



## Health and Safety Policy

<b>FINAL November 2019</b>
<b>Date for Next Revision –November 2020</b>

<b>Original draft written by Ruth Hawker</b>
<b>Company Director PLUMSUN</b>
BSc (Hons), MBA, MSc HRM (Open), CMIOSH, SIIRSM, FCMI, Chartered FCIPD
<b>Approved by: PDET Business and Finance Committee</b>
Copyright © Plumsun Ltd 2013

## Contents

<b>Section A - Statement of Intent .....</b>	<b>3</b>
General Peterborough Diocese Education Trust (PDET) Health & Safety Policy Statement .....	3
<b>Section B – Organisation .....</b>	<b>4</b>
Trust Roles and Responsibilities .....	4
CEO Roles and Responsibilities .....	4
Senior Staff Responsibilities .....	5
Staff Responsibilities .....	5
Trade Union Representatives Responsibilities .....	6
Pupil's Responsibilities .....	6
<b>Section C – Arrangements .....</b>	<b>7</b>
<b>1. General Practices for all Staff, Pupils and Visitors .....</b>	<b>7</b>
1.1 Fire Safety / Precautions / Procedures .....	7
1.2 Bomb Alert Procedures .....	9
1.3 First Aid .....	10
Clinical Waste – Blood Spillage Procedure .....	11
1.4 Accident Procedures .....	12
1.5 Administration of Medicines / Medical Treatment for Pupils .....	12
1.6 Risk Management Procedures .....	13
1.7 Manual Handling Arrangements .....	14
1.8 Trust Ground Safety (e.g. playgrounds) .....	15
1.9 The Working Environment .....	17
Control and Monitoring Of Contractors .....	18
Display Screen Equipment .....	19
Plant and Equipment Safety .....	19
1.10 Control of Substances Hazardous To Health (COSHH) .....	20
1.11 No Smoking Policy .....	22
1.12 Lone Working Procedures .....	22
1.13 Slips, Trips and Falls .....	22
1.14 Electricity .....	23
1.15 Working at Height .....	24
1.16 Work Equipment .....	25
1.17 Asbestos .....	25
1.18 Legionella .....	25
<b>2. Academy Specific Arrangements .....</b>	<b>26</b>
2.1 Academy Transport – Minibuses and Cars .....	26
2.2 Design and Technology .....	27
2.3 Food Technology .....	28
2.4 Transport of Cash to Banks etc. ....	28
2.5 Physical Education and Games .....	29
2.6 Alcohol, Drug and Solvent Abuse .....	29
2.7 Academy Visits and Off Site Activities .....	30
2.8 Academy Security .....	30
2.10 Letting of Trust Property To Third Parties .....	31
2.11 Vehicle Movement On Academy Property (Where Appropriate) .....	31
2.12 Jewellery in the Academy .....	31
2.14 Temperature in Classrooms .....	32
<b>3. Health and Safety Policy Review Procedure .....</b>	<b>32</b>
3.3 Health and Safety Committee (or equivalent) .....	34
3.4 Health and Safety Training .....	34
Contact Information .....	34
3.5 General Classroom Checklist .....	35

## Section A - Statement of Intent

### General Peterborough Diocese Education Trust (PDET) Health & Safety Policy Statement

Senior members of Peterborough Diocese Education Trust (the Trust)\* accept that an excellent organisation is implicitly a safe organisation. Its commitment to excellence means that minimising risks to people, plant and buildings is inseparable from all other objectives. It will meet its responsibilities under the Health and Safety at Work Act 1974 and other applicable health, safety and welfare legislation to provide a safe and healthy working environment for employees. It will also ensure that when conducting all its activities, the organisation will not adversely affect the health, safety or welfare of pupils, visitors, contractors and any others who are involved with the organisation's activities.

Senior members of the Trust will ensure that effective consultation takes place with employees on health and safety matters and that before allocating particular responsibilities or tasks to individuals the arrangements will ensure that they are competent to undertake them. Suitable and sufficient health and safety training will be provided by the Trust to all employees as necessary.

If the Senior members of the Trust consider it appropriate, advice and skills will be sought from specialists outside of the organisation to establish and evaluate the risks to health and safety in the establishment and its workings and the control measures or interventions necessary to minimise them. Provision will be made for the procurement and commissioning of safe work equipment, the safe handling and management of dangerous substances and the maintenance of all assets to a high standard and safe condition.

Effective management of health and safety can only be achieved with a co-operative effort in all areas of the organisation. To ensure that the highest standards of health and safety are maintained by the organisation while undertaking all its activities the Trust requires the full and sustained support of all employees and pupils.

The Health & Safety Policy document details responsibilities for managing health and safety at the organisation. The processes in place for operating in a safe manner are detailed in the Arrangements section. The Health & Safety Policy will be reviewed annually.

It is, and will remain the Trust's commitment under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, to conduct its activities in such a manner as to prevent adverse effects on the Environment and the Health, Safety and Welfare of Staff, pupils and others as far as reasonably practicable.

Plumsun Ltd is PDET's competent adviser for Health and Safety.

<b>Plumsun Ltd – contact details</b>	<b>PDET – contact details</b>
General Telephone Enquiries: Local Landline: 0845 8622684 or Email: <a href="mailto:info@plumsun.com">info@plumsun.com</a>	Central Office 01604 887056 CEO Duncan Mills
Emergency Mobile Contacts or More Urgent Assistance: Mobiles: 07885 909761 (Ruth Hawker) or 07734 954938 (Tony Kidd)	Mobile 07523 512956
<b>The Plumsun APP is available for emergency use</b>	

**This statement must be displayed in each Academy.**

\* Senior members of the Trust refers to the Central Executive Team and PDET Headteachers

## **Section B – Organisation**

### **Trust Roles and Responsibilities**

1. Senior leaders of the Trust are accountable and responsible for ensuring:
  - 1.1 That arrangement exists for the Trust to comply with its Health and Safety responsibilities.
  - 1.2 That the senior leaders of the Trust adopt, reviews periodically and amends, as appropriate, the Trust's Health and Safety Policy.
  - 1.3 That adequate funds and materials required to meet all statutory and Employer Health and Safety requirements are budgeted for.
  - 1.4 That periodic monitoring inspection is carried out to maintain and enhance the organisation's safety performance.
  - 1.5 The effectiveness of the policy is periodically appraised and any necessary changes made.
  - 1.6 To take a direct interest in the policy and publicly support all those carrying it out.
  - 1.7 To monitor the effectiveness of the Health & Safety arrangements across the Trust's academies.

### **CEO Roles and Responsibilities**

2. The CEO is accountable to the Trust Board for implementing and monitoring the organisation's Health and Safety Policy by:
  - 2.1 Ensuring that responsibility is assigned and accepted at all subordinate levels.
  - 2.2 Taking day-to-day responsibility for all health and safety matters in the organisation.
  - 2.3 Liaising with other bodies and local authorities where appropriate on policy issues.
  - 2.4 Ensuring that staff have sufficient information, instruction, training and supervision to enable them to comply with departmental safe systems of work, established rules and working practices.
  - 2.5 Ensuring policy is implemented (delegated to each Headteacher and Academy Governance Committee).

- 2.6 Appointing a senior member of staff (usually the Headteacher) within each academy to co-ordinate health and safety matters affecting their academy.

## **Senior Staff Responsibilities**

3. Senior Staff (Trust and academy) are accountable to the CEO for implementing the Trust's health and safety policy, rules, procedures and working practices by:
  - 3.1 Ensuring that where unsafe working practices or unsafe conditions are identified then remedial measures to eliminate or reduce the hazards are introduced.
  - 3.2 Ensuring that safe systems of work are being adhered to within their operational area.
  - 3.3 Ensuring that temporary or new staff are fully instructed on all aspects of safe working within their area of control.
  - 3.4 Ensuring that all accidents, incidents and near misses are fully investigated, recorded, reported under the Reporting of Injuries and Dangerous Occurrences Regulations 2013 where appropriate and remedial action implemented. (Reporting of these incidents is by a local accident book and / or using the Plumsun on-line reporting system).

## **Staff Responsibilities**

4. Members of staff are responsible and accountable to maintain a safe area of work by:
  - 4.1 Ensuring that classrooms / work areas are safe.
  - 4.2 Ensuring that all equipment and materials are safe before use.
  - 4.3 Ensuring safe procedures are followed.
  - 4.4 Ensuring that protective equipment is used when required.
  - 4.5 Complying with the Trust's Health and Safety policy at all times.
  - 4.6 Reporting all health and safety hazards to senior members of staff.
  - 4.7 Specified staff in academies keeping defects reporting up to date.

COSHH data sheets are the responsibility of the headteacher.

## **Trade Union Representatives Responsibilities**

5. Trade Union Representatives are appointed by their Trade Unions or elected by their colleagues to develop (together with senior leaders of the Trust) safe working practices and to promote and monitor these measures to ensure their effectiveness. Their role encompasses the investigation of health and safety-related complaints and identification and reporting on all matters relating to health and safety in academies.

They provide valuable support to the health and safety culture of the Trust. The Safety Representatives and Safety Committees Regulations 1977, places a duty on the employer, when requested in writing by at least two safety representatives, to establish a safety committee within three months following the request.

Composition of the committee will be a matter for the Trust to decide, and membership will be decided following consultations between representatives of the trade unions and the management. Whether or not a Safety Committee is formally established under the regulations above, the Trust will consult with employees when it is reasonable and appropriate to do so.

As required under the Management of Health and Safety at Work Regulations 1999 the Trusts obligations are to:

- Provide H&S training or information to the employees or the safety representatives.
- Inform employees of health and safety consequences of the planning and introduction of new technologies in the workplace.
- Provide any relevant information required on health and safety legislation.

## **Pupil's Responsibilities**

6. Pupils have a duty to take reasonable care of themselves and others and to co-operate in the implementation of the Trust's Health and Safety Policy by:
- 6.1 Complying with academy safety rules and requirements at all times.
  - 6.2 Complying with safety instructions given by members of staff.
  - 6.3 Wearing the protective equipment provided and making proper use of safety devices at all times.
  - 6.4 Reporting all safety hazards to members of staff.
  - 6.5 Reporting all accidents, incidents and near misses to members of staff

## Section C – Arrangements

### 1. General Practices for all Staff, Pupils and Visitors

The Trust is committed to the implementation of policies, procedures and arrangements for safety as detailed in part C our Health and Safety Policy, Safety Arrangements, which is not exhaustive but includes the following:

#### 1.1 Fire Safety / Precautions / Procedures

Although instances of fire within primary academies during the day are relatively rare, fire can pose a serious potential hazard when it does occur. The main danger posed by fire is smoke because it obscures vision, is toxic and can induce panic. Although the main aim of fire precautions is to protect human life, they have the additional purpose of avoiding or minimising disruption to the education process, which can arise through loss or damage to academy buildings and contents. Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end the whole Trust and its grounds are designated as “no smoking” sites at all times.

##### ***Fire Precautions***

**The Alarm:** The **first** action if a fire is discovered must be to activate the nearest alarm point. People should only attempt to extinguish a small fire if there is assistance of a colleague and the necessary firefighting equipment to hand. People should never put their own or colleagues’ safety at risk in attempting to fight a fire.

Pupils may activate false alarms, **any alarm raised must be treated as a real fire until told differently**, e.g. a teacher saw a pupil smash a break glass and has informed everyone it is a false alarm.

**Evacuation:** Immediately people hear the alarm, they will stop what they are doing and leave the building by the nearest escape route, following the academy’s fire action notices. They will not stop to collect personal items. However, whilst generally if an alarm is activated in the academy day there should not be a need to ‘sweep’ the building, if it is lunchtime or an event is being held, e.g. parents evening, sports day etc. then a ‘sweep’ is recommended..

Staff will keep pupils together in an orderly line, moving swiftly to the fire assembly point. They will walk in single file, and will not run. Doors will be closed as people leave the building. Visitors must be supervised out of the building. Staff will regularly study the fire escape routes located in every room; pupils will also be aware of the correct escape routes. Staff who have registers in their possession will take them to the assembly point.



**Assembly:** Staff will arrange the class in an orderly line, ready for the register. Missing persons will be reported to the manager in charge of the evacuation, telling them the identity and the last known location of the missing person. No persons will re-enter the building until they have been given permission.

**Equipment Maintenance:** A fire specialist will check extinguishers every 12 months. Any extinguishers that have been tampered with will be reported to a specified member of staff in each academy. Staff will not take these extinguishers away from the location.

**Fire Drills:** Fire drills will be carried out at least once every term. Academies will decide on dates. Records are kept detailing a general assessment of each drill.

**Means of Escape:** Regular inspections are made of escape routes, to ensure that they are kept free from obstruction at all times. If staff find any means of escape blocked, for example, furniture or rubbish, immediate action must be taken to clear the obstruction – if staff have any difficulty in moving the items, they will contact a specified member of academy immediately. Other checks are made to ensure all fire safety signs e.g. direction of escape routes, are in place and clearly visible.

**Fire Fighting Equipment:** All firefighting equipment will only be used if staff are confident in their ability to douse a small blaze and have a colleague to help them. They will never tackle a fire on their own. In most cases they should leave the area immediately by the nearest escape route, setting off the alarm call point.

Checks are made on a weekly basis on all firefighting equipment. If staff know that an extinguisher has been tampered they will leave it in the location and inform a specified member of academy staff.

**Fire Alarm Systems:** Academies arrange for each fire alarm system in each building to be tested every week, this is done by setting off a different call point each week, and records are kept.

**Fire Doors:** Fire doors play an essential role in prohibiting the spread of smoke and fire, but only if they are closed and stay closed during a fire. Fire doors must not be propped open with fire extinguishers or anything else. Weekly tests are carried out to ensure the all fire doors and furnishings are in good order.

### **Emergency lighting**

Routinely checked by maintenance team and records are kept in the staff electronic/paper file.



### **Contractors Hot Works Permits**

Documentation is sourced from contractors prior to any works commencing on site, a copy is retained on file and forms part of the contractor's risk assessment and method statement paperwork

**For full information on fire procedures / safety please refer to each academy's fire risk assessment, fire action notices and each academy's business continuity plan in addition to the Trust's business continuity plan.**

## **1.2 Bomb Alert Procedures**

If the office receives a written bomb threat, the note will be handled as little as possible in order to preserve fingerprint, handwriting, postmarks, typewriting and other evidence. The person receiving it will save all items connected with the note, such as the envelope and its contents. The note and other items will be placed in a bag and delivered to the police.

More commonly, bomb threats are received over the phone. When this occurs, the person taking the call should try to give someone nearby a note about the call and ask him or her to call the local emergency number.

The following procedures can help the person taking a bomb threat call respond appropriately:

1. Remain calm. Be courteous and don't interrupt the caller.
2. Note whether the caller is male or female, an adult or a child.
3. Keep the caller on the phone as long as possible. Don't hang up until the caller does. It may be possible to trace the call if you stay on the line long enough.
4. Write down the caller's phone number if it is displayed.
5. Ask questions to get information write all the answers down.

Try to find out:

- a. The location of the bomb
- b. The time of detonation
- c. What kind of bomb it is and what it looks like
- d. Where the caller is
- e. How the caller knows about the bomb
- f. If the caller is familiar with the building
- g. When the bomb is set to explode
- h. Whether other bombs have been placed and where
- i. Why the bomb was placed

6. Listen for any background noises and any caller mannerisms, voice characteristics or accents.
7. After the caller hangs up, call the local emergency number. Explain the situation.
8. Do not use mobile phones during a bomb threat. Some bombs can be set off by their use.

Evacuate the building by using internal telephones or word of mouth.  
Assemble at the usual assembly point or one designated by a specified person in each academy.

**See the academy's Business Continuity Document and / or an academy specific policy.**

### **1.3 First Aid**

Academies will provide and maintain suitable first aid equipment as required by law and ensure that there are sufficient numbers of staff trained in first aid. Location of first aid visit boxes are in various locations in academies. Each academy has mobile first aid boxes for staff and pupils going on off site visits.

The first aid boxes are checked regularly and the contents updated and ordered when needed. In the event of any serious injury / accident the first aider must request the assistance of other site first aiders to attend. Members of staff who organise any activities, including sports fixtures, and field trips, which take pupils away from academy premises must consider and provide appropriate levels of first aid equipment and first aid knowledge.

Academies are required to conduct a first aid need assessment, which must be reviewed annually. This will ensure that sufficient qualified staff are available and that appropriate refresher training for existing first aiders is provided periodically. Refresher training should take place at a maximum interval of every 3 years. In addition it is a statutory requirement that a paediatric first aider is present at all times with the Reception age group and in Nursery provision.

**Emergency Situations:** Where a pupil / staff member requires hospital treatment urgently, the procedure is to call for an ambulance by ringing 999. They will give the full address including postcode and wait for respondent to repeat the address back to them.

They will have all relevant information about the person / illness. They will ensure a member of staff is at the front gate to meet and direct the ambulance – saving valuable time. Staff must not take pupils to hospital when it is a serious incident, unless directed to do so by the emergency services

**Dealing with Health and Safety Emergencies (see also business continuity):**

- Ensure the person dealing with the emergency is safe – that they are not putting themselves in danger.
- Assess the situation.
- Summon help /First Aid / Raise any alarms / inform key staff.
- Make area safe.
- Contact emergency services.
- Ensure access is clear for emergency vehicles.
- Keep in contact with emergency services if required.
- Make a report soon after the event.

A first aider or a specified member of staff will see all first aid incidents and all incidents / injuries must initially be recorded on appropriate forms and Plumsun accidents / incidents electronic form used for serious circumstances.

Parents / Carers will be contacted at home or work if:

- A pupil has received an injury that causes concern – for example a hard knock to the head and/or body.
- A pupil is considered to be too ill to be in the academy.
- A pupil has a rash of unknown origin.
- A pupil requires hospital treatment.
- A pupil is vomiting (children suffering from vomiting / diarrhoea should be kept away from academy's for a period of 24 hours after the last episode).

Parents / Carers of pupils entering PDET Academies are asked to provide health information which is updated on an annual basis. Staff should be aware of problems which might be caused by pupils' medical problems and what action to take – *see the Trust's policy on Supporting Pupils with Medical Conditions*.

The voluntary aid societies (St. John Ambulance, St. Andrews and The British Red Cross) have stated that there are no grounds for recommending changes in the resuscitation techniques (mouth to mouth) or procedures for arresting bleeding, as described in their first aid manual, because of AIDS or the virus associated with it.

**Clinical Waste – Blood Spillage Procedure**

Anyone who produces, imports, keeps, stores, transports, treats or disposes of **waste** must take all reasonable steps to ensure that **waste** is managed properly. The **duty of care** is imposed under section 34 of the Environmental Protection Act 1990 (EPA). It also applies to anyone who acts as a broker and has control of **waste**.

There is a code of practice (the Code) which has been issued under section 34 (7) of the EPA which sets out practical guidance on how to meet waste

duty of care requirements. In accordance with the Code, all swabs, tissues etc. used for first aid will be placed in separate sacks, which will be disposed of separately. Any clinical sharps should be disposed in a medical sharps bin. **Seek advice from Plumsun Ltd if this is academy relevant.**

#### 1.4 Accident Procedures

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed:

- First Aid treatment by first aid staff. The patient should be given all possible reassurance and if **absolutely necessary**, removed from danger.
- A specified room / area in each academy can be used for treatment and have trained staff to assist. First aiders should be summoned immediately to tend to the patient.
- Emergency treatment – see previous details.
- In cases where hospital treatment is required or where first aider believes child is too ill to be in the academy, then the parents / carers should be informed to collect their son / daughter from the academy.
- The accident record is to be completed as soon as possible; any serious incidents / accidents should be immediately reported to the Trust's Central Executive Team and Plumsun Ltd and advice sought from them.
- Where required accidents / incidents will be investigated.
- Governors informed at all Academy Governance Committee (AGC) Meetings about any such occurrences (including loss events – which covers “business losses due to disruption, stoppage, lost orders and the costs of criminal and civil legal actions” and things such as loss of teaching hours etc.).

#### Dangerous Occurrence

A 'Dangerous Occurrence' or 'Near Miss' incident is one which had the potential to cause injury, but fortunately did not do so, although damage to equipment or property may have occurred. Nevertheless, all 'Near Misses' or 'Dangerous Occurrences' should be reported and recorded by the academy on the Plumsun register.

All 'Near Misses' will be fully investigated so that any preventative action can be identified and taken. Failure to do this could allow the circumstances to be repeated but with significant consequences including injury and / or serious damage to property.

#### 1.5 Administration of Medicines / Medical Treatment for Pupils

There is a duty on the Trust under the Equalities Act to enable pupils to access medication, and offer support if required.

***See the Trust's policy on Supporting Pupils with Medical Conditions.***

## 1.6 Risk Management Procedures

The Trust is committed to ensuring that all risks and hazards associated with its operations are clearly identified and eliminated or reduced in order to maintain a safe environment for its pupils, employees and any person that may be affected by its activities.

As a way of reducing risk all equipment, services and resources brought into the organisation must be appropriately risk assessed, records maintained and monitored. These documents are held at academies, and are communicated for all staff. Reactive monitoring forms are used in case of faulty equipment, inadequately supervised services and/or other resources brought in by the organisation.

### Risk Assessment

The Trust is obliged by law to apply risk assessment processes to all its activities and situations and then take action where appropriate. A risk assessment is a careful systematic examination of a work task, situation or premises, which identifies any hazards, assesses the risk they could present and thereby assist in the identification of appropriate preventative and protective measures. **A well-structured lesson plan will include a risk assessment where enhanced risk is identified.** If staff work involves activities, which could pose a significant risk, then a 'safe system of work' record should be carried out, basically informing how for example a science lesson involving chemicals will safely be carried out.

Copies of risk assessments are located at each academy, and are communicated to all staff. Each activity where enhanced risk is identified must have a risk assessment, including activities brought in by the organisation.

Generic risk assessments may be used when the risk factor is low. However, when the risk factor is medium or high a specific assessment must be completed by the person in charge and brought to the attention of all people involved with the task prior to work commencing. Procedures to eliminate or control hazards must be specified on each risk assessment. The requirements of a risk assessment for hazard elimination or control are to be adhered to at all times.

### New and Expectant Mothers

In assessing risks to employees, the employer must consider new or expectant mothers. The phrase 'new or expectant mothers' means a worker, who is pregnant, or who has given birth within the previous 6 months, or who is breastfeeding. All new or expectant mothers should have a risk assessment carried out.

The academy will:

- Assess the risks with regards to the health and safety of both new and expectant mothers; particular attention will be made where the employee may come into contact with any hazardous substances.
- Ensure they are not exposed to an identified risk, which would present a danger to the employee.
- Review the risk assessment as conditions change so that the differing factors can be taken into account for pregnant employees, those who have given birth and those who are breast-feeding.

### **Pupil Risk Assessment**

Due to the nature of pupils within the Trust, there is no need to have pupil risk assessments on each individual pupil, unless specially requested by staff or because the individual pupil is assessed as a higher risk. If specifically requested, the risk assessment will record known flash points, and what sort of actions help to calm down the pupil. All staff must ensure they request a pupil risk assessment when necessary, and to be aware of the dangers a pupil could present. All incidents must be updated on their risk assessment, and shared with all staff.

Staff must be informed that some pupils can be aggressive towards staff, and other pupils. This is a hazard and all staff should be aware of this.

Staff should be trained in de-escalation to increase their knowledge and to help them calm an angry pupil, and even restrain or positively handle

Each academy should follow the Trust's Positive Handling Policy.

## **1.7 Manual Handling Arrangements**

Manual handling operations (MHO) are the transportation or support of any load by hand or bodily force- including lifting, putting down, pushing, pulling, carrying or moving. This would include restraining / moving / holding pupils. Where hazardous MHO cannot be avoided, a thorough assessment must be undertaken, with measures introduced to reduce the risk of injury to the lowest level reasonably practicable. Monitoring must then take place to ensure the effectiveness of those measures, and reassessment carried out where necessary. If the work involves tasks, which regularly or occasionally require staff to move, lift or carry persons or awkward shaped or heavy objects, staff could be vulnerable to back injury and other muscular-skeletal problems. Such problems can result in considerable pain and discomfort and are difficult to cure. Any heavy lifting requirements should be risk assessed.

Any activity that requires manual handling will require a risk assessment so that he / she can make the activity easier and less risky i.e. less physically demanding. Examples include reducing heavy loads into small manageable loads, using mechanical devices such as trolleys or having more than one person to lift or carry the load. If no assessment has been made for the tasks



which staff think may pose a risk, staff should report the issue to their line manager. Although management has a legal obligation to devise and produce safe systems of work for employees, it will help line managers to help staff if staff can suggest any practical ways in which their work duties can be made safer.

Backache and related problems can also occur through work, which involves incorrect posture, inadequate seating or prolonged work sat in front of a computer. If staff are suffering problems through any of these causes, they should contact a senior member of staff for an assessment on the task, seating or VDU workstation.

### **Kinetic Lifting Method**

- Approach the load in an upright and relaxed manner, looking down only by lowering the head from the neck. DO NOT lean forward from the hips or the small of the back. Get as near to the load as possible.
- Relax the knees slightly and make a good base movement-feet well apart and one foot slightly forward of the other so that the load is as near as possible under the crotch. Face the direction you intend to travel.
- Lower the body by bending the legs, not the back.
- Get a good grip of the load by palm or finger base, not fingers tips. Considerable damage can be caused by using the sensitive finger tips – continued use of them leads to strained fingers and/or strained forearm muscles.
- Take a deep breath. Look up and keep the chin in whilst straightening the legs. Let the legs do the lifting and not the arms while using body weight as a counterbalance.
- Use the rear foot to thrust off. As the legs straighten pull the load into the abdomen keeping the elbows in to the sides.
- Ensure the load does not restrict your view. Loads that extend to head height and obscure vision are highly dangerous both to the carrier and anyone else who happens to be near.

## **1.8 Trust Ground Safety (e.g. playgrounds)**

In general, the majority of injuries occurring at academies are the result of a playground incident.

There are four main areas of playground risks:

1. **Suitability of equipment** – This generally refers to specialist play equipment such as climbing frames, but it applies equally to smaller game playing equipment such as bats and various types of balls. All equipment used in the playground supplied by the academy and used by pupils should be assessed for its suitability for age and use e.g. types of ball for particular games etc.

2. **Use of space** – Is the space available suitable for particular games? Do game players encroach on other children's space so that more sedentary games, or pupils sitting, become obstacles for those playing chasing or running games?
3. **Inadequate supervision** – More than half of all ground injuries result from pupils falling down, tripping and running into objects (e.g. other pupils) in the course of playing. Good supervision can prevent many injuries, if you are supervising break times please ensure you are paying full attention to the pupils. Academies can arrange for a designated duty team allocated to specific areas, before school, break time, lunchtime and at the end of the day.
4. **Inadequate maintenance** – academy ground surfaces, litter, fencing and general maintenance issues can all become a danger to pupils. If a problem arises concerning the maintenance or health and safety of the academy grounds (or any part of the buildings / grounds) staff should contact a member of the senior leadership team immediately.

### **Safety rules for academy grounds**

- All games should be approved and played in appropriate areas.
- Any danger areas in the playground should be so designated. These danger areas may include areas where ball games such as football are played.
- All games should be appropriate to the age of the participants.
- All academy ground activities must be supervised when in use.

### **Academy grounds Supervision**

- Everyone should follow the same safety rules.
- Pupils should understand break time safety rules and these should be reviewed occasionally to take account of new playground equipment or guidelines that are to be implemented.
- Break time supervisors should:
  - **Stay alert and attentive** – move through the playground area, stay involved with all the pupils in the academy ground, use direct eye contact to help prevent inappropriate behaviour and ensure they have an adequate number of adults supervising for the number of children.
  - Be aware of age-appropriate equipment – ensure equipment is suitable for use by its planned users, direct children to equipment appropriate to their ages and development and ensure children are aware of appropriate use of equipment.
  - Teach safe playground rules – teach children the safety rules of the academy ground, agree on the rules before children are allowed to use equipment and enforce rules firmly and consistently.

## 1.9 The Working Environment

Through a system of safety audits, inspections and defect reporting, the academy and Trust will maintain the provisions necessary by legislation for a safe workplace, suitable access and egress, a healthy environment and the required welfare facilities.

### **Maintenance:**

This applies to workplaces, equipment and devices where a fault is liable to result in non-compliance with regulations. In all cases the workplace, equipment, devices and systems must be maintained (including cleaning) in an efficient state, efficient working order and good repair.

### **Reporting Defects:**

- Staff are expected to report all defects to the premises or equipment whether or not they are likely to cause a hazard, using the academy's procedure for reporting defects.
- A serious defect (such as a major leak), which is likely to require immediate attention should be reported immediately to the senior leadership team and if appropriate to do so, the Central Executive Team of the Trust. The person responsible for the area of the academy should also be informed. The person finding the defect may have to evacuate people in the area of the defect before calling the relevant personnel.
- Less serious defects that nonetheless would render the room unable to be used for teaching (e.g. heating failure) should be reported to the senior leadership team.
- Less urgent defects that are considered a safety hazard should be reported promptly to academy staff responsible, using an appropriate defects reporting procedure.
- If an item of equipment is defective and is a possible hazard, the member of staff discovering this should mark the item clearly as defective and make sure others do not use it, inform the maintenance team who will remove the item from the system.

### **General Storage:**

- Consider how much material, particularly paper, that needs to be stored. Order at intervals throughout the year rather than ordering in bulk.
- Consider how long the used paper needs to be stored, and refer to GDPR Regulations, the Trust's Record Retention Policy and other associated regulations for further information on archiving files.
- Large stores of paper should be locked away and only a minimum of stock should be in classrooms, and ideally that should be locked away in cupboards.

- Materials that burn easily like paper and wood should be stored away from substances that could easily catch fire such as glue and thinners.
- Materials such as paper and wood must not be stored close to heat sources like electric fires, light bulbs etc.
- Materials that burn easily must never be stored in corridors and stairwells.
- Paper and other heavy materials must be stored so they can be moved safely. This would generally mean at a height where they can be picked up without stooping or stretching.
- Heavy items should never be stored at height, as there is a very real risk of injury when trying to lift them down, or heavy items falling onto staff.
- Consider the stability of cupboards, filing cabinets – do not overload the top section, as there is a risk of falling.
- Consider the strength and stability of fixed shelving in storerooms.
- Boxes of paper or similar should not be stored on the floor where they become a trip hazard. This is particularly important on escape routes.

### **Control and Monitoring Of Contractors**

The academy will only use contractors who are registered on the preferred contractors list or who have been approved by the Trust if required by the Trust.

The selection of contractors will be on the basis of their “competence” in health and safety, including details of responsibility, experience, safe systems of work and training standards. Contractors are required to provide the following: Safety Policy document, Safety Method statement, and Risk Assessments. The Asbestos logbook should be provided to all contractors and a written signature required prior to any operation commencing.

Contract work can create temporary hazards in areas where hazards are not normally present. Thus contractors can pose a risk for academy staff and pupils, and also be at risk themselves from staff or pupils. Therefore, before any contract work begins, the proposed work, including times, locations and precautions involved must be considered and approved by the Senior Leadership Team and / or the central team of the Trust.

Although the academy aims to inform staff beforehand of significant contract works, there will be occasions when transient work e.g. a repair to a broken window, cannot be notified and may briefly cause some noise and disruption. Contract staff will be required to wear some form of identification. All relevant staff will be informed of scheduled work and the arrival of any maintenance staff must be relayed immediately to the staff responsible within the academy. Staff are reminded not to visit any construction area on site, until the works have been completed and it is deemed safe to do so.

## **Display Screen Equipment**

Under the Display Screen Equipment Regulations 1992 (DSE) the academy will ensure that the following is carried out:

- Perform an assessment of each workstation taking into account the DSE, the furniture, the working environment and the worker.
- Take all necessary measures to remedy any risks found, as a result of the assessment.
- Take steps to incorporate changes of the task within the working day in order to prevent intensive periods of on-screen activity.
- Ensure employees, who habitually use DSE as a significant part of their normal work, have eye and eyesight tests.
- Advise existing employees, and all persons applying for work with DSE of the risk to health and how these are to be avoided.

For full information on ICT and DSE including Control Measures, Workplace Design, Environmental Factors please refer the Health & Safety Executive DSE guidance on the regulations.

## **Plant and Equipment Safety**

Details of equipment that requires periodic inspection, examination, testing is as follows:

- Ladders
- Steps
- Extraction systems
- Fire Alarm Systems
- Emergency Lighting
- Fire Extinguishers
- All hand tools
- All power tools
- Design & Technology machines
- Electrical equipment
- Fixed electrical systems
- Gas boilers and Water Heaters
- Fan convector cleaning
- Water tanks and systems
- Heating control systems
- Intruder alarms
- PE equipment
- Outdoor play equipment

The academy is responsible for the above, and the type of check and frequency is different for each. Records are kept on all of the above. They must assess all aspects of health and safety of the equipment arriving into the

academy, including the checking of British Standards and manufacturer's instructions.

### 1.10 Control of Substances Hazardous To Health (COSHH)

The academy acknowledges that no substance can be considered completely safe and will protect all employees and other persons potentially exposed to hazardous substances, so far as is reasonably practicable, by eliminating or use of correct control measures. The **Control of Substances Hazardous to Health Regulations 2002** is in place to protect people from substances that can be hazardous to health.

A **COSHH** assessment must have been carried out in order to justify the purchasing and use of any substances hazardous to health. This assessment will include recording findings with regard to application of the following hierarchy:

- Elimination of hazard.
- Substitution of alternative less hazardous materials / substances.
- Risk reduction by using engineering controls.
- Provision of sufficient information, instruction and training.
- Use of personal protective equipment – as a last resort.

The COSHH assessment will have identified the control measures that must be in place and followed. All employees have a duty to ensure their own safety as well as the safety of others, and must apply and follow the control measures required – and must have had the necessary training and instruction to do this. A material safety data sheet will be readily to hand. **Substances not assessed or authorised must not be brought into or used in any area.** All staff responsible for having any chemicals are to ensure they have a safety file with all the safety data sheets. Any member of staff wishing to purchase any chemicals must seek authorisation from the senior leadership team.

#### Maintenance and Retention of Records

The COSHH Register and a master log of generic assessment / data sheets are to be maintained by the academy. Any staff responsible for chemicals must ensure they supply the person responsible with copies of assessments and data sheets.

The academy will ensure that each month COSHH Registers, assessments, Data sheet files are fully maintained.

#### Safe Systems of Work

- Ensure you are in possession of the assessment / data sheet required Personal Protection Equipment (PPE) and understand the requirements before using the substance.



- Follow the manufacturer's instructions.
- Use PPE as instructed.
- Avoid contact with the skin.
- Do not breathe the fumes.
- Wash thoroughly before eating.
- If the substance is flammable, do not smoke or use with naked flames.
- Do not mix substances unless instructed to do so by the manufacturer.
- Clean all spillages in accordance with the manufacturer's instructions, as per safety data sheet.
- Dispose of waste products in accordance with the manufacturer's instructions.

### **COSHH in the Classrooms**

- Lessons involving chemicals must have a **Safe System of Work** in place before the lesson takes place. This includes a **Risk Assessment**.
- CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services [www.cleapss.org.uk](http://www.cleapss.org.uk)), DFE, HSE publications all give advice on safe working practices.
- Product Safety Data Sheets must be filed in an accessible manner after being read as they may be needed quickly if an accident occurs.
- Science / D&T / Art teachers must be trained and competent in the safe use of chemicals
- Teachers must ensure that pupils are properly instructed in the safe use of any hazardous substance.
- Teachers are to ensure that they are vigilant and that pupils are following all safety precautions and instructions. They must check at the end of class that all items are accounted for.
- Hazardous materials must be issued in suitable marked containers, containing appropriate small quantities of the material.
- Any containers used must contain the same hazard markings as the original. Only suitable containers must be used.

### **Disposal of Hazardous Materials**

As well as the safety implications in the disposal of hazardous materials, there may also be environmental risks. There may be legal restrictions as to how certain hazardous materials may be disposed of.

### **Disposal of Glass and other Sharps**

Cleaners empty general waste bins into plastic bags / sacks. If glass (especially broken) or other sharps are present, then there is a risk of injury.

**All Staff** must ensure that glass and other sharps are put directly into the outside bins, or into suitably marked bins. Any pupils encountering such things must not touch them and must inform an adult immediately. **All teaching staff** must ensure all pupils are also aware of this procedure, if necessary (i.e. most pupils will not come into contact with sharp objects).

## **Disposal of other Waste**

It is important that quantities of paper, furniture and other general waste are not allowed to accumulate in or outside buildings. Larger items such as old furniture could become a security risk if stored outside. Broken concrete, metals etc. may be used to smash windows.

**All Staff** have a responsibility to ensure they do not cause accumulation of waste inside or outside buildings. They should report any such concerns to the Senior Leadership Team who will make arrangements for the quick disposal of items. Contractors should ensure they remove their waste materials from site as soon as possible.

### **1.11 No Smoking Policy**

The Trust operates a no smoking policy.

### **1.12 Lone Working Procedures**

There is no specific legislation in relation to lone working; however, the Management of Health and Safety at Works Regulations 1999 require employers to carry out a risk assessment in relation to all significant hazards faced by their employees.

All staff members carrying out lone working must ensure there is a risk assessment in place. This includes the caretaker / cleaner in charge who arrives early, staff who carry out 1-2-1 therapy / counselling, staff who work alone after hours, cleaners working alone, and staff working in holiday periods.

Academies will operate all procedures as set out in their Lone working policy.

Employees who are required to work alone are to be given clear instructions concerning communication and emergency procedures and what they can or cannot do in the workplace. The academy will provide all copies of risk assessments and make staff aware of and understand the risks involved with lone working, but all staff must ensure they inform the Senior Leadership Team of any changes to their lone working.

### **1.13 Slips, Trips and Falls**

Slips, trips and falls are the most common cause of major injuries in the workplaces and the second highest cause of over three day injuries. They occasionally cause fatalities, for example from head injuries.

### Preventative Measures:

- All floors should be regularly checked. Potential and known trouble spots, such as kitchens and wet floor areas, should receive closer attention.
- Spilled liquids which cause slippery floors must be cleaned up and the affected area thoroughly dried **immediately**. Warning signs to be put out.
- Any concerns regarding slipping and tripping hazards must be promptly reported to the Senior Leadership Team.
- Electrical leads should not trail across walking routes.
- Furniture, especially low tables and chairs must be arranged so that a clear and safe walkway is provided.
- Boxes of paper and other equipment must **not** be stored on the floor or in any place where an obstruction is likely to cause an accident.
- Good Housekeeping is **essential**. Boxes, papers, files etc. must not be placed on the floor.
- The **drawers of filing cabinets, desks**, etc. must be kept closed whenever they are not being used – **do not leave these items open and unattended**.
- All carpets must be fixed.
- When working at height, only approved access equipment must be used, never use furniture or makeshifts. Staff are advised to seek the help of the Maintenance team in regards to working at height.
- All areas are to be adequately lit at all times.
- On wet days, mats at all entrances must be used as these are water absorbing barrier mats which will reduce the slipping hazard.
- Floors in specialist (e.g. Art, Technology, etc.) rooms should be strictly kept free from slippery substances or loose material. Such floors should have a rigorous cleaning regime each night.

### 1.14 Electricity

On average 1000 accidents and 25 fatalities at work are reported to the Health and Safety Executive each year – **all caused by electricity**.

#### Good practice:

- Only use one plug to one socket.
- Do not overload sockets.
- If you need extra sockets use a fused multi-way adapter.
- Never plug one extension lead into another.
- If a cable is damaged in any way do not use it. Frayed or damaged cable increases the risk of electric shock, and is also a fire hazard.
- Always turn off the power before inserting into or removing a plug from a socket.
- Never handle electrical equipment with wet hands.
- If you suspect that something is faulty – report it, do not try to fix it yourself.

## **Use of Adapters and Extension Leads**

For the use of multi-way adapters that allow a number of plugs to be used with one socket, staff should follow manufacturer's instructions as a precaution or for clarity seek advice from a competent person. Generally, the use of extension leads of any sort should be avoided where possible. Leads can be damaged and cause a shock or fire hazard and they also provide a serious trip hazard. When they are used they should be inspected regularly for damage and care should be taken to avoid trip hazards.

## **Fixed Electrical Equipment**

All repairs, maintenance, modifications and additions to fixed electrical wiring and equipment will be undertaken by qualified electricians as arranged by academy staff. No other interference with the fixed electrical wiring and equipment is to take place.

## **Electrical Appliances**

All electrical appliances must be maintained in a safe condition, to achieve this, the academy will keep an inventory of all appliances and arrange for them to be tested at appropriate regular intervals by a qualified electrician. Staff are not allowed to bring in appliances without permission from the Senior Leadership Team, or delegated person.

No appliances are to be used on the academy premises unless they have been checked or risk assessed (i.e. they are new appliances).

## **Regulations**

*The **Electricity at Work Regulations 1989*** apply to academy premises and place a duty on the employer to ensure so far as is reasonably practical that, electrical installations and all electrical appliances are constructed, maintained and used so as to prevent danger.

### **General Guidance:**

- No appliance will be used within the academy if it has been deemed unsafe by the maintenance team or an approved contractor.
- Any defective equipment must be reported to the Senior Leadership team using the academy's procedures for reporting defects. All staff must carry out a visual check of any electrical appliance prior to use.
- No repairs will be carried out by any staff.
- Electrical equipment used by pupils will be restricted to close supervision only.

## **1.15 Working at Height**

Access equipment is a high risk activity and must be subject to a risk assessment.

**Staff should only use equipment if they have been trained.**

Competent staff will complete all work at height if the risk assessment agrees it is safe to do so, e.g. maintenance staff have been trained in the use of ladders.

### **1.16 Work Equipment**

*The **Provision and Use of Work Equipment Regulations 1998 (PUWER)*** covers the suitability of work equipment in the workplace. The regulations are there to ensure the provision of safe work equipment and its safe use. Work equipment should not give rise to risks to health and safety, irrespective of its age or place of origin. Three aspects cover the choice of equipment:

Any concerns about equipment should be referred to the Senior Leadership Team or delegated member of staff using the defect reporting procedure

- **The initial integrity:** This means that when an employer provides equipment they should make sure that it has been produced for the work to be undertaken, and is maintained in good condition.
- **The place in which it will be used:** Employers must assess the location in which the work equipment is to be used to take into account any particular risks presented by the working environment.
- **The purpose for which it will be used:** Employers must ensure that the equipment is suitable for the job in hand.

### **1.17 Asbestos**

Asbestos is a naturally occurring fibrous mineral. It can be hazardous to health if fibres are inhaled. Asbestos is safe in normal circumstances where it is encapsulated and the encapsulating material is not damaged or likely to be damaged. Where asbestos is known to be present this will be indicated by labelling. **The academy must have an asbestos register detailing any asbestos on site.** An Asbestos register / logbook should be made available to any contractor undertaking building related work and a signature obtained from the contractor stating that the register has been inspected by the contractor. Any works should be carried out by competent people.

### **1.18 Legionella**

Duties under the Health and Safety at Work Act 1974 (HSWA) extend to risks from legionella bacteria, which may arise from work activities. The Management of Health and Safety at Work Regulations (MHSWR) provide a broad framework for controlling health and safety at work. The Control of Substances Hazardous to Health Regulations 2002 (COSHH) provide a framework of actions designed to assess, prevent or control the risk from bacteria like Legionella and take suitable precautions. The Senior Leadership Team or delegated person, will be responsible for carrying out the duty

under health and safety regulations above, to take the right precautions to reduce the risks of exposure to legionella.

## **2. Academy Specific Arrangements**

### **2.1 Academy Transport – Minibuses and Cars**

Staff may be required to use their own vehicles to transport pupils as and when required. Staff should therefore ensure that their motor insurance document is endorsed to the effect that they are covered “for use on the employer’s business” and that the insurer will cover the use of a personal private vehicle for transporting academy children – *see the Trust’s Travel and Subsistence Policy for further details.*

Staff should never transport an individual pupil on their own without another pupil / adult being present.

If the academy requires parents to transport pupils, then the Senior Leadership Team has a responsibility to ensure the safety of pupils is not compromised. As such the following items must be presented:

- Current MOT certificate.
- Evidence that they are insured for the activity.
- Driving Licence.

This is to check that the vehicle is road worthy and the driver is competent and qualified. **Anyone unable to provide the above will not be able to use their own vehicle to transport pupils.**

Volunteers and staff must check their car is road worthy (tyre tread, horn works, window wipers work, enough oil, petrol/diesel, washer fluid etc.) prior to transporting pupils (“Pre-use checks”). The primary duty is on the driver to ensure the vehicle is roadworthy.

There is some useful guidance from Outdoor Education Advisers Panel (OEAP) on the use of private cars.

Permission must be gained from parents that they give their consent for their child to travel with a staff member / another parent / on the academy minibus.

There is a generic risk assessment for ‘vehicle journeys’ (available from the Plumsun School Site) and ‘pupil behaviour in vehicles’ these should be taken out on each off site visit. If staff are unsure about the safety of taking out a pupil who they think could be a danger then they should not transport that pupil, and consult with their Senior Leadership Team. Any incidents that occur whilst in any vehicle travel must be reported to the Senior Leadership Team, Plumsun and the Trust in a detailed written report as soon as possible.



If there is any problem the procedure is to pull over safely and to telephone the academy office and staff can be sent out to help.

Pupils who travel in vehicles must:

- Use safety belts provided.
- Refrain from excessive noise and not disturb the driver.
- Not play music.
- Remain in their seats until the vehicle has stopped.
- Not trail scarves or other items from windows.
- Not throw any item from the vehicle.

### **Minibus Specific**

Only members of staff who have passed the MiDAS training (Minibus Driver Awareness Scheme) or other appropriate training determined by the Trust are allowed to drive a minibus transporting pupils. A minibus is classed as having more than 9 and less than 17 passenger seats.

Morning Pre-use checks – see above for details of what this includes, are to be made on minibuses. The check list is left in each vehicle for drivers to carry out these pre-use checks. The completed forms are retained by academy staff. If there is a fault found when carrying out the checks then the vehicle must not be taken out until rectified. If staff feel unwell and are due to take pupils out they are to inform their manager.

Section 19 Permits are required for each vehicle including minibuses on short term hire if any direct or indirect payment is made by pupils/parents/carers.

**NB** - academies should check the guidance from OEAP on the operation of minibuses as rules change from time to time.

## **2.2 Design and Technology**

Appropriate risk assessments for activities relating to Design and Technology should be undertaken and filed in the appropriate folder.

General guidelines:

- All tools to be locked away securely whilst not in use.
- Reminders about safety and behaviour rules should be reinforced.
- Ensure that all pupils are familiar with safety rules.
- Check all tools on a regular basis to make sure they stay in good condition.
- Monitoring of pupils' behaviour to ensure they can be trusted to partake with the lesson.
- Emergency procedure in place for dealing with aggressive / dangerous pupils, please give copy to the Senior Leadership Team or Designated person.

When planning and conducting design and technological activities the teacher in charge must give due regard to the health and safety of their pupils, themselves and other adults. They must be aware of current relevant health and safety responsibilities and legislation.

Teachers must demonstrate both personal and professional competence, have the ability to undertake risk assessments and ensure that the environment is not a health and safety hazard.

They must carry out teaching strategies to ensure safety within design and technology activities and have secure knowledge and understanding of equipment, processes, tools, materials and components before using them.

### 2.3 Food Technology

The Teacher in charge **must ensure** that a general area risk assessment is carried out on the room for the activity of food preparation and cooking **before** any activity begins. A **safe system of work** should then be developed from the risk assessment, and should include the following:

- Equipment should be robust and single purpose.
- Equipment should only be used for the purpose it is intended for, in accordance with the manufacturer's instructions.
- Any power leads should be the correct length to avoid tripping or accidental disconnection.
- Power equipment should be positioned where the user will be least distracted.
- All machines to be checked before use.
- Long hair, loose clothing should be secured – jewellery should be removed.
- Pupils should be trained on the use of all tools and equipment before using them.
- Safety and behavioural rules should be in place and everyone aware of them.
- Safety signs and notices to be displayed

Where food preparation is taking place as part of a curriculum activity, staff should undertake a risk assessment integral to a lesson plan that addresses hazards such as hygiene, the use of sharp implements, allergens, fire and the safe storage of food.

### 2.4 Transport of Cash to Banks etc.

Cash collections are dealt with in line with internal academy procedures.

## 2.5 Physical Education and Games

This Trust recommends that all staff involved in Physical Education should refer to the 'British association of Advisers and Lecturers in Physical Education' (BAALPE) guidance booklet "Safe Practice in Physical Education".

Risk Assessments should be carried out on all activities **before** taking place – generally the risk assessment will form part of good lesson planning. The Association for Physical Education (AfPE) produce guidance and risk assessments for a wide range of sports and games. PE co-ordinators in academies should access this advice.

Fixed play and PE equipment must be inspected by an appropriately qualified technician/engineer on an annual basis.

Academy staff should undertake a visual inspection when setting up PE equipment and remove from use any that is suspected of being deficient. Academy staff should also undertake a dynamic risk assessment of the area where PE is taking place (e.g. the academy hall) and remove items which may cause injury.

Academy staff should undertake periodic checks on a weekly basis of adventure play equipment and the playground environment. A record should be made of the findings and appropriate actions (e.g. equipment taken out of use) – Plumsun have a template for this.

### **Clothing and Footwear**

This must be appropriate to the activity. No jewellery should be worn during physical education save for:

- earrings, where the ears have been recently pierced and in those circumstances the relevant part of the ear must be taped over; and
- jewellery of a religious significance that cannot be removed.

Long hair should be secured (as appropriate to the activity). Wherever possible clothing allowing freedom of movement should be worn.

## 2.6 Alcohol, Drug and Solvent Abuse

People who work under the influence of alcohol, drugs or solvents are a hazard to themselves and the people they work with.

**Staff must not attend work under the influence of non-medicinal drugs or alcohol.**

If there is a suspicion of staff or pupils regarding the above, the Senior Leadership Team should be informed immediately.

## 2.7 Academy Visits and Off Site Activities

Any staff involved in Outdoor Education Visits must ensure they refer to the National Guidance website administered by the Outdoor Education Advisers Panel (OEAP) <https://oeapng.info>

All plans for and details of off site visits must be submitted using the Plumsun Visit Approval Form accessed via the Plumsun electronic platform. This form must contain full details of the visit together with risk assessments and itinerary and be submitted to the academy Educational Visits Co-ordinator (EVC) four weeks ahead of the visit. Category C visits require the endorsement of the Outdoor Education Adviser, the EVC will submit appropriate forms via the Plumsun Electronic platform.

**It is the responsibility of the organising teacher and the Senior Leadership Team to plan and risk assess each visit.**

If applicable, the EVC will collate the details and send the information to the insurance company to ensure that cover is available.

## 2.8 Academy Security

The matter of security is regarded as one of paramount importance. The academy and Trust are committed to Risk Management. The Senior Leadership Team will regularly review security matters and consult staff.

Academies must:

- Identify and implement good practice in maintaining and improving academy security in and around the academy.
- Ensure a whole academy approach to Risk Management.
- Encourage participation from the local community and raise general awareness in respect of Crime Prevention.

### ***Personal Safety and Security***

- Personal belongings should not be left on view.
- Keys should not be left out anywhere on display.
- Anything suspicious should be reported immediately.
- Anyone working out of hours should inform the member of staff responsible
- Anyone working on their own should make sure others know where they are and that a lone working risk assessment has been completed.
- Anyone going off site or out of the office, must ensure they sign out and leave details of where they are going.
- If anyone's plans change, they should let someone know.
- Large sums of money or valuables should not be carried.

## 2.9 Traumatic Stress

It is clear that anyone can suffer emotionally from the effects of either one, or the accumulation of many, traumatic incidents, however often they normally encounter such incidents in their work. What may be considered a minor incident by the academy could be the “final straw” for that member of staff, leading to signs of traumatic stress.

Such effects can be avoided if staff believe they are in an environment where they feel they have the support of their colleagues. Academies and the Trust believe it is particularly important that:

- Staff are encouraged to talk about incidents and their feelings arising from them, either openly with colleagues, or in confidence with their line manager, or a trained counsellor.
- Staff do not make judgments or assumptions about how a member of staff should react to an incident.
- All staff are encouraged to feel that the incidents they have to deal with are the teams’ problems not theirs alone.

## 2.10 Letting of Trust Property To Third Parties

A Hire of School Premises Agreement (which can be found on GovernorHub) or lease must be considered for the letting out of academy premises (or part of them), which details conditions and insurance arrangements. Academies should seek advice from the Trust’s lawyers in this respect.

## 2.11 Vehicle Movement On Academy Property (Where Appropriate)

The movement of vehicles on the academy site is a hazard, which must be properly managed in order to minimise the risks. Our aim is to separate vehicles from pedestrians. Vehicles include staff cars, delivery vans, contractor’s vehicles, home to academy transport vehicles and parent / carers cars.

If the academy has pedestrian walk ways with crossings, the site speed limit must be less than 5 mph. **Note: Staff should be extra cautious when going past front gates.**

Any pupils found to be walking in the road near to the academy gates are to be informed to walk on the pathways provided.

Any dangerous driving is to be reported directly to the Senior Leadership Team.

## 2.12 Jewellery in the Academy

The Trust recommends that no pupils should wear jewellery except for: watches (but not smart watches), ‘stud’ earrings and jewellery of a religious

significance. No jewellery should be worn during physical education other than earrings, where the ears have been recently pierced and in those circumstances the relevant part of the ear must be taped over and jewellery of a religious significance that cannot be removed.

### **2.13 Sun Safety**

Exposing children to too much sun may increase their risk of skin cancer later in life.

Academies should ensure that parents/carers are informed that it is their responsibility to ensure, in respect of their child, that all skin is covered with sunscreen, even on cloudy or overcast days. Parents/carers should be advised to use sunscreen that has a sun protection factor (SPF) of 15 or above and is effective against UVA and UVB. Academies will advise and teach pupils to be able to apply this themselves to their shoulders, nose, ears, cheeks and tops of their feet, when these are exposed. Where necessary they will advise a reapplication throughout the day. They will also provide shade, where possible, and encourage pupils to use this, especially between 11:00 and 3:00pm, when the sun is at its strongest. On extremely hot days, academies should consider reducing the length of time pupils are outside.

See <https://www.nhs.uk/live-well/healthy-body/sunscreen-and-sun-safety/>

### **2.14 Temperature in Classrooms**

Temperatures in the workplace are covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which place a legal obligation on employers to provide a “reasonable” temperature in the workplace.

The approved code of Practice suggests a **minimum** temperature in workrooms should normally be at least 18 degrees Celsius – or 15 degrees Celsius if much of the work indoors involves severe physical effort. These temperatures are not absolute legal requirements; the employer’s essential duty is to determine what reasonable comfort will be in the particular circumstances.

## **3. Health and Safety Policy Review Procedure**

Active monitoring is proactive and is intended to prevent injuries etc. from happening at all.

The monitoring of health and safety systems is required by law. Our Health and Safety Policy will be monitored and reviewed closely by academies. Plumsun provides guidance and advice on the self-assessment audit available to academies through the Plumsun School Site. All documents and procedures for equipment, services and resources bought by the Trust / the academy will be communicated to staff to ensure staff are aware of the health



and safety issues. Training may also be provided to ensure equipment is being used as per the manufacturer's instructions.

Reactive monitoring systems use data which is collected after an incident or hazard has been reported. It is used to prevent further reoccurrence.

### 3.1 Reactive Health and Safety Monitoring

#### *Incident / Accident Reporting:*

There are a number of reasons why incidents must be reported:

- To comply with legal requirements.
- **Certain incidents must be reported to the Health and Safety Executive** so that causes can be investigated in order that action can be taken to prevent recurrence. Guidance on which incidents must be reported can be found on the HSE website <http://www.hse.gov.uk> under the section 'Incident reporting in schools' <http://www.hse.gov.uk/pubns/edis1.pdf> Examples include serious injuries, physical violence, death or dangerous occurrences.
- In order that statistics can be compiled to help direct the accident prevention effort.

The academy has systems in place to enable staff to report incidents, using the Plumsun School Site

**Accident reports must be completed promptly.**

#### *Incident Investigation*

- Incidents will be investigated in order to determine what action needs to be taken to prevent a reoccurrence.
- The main aim of an incident investigation is to highlight the causes of an incident and to take prompt and effective steps to prevent its recurrence. The investigation will look at the immediate causes and the underlying causes. It will consider both 'unsafe acts' and 'unsafe conditions'. Was there adequate supervision? Were the staff adequately trained?

The Senior Leadership Team or Delegated person responsible (in conjunction with Plumsun) will assess all accidents and incidents and will then carry out either a full in depth investigation or an informal investigation.

### 3.2 Active Health and Safety Monitoring:

**Checks:** these will be carried out on a weekly basis by the caretaker/cleaner in charge, and records kept. Inspections do not only check safety standards, they promote a good health and safety culture and demonstrate a commitment to health and safety.

### **3.3 Health and Safety Committee (or equivalent)**

The change to local governance in the Trust's academies means that monitoring of Health & Safety is the responsibility of the Academy Governance Committee (AGC) on behalf of the Board.

### **3.4 Health and Safety Training**

As well as being a statutory requirement under current health and safety regulations, training is an important way of achieving competence and helps to convert information into safe working practices. The risk assessment will help determine the level of training needed for each type of work as part of the preventive and protective measures. This can include basic skills training, specific on the job training and training in health and safety emergency procedures.

New staff are to have Health and Safety Induction training, which includes:

- The Trust's Health and Safety Policy
- Fire and Emergency Procedures
- First Aid procedures
- Staff responsibilities
- How to report hazards
- Incident reporting
- Risk assessment
- Local rules

Training needs are identified on an ongoing basis.

### **Contact Information**

Responsible officer for PDET: Duncan Mills 01604 887079,  
[duncan.mills@peterborough.diocese.org.uk](mailto:duncan.mills@peterborough.diocese.org.uk)

### 3.5 General Classroom Checklist

The following points are intended to act as a quick safety checklist for classroom teachers, and to help with risk assessments

	Yes/No
Is there new equipment and resources in your classroom? Have you checked out the electronic files for health and safety procedures for the use of the equipment and manufacturer's instructions?	
1 Are all exits and emergency routes free from obstruction?	
Are Fire Action notices clearly visible and up to date?	
Are all fire extinguishers free from obstruction?	
Are all fire exits clearly marked?	
Is the classroom free from trip hazards?	
Are all trailing cables removed and secure?	
Are desks and chairs in a safe condition?	
Is storage kept to low level?	
Are there any dangers from high level storage?	
Is the use of scissors and other sharp instruments controlled?	
Are all displays safe? Away from light fittings, heat source, no protruding sharp ends?	
Are all cleaning products kept in a locked cupboard?	
Is all classroom equipment checked on a regular basis?	
Are heaters free from obstruction and secure?	
Are all windows and doors in a safe condition?	
Is all combustible material removed on a regular basis?	
Are rooms and store rooms kept in a safe a tidy condition?	