



# Health and Safety Policy

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Together we **Exceed**



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## 1. Statement of Intent

- 1.1 At Exceed academies Trust, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment for all.
- 1.2 This policy covers staff, pupils, visitors, and other users of the Trusts premises. It aims to show how the CEO, Trustees and Head Teachers discharge their duties under the Health and Safety at Work Act 1974.
- 1.2 The Trustees are committed to ensuring the Health and Safety of everybody involved in the Trust and its associated establishments. We aim to:
- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users, premises and all participants in school trips.
  - Support Trust sites to establish and maintain safe working procedures for staff and pupils.
  - To support Trust establishments to provide and maintain safe buildings and safe equipment.
  - Support the development of safety awareness, by appropriate training if necessary, amongst site managers, staff, pupils and others who support the aims of the Trust.
  - Support the formulation and implementation of effective procedures for use in the event of fire and other emergencies.
  - Support the Investigation of accidents and steps to prevent a re-occurrence.
  - To ensure all statutory compliance and risks are managed and complied with through assessment and policy.
  - Setting high targets and objectives to ensure continuous development of our Trusts health and safety culture.
  - Continually monitoring and reviewing all policies in relation to health and safety to ensure effectiveness and best practice.

## 2. Legal Framework

- 2.1 This policy has due regard to all relevant legislation including, but not limited to, the following:
- Health and Safety at Work etc. Act 1974
  - The Workplace (Health, Safety and Welfare) Regulations 1992
  - The Management of Health and Safety at Work Regulations 1999
  - The Control of Substances Hazardous to Health Regulations 2002
  - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
  - The Construction (Design and Management) Regulations 2015
  - The Personal Protective Equipment at Work Regulations 1992
  - The Education (School Premises) Regulations 1999
  - The Ionising Radiation Regulations 2017 (IRR17)
  - The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- 2.2 This policy has due regard to national guidance including, but not limited to, the following:
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
  - DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
  - HSE (2021) 'Sensible health and safety management in schools'
  - DfE (2022) 'First aid in schools, early years and colleges'

- UK Health Security Agency (2022) 'Health protection in children and young people settings, including education'

2.3 This policy operates in conjunction with the following school policies:

- First Aid Policy
- Lone Worker Policy
- Display Screen Equipment Policy
- Health and Wellbeing Policy
- Administering Medication Policy
- Supporting Pupils with Medical Conditions Policy

### 3. Roles and Responsibilities

3.1 The **Chief Estates Officer and Estates Team**, having full oversight of the sites, will:

- Provide strategic guidance.
- Monitor and continuously review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Monitor sites to ensure plant, equipment and systems of work are safe and meet statutory compliance.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Monitor the premises to ensure it is in a condition that is safe and without significant risk.
- Support sites to provide a working environment that is safe and healthy.
- In their critical support role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.
- Ensure any contractors on site are competent in health and safety matters.
- When providing a central procurement service, the Trust will ensure that organisations and contractors have all relevant health and safety processes in place and that company directors and or officers have not been in receipt of any enforcement or remedial orders within the last three years.

3.2 The **Headteacher** is responsible for the day to day running of the site. They will:

- Promote a positive, open health and safety culture in school.
- Report to Local Advisory Boards and the Trust on key health and safety issues.
- Seek advice from the Trust, other organisations or professionals. i.e. Estates team, LA safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Site Manager on a weekly basis to ensure any building/grounds issues are dealt with in a timely manner and statutory compliance checks are maintained.
- Provide adequate welfare facilities for staff & pupils.
- Ensure adequate accident and near miss reporting systems are in place and actively used.
- Ensure any offsite delivery or learning complies with all relevant statements in this document.

3.3 **Senior Leadership** within the site will support the Headteacher in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
- Act as a good example, provide guidance and support to staff on health and safety issues
- Carry out a health and safety / site induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise.
- Ensure any contractors on site are competent in health and safety matters.
- Ensure adequate accident and near miss reporting systems are in place and actively used.
- Ensure any offsite delivery or learning complies with all relevant statements in this document.

3.4 The **Site Manager** is responsible for day to day maintenance and other buildings / grounds issues. They will:

- Ensure that any works that have health and safety implications are prioritised.
- Report any concerns regarding unresolved hazards in school to the Head, Senior Leadership Team or Trust Estates department immediately.
- Ensure that all work under their control is undertaken in a safe and regulatory manner.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm.
- Ensure all compliance checks are undertaken in a timely manner, with records and contractor reports uploaded and maintained on the Trusts compliance system – Every.
- Ensure all contractors are 'inducted' and shown the relevant fire, 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 and safety arrangements during larger building projects.
- Ensure any contractors on site are competent in health and safety matters.
- Ensure any contractors onsite have provided work related risk assessment and method statements.
- Ensure contractors onsite have followed all pre work policies and procedures, such as permit to work, hot works, asbestos and fire register reviews etc.

3.5 **All School Staff** will:

- Read the Health and Safety Policy.
- Comply with the Sites health and safety arrangements.
- Take reasonable care of their own and other people's health and safety.
- Leave the classroom / playground / office in a tidy and safe condition.
- Follow safety instructions when using equipment.
- Supervise pupils and advise them on how to use equipment safely.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.
- Follow the sites own accident and near miss reporting procedure.

- Contribute to, and highlight any gaps in the sites risk assessments and any other health and safety area.
- Ensure any offsite delivery or learning complies with all relevant statements in this document.

3.6 In accordance with the sites rules and procedures on discipline, **Pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Not misuse, neglect or interfere with items supplied for their, and other pupils' health and safety.
- Follow safety instructions of teaching and support staff, especially in an emergency.

## 4. Arrangements

### 4.1 Accidents and Incident Reporting

- The accident reporting procedure for the individual site should be followed for all accidents and near misses.
- Issues or actions raised from accidents and near misses should be actioned immediately through staff or external professional contractors.
- A member of the trusts Estates team will be immediately made aware of any serious near misses as well as RIDDOR reportable incidents.
- Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity following liaison with the Trusts Estates team - <http://www.hse.gov.uk/riddor/report.htm>.
- The school will always report 'specified injuries' to the HSE without delay. These injuries include the following:
  - Accidents to employees causing either death or major injury
  - Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
  - Fractures, other than to fingers, thumbs and toes
  - Amputation of an arm, hand, finger, thumb, leg, foot or toe
  - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
  - Any crush injury to the head or torso, causing damage to the brain or internal organs
  - Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours
- Additional reportable occurrences include the following:
  - The collapse, overturning or failure of any load-bearing part of any lifting equipment
  - The explosion, collapse or bursting of any closed vessel or pipe work

- Electrical short circuit or overload resulting in a fire or explosion
  - Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
  - Any accidental release of a biological agent likely to cause severe human illness
  - Any collapse or partial collapse of scaffolding over five metres in height
  - When a dangerous substance being conveyed by road is involved in a fire or is released
  - The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
  - Any explosion or fire resulting in the suspension of normal work for over 24 hours
  - Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
  - Accidental release of any substances which may damage health
  - Serious gas incidents
  - Poisonings
  - Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
  - Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
  - Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
  - Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome
- The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:
    - Carpel tunnel syndrome
    - Severe cramp of the hand or forearm
    - Occupational dermatitis, e.g. from work involving strong acids or alkalis
    - Hand-arm vibration syndrome
    - Occupational asthma, e.g. from wood dust and soldering using rosin flux
    - Tendonitis or tenosynovitis of the hand or forearm
    - Any occupational cancer
    - Any disease attributed to an occupational exposure to a biological agent
    - Work-related stress and stress-related illnesses will not be reported due to the fact that they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.
  - The school will only report accidents that are:
    - Discrete.
    - Identifiable.
- Unintended incidents which cause physical injury.

## 4.2 Administration of Medicines

- Medication is only administered to pupils when parental consent has been given.

- Medication will be stored securely and appropriately in accordance with individual product instructions.
- Medication will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
- Where individual pupils have been given the responsibility for keeping medication with them, this will be noted in the interests of safety.

#### 4.3 Asbestos

- All staff must be made aware of the location of any asbestos in school.
- All contractors must sign to say they have seen the register before starting work on site.
- Site manager / Caretaker will ensure compliance checks are undertaken as required to ensure the state of any asbestos within the premises has not changed i.e. damaged or disrupted

#### 4.4 Control of Hazardous Substances and PPE

- The use of hazardous substances within Trust sites will be kept to a minimum.
- The Site Manager (with appropriate support from Senior Leadership and Estates Team) will complete a COSHH assessment for all hazardous substances used on site.
- The associated control measures should be actioned and undertaken in a timely manner.
- All hazardous chemical and substances must be stored in a suitable lockable container
- All chemical of a flammable nature must be documented within the DSEAR section of the sites fire folder.
- All relevant MSDS must be located within a central COSHH file as well as relevant MSDS documentation located in areas where chemicals are located i.e. cleaning cupboards etc
- All staff handling chemical within Trust school must undertake COSHH training.
- The Trust / School will provide PPE as and when required to staff, Pupil and visitors.
- PPE will be used, stored and disposed of in line with manufacturers recommendations.

#### 4.5 Display Screen Equipment

- For members of staff with 'desk based jobs' or prolonged DSE usage, the Head / SLT should ensure that a DSE assessment is undertaken.
- Any actions or workplace adjustments associated with the DSE assessment should be undertaken and completed within a timely manner.

#### 4.6 Educational Visits

- All off site trips will be subject to risk assessment prior to taking place and site specific recording methods should be diligently followed.

#### 4.7 Electrical Testing

- All items of portable electrical equipment in school will be inspected and checked annually.
- Additional or personal portable electronic equipment should not be brought onto school premises without the awareness of the Site team who will ensure testing is undertaken.

#### 4.8 Employee Health and Wellbeing

- The Trust takes its employee health and wellbeing seriously with support available to staff through the Health Assured Employee Assistance Programme.

#### 4.9 Fire Safety & Evacuation of the Building

- Site fire exits and routes will have appropriate signage throughout the site.
- Plans showing exit routes must be displayed in key locations around the site.
- A fire drill will be practised and documented once a term.
- Evacuation times are recorded and any issues which arise are reported to the Head and LAB such that changes can be made to improve.
- Fire extinguishers are checked annually by external contractors.
- PEEPs (Personal emergency evacuation plans) will be created, maintained and followed for both staff and students where evacuation support is required
- Annual fire risk assessment will be undertaken by an external contractor with any actions completed in a timely manner.

#### 4.10 First Aid Provision

- The main duties of a first aider are to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.
- The sites will carry out first aid risk assessment/needs assessment to ascertain their own first aid requirements.
- All first aid kits and first aid rooms/area will be checked regularly and stocks replenished where required.
- Training for sufficient first aiders will be undertaken and maintained in accordance with the sites first aid risk assessment/needs assessment.
- First aid posters will be displayed at relevant points around the premises detailing photos, names and qualifications of trained first aiders.
- Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved. The risk assessment is then uploaded to the Evolve portal.

#### 4.11 Food Technology

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place.
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned.
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens.

#### 4.12 Infection Control

- Infection control should be undertaken in line with the Infection control policy.
- Relevant risk assessments should be in place and reviewed on a regular basis in line with current guidance.
- Social Distancing, hygiene and cleaning regimes should be undertaken as directed in the infection control policy and local setting based risk assessments.

#### 4.13 Legionella

- External contractors will be used for the preparation of the school's Legionella risk assessments.
- Water sampling will be undertaken as per the risk assessment, either in house or through a contractor.

- Infrequently used outlets and dead legs should be flushed weekly and the Trust compliance system updated.

#### 4.14 Lifts & Hoists

- All passenger lifts and hoists for staff and pupils will be inspected by a competent engineer on a six monthly basis.
- Lifting equipment not used to lift people is inspected on an annual basis.
- Emergency contact information should be detailed outside of the lift.

#### 4.15 Manual Handling

- Staff must only lift equipment and furniture within their own individual capability.
- Manual handling training will be provided for appropriate members of staff including, if necessary, how to lift pupils safely.

#### 4.16 Playground Equipment

- Playground equipment and its use will be supervised during all break periods.
- If the equipment is used during lesson time, supervision will again be maintained.
- Individual sites will decide if equipment should not be used due to inclement weather (damp / icy), this decision should be recorded and enforced.

#### 4.17 Playground Supervision

- Appropriate levels of supervision will be maintained at all times in playgrounds as described in site specific playground risk assessments.

#### 4.18 Pregnant Members of Staff

- The Trusts procedures for pregnant members of staff will be followed, please refer to 'Exceed Work and Families Policy'

#### 4.19 Risk Assessment

- All Trust sites must maintain a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds.
- Risk assessments must be available either paper based or via an electronic means for staff to inspect and refer to as necessary.
- Site SLT teams will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.
- All risk assessments will be reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place).
- Risk assessment process and central record will be audited on an annual basis by the Chief Estates Officer.
- Risk assessments are working documents. Where actions to reduce risk have been identified these must be reviewed and updated on a regular basis in line with the action plan.

#### 4.20 Slips, Trips and Falls on the Level

- All Trust sites will ensure that the potential for slips trips and falls has been risk assessed and appropriate controls have been put in place.

- This includes working procedures for mopping floors, absorbent floor mats near entrances.
- Regular hazard spotting inspections should be undertaken by Site maintenance teams.

#### 4.21 Snow and Ice

- Site Managers / caretakers will endeavour to attend school premises early in the event of frost and snow condition to ensure gritting and removal measure are in place prior to opening times.
- Site Managers / caretakers will endeavour to ensure all access and egress areas of the premises are kept clear of snow and ice as much as reasonably possible during the school day.
- If conditions deem it impossible to keep access and egress routes clear the head teacher will be informed immediately to inform decision making around school opening decisions.

#### 4.22 Training

- All Trust sites will ensure that staff members are provided with any relevant health and safety training required to fulfil their role.
- The Headteacher will ensure there are the appropriate number of fire wardens and first aid trained staff members working across their site.
- Training needs may also be identified and subsequently actioned as part of a risk assessment process.

#### 4.23 Violence at work / Lone Working

- Site specific risk assessments will be carried out for violence at work and lone working – please also refer to 'Exceed Safer Working Practice Guidance'.
- Lone working risk assessments must be completed where individuals work alone, or intend to, on school premises.

#### 4.24 Working at Height

- All Trust sites will ensure a Working at heights risk assessments has been completed.
- All site/caretaking staff who undertake working at heights will complete a working at heights training course.
- Training must also be undertaken for any school staff that will, or intend to, work at heights.
- The site-specific roof access policy must be followed at all times with regard to any access to the roof or ceiling voids by contractors.
- School and Trust employees should not access the roof or ceiling voids under any circumstances.

#### 4.25 Contractors

- Contractors will be monitored while onsite for adherence to all relevant health and safety matters.
- All contractors will be continuously accompanied where DBS checks are not in place.
- Prior to starting work all contractors onsite will provide work related risk assessments and method statements.
- All contractors will be 'inducted' and shown the relevant fire, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.

- Prior to starting work all contractors onsite have reviewed, completed and signed (where required) pre work policies and procedures, such as permit to work, hot works, asbestos and fire register reviews etc.
- All works will be undertaken in accordance with CDM regulations 2015.

#### 4.26 Audit

- Health and Safety management systems across the Trust will be audited in the following manner –
  - Annual fire risk assessment by external contractor.
  - Annual external Union health and safety site audit.
  - Annual Health Check undertaken by the Chief Estates Officer.
  - Annual health and safety audit by the Estates team.
  - Bi-annual site maintenance audits undertaken by the Estates team.
  - Continuous monitoring of site compliance through the use of an online system.