buildings and Estates
Local approval:	Nov 24	Local author:	Jayne Venables
Relevant Legislation	<u>The Health and Safety at Work etc. Act 1974,</u> <u>The Management of Health and Safety at Work Regulations 1992</u> <u>The Management of Health and Safety at Work Regulations 1999</u> <u>The Control of Substances Hazardous to Health Regulations 2002</u> <u>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</u> <u>The Manual Handling Operations Regulations 1992</u> <u>The Health and Safety (Display Screen Equipment) Regulations 1992</u> <u>The Gas Safety (Installation and Use) Regulations 1998</u> <u>The Regulatory Reform (Fire Safety) Order 2005</u> <u>The Work at Height Regulations 2005</u> <u>Fire Safety Regulations 2022</u> <u>Electricity at Work Regulations 1989</u> <u>Personal Protective Equipment at Work Regulations 2022</u> <u>Control of Noise at Work Regulations 2005</u> <u>Control of Legionella Bacteria Regulations 2001</u> <u>The Control of Asbestos at Work Regulations 2012</u> <u>The School Premises (England) Regulations 2012</u> <u>Education (Independent School Standards) (England) Regulations 2010</u> <u>Children's Act 2004</u>		

Revision record

Minor revisions should be recorded here when the policy is amended in light of changes to legislation or to correct errors. Significant changes or at the point of review should be recorded below and approved at the level indicated above.

School local additions to this policy must receive approval from the Trust prior to local distribution.

Revision No.	Date	Revised by	Approved date	Comments
1	01/12/22	FM	06/12/22	Body of policy has stayed the same. Simple update of dates to this year.
2	01/12/22	FM	06/12/22	Addition of following line to Local Committee's Responsibilities "add local adaptations related to the school premises as required"
3	10/05/2023	MP	24/05/23	Policy revision based on LC comments and specific details regarding the LC role and responsibility in relation to health & safety.
4	27/09/2023	MP	TBC	Policy revision to include a section around Reinforced Autoclaved Aerated Concrete (RAAC) based on the latest DfE guidance on this date.

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1 Scope

This policy is prescribed by The Good Shepherd Trust and all reference to 'the Trust' includes all Trust schools, the central team and subsidiary organisations. This policy also applies to schools who let their facilities. Those who hire any aspect of the Trust's school sites or any facilities will be made aware of the content of the Trust's health and safety policy and will have responsibility for complying with it.

2 Statement of Intent

2.1 Chief Executive's Statement of Intent

I recognise my responsibilities and undertake to provide and maintain safe & healthy working conditions for all employees under my control. I further accept that I have a duty of care to other persons (e.g. pupils, parents, visitors and contractors etc.) who may be affected by the work carried out by or on behalf of the Trust. It is my duty to ensure that all measures so far as is reasonably practicable are taken to prevent injury and ill health by:

- providing and maintaining safe and healthy workplaces, plant and equipment and by ensuring safe systems of work are in place.
- ensuring that employees and contractors are competent to carry out their tasks and given adequate training.
- providing suitable and sufficient information, instruction, training and supervision.
- ensuring that measures are in place to control risks arising from work activities.
- ensuring that arrangements are in place to disseminate health & safety rules.
- ensuring that employees are consulted about health & safety matters.
- providing adequate welfare facilities.
- ensuring equal health & safety treatment for all.
- commitment to mental health and wellbeing
- ensuring continuous improvement in health, safety and welfare standards.

The organisation and arrangements to ensure health & safety standards are maintained and improved are laid down in each school's Health & Safety Policy & Procedures. This includes the delegated responsibilities of staff employed by the Trust.

Employees have legal responsibilities to take care of the health & safety of themselves and others, and to co-operate with management to assist in meeting my responsibilities. This policy statement and each school's Health & Safety Policy & Procedures will be reviewed regularly.

A competent person is defined as a person who has the skills, knowledge and experience to be able to recognise hazards and help put sensible controls in place to protect workers and others from harm.

3 Responsibilities

3.1 Chief Executive Officer's Responsibilities

The Chief Executive Officer (CEO) shall:

- ensure that there are effective and enforceable policies and procedures, infrastructure for the provision of health & safety throughout the Trust, which is reviewed periodically to reflect changes in organisation, arrangements and legislation.
- ensure adequate levels of staff consultation and participation in relation to matters affecting their health, safety and welfare.
- ensure that the law and guidance from, but not exclusively, the Department for Education is followed in the policies and procedures.
- ensure that there is provision of adequate training, information, instruction and supervision so far as is reasonably practicable to enable all staff and pupils to perform their work safely and efficiently.
- ensure that there are safe and healthy working conditions for staff and pupils and a safe environment for all visitors to school sites. This will include planned maintenance of the building and grounds and provision of good welfare facilities.
- ensure that there are safe arrangements for the handling, storage and transportation of articles and substances.
- ensure that there is provision of plant equipment and systems of work which are safe.
- ensure that at each school site an appropriate, competent member of staff is identified to co-ordinate and manage health & safety and that appropriate specialist advice and support is available to enable them to meet all legal requirements.
- where required, ensure that sufficient resources (so far as is reasonably practicable) are made available to ensure the Trust's health, safety and welfare objectives are achieved.
- be responsible for ensuring compliance with all health & safety legislation affecting the operations and activities of the Central Team, including the provision on school sites.
- co-ordinate work with the Trustee Directors to achieve the standards and procedures prescribed for health & safety.
- ensure that arrangements for the monitoring and audit of health & safety are in place across all school sites.
- ensure the development of health, safety and welfare strategies and plans to achieve and maintain compliance with health, safety and welfare legislation.

3.2 Chief Operating Officer's Responsibilities

The Chief Operating Officer (COO) is accountable to the Chief Executive Officer for the effective management of health and safety within the Trust and the implementation of the Good Shepherd Trust's Health and Safety Policy.

The COO is required to seek assurance from the Headteachers that health and safety is being managed effectively across their areas of control and that their health and safety responsibilities are being met. This will include assurance relating to:

- ensure that the school comply with The Health and Safety at Work etc. Act 1974 and all subsequent legislation empowered by it.
- Providing leadership and promoting a positive culture.
- Ensuring practices comply with local rules and relevant occupational health and safety policies and procedures.
- Ensuring health and safety related risks are effectively identified and managed.
- Identifying and seeking opportunities to improve the performance of health and safety management systems.
- ensure that all accidents are recorded correctly and that details of any RIDDOR reportable incidents are managed and reported up to the Trustee Directors.

3.3 Trustee Directors Responsibilities

The Trustee Directors shall:

- promote the importance of health & safety through their role as Trustee Directors, including considering proposals made to the Board from the perspective of Health & Safety.
- when undertaking visits to schools on normal Trust business, observe the implementation of day-to-day health & safety activities and report any findings to the Head Teacher, and if necessary, the Chief Operating Officer and/or Trustee Directors.
- board members to be aware of their responsibilities in relation to health & safety and promote the importance of Trustee Directors undertaking relevant training.
- ensure the appointment of a Trustee with responsibility for Health & Safety and Compliance.

3.4 Local Committees Responsibilities

The Local Committee (LC) shall:

- nominate a Local Committee member as a link between the LC and the wider school community, who will stay up to date with school H&S initiatives and inform the LC accordingly.
- maintain an interest in all health & safety matters affecting the school.
- provide assurance that the school adheres to The Health and Safety at Work etc. Act 1974 and all subsequent legislation empowered by it.
- provide assurance, so far as is reasonably practical, the health, safety and welfare of all the school staff, employees, pupils, visitors, contractors and any other person affected by its activities.

- provide assurance that adequate resources for health & safety are available so as to provide premises and working environment that are safe, healthy and without significant risk.
- provide assurance that adequate welfare facilities are provided for all staff, pupils and visitors.
- provide assurance that effective consultation takes place with all employees on health & safety matters and that all individuals are consulted before particular health & safety responsibilities are delegated to them.
- provide assurance that where necessary, seek specialist advice to determine the risks to health & safety in the establishment and the precautions required to deal with them.
- work in close partnership with the Head Teacher and Senior Leadership Team of the school and other staff of the Trust to support and promote good health & safety management.
- provide assurance of the provision of adequate training, information, instruction, induction and supervision to enable everyone on the school to be safe.
- provide assurance that all new staff, including all existing staff in schools joining the Trust, complete appropriate and relevant Health & Safety training as part of an induction programme.
- provide assurance the effectiveness of this policy within the context of the school through termly written reports from the Headteacher.
- Conducting an annual review of its work, including skills audits when necessary, and communicating its findings to the trust board via the central team.

3.5 Head Teacher's Responsibilities

Individual school Headteachers shall:

- take day-to-day responsibility for all health & safety matters in relation to the operation of the school and promote a positive, open health & safety culture.
- provide a good example, guidance and support to all staff on issues of health & safety.
- be responsible for activities organised on behalf of the school but being undertaken away from the school site.
- ensure that safe means of access and egress are maintained and that the premises are kept clean and tidy.
- ensure that adequate security and safeguarding arrangements are established and maintained.
- ensure that the school comply with The Health and Safety at Work etc. Act 1974 and all subsequent legislation empowered by it.
- ensure all statutory and legal notices (including a copy of the Health & Safety Law Poster and Display Energy Certificate) are displayed in an easily accessible location.
- ensure that all staff receive a Health & Safety induction and maintain a record of all induction training.

- undertake health & safety training as required by the Trust and, as appropriate and necessary, cascade pertinent information to relevant staff.
- keep up to date with new developments in health & safety practices and legislation in relation to schools / academies / the education sector. Ensure that all staff are appropriately appraised and updated in respect of such developments.
- ensure those who receive delegated responsibilities are competent; their responsibilities are clearly defined and delegated appropriately, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such delegated duties.
- appropriately consulting staff (and Unions where necessary) before staff take on delegated responsibilities.
- consulting with staff on Health & Safety matters as necessary.
- evaluate the on-going need for health & safety training of staff, procure delivery and maintain a record of all such training undertaken by staff.
- provide staff with suitable personal protective equipment (PPE) and ensure its correct use (where a risk assessment identifies it as being required).
- ensure that all health & safety and related documentation is accessible in one location, e.g. Asbestos Register, Accident Book, Fire Alarm Log, Risk Assessments, COSHH data, Training Records etc.
- together with school staff, assess and control the risks to health & safety of all persons from hazards within the school and any other school-related activities, wherever they are undertaken.
- ensure suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments are kept and that the assessments are reviewed at least annually or upon change of circumstances.
- ensure, for particularly high-risk activities, safe systems of work / method statements are put in place where identified as being required via a risk assessment process.
- ensure hazardous materials and substances are properly used, stored and disposed of and that adequate systems are in place for the management of asbestos (where relevant) and for the control of legionella.
- report any accidents / incidents / near misses as required in OHSENS and where required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- ensure that all accidents are recorded and that details of any RIDDOR reportable incidents are forwarded to the Chief Operating Officer and the Local Committee.
- undertake an accident / incident / near miss investigation, where appropriate, and implement actions required to eliminate / reduce the risks to the health & safety of people and buildings / equipment etc. Produce reports / statements required for any civil or criminal action that may arise.

- put in place and maintain adequate and appropriate emergency procedures in relation to first aid, fire, bomb or intruders / security etc. as well as an appropriate Critical Incident & Continuity Management Plan.
- ensure fire precautions and fire safety in the school are compliant with the requirements of Fire Regulations.
- ensure staff are competent to undertake the practical tasks required of them and have been provided with appropriate training by competent persons along with any equipment and other resources to enable their work to be undertaken safely.
- ensure buildings, equipment, machinery, fixed and / or associated installations etc. provided for the school are suitable for their intended use, are correctly, properly and systematically checked, serviced, tested and maintained in accordance with good practice and legal compliance.
- ensure there is co-operation with the Trust in meeting its legal requirements and objectives in respect of monitoring of health & safety policy, practices, procedures and due diligence.
- ensure that a Health & Safety Policy is produced for approval / adoption by the Local Committee and that the document is regularly reviewed (and revised if necessary) on an annual basis. The Head Teacher shall bring any subsequent amendments to the attention of all staff and Local Committee.
- ensure that all staff co-operate with the Health & Safety Policy & Procedures.
- ensure adequate levels of staff consultation and participation in relation to matters affecting their health, safety and welfare.
- ensure safe working arrangements are in place when contractors are working on the school premises. Head Teachers shall be available for liaison with contractors, or their representatives undertaking any works on the school site, to ensure the safety of all persons affected by the works.
- ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- fully co-operate with health & safety arrangements during larger building projects.
- actively monitor the performance of external contractors both generally and in relation to health & safety.
- bring to the attention of the Chief Operating Officer any matters of health & safety that cannot be resolved or are of imminent danger to any person.
- provide requested information to the Chief Operating Officer to enable completion of reports and plans as required.
- ensure that health & safety is a standing agenda item for all Local Committee and management / staff meetings and ensure that information and advice on health & safety is acted upon and circulated to Local Committee and staff.
- continually monitor and review performance and progress in relation to the school's existing health & safety targets / priorities and carry out regular, formal audit inspections (at least annually

but, ideally termly) of the school estate in conjunction with the Site Manager, appropriate representatives of staff and the Local Committee.

- provide a documented annual update on matters of health & safety to the Local Committee which confirms progress in relation to the school's existing health & safety targets / priorities and which identifies future targets / priorities along with allocated timescales.
- add the training records to the SCR.
- delegate appropriate tasks to the school's Site Manager/Caretaker and other premises staff.

3.6 Members of the School Senior Leadership Team's Responsibilities

- Deputy and Assistant Head Teachers may be required to undertake any of the Head Teacher's duties which have been reasonably delegated to them which may include responsibility for health & safety management.
- Heads of Department / Faculty Leaders may be expected to oversee health & safety matters relating to their curriculum areas.
- undertake health & safety training as required by the Trust and, as appropriate and necessary, cascade pertinent information to relevant staff.
- proactively address any hazardous practices / issues and immediately report any concerns regarding unresolved hazards to their manager.

3.7 Caretakers/Site Manager/Premises Manager Responsibilities

Caretakers/Site Managers/Premises Managers are responsible for day-to-day maintenance and other buildings / grounds issues. As such, they have a pivotal role in maintaining the health, safety and welfare of the school site and buildings and in fulfilling practical duties as delegated by the Head Teacher. In addition to any other duties delegated by the Head Teacher.

Caretakers/Site Managers/Premises Managers shall:

- ensure that any work that has health & safety implications is prioritised appropriately.
- proactively address any hazardous practices / issues and immediately report any concerns regarding unresolved hazards to their manager.
- ensure that all work under their control is undertaken in a safe manner.
- ensure that all cleaning staff are aware of safe working practices especially regarding reporting of hazards, the use of hazardous substance, manual handling and slips trips and falls.
- undertake health & safety training as required by the Trust and, as appropriate and necessary, cascade pertinent information to relevant staff.
- carry out and record a regime of regular checks and tests in terms of housekeeping, maintenance, statutory compliance through the FM provider (Greenlight), health & safety compliance, hazard-

spotting, safety systems etc. and ensure that all remedial works from those checks are actioned appropriately.

- liaise with, support and facilitate the activities of other staff / duty-holders in relation to health & safety.
- liaise with, support and facilitate the activities of external contractors carrying out work on the premises be it in relation to reactive maintenance, term maintenance contracts or larger projects.
- assist with the monitoring the performance of external contractors both generally and in relation to health & safety.

3.8 Head of Estates Responsibilities

The Head of Estates shall:

- support all schools to be fully compliant with all current Health & Safety legislation pertaining to school premises.
- bring any serious concerns to the attention of the Chief Operating Officer.
- develop safe operating procedures and guidance documents that identify and take account of all relevant hazards and ensure legislative compliance across the Trust.
- provide competent, guidance and support on health, safety and welfare matters including providing advice on a range of specialist areas, e.g. fire regulations, hazardous substances, occupational diseases, noise, safeguarding machinery, risk assessment, CDM, PAT Testing etc.
- provide access to relevant health & safety training.
- ensure that regular site inspections and health & safety audits are being carried out to provide schools with support, advice and guidance and to ensure policies and procedures are being properly implemented. Maintain records of inspection findings and circulate reports that suggest any improvements.
- advise of changes to working practices that ensure safety and legislative compliance.
- review risk assessments and consider how risks could be reduced and implement resultant control measures.
- monitor the safe disposal of hazardous substances, e.g. asbestos.
- record any accidents / incidents / near misses and produce a quarterly Health and Safety report for the Trustee Directors.
- ensure that schools carry out correct, proper and systematic checks, servicing, tests and maintenance, in accordance with good practice and legal compliance, of buildings, equipment, machinery, fixed and / or associated installations etc. provided for the school and that they are suitable for their intended use.
- ensure that contractors engaged to work at school sites are competent to undertake the work required of them and have adequate provision for health & safety - the Head of Buildings & Estates

will be responsible for ensuring Trust-wide compliance with CDM 2015 in relation to all construction projects.

3.9 Employee's Responsibilities

As employees, all members of staff have a duty in law to:

- work safely and responsibly and not interfere with anything provided to safeguard their Health & Safety;
- not put their own or any other person's health & safety at risk.
- co-operate with managers / leaders on health & safety matters.
- duty to attend any necessary training in order to keep health and safety knowledge up to date.
- Implementation of health & safety policy and procedures is a management responsibility, but the co-operation of all employees is essential. All staff are encouraged to participate in improving health & safety by reporting all health & safety concerns to the Head Teacher and to foster safety consciousness and good practice amongst other employees and pupils.

All staff employed by the Trust shall:

- ensure they are familiar with, and comply with, the health & safety policy, procedures and guidance issued by the Trust in order to ensure the maintenance of high standards of health & safety in all school premises and activities.
- take reasonable care for their health & safety at work and that of others who might be affected by their acts or omissions both within the academy and during off-site activities.
- report immediately, to the Head Teacher or to their line manager any serious or immediate danger of which they become aware.
- report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Head Teacher or to their line manager.
- ensure there is no misuse of anything that has been provided for health & safety purposes.
- use the correct equipment and tools for the job and any protective equipment that may be necessary.
- actively participate in, and cooperate with, the health & safety management process.

Encourage all pupils to follow safe practices and observe safety rules including:

- following instructions issued by a member of staff especially in case of an emergency.
- following safety and hygiene rules intended to protect the health & safety of themselves and others.
- not intentionally interfering with safety equipment, e.g. fire extinguishers and fire alarms.

- informing a member of staff of any situation, which may affect their safety or that of another pupil.

4 Arrangements and Procedures

Although overall accountability for health & safety lies with Trust, the Head Teacher is responsible for the day-to-day health & safety of staff and pupils, contractors and visitors in individual schools. The Head Teacher will then delegate some functions to other staff, in particular the School Business Managers / Site Managers / Supervisors / Premises Managers / Caretakers etc. In order to deliver the health & safety policy and procedure and to comply with their responsibilities under this General Policy Statement, each school will approve their own Health & Safety Policy & Procedures.

4.1 Monitoring, Review and Audit

Health & Safety arrangements at all new schools (schools joining the Trust) are reviewed prior to them joining by the Trust. Following this review, an action plan is produced for the Head Teacher to implement.

Existing schools: Health & safety arrangements at existing schools are monitored as follows:

- Daily – proactive, visual “housekeeping” checks by all staff to identify any potential health & safety issues. If identified, these should be reported immediately to the responsible premises manager or member of staff.
- Systematic - regular and scheduled checks, tests, servicing and maintenance of health & safety systems carried out by the Site Manager / Caretaker and / or contractors with frequency determined by legal compliance and practical (good practice) factors relevant to the nature of the system, e.g. annual PAT Testing, 5-yearly Periodic Inspection & Testing of fixed electrical installations, weekly tests on fire alarm call points, annual cleaning of kitchen extraction hoods etc. Systematic maintenance and compliance requirements will be scheduled, recorded and monitored centrally by the FM provider (Greenlight).
- Ongoing - continual review by the Head Teacher of performance and progress against health & safety targets (both school-specific and Trust-wide).
- Annually (ideally termly) - formal audit inspection of estate by the Head with written report to the Local Committee.
- As required - audit of health & safety arrangements (including site inspections) by the Head or contractors appointed by them.

4.2 Health and Safety Arrangements

The arrangements section of the Health and Safety Policy details The Good Shepherds Trust (GST) procedures for:

- Implementing the Health and Safety Policy to comply with statutory requirements under the Health and Safety at Work Act 1974.

- This policy applies to all staff (including agency staff), Trustee Directors, Chief Executive Officer, Chief Operating Officer, Directors, Local Committee members, visitors and contractors. Roles and responsibilities of all are clearly stated within the policy.

The following arrangements ensure that the Trust meets its objectives to provide a safe and healthy working and learning environment. These arrangements cover common occupational Health and Safety issues. The Trust will review, amend and add to these as required. Schools whose activities may give rise to specific risks will produce additional arrangements at local level to ensure controls are maintained.

4.3 Accident and Incident Reporting and Investigation

All accidents, incidents, near misses and dangerous occurrences must be recorded on an accident report or inputted into OSHENS reporting system. Accidents near misses and dangerous occurrences include:

- Accidents to staff which result in even a minor injury.
- Accidents involving third parties, i.e. non-employees, pupils, visitors, contractors, and members of the public.
- Incidents such as theft, break in, water damage (flooding) and vandalism.
- Near misses – incidents where no one is injured but there was potential for injury.
- Physical assaults or verbal abuse.
- Dangerous occurrences such as fire, gas leaks or explosions, chemical spillages, damage to asbestos materials resulting in persons being exposed to asbestos fibres, failure or collapse of lifting equipment such as hoists etc.
- Work related ill-health such as dermatitis from the use of chemicals, occupational asthma, and musculoskeletal pain as a result of using computers or manual handling etc. Refer to guidance from the [Health and Safety Executive \(HSE\) for accidents/reportable incidents under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\)](#).

All serious accidents must be investigated without delay to ensure that the area concerned is safe to use. If not, the area should be isolated until it can be made safe. Copies of RIDDOR reports should be forwarded for the attention of the GST Chief Operating Officer & the Head of Estates.

4.4 Asbestos Management and Procedures

All schools that contain Asbestos Containing Materials (ACMs) will maintain an asbestos register and will ensure that an annual asbestos condition survey is completed by a competent person.

Schools must ensure that no intrusive works take place that could potentially disturb asbestos without consulting the asbestos register. This includes minor works such as drilling walls to erect shelving or running cable. If the area of work is not covered by the asbestos register it is to be presumed that asbestos is present and an asbestos survey must be completed by a competent contractor.

The Head of Estates should be contacted for guidance as required.

Training on asbestos awareness should be provided on an annual basis and on induction.

The above policy and procedures applies to all staff and contractors.

4.5 Contractors

Please refer to the Health & Safety Instructions and Guidance for Contractors.

Schools should ensure contractors are competent to perform the task allocated and have the required qualifications and insurance. Method Statements and Risk Assessments should be checked prior to work commencing. The Head of Estates should be contacted for guidance as required.

Safe methods of working are to be agreed in advance of work commencing. DBS clearance where applicable is to be provided in advance of work commencing.

4.6 Control of Substances Hazardous to Health (COSHH)

The Good Shepherd Trust is required under the Control of Substances Hazardous to Health Regulations 2002 amended 2015 to have in place arrangements to assess the exposure of its employees and other persons to hazardous substances and take adequate steps to avoid or control exposure.

This requirement covers not only substances such as cleaning chemicals but also exposure to dusts emitted by work processes and biological hazards such as legionella.

Guidance provided on manufacturer's material data sheets must be followed at all times when deciding safe working procedures when using chemicals. Training should be provided to nominated staff to enable them to complete COSHH Risk Assessments.

The COSHH Risk Assessment will be used as the basis for developing safe working procedures that should describe how the substances will be used and stored, and how exposure will be controlled. Procedures should also detail actions to be taken in the event of spillage or accidental exposures due to inhalation, digestion or splashes on the skin or eyes. The procedures should identify any personal protective equipment that may be required when using the substance, together with how the personal protective equipment will be inspected.

4.7 Display Screen Equipment (DSE)

All staff that are classed as DSE users, including staff with laptops, are informed about the safe use via DSE assessments.

4.8 Driving for Work

All schools to ensure that individuals driving on school business must have appropriate business cover insurance on the individuals own insurance policy. Children should not be driven in staff member's cars. Staff must ensure they possess a driving licence containing the minibs category on their license. Driving licenses to be checked annually. Schools who own a minibs must arrange suitable insurance for the vehicle and the vehicle must have a valid MOT certificate. Vehicle checks must be carried out prior to commencing their journey and recorded in the vehicle checks log. Any defects should be reported to the School Business Manager to arrange vehicle repairs.

4.9 Electricity at Work

Schools should ensure that a five-yearly fixed wiring test is undertaken. PAT testing is completed on an annual basis and registers are to be kept on file. Any personal equipment brought to site by staff will require a PAT test before being used.

Hirers of school premises are responsible for checking/maintaining their own equipment. All defective items are to be removed or repaired.

4.10 Employees Duties

Responsibilities detailed in the arrangement section of this policy.

4.11 Fire Precautions and Emergency Plans

All schools are to ensure that a Fire Risk Assessment is completed by a competent person and reviewed on an annual basis.

- Fire detection and firefighting equipment is to be serviced by a competent contractor in line with regulations including emergency lighting.
- Fire marshals to be identified and suitably trained.
- Emergency evacuation procedures are to be displayed in all classrooms and other areas around the school.
- Fire drills are to be carried out on a termly basis.
- An emergency lockdown drill is to be undertaken on an annual basis.
- Inspections and maintenance of fire exits/escape routes are to be completed by general site inspections by the schools' facilities teams. Headteachers should ensure there is an Evacuation Plan in place that is reviewed annually and all staff/pupils/contractors and visitors are aware of actions to take on discovery of a fire and upon activation of the fire alarm.

4.12 First Aid

First Aid Needs Assessments should be completed for each school by a competent person. The assessment should be used to ensure adequate levels of first aid provision is provided dependent on school and is detailed in the schools' procedures for first aid.

4.13 Health and Safety Advice

Schools have access to Health and Safety advice from various bodies including that brought in from Surrey County Council and specialist contractors. A competent person should be contacted with regard to Health and Safety matters.

4.14 Induction

The Trust is committed to providing all new employees, volunteers, Local Committee members and Trustee Directors with an induction, ensuring that each new employee is given a structured induction programme aimed to ensure that all staff are aware of health and safety policies and arrangements, the procedures to follow and also the responsibilities of both the staff member, the school, and the Central Team.

4.15 Lone Working

The Central Team and schools must ensure that there are arrangements in place to address any Health and Safety issues arising from employees undertaking lone working. In this context lone working means someone working on their own without access to immediate support from colleagues and includes staff working in GST Central Office, in schools, from home or at external locations.

4.16 Maintenance and Inspection of Equipment

Schools should ensure that all planned maintenance and servicing that is mandatory is completed by competent contractors and schedules are adhered to. PE equipment to be checked annually with any equipment defects be addressed prior to using the equipment. Pressure vessels or equipment which contains a liquid or gas under pressure should be inspected annually by a competent engineer. Records of maintenance should be kept on file.

4.17 Manual Handling

Risk Assessments should be undertaken for activities which involve significant manual handling. In this context manual handling includes lifting, carrying, pushing, pulling, and holding. Action should be taken to eliminate factors that could cause injury. Where possible manual handling activities will be avoided or reduced by providing mechanical aids such as trolleys and redesigning operations. Staff undertaking manual handling tasks will receive training in safe handling techniques.

4.18 Medication

Each school is responsible for developing and regularly reviewing its own medication policy and related policies and procedures. The Local Committee require assurance that there is a medication policy in place.

4.19 Monitoring Arrangements

The Trustee Directors will ensure that regular reports of accidents and dangerous occurrences are provided as part of the Chief Operating Officer's Reports and, if necessary, alterations to work practises and procedures are implemented.

Health and Safety audits will be completed annually in all schools by a competent contractor and the findings will be shared with the schools and the Trustee Directors.

To help this process the Trustee Directors, Local Committee and Headteachers will ensure that all reasonable inspections facilities and information are provided on request to Inspectors of Health & Safety Executive (HSE) Trade Unions health and safety representatives.

Risk assessments are to be undertaken by the schools for new and expectant mothers and are reviewed according to the needs of the individual and their job specification.

4.20 New and Expectant Mothers

Please refer to the new and expectant mothers risk assessment and guidance further advice can be sought from the Trusts Central Human Resources Team.

4.21 Offsite Educational Visits

All schools follow guidance from the following:

- Health and Safety of Pupils on Educational Visits: A Good Practice Guide 1988 (reprinted in 2001).

- Health and Safety: Responsibilities and Powers (DfES/0803/2001).
- Standards for LEAs in Overseeing Educational Visits. Part 1 of a 3 - Part Supplement to Health and Safety of Pupils on Educational Visits. (DfES/0564/2002).

4.22 Personal Protective Equipment

Personal Protective Equipment (PPE) is provided free of charge for employees where it has been identified through risk assessment this cost is paid from the school budget. For the Trusts Central Team any PPE required will be funded from the central budget.

4.23 Public Events

Events on school sites attended by the public will be the responsibility of the Headteacher with assistance by an event organiser of the head teacher's school, who should jointly consider health and safety issues.

Events organised by the school should be covered by their own insurance. Events organised by third parties allowed on the school site must have their own adequate level of insurance arrangements based on the size of the event. The schools and trust will accept no responsibility for losses or accidents occurring on the school site where the event is not a school event.

4.24 Risk Assessments

The Trust has a duty under the Management of Health and Safety at Work Regulations and other legislation to undertake assessments of its work activities in order to identify significant risks and determine what measures are required to manage these risks.

Headteachers and senior leaders will ensure that risk assessments are undertaken in the areas for which they are responsible.

Risk Assessments are reviewed on an annual basis or when circumstances change that may cause the original assessment to be no longer valid.

4.25 Smoking and vaping

All Trust schools are NO SMOKING/VAPING sites and as such smoking is not allowed anywhere on school grounds. This includes the use of electronic cigarettes and vaping. No smoking/vaping signage should be displayed. Hirers of school facilities must also be reminded of the schools no smoking/vaping policy on school premises and within the grounds.

4.26 Staff Consultation and Unions

The Trust recognises its duty to consult with employees and any recognised trade union representatives on matters that could affect their health and safety, in particular:

- The introduction of measures in the workplace that may substantially affect the health and safety of employees.
- The guidance for appointing or nominating an employee's representative to carry out their responsibilities will be provided with the necessary resources that may be required to allow them to carry out their duty.
- Any health and safety information that the employer is required to provide under relevant statutory provisions.

- The planning and organisation of any health and safety training requirements.
- The health and safety consequences of the introduction of new technologies into the workplace.

4.27 Stress and Staff Wellbeing

Work related stress is defined by the health and safety executive as:

The adverse reaction a person has to excessive pressure or other types of demand placed on them.

There is an important distinction between reasonable pressure which stimulates and motivates and stress where the individual feels unable to cope with excessive pressures or demands placed upon them. The Trust and its schools will risk assess the risks to their employees' mental wellbeing as well as their physical wellbeing by identifying and taking action on organisational factors and work-related issues that could be potential stressors.

4.28 Swimming Pools on School Sites

It is the responsibility of all staff to ensure they are familiar with the operating procedure and emergency plan for school swimming pools. Should any accident or incident happen during a lesson, the emergency plan must be followed. At all times when someone is in the water there should be a minimum of two persons present - the swimmer and at least one other responsible adult. Where swimming lessons are being given to children with special needs a separate individual risk assessment shall be undertaken. It shall be the responsibility of the schools' appointed person to ensure all swimming pool plant procedures are in place and being adhered to.

4.29 Training and Development related to Health and Safety

Training identified via a risk assessment and to meet our legal responsibilities should be provided via on-line training where possible or external competent training companies.

4.30 Tree Maintenance

Trees should be inspected by a competent person on an annual basis and remedial work completed as required. Schools should consider, if not already in place, adding tree maintenance to the ground's maintenance schedules with the appointed competent contractor.

4.31 Violence Towards Staff

All incidents of verbal or physical violence are to be reported to the Head Teacher without delay. Staff are reminded to follow school guidance on safe procedures when dealing with parents and members of the public, especially if their visit could potentially lead to conflicting opinions.

4.32 Vehicle Movement on School Sites

School sites are subject to use by staff, community users, visitors, contractors and supplier deliveries. The agreed entrances are dependent on the school; however, the following considerations are to be taken:

- Parental use of car parking areas, other than for pre-arranged meetings with school staff, shall be discouraged. Where parents insist on dropping or collecting able bodied pupils, they should be actively encouraged to use offsite parking unless the site has adequate parking provisions for dropping or collecting of able-bodied pupils.
- Separate consideration and provision should be made for disabled students and other users.

- All staff vehicle movements should be kept to a minimum during the school day.
- Staff are encouraged to minimise vehicle use, keeping it to the start and end of the working school day.
- Contractual vehicle movement and supplier deliveries shall be restricted, wherever possible, to occur either before or after the school day.
- Owners are responsible for their own vehicles when bringing them on to school site.
- Vehicles should only be parked in the marked areas.

4.33 Water Hygiene

A bi-annual risk assessment by a competent contractor will be completed on all sites. Monthly water monitoring will be completed by competent persons. A record of the findings should be kept in logbooks.

4.34 Working at Height

Schools will first assess the risks before working at height and will follow these simple steps:

- Avoid work at height where it is reasonably practicable to do so.
- Where working at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

Staff should:

- Do as much work as possible from the ground.
- Ensure staff can get safely to and from where they work at height.
- Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly.
- Not overload or overreach when working at height.
- Take precautions when working on or near fragile surfaces.
- Provide protection from falling objects.
- Consider emergency evacuation and rescue procedures.

Staff should receive training from a competent person before working at height or using access equipment.

4.35 Reinforced autoclaved aerated concrete (RAAC)

All schools must ensure that they follow the latest DfE guidance around the identification of RAAC within their buildings. If Reinforced Autoclaved Aerated Concrete (RAAC) is considered present during a visual inspection carried out by a person who is familiar with their school buildings and environment then this must be recorded in the questionnaire and submitted to the DfE via the DfE's

online portal. This will trigger a DfE appointed surveyor to carry out a RAAC site survey. A report containing details of their findings will be provided to the school and a copy sent to the Trust detailing the surveyors recommendations. This may include an intrusive survey being carried out where a visual survey is not considered possible.

Schools must ensure that no intrusive works take place that could potentially disturb asbestos without consulting the asbestos register. If the area of work is not covered by the asbestos register it is to be presumed that asbestos is present and an asbestos survey must be completed by a competent contractor.

If RAAC has been identified the school must inform the DfE so that a RAAC appointed caseworker can be assigned to the school for support with any necessary RAAC remedial/removal work on site.

The Chief Operating Officer/Head of Estates should be contacted for guidance as required.

All schools should have an appropriate risk assessment in place covering Reinforced Autoclaved Aerated Concrete (RAAC) in school premises.

5 Review

This policy will be reviewed annually or when there are any significant changes in Health and Safety Executive (HSE) guidance or at the Trust.

Part 3: Arrangements and Procedures for Health, Safety and Welfare

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:

1. Access Control/Security

Visitors to the school site: All visitors to the school come to the front entrance door where they are buzzed in. The Receptionist gets the visitor to sign into the electronic entry system and take a badge and then takes them to the required place.

If Receptionist is unsure of who is at the door then they are asked to wait outside until their identity can be checked.

An office staff member is on the reception desk at all times between the hours of 08.00 - 16.30.

Procedures for security alert are set out in the Emergency Plan.

2. **Accident Reporting, Recording & Investigation**

All accidents/dangerous occurrences must be reported to the Headteacher/Care Club Manager and processed in the correct way online at <https://surreycc.oshens.com/login>

Fatal or major injuries must be reported immediately by telephone to Health & Safety Section at Surrey County Council, RIDDOR and to the Chair of Governors.

In the event of a fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until an examination has been carried out.

Safety Representatives must also be informed of injuries and dangerous occurrences.

3. **Asbestos**

The most recent Asbestos survey carried out by representatives of Green Light and the Asbestos Register is held in the main school office.

Contractors are given full access to this register when doing work in school.

Staff are not allowed to drill into walls/ceilings without first checking the register.

Staff should report to the Headteacher or Health & Safety Co-ordinator any damage to areas where this is asbestos.

Please see emergency plan in case of asbestos disturbance. Staff are made aware of asbestos in the school, through the asbestos management plan.

4. **Contractors**

Contractors must have £5,000,000 public liability insurance. Site meetings are held before any works commence.

Contractors are selected not only for the lower quote but on previous working knowledge/practices of the Company and sometimes on recommendations. On large projects we employ a project manager who deals with pre-site meetings, risk assessments and liaison.

Smaller works are monitored/liased by the Health & Safety Co-ordinator/Caretaker/Care Club Manager. Individual contractors are made aware of the lone working risk assessment and site safety.

5. **Curriculum Safety** [including out of school learning activity/study support]

We teach the children about health and safety in to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children about Health & Safety within the normal school curriculum. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health & Safety issues also arise when we teach care for the environment and awareness of the danger of litter. Key Stage 2 children receive sex and drugs education.

There are comprehensive risk assessments for areas of the curriculum, including Forest School.

Our Education Visits policy/procedures include a comprehensive range of risk assessments for off site visits. Risk assessments are carried out prior to commencing hazardous activities. All trips are uploaded onto Evolve and approved by the Head or LA. This will include the

suitability of the persons involved. Individual risk assessments are carried out for children needing additional support.

6. **Drugs & Medications**

Children with asthma or allergies which require an EpiPen have their health care plan available in the school office medical room.

Inhalers for asthma are kept in the child's classroom. Epi-pens are kept in a clearly labelled, medical box in the child's classroom and in the medical cupboard in the school office. Each child's medication is in a clearly labelled box. A note should be made on their record sheet after a dose has been administered. Inhalers, EpiPens, insulin and glucose tablets must be taken with the children when they go out of school on educational visits.

Permission forms for School to administer medication are in the office. All medication must be taken to the office by parents in its original container and be clearly labelled. The folder entitled 'Pupils Health and the Administration of Medicines' is kept in the filing cupboard in the main school office.

The class teacher must be consulted before the decision is made to send a child home during the school day

The school adheres to the Managing Administration of Medication

7. **Electrical Equipment** [fixed & portable]

Fixed wiring inspections are carried out every 5 years in accordance with SCC recommendation

Caretaker to check any electrical equipment brought in by staff before usage.

Any faults must be reported immediately to the head teacher or H&S co-ordinator or Care Club Manager and the item put out of use until a repair/assessment can be carried out.

8. **Fire Precautions & Procedures (and other emergencies)**

Please see fire risk assessment and fire procedure policy for the School and Care Club.

Fire bells, firefighting equipment and emergency lighting are serviced annually as part of the Green Light compliance checks.

9. **First Aid**

In the first instance, the trained first aiders should be contacted Katherine Scholes, Anna Mallet, Olivia Richmond, Miriam Forster for the School, Rachel Sims for the Care Club. All staff have basic first aid training. All teaching staff are 'in loco parentis' during the time that the school is open for the children.

A fully stocked First Aid box is situated in the corridor outside the Senco's office, in the corridor outside the staff room, in the Food Tech room, in the DT room, on the wall upstairs in the 2-storey block. All classes have a small stock of first aid items and disposable gloves. There are 4 portable kits in the school office for use during outside school visits and activities on the school field.

There are first aid boxes in the Care Club. The named first aiders are trained every 3 years with a record kept on the single central record. They are responsible for checking and restocking the boxes. The office staff would summon an ambulance when necessary and Headteacher or deputy would accompany the child to hospital if the parents could not be contacted.

If children are ill or injured during lesson time or morning and afternoon breaks they should go to the school office. At lunchtimes they should go to one of the mid-day supervisors.

If a child is not fit to be moved a responsible child should take the red triangle to the office.

An adult must stay with the injured child until the office staff arrive.

Children with head injuries should be made known to the senior management team and parents will need to be informed. If there are any concerns over the head injury the child should be sent home.

All children who have hurt themselves during the day must take home an accident slip

10. Glass & Glazing

All glass in doors and side panels must be safety glass, and all replacement glass must be of safety standard. SBM and caretaker to check this is adhered to

11. Hazardous Substances

All cleaning materials and equipment are held in locked cupboards away from staff and children

No new materials or chemical substances are to be brought in to use unless a COSHH Assessment has been carried out and clearance given for use by the SBM.

12. Health and Safety Advice

School has now contracted an independent cleaning company to oversee cleaning throughout the school. Staff attend training in H&S awareness.

13. Housekeeping, cleaning & waste disposal

The school is cleaned daily by outside personnel and all rubbish removed. Appropriate signs are put in place where there are wet floors. Glass and any sharp objects are wrapped securely and are placed directly into the bins outside. During winter months the playground and pathways are cleared of snow and ice with salt to create a safe passage from the gates to the school entrance.

Sharps Bin in medical room is provided when necessary. Parents of pre-school children must take used nappies away with them as the school has no nappy bins. The Care Club is cleaned daily at the end of the day The school has four bins for general rubbish and recycling at the entrance of the car park which are emptied weekly.

14. Handling & Lifting

The caretaker has attended a manual handling course. There are two sack trolleys for staff use and staff must only carry what they are comfortable with.

At present there is no need to lift children. If necessary, training would be given to the relevant staff.

15. Jewellery

Pupils are not allowed to wear jewellery except for small ear studs and these must be removed for P.E. Plasters may not be worn to cover studs.

16. Lettings/shared use of premises

See lettings policy and fire procedures. There is first aid provision within every classroom, the office, Care Club (Potters Gate and St Andrew's) and in the Children's Kitchen.

17. Lone Working

See risk assessment on lone working. Staff need to inform a member of SLT if they are working within the premises alone. They will need to inform a member of SLT when they leave the premises.

18. Long Term Evacuation Plan

See Emergency Plan.

19. Maintenance / Inspection of Equipment

The school uses the greenlight compliance checks: boiler, fire alarm, & appliances, emergency lighting, asbestos, legionnaires testing, intruder alarm. These are all tested annually.

20. Monitoring the Policy

The policy is monitored by the caretaker, SBM and reported to the Local Committee termly.

21. Personal Protective Equipment (PPE)

Fluorescent Jackets are worn by adults and children when out on local visits and on playground duty.

22. Playground Safety

During morning break there are between 7 and 10 staff on the playground duty. One member of staff on each playground has a small first aid kit for minor injuries. For other injuries the child would be brought into the school office.

Staff wear high visibility jackets while on duty. The caretaker makes regular checks of the playground equipment.

Children are on a rotation basis for playground equipment for safety reasons

23. Reporting Defects

Headteacher, Deputy Head, Care Club Manager and School business manager. The SBM would arrange remedial works.

Any defects noted by the caretaker must be reported to the head teacher or Health and Safety Co-ordinator.

24. Risk Assessments

Headteacher, Deputy Head, Care Club Manager and Health & Safety Co-ordinator are responsible for Risk Assessments being undertaken.

25. School Trips/Off-Site Activities

See Educational Visits Policy and guidance.

26. School Transport

Potters Gate School or St Andrew's do not have a minibus.

29. Staff Health & Safety Training and Development

All staff are issued with the Staff Handbook at the beginning of the school year and new staff on the commencement of their employment

30. Staff Well-being/Stress

Potters Gate Primary School and St Andrew's Infant school have a well-being forum which any member of staff are able to attend. In addition to this there is a menopause support group, a mental health first aider and two further mental health assistants.

Staff are encouraged to discuss concerns with their line manager or Headteacher.

The staff Wellbeing Forum meets termly to discuss areas of staff wellbeing. The school finances a Fitness Class for all staff to attend, to help with fitness.

Vehicles on Site

Potters Gate Primary School has its own car park. Children must not walk through the car park at any time. There are two disabled parking bays.

Violence to Staff/School Security

Violent/Aggressive behaviour towards staff is not tolerated at any time. Action will be taken in the event of an aggressive incident. If any staff are subjected to any aggression on school premises they must immediately seek out the Headteacher or Deputy. Appropriate steps will be taken by the Headteacher to deal with such situations. Incidents need to be logged on Cproms. Staff are asked to keep written accounts of such episodes.

The playground gates are open between 8.40 – 9.00 and 3.10 – 3.30 for the children to enter/leave site. The top gate onto Beavers Road is open until 6.00 pm for collection of children from the Care Club. There is a member of staff on the playground from 8.40, at all three gates, top, lower and reception. Entrance for visitors is via the main school door where they will be requested to sign I on the electronic entry system. Visitors will be given safeguarding guidance for their time within the school.

Care Club opening times are advised on the external notice board and the gates open accordingly. Access from the Care Club to school is via a key pad entry code only known by the staff. Visitors directly to the Care Club enter via Beavers Road entrance. Parents must not be allowed into the main school when collecting their children from care club. Those attending Care Club activities within the school building gather in the Care Club and are escorted to their venue.

35. Working at Height

The Caretaker has had necessary training for working on steps and ladders. Staff should not climb on tables/chairs they must use the step ladder which is kept in the boiler room off the hall. The Caretaker inspects the ladders regularly and reports defects to the Health & Safety Committee.

36. Work Experience

The Deputy Headteacher arranges for the induction of students on placement and work experience students.