

# STRATTON EDUCATION TRUST

## Statement of Health and Safety Policy, Organisation & Arrangements



February 2014

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## **1.0 INTRODUCTION AND OBJECTIVES**

This documentation has been prepared in accordance with Section 2 (3) of the Health & Safety at Work Act 1974.

It describes the safety management strategy to comply with requirements from the Management of Health & Safety at Work Regulations 1999 to ensure that there are appropriate arrangements in place to plan, organise, control, monitor & review safety.

The Stratton Education Trust was set up on the 1<sup>st</sup> February 2012 and includes Stratton Upper School and Gamlingay Village College.

Gamlingay Village College provides education of children from the ages of 9 to 13 of which there are approx. 174 and 38 staff. The school is based in the village of Gamlingay.

Stratton Upper School provides education of children from the ages of 13 to 18 of which there are approx. 1300 children and 200 staff. The school is based in the town of Biggleswade.

Stratton Education Trust recognises that they have greater responsibility for health and safety following this change and this health and safety policy for both schools has been developed to reflect Academy status.

## **HEALTH & SAFETY POLICY STATEMENT**

### **STRATTON EDUCATION TRUST**

### **STRATTON UPPER SCHOOL AND**

### **GAMLINGAY VILLAGE COLLEGE**

Stratton Education Trust acknowledge and accepts all legal and moral health, safety & welfare responsibilities toward our employees, pupils, our contractors and those that may be affected by our activities, so far as is reasonably practicable.

We commit to encouraging a positive safety culture via effective communication, cooperation, team work, and consultative management.

We will achieve these aims by:-

- Ensuring that adequate resources are provided to manage safely. In particular to plan, organise, control, monitor & review safety.
- Developing management systems that will allow us to maintain, monitor, and where necessary, continually improve our safety performance.
- Providing information, instruction, training and supervision to employees of all levels to ensure that decisions are undertaken safely.
- Monitoring our safety performance and taking action where it falls below expected standards.
- Ensuring that the safety responsibilities are clearly defined.
- Ensuring that places of work and work equipment, for which we are responsible, are maintained and without risks to health.
- Providing adequate welfare facilities.
- Engaging competent professionals where expertise is not available in-house.
- Having systems in place to react to, report and learn from incidents and accidents.
- Using competent contractors.
- Ensure that appropriate and adequate insurances are maintained and reviewed annually.
- Reviewing this policy statement annually or more frequently if there are significant organisational changes.

We expect all employees working for us at all levels to:-

- Take responsibility for their own safety whilst at work and for others who may be affected by their acts or omissions.
- Co-operate on safety matters to enable us to fulfil our obligations
- Comply with risk assessments completed for their work and activities.
- Report safety matters that they are concerned about and are unable to resolve themselves.
- Not to interfere, misuse or wilfully damage anything provided in the interest of Health & Safety.

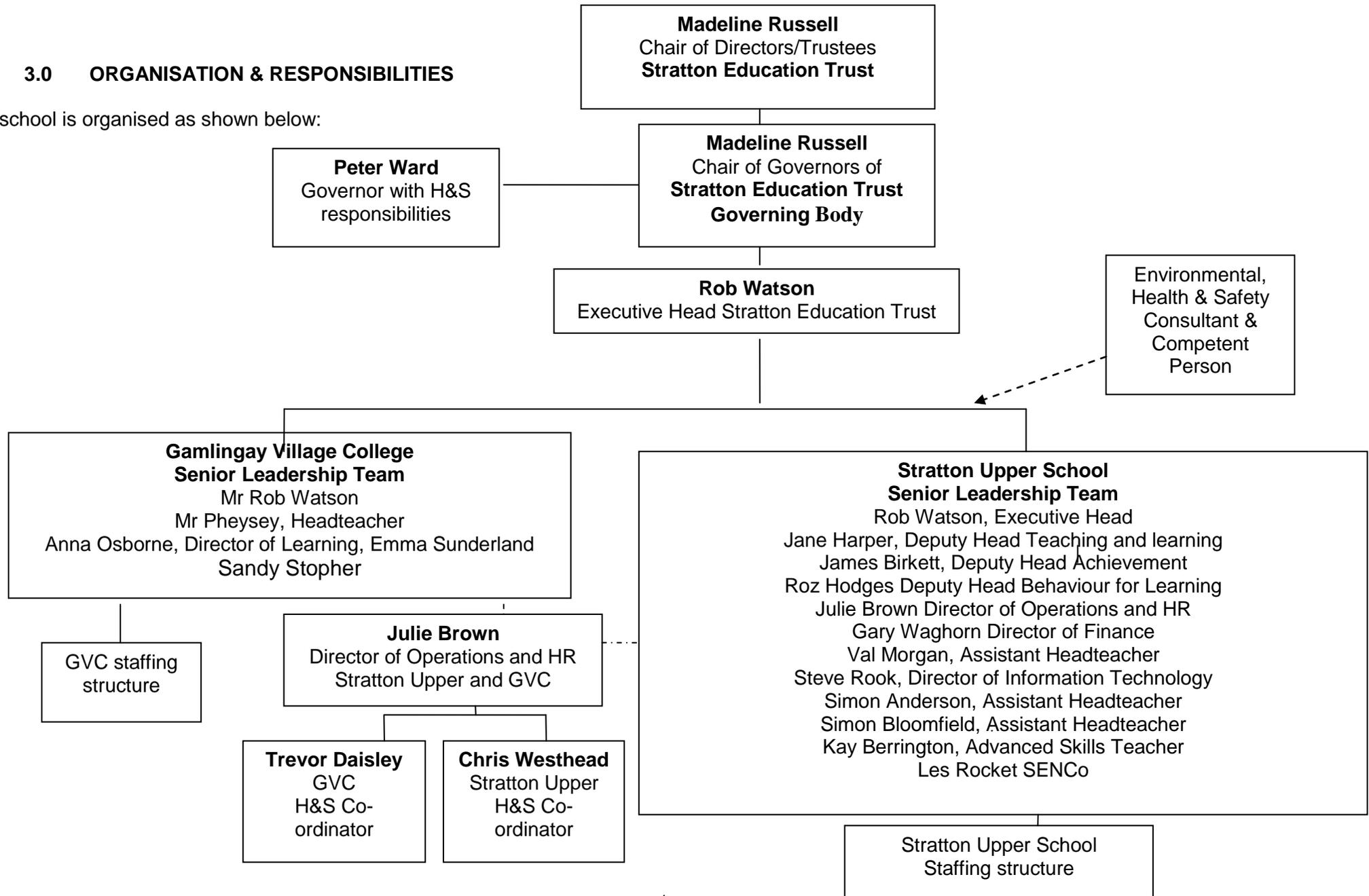
**Madeline Russell**

**Chair of Governors**

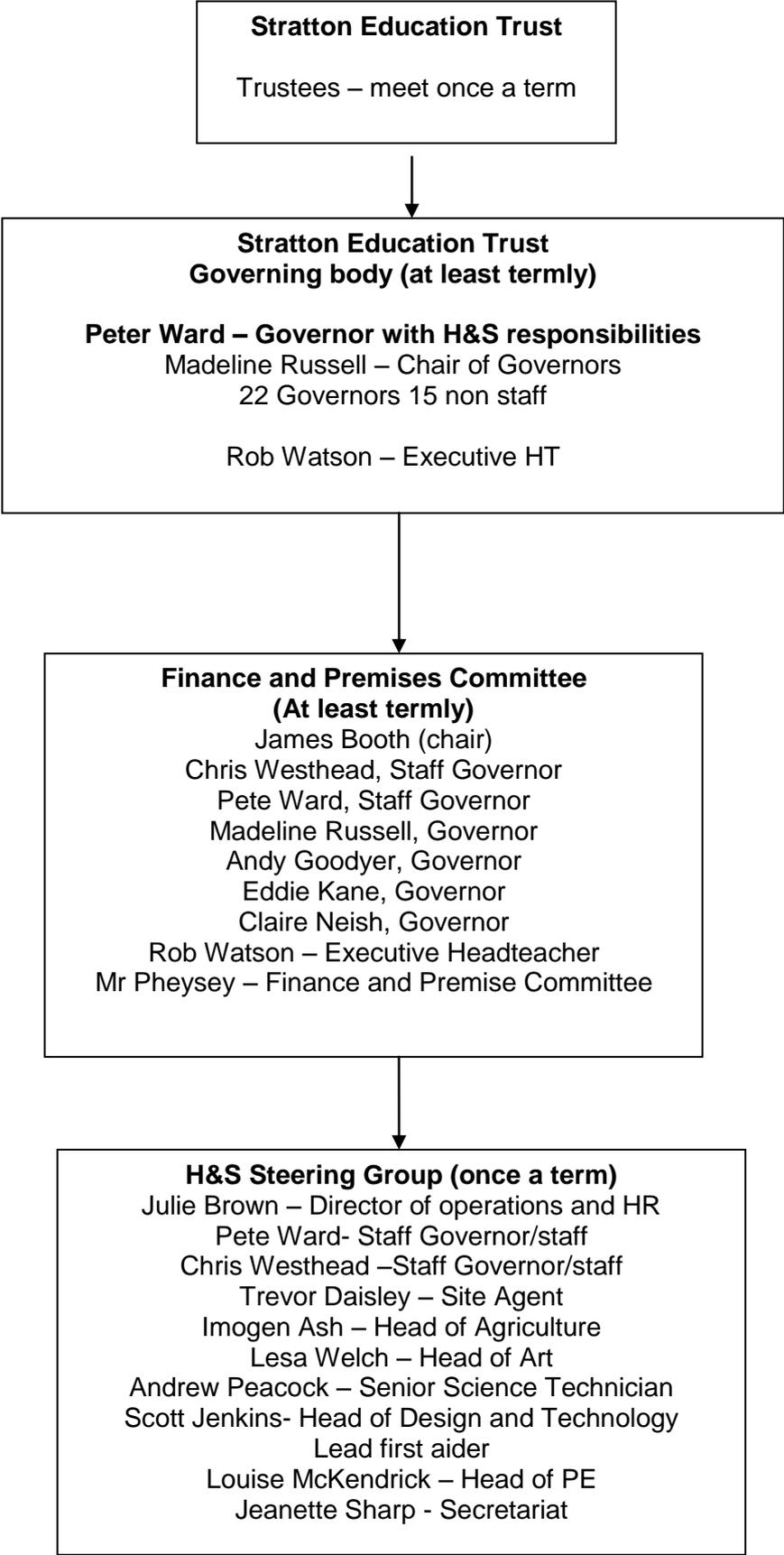
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### 3.0 ORGANISATION & RESPONSIBILITIES

The school is organised as shown below:



**Health and Safety Committees**



### **3.1 Stratton Education Trust (Trustees and Directors)**

The Stratton Education Trust is the employer and is ultimately responsible for Health & Safety across Stratton Upper School and Gamlingay Village College.

The Stratton Education Trust consists of 6 Directors/Trustees and has delegated its H&S responsibilities to the Stratton Education Trust Governing body for both schools.

### **3.2 Stratton Education Trust Governing Body (Trustees, Directors and Governors) Chair of Governors**

The Stratton Education Trust Governing body is the forum for Governors to discuss health and safety management strategy and direction. Health & Safety is always on the agenda of governing body meetings and this is where policy and resourcing is discussed.

The Governing body is ultimately responsible for Health & Safety throughout the school.

They are specifically responsible for:-

1. Considering the broader implications of all the decisions that they make particularly when deciding on the overall direction of the school.
2. Ensuring that adequate resources are made available to fulfil the obligations within the policy statements above and the general arrangements and risk assessments developed under it.
3. Planning the anticipated allocation of resources to fulfil future obligations to manage responsibly.
4. Ensuring that Health and Safety management is treated with the same importance as other Policy Objectives.
5. Ensuring that it is monitored and reviewing results of monitoring particularly in relation to incidents and from results of audits and reviews.
6. Ensuring that there are procedures in place to fulfil the training requirements identified from risk assessments.
7. Making and agreeing policy decisions that cannot be made by the schools Senior Leadership Team.

### **3.3 Governor responsible for Health & Safety**

The role of this Governor is to champion Health & Safety throughout the organisation and also within the governing body.

They are specifically responsible for:-

1. Ensuring that there are adequate resources to manage health & safety management within the school and to enable training to be delivered when and as required.
2. Being aware of results from proactive and reactive monitoring.
3. Ensuring that the Governing body is aware of current health and safety risks.
4. Leading by example. Ensuring that they attend relevant training and following the safety arrangements expected of all staff. Being actively involved in managing safety standards throughout the school alongside the H&S co-ordinator.

5. Providing all necessary support and cooperation to the H&S Co-ordinator, School Business Manager, ensuring that they have the necessary resources to fully implement any necessary measures.
6. Ensuring that the Health & Safety Steering group meets termly or more often if the need arises.
7. Attending the Health and Safety Steering Group and ensuring that it operates as a consultative forum where views are shared and all opinions considered.
8. Reviewing this policy documentation annually or more frequently if there are significant organisational changes.
9. Ensuring that there is a review of the schools safety management arrangements, by the Health & Safety Environmental Management competent person at least every two years.

### **3.4 Executive Head for Stratton Education Trust (Stratton Upper School and Gamlingay Village College)**

The Executive Head supports the Stratton Education Trust Governing Body by ensuring that:

1. This Policy is communicated adequately to all relevant persons.
2. Health and safety is implemented throughout the school.
3. Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
4. All staff are provided with adequate information, instruction and training on health and safety issues.
5. That agreed Health & Safety decisions are implemented throughout the school.
6. Developing a positive safety attitude throughout the school by actively engaging in Health & Safety management and following control measures that would be expected of all employees.
7. Risk assessments of the premises and working practices are undertaken.
8. Safe systems of work are in place as identified from risk assessments.
9. Emergency procedures are in place.
10. Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
11. Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
12. Arrangements are in place to monitor premises and performance.
13. Accidents are investigated and any remedial actions required are taken or requested.
14. Ensure that the disciplinary system is used if employees do not respond to the training, guidance and support offered to them to comply with Health & Safety standards.

The Executive Head may delegate H&S responsibilities to members of staff but still retains overall responsibility for the above.

### **3.5 Head Headteacher Gamlingay Village College**

1. This Policy is communicated adequately to all relevant persons.
2. Health and safety is implemented throughout the school.
3. Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
4. All staff are provided with adequate information, instruction and training on health and safety issues.
5. That agreed Health & Safety decisions are implemented throughout the school.
6. Developing a positive safety attitude throughout the school by actively engaging in Health & Safety management and following control measures that would be expected of all employees.
7. Risk assessments of the premises and working practices are undertaken.
8. Safe systems of work are in place as identified from risk assessments.
9. Emergency procedures are in place.
10. Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
11. Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
12. Arrangements are in place to monitor premises and performance.
13. Accidents are investigated and any remedial actions required are taken or requested.
14. Ensure that the disciplinary system is used if employees do not respond to the training, guidance and support offered to them to comply with Health & Safety standards.

The Headteacher may delegate H&S responsibilities to other staff but still retains overall responsibility for the above.

### 3.6

#### **Director of Operations and HR for Stratton Upper School and GVC**

The School Business manager is responsible for:-

1. Reporting back to the Executive Headteacher and Gamlingay Village College Headteacher, Finance and Premise Committee and Governing body if standards fall below legal requirements due to a lack of resources or other matters that they are unable to control.
2. Providing all necessary support and cooperation to the Safety, Health & Environmental Consultant, ensuring that they have the necessary resources to fully support the business and keep the Health and Safety management system up to date.
3. Where external services or contractors are procured that those organisations or people have systems in place to manage Safety, Health & Environmental responsibilities effectively and that contractor safety controls are adhered to.
4. Ensuring that plant & equipment is maintained and those statutory thorough examinations have been undertaken where necessary, including for equipment that has been hired.
5. Ensuring that policies, arrangements and risk assessments are being kept up to date and advising employees of changes when required.
6. Ensuring that the health and safety training for her staff is up to date, tracked, certificates are held, that refreshers are undertaken and training is planned.
7. Ensuring that auditing is being undertaken and participating in this process alongside the Safety, Health & Environmental consultant.
8. Managing the incident reporting system, encouraging incident reporting, RIDDOR reporting when required and ensuring that incident trend analysis is undertaken
9. Ensuring risk assessments are completed for non curriculum areas.
10. Investigating RIDDOR accidents, encouraging incident reporting ensuring that incident trend analysis is undertaken.
11. Ensuring the termly general workplace monitoring inspections and performance monitoring process of both site agents.
12. Keeping records of all health and safety activities.
13. Carrying out any other functions devolved to her by the Headteacher or Governing Body.
14. Unsafe conditions being reported and dealt with to agreed timescales.
15. Provide H&S reports to Governing body.

The school business manager may delegate H&S responsibilities to other staff but still retains overall responsibility for the above.

### 3.7

#### **H&S Co-ordinator for Stratton Upper School**

#### **H&S Co-ordinator for Gamlingay Village College**

The school H&S Co-ordinator is responsible for:-

1. Reporting back to the School Business manager and Headteacher/Executive Headteacher if standards fall below legal requirements due to a lack of resources or other matters that they are unable to control.
2. Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
3. Providing all necessary support and cooperation to the Safety, Health & Environmental Consultant, ensuring that they have the necessary resources to fully support the business and keep the Health and Safety management system up to date.
4. Carrying out termly general workplace monitoring inspections and performance monitoring process.
5. Carrying out any other functions devolved to him/her by the Headteacher, School Business Manager or Governing Body.
6. Unsafe conditions being reported and dealt with to agreed timescales.
7. Provide H&S information to the, School Business Manager, H&S Safety Steering Group, and Governing body.
8. Act as a point of contact for staff in relation to H&S matters.

In addition to the role of H&S co-ordinator both have building management responsibilities as Site agents of the school:-

### **3.8 Safety, Health & Environmental Competent Person**

The competent person for Safety, Health & Environmental Management is a qualified, Chartered Safety professional who provides support and technical advice to senior management and other employees within the business.

They are responsible for:-

1. Providing technical advice, guidance and direction in respect of safety management.
2. Providing day to day expertise on the management of the schools safety management system.
3. Ensuring that the Health and Safety Steering Group is aware of any legislative changes that may affect policy.
4. Carrying out risk assessments, audits, procedural work and advice for the company as instructed by the Governor responsible for H&S.
5. Undertaking a review of the schools safety management system at least every two years once established.
6. Providing training and support at all levels when the need arises.
7. Providing support when there has been an incident and ensuring that advice is provided if incidents have to be reported under RIDDOR.
8. Reporting back to the School Business Manager on the continued development of the safety management system and assisting with documentation management.
9. Regularly reviewing and acting upon incident & accident statistics, undertaking investigations as instructed.

### 3.9 Teaching/Non-teaching staff holding posts/Positions of special responsibility

#### **This includes Senior Leadership Team, Curriculum Area Leaders, Heads of Departments and Support Staff Managers**

Managers and those with responsibilities to organise the activity of others, are responsible for implementing this policy within their areas of responsibility.

In particular, managers must not put Stratton Education Trust and its Governing body into a position where it is at risk of criminal or civil litigation due to their actions or inactions particularly in relation to:

- **Consent** – being aware of a safety issue that is going on and actively agreeing to it, going along with the non-compliance
- **Connivance** – being aware of what is going on and turning a blind eye, pretending the situation does not exist
- **Neglect** – actively breaching a legal requirement or obligation – gross negligence

If those in this position are unable to fulfil their own obligations this must be effectively communicated and the issue escalated until it can be resolved. It is a criminal offence under the Health & Safety at Work Act to put another person(s) or a corporate body into a position where it is not complying with statutory requirements.

Managers & supervisors are responsible for meeting relevant standards contained within the arrangements and for complying with the Health & Safety policy.

They must:

1. Apply the school's Health and Safety Policy to their own area and be directly responsible to the SLT for the application of the health and safety procedures and arrangements.
2. Carry out regular health and safety risk assessments of the activities for which they are responsible.
3. Ensuring in departmental health and safety training is up to date for staff.
4. Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
5. Resolve health, safety and welfare problems that members of staff refer to them, or refer to H&S Co-ordinator problems to which they cannot achieve a satisfactory solution within the resources available to them.
6. Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
7. Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
8. Ensure all accidents are investigated appropriately in their area.

### **3.10 Special Obligations of Teaching staff**

Teaching staff are expected to:

1. Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
2. Follow the health and safety procedures applicable to their area of work.
3. Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
4. Ensure the use of personal protective equipment and guards where necessary.
5. Make recommendations to their line managers on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
6. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
7. Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
8. Report all accidents, defects/hazards and dangerous occurrences as per school procedure.

### **3.11 Obligations of all Employees of Stratton Upper School and Gamlingay Village College**

All employees (teaching and non-teaching staff) have varying levels of safety responsibility. The amount of responsibility will depend on their position, the work that they do and the number of people reporting to them.

Everyone should be aware that failures to comply with statutory or policy health, safety and welfare requirements or acts of negligence (including misuse of safety related equipment) are liable to be dealt with under the Disciplinary Procedure.

If individuals are unable to fulfil their own obligations this must be reported to their line manager in writing and the problem escalated until it can be resolved. They may also discuss the matter with their representative on the Health and Safety Steering group. It is a criminal offence under the Health & Safety at Work Act to put another person(s) or the company into a position where it is not complying with statutory requirements that can lead to person prosecution

Any individual actively ignoring safety instructions will be personally responsible for their actions and may also be personally prosecuted. As health & safety law is criminal law this could result in a criminal record. Individuals do occasionally get prosecuted.

Apart from any specific responsibilities which may have been delegated to them, all employees must:

1. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
2. Observe all instructions on health and safety issued by the school or any other person delegated to be responsible for a relevant aspect of health and safety.
3. Act in accordance with any specific H&S training received.

4. Report all accidents and near misses in accordance with school procedure.
5. Co-operate with other persons to enable them to carry out their health and safety responsibilities.
6. Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
7. To attend safety training when training needs identify that this is required.
8. Participating in, and contributing to, written risk assessments carried out for areas of work that they control or have expertise in.
9. To effectively supervise those under their control and ensure that their work has been fully risk assessed
10. To co-operate and follow controls where risk assessments identify that action is required. In particular in relation to the care of and use of personal protective clothing.
11. Ensuring that where they are required to keep safety records this documentation is kept up to date and is available for inspection as and when required.
12. Adhere to the lone working systems in operation for their work activity whether this be signing in/out, contacting the office on a regular basis or via other management controls that have been agreed as policy.
13. Cooperating with the completion of regular checks if requested to do so.
14. Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
15. Exercise good standards of housekeeping and cleanliness.
16. Know and apply the procedures in respect of fire, first aid and other emergencies.
17. Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

#### General Guidelines for all staff

- **DO** make yourself familiar with emergency and fire procedures whilst at work
- **DO** take note and follow any specific instructions given to you by others or provided via signage
- **DO** make yourself familiar with hazards in your working environment where ever this may be
- **DO** request information on hazards where you are working on other people's premises.
- **DO** ensure that your work has been risk assessed and follow relevant controls
- **DO** use any PPE provided to you
- **DO** report unsafe working practices that you have become aware of
- **DO** report potential slip, trip and fall hazards e.g. damage to floor surfaces
- **DO** request assistance if you are unsure of your responsibilities or safety precautions that apply within your work
- **DO** complete risk assessments if you are asked to do so
- **DO** comply monitoring requirements if you work alone

- **DO** switch off lights when they are not required or in rooms that no-one is using
- **DO NOT** use electrical or work equipment if it appears to be faulty
- **DO NOT** overload electrical appliances
- **DO NOT** repair or use equipment you have not been trained to use or repair
- **DO NOT** lift or move loads that are clearly too heavy for one person to lift
- **DO NOT** put yourself at risk by accessing areas that are clearly unsafe
- **DO NOT** put others at risk by taking them into environments that are clearly unsafe
- **DO NOT** access high levels or other hazardous environments without carrying out a risk assessment
- **DO NOT** access fragile surfaces or roofs without appropriate precautions being in place
- **DO NOT** tamper with fire equipment or other equipment provided to safeguard health & safety
- **DO NOT** ignore control measures that have been put in place as a result of a risk assessment to protect you or pupils

### **3.12 Pupils**

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

1. Exercise personal responsibility for the health and safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

### **4.0 Consultation with employees**

Stratton Education Trust will co-operate with any existing or newly formed Trade Union in accordance with The Safety Representatives and Safety Committees Regulations 1977.

Safety representatives may be appointed by recognised and independent trade unions within a school. Where safety representatives are appointed employers have a duty to consult them with regard to health and safety issues.

The Governing Body and Executive Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

Currently there are no Union H&S reps but if appointed time off for training of safety, representatives will be provided in accordance with the regulations. Representatives will

be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

#### **4.1 Consultation via the Health and Safety Steering Group**

The Health and Safety Steering committee is chaired by H&S Co-ordinators in rotation and consists of representatives from across the school and the Governor responsible for H&S.

The committee meets termly and is the forum by which implementation of the safety management system and work by the competent person can be discussed and views of individuals considered.

Members of this group are responsible for

1. Attending meetings and acting as ambassadors for their area of influence, representing teaching and non-teaching staff.
2. Ensuring that issues raised by others are brought to the committee and ideas are actively encouraged to improve safety management performance
3. Ensuring that managers for whom they are responsible are provided with feedback from the meetings and understand exactly how to implement the safety management system or safety instructions received
4. Where managers and individuals have raised concerns or wish to have their views heard that this can be openly discussed at these meetings without fear of reprisal
5. Ensuring that the health and safety action plan is up to date and actions are on track
6. Fulfilling the responsibilities of managers and supervisors as below

The health and safety issues that employees will be consulted include:

- Introduction of any measure at the workplace which may substantially affect the health and safety of those employees.
- Arrangements for nominating 'competent persons' in accordance with the Management Regulations to assist the employer on health and safety matters, and to take charge of measures to combat identified serious and imminent danger at the workplace.
- Any statutory health and safety information that the school is required to supply.
- Planning and organisation of any health and safety training that will be provided.
- Health and safety consequences to those employees that are affected with the introduction of new technologies in the workplace.

## 5.0 General Arrangements for Stratton Upper School

The following general arrangements outline in additional detail the standards that anyone working for Stratton Education Trust Schools are expected to maintain for the duration of their engagement.

These arrangements are not intended to supersede any specific legal requirements or Health and Safety Executive recommendations.

Staff working between the schools should familiarise themselves with the procedures for the school they are working at.

### Accidents & Incidents

All schools must have a system for reporting and recording accidents and injuries. This should not just record incidents where students receive medical treatment but also apply to accidents and injuries suffered by employees at the school as well. This is a legal requirement, as employers must keep a record of all accidents at premises where more than ten people are employed. (The Social Security (Claims and Payments) Regulations 1995). Also similar occurrences involving volunteer staff and visitors should be reported, recorded and investigated by schools in the same way, in order to maintain high safety standards.

No matter how trivial an injury may appear to be, it must be reported and recorded in school at the time it happens as such injuries may have longer term serious consequences.

In order to assist the above, Central Bedfordshire LA have produced the Incident/ Accident/Near-Miss Report held in the First Aid room. The person who has sustained the injury as a result of the accident, should not complete the form. Although a member of staff might provide the information for section D please note that the 'senior manager' is the headteacher who must sign the form.

- **Incidents**

This would include any need to restrain a student and verbal assaults or abuse. It also includes incidents resulting in damaged, lost or stolen property or that of others.

- **Accidents**

This would include any injury caused as a result of any subject activity e.g. cuts, sprains, fractures, etc.

- **Near Misses**

These are incidents that have a potential for harm, but produce no injury e.g. avoidance of a collision between a vehicle and a student on school property; a tile falling from the roof in a place where it might have injured someone; a student throwing something at someone but misses. The reporting and consequent assessment of such incidents might prevent future accidents occurring.

### The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (RIDDOR) 2013

The lead first aider is responsible for reporting RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrence Regulations) accidents to the HSE.

Under RIDDOR certain accidents that occur in school or during educational activities elsewhere, must also be reported to the Health and Safety Executive (HSE), the body responsible for enforcing health and safety laws.

The HSE must be informed of **accidents to employees** which result in death or major injury, resulting in

- A fracture, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe

- Permanent loss of sight or reduction of sight
- Crush injuries leading to internal organ damage
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)
- Scalpings (separation of skin from the head) which require hospital treatment; unconsciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

The HSE must also be informed about any injury from a work-related accident that **prevents an employee from working for more than seven days**. Injuries due to assault are also covered by these requirements.

**Reportable injuries** to non-employees (students, parents and other visitors in the case of schools) are death and any injury which causes the person to be taken from the site of the accident to a hospital for treatment as a result of fault of employees or defect at the site. Treatment does not include tests or examinations.

**Reportable diseases** include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

This law also requires employers to inform the HSE of any **dangerous occurrence** which happens at the workplace even if it does not actually result in an injury. Examples include:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Plant or equipment coming into contact with overhead power lines
- The accidental release of any substance which could cause injury to any person.

The office manager/first aider or member of Senior Leadership Team will investigate the accident.

**Full guidance is available on the HSE website and accidents should be reported to HSE online. This statutory obligation to report notifiable accidents and occurrences to the HSE would be undertaken by the headteacher, or nominated person.**

FIRST AID accidents will be recorded in the first aider treatment book and accident book if appropriate by the administering first aider at each school.

The Lead first aider at each school will provide analysis in accidents/incidents to the school business manager for inclusion in H&S report to Governors.

## **Alcohol & Drugs**

Staff are responsible for ensuring that they do not work under the influence of alcohol or non-prescribed drugs.

Individuals who must take prescribed drugs that could affect their ability to work safely must have their work carefully risk assessed so should inform their line manager so that the relevant controls can be implemented to ensure that they are not a danger to themselves or to others.

(See managing medicines for pupils)

## **Asbestos**

Stratton Upper School is to ensure that all necessary controls are in place to minimise the risk of accidentally damage asbestos containing materials.

Contractors will be asked to sign and check the asbestos register and will not be allowed to carry out work that will affect asbestos.

Where work will be undertaken that will damage the fabric of the building then a refurbishment and demolition survey will be undertaken before the project commences.

## **Behaviour Management and Bullying**

The Trust behaviour management policy is in place for both schools.

## **Children at school (non-pupils)**

### Staff Children

Non school children e.g. staff's own children are not allowed into school during holidays, school week before or after school and strike days unless prior agreement with the Headteacher.

## **Catering**

All school meals are provided by the in-house catering teams at both schools which consists of a Kitchen manager and 8 kitchen assistants at Stratton and a kitchen manager and assistant at GVC.

The kitchen manager is responsible for ensuring that kitchen staff are appropriately trained and records of training kept for examination. H&S training in the kitchen will cover:-

- Safe use of knives
- Use of slicing machine
- Manual handling
- Use of fryers and cleaning of fryers
- COSHH

All accidents in the kitchen will be reported using the schools accident reporting procedure.

## **Caretaking and Cleaning**

At both schools the site team manage the cleaning staff. The site team will be responsible for training cleaners on safe use of chemicals and supervising their work.

Where the school employees young persons (under the age of 18) the Site Manager/Site Agent at GVC will complete a young person risk assessment.

The site team carry out minor repairs, decoration at the school and are responsible for opening and locking up the school and are managed by the School Business Manager.

## **Competence**

Contractors will be expected to demonstrate their competence prior to engagement and should then continue to demonstrate their competence against the criteria within this documentation on-going.

Contractors will be expected to meet the competency criteria contained within appendix 3. Those contractors that cannot demonstrate H&S competency will not be used by Stratton Education Trust.

Contractors employing more than 5 people should have access to a qualified individual who can guide them in respect of their Environmental, Health & Safety obligations. As part of their roles and responsibilities they should undertake a regular safety & environmental management review of their whole organisation to ensure that their safety management system is robust and operating in compliance with HSG65 & INDG417.

Contractors who employ fewer than 5 people and those that are self-employed will still be expected to meet the standards within this policy.

## **Curriculum Safety** (including out of school learning activities)

Risk assessments are required to be completed for all school work activities including those off site.

Heads of Departments are responsible for ensuring risk assessments are completed for their area of control and ensuring a copy of the risk assessments/reports are available to the school business manager and H&S co-ordinator.

The schools EVC is responsible for risk assessments associated with school trips.

## **Display Screen Equipment (DSE)**

DSE users will have their work stations assessed and be offered eye tests at the schools expense.

The School Business Manager is responsible for ensuring DSE assessments are completed for office and non-teaching staff and will delegate this duty to the ICT team at Stratton.

The ICT Team Manager is responsible for ensuring DSE assessments are completed for teaching staff.

## **Educational Visits and Journeys**

Sarah Vincent is the schools educational visits co-ordinator. The school uses the EVOLVE system and follows the CBC Educational Visits and Journeys Policy.

## **Electrical Equipment** (fixed and portable)

Everyone has a responsibility to carry out user checks on electrical equipment and report any defective equipment to the school site manager.

Inspection and testing of portable electrical equipment is carried out by competent person coordinated by Site Manager/Site Agent GVC, who maintains records of inspection and testing.

If staff bring in personal electrical items to school then they must be PAT tested.

The Site Manager/Site Agent GVC will arrange testing of all fixed electrical installation (every 5 years).

## **Enforcement Officers**

Any contact with or subsequent letters, notices or other action by enforcement officers must be notified to the Governing body without delay so that they can be acted upon immediately. Teachers and non-teaching staff are not permitted to speak on behalf of Stratton Education Trust and should refer formal enquiries to the Executive Headteacher and School Business Manager.

## **Fire Precautions and Emergency Procedures**

Under the Regulatory Reform (Fire Safety) Order 2005 the Executive Head is deemed to be the "responsible person".

However the Executive Head has delegated responsibilities for the management of fire to the Site Manager/site agent GVC, who will be responsible for ensuring the following:-

- A fire risk assessment is carried out
- Emergency plan is in place
- Fire alarm is tested on a weekly basis by the Assistant site agents and recorded
- Statutory maintenance and testing of fire alarm and emergency lighting is undertaken
- Fire drill is undertaken each term
- Personal emergency evacuation Plans (PEEP's) are completed for staff and pupils
- Staff are trained on fire evacuation procedures
- Fire extinguisher training

Staff will be encouraged to report any suspicious packages to the senior leadership team.

Emergency situations will be reported to the most senior member of the leadership team to determine the appropriate course of action.

## **First Aid**

The Lead First Aider at each school will be responsible for ensuring a first aid risk assessment has been carried out to determine the school's first aid requirements.

All students and staff requiring First Aid should refer to the Lead First Aider in the first instance unless it is an emergency (in which case contact nearest First Aider)

The Lead first aider at the school and records all first aid treatment administered. The Lead first aider is also responsible for ensuring the first aid boxes are checked and restocked.

Helen Richards, Training school administrator, will keep records of first aider training at both schools.

The school has an emergency first aid plan which must be followed.

## **Grounds Maintenance**

The maintenance of the grounds is undertaken by an external contractor managed by the Site Manager/site agent GVC.

The contractor signs/in out in reception and records work undertaken in a school log book held by the Site Manager/site agent GVC.

## **Hazardous Substances / COSHH**

Curriculum based substances used in Science and D&T will be covered by CLEAPPS the Head of department in these areas and will be responsible for ensuring risk assessments in their areas of control are in place and up to date.

Other substances used by the cleaning staff have been risk assessed by the school and substances that are less hazardous and more environmentally friendly have been chosen where ever possible. PPE has been provided where identified by the risk assessment process. The site manager/site agent GVC is responsible for the cleaning staff and ensuring COSHH assessments have been completed.

## **Inclusion**

The school will plan for and have assessments in place for SEN pupils, making reasonable adjustments in respect of access under DDA.

Rosemary Duncan is the school's SENCO and is responsible for ensuring these assessments are undertaken and staff are suitably informed and trained to be able to support SEN pupils safely and effectively.

## **Lettings/shared use of premises/use of Premises Outside School Hours**

Jane Travis at Stratton Upper School and the Site Agent at GVC is responsible for management of lettings at the school and renewal of the schools public entertainment licence.

The lettings agreement covers fire and emergency arrangements. The Site Team/site agent GVC is responsible for informing the lettings of these arrangements and securing the building after lettings.

### **LEV (Local Exhaust Ventilation)**

The LEV thorough examination (fume cupboard LEV and D&T) is overseen by the Site Team/site agent GVC.

Any deficiencies in LEV should be notified to School Business Manager.

### **Lifting Equipment & Lifting Operations**

The Site Team/site agent GVC is responsible for ensuring all Lifts, hoists, lifting equipment and lifting accessories are maintained and have undergone a thorough examination (6 monthly if equipment is used for lifting people and annually for other lifting equipment.)

In addition, users will undertake a visual check of equipment prior to use.

### **Lone Working**

See separate lone working policy.

### **Maintenance and Inspection of Equipment**

The Site Team/Site agent GVC is responsible for the periodic inspection, examination and testing of plant and equipment by external competent persons.

Users of equipment should carry out a visual check before each use and report any defective equipment to the Site Team/site agent GVC.

### **Manual Handling**

Wherever reasonably practicable, manual handling will be avoided, using mechanical lifting methods instead.

Manual handling risk assessments will be undertaken for standard activities that site agents undertake.

Most staff just require basic training on principals of safe lifting but those who do more manual handling will receive manual handling training.

### **Managing Medicines**

Managing medicines are covered in the schools separate Managing medicines policy.

## **Minibuses**

Only staff that have passed MIDAS training and have D1 are authorised to drive the minibuses. The school allows staff to continue driving the minibus if MIDAS training has expired, provided the staff have demonstrated competence.

Janet Swain manages the minibus drivers and the use of the minibuses. This will involve:-

- Keeping copies of minibus drivers licenses on file (checked annually)
- Copy of MIDAS training on file
- MoT certificate for cars older than 3 years or
- Proof of regular maintenance if the vehicle is less than 3 years old
- Renewing minibus insurance
- Arranging servicing and repairs
- Checking driver checks are completed

Mini bus drivers who receive endorsements on their licence are expected to provide details to the School Business Manager.

Minibus drivers should carry out and record checks on the Minibus before use and defects should be reported to School Business Manager.

Mobile phones should not be used whilst driving the school minibuses.

## **Monitoring & Review**

Stratton Upper and GVC are committed to ensuring that the safety arrangements in place within the school are checked on a regular basis.

Some checks will be undertaken by the Site Team, for example ladder checks, hand tools.

Termly checks will be undertaken by the H&S Co-ordinator.

Teachers will also be expected to complete regular checklists on their classrooms and report any issues to the H&S co-ordinator and Head of department.

Finally the Environmental, Health & Safety Consultant will undertake a review of the schools safety management system at least every 2 years to ensure that both schools are meeting objectives within the Health & Safety Policy.

Management actions are included within a prioritised action plan and the safety policy will be reviewed and updated annually or when significant changes occur within the school whichever is sooner.

## **Monitoring Health**

Pre-employment screening is undertaken by Beds Borough as part of the pay as you go buy back Occupational Health service.

The Trust currently use the HR services of EPM.

## **Outdoor Play Equipment**

The Site Team/site agent GVC carry out weekly checks on outdoor play equipment.

## **PE Equipment**

Head of PE at both schools is responsible for instruction and training for staff/pupils on PE equipment. The hall PE equipment is inspected annually by an external contractor.

Faulty equipment is reported the Site team/site agent GVC who arrange for equipment not to be used until repaired or replaced.

Accidents involving PE equipment should be reported following the schools accident reporting procedure.

The PE is responsible for keeping records of PE equipment inspections.

## **Permits to Work**

Where required permit to work for high risk activities such as hot works are issued by the Site Team/site agent GVC.

## **Personal Protective Clothing / Equipment**

In curriculum based subjects such as D&T and Science the Head of Departments will be responsible for ensuring PPE is stored and used correctly by staff and pupils during lessons.

PPE will be determined through risk assessment and where provided maintained.

## **Risk Assessments**

Risk assessments have been developed for the range of activities. These assessments form the basis of these arrangements and how Environmental, Health & Safety risks are managed throughout the school. The risk assessments are reviewed annually or when there is a change in circumstance.

From the assessments training needs have been determined and PPE agreed and provided. In the majority of cases generic risk assessments cover the vast majority of the activities undertaken.

Controls identified from completing risk assessments, that cannot be dealt with straight away, will be included within a risk assessment H&S action plan so that they are implemented in priority order based on risk.

Julie Brown school Business Manager will be responsible for risk assessments in relation to the school building, admin team, and site team.

Heads of Departments will be responsible for ensuring the risk assessments in relation to learning; curriculum subject areas such as Science, D&T, and PE are completed.

## **Signage**

Safety signage will comply with The Health and Safety (Safety Signs and Signals) Regulations 1996.

## **Slips, Trips & Falls**

Stratton Education Trust believes in ensuring that all areas of the school including classrooms and corridors are maintained in a clean and tidy manner at all times. In particular, that pupil's bags and coats are not stored on the floor where it can provide a trip hazard.

The school has procedures in place to manage icy conditions which involves gritting designated access and egress route into school.

## **Security/Violence**

The schools are open between 6.00am till 6.00pm and open in the evenings for lettings.

Stratton Upper School has a security alarm installed and a security company response contract.

GVC site agent attends alarm activations.

## **Site Maintenance**

It is everyone's responsibility for reporting hazards to the Site Team using the Hazard Sysaid reporting system or the site agent at GVC.

The Site Team/Site Agent GVC is responsible for the upkeep and maintenance of the school buildings and raising issues to the school business manager that cannot be addressed locally.

## **Smoking**

Stratton Education Trust has a no smoking policy in place.

## **Stress**

Stratton Education Trust has a policy for management of stress with for staff.

## **Training**

The Health & Safety at Work Act 1974 requires that all employees receive adequate information, instruction and training, commensurate with duties from their employer. Training is crucial in ensuring that safety management procedures are implemented appropriately and no-one should undertake tasks for which they have not previously been trained or instructed upon.

Both schools identify training through via the risk assessment process and any revisions of or changes to this policy are brought to the attention of staff. Head of Department or technicians are also responsible for identifying training needs within their department and ensuring staff training is up to date.

New staff will undergo a Health & Safety induction by the School Business Manager or Head of

Department for teaching staff.

Training is undertaken externally e.g. first aid, training and also internally via tool box talks.

Helen Richards is responsible for ensuring all H&S training in relation to all staff is recorded, tracked and up to date.

### **Visitors**

Visitors are requested to be accompanied at all times unless CRB checked. The receptionist will check who enters building and whether they will be unaccompanied and notify the business manager/Headteacher of any concerns.

Visitors sign in at reception and receive information on the schools emergency procedures at reception.

### **Welfare Facilities**

Stratton Upper School and GVC will provide suitable welfare facilities for staff as required by the Workplace (Health, Safety & Welfare) Regulations 1992.

### **Work Equipment**

Work equipment is defined by the Provision & Use of Work Equipment Regulations 1998. Use of work equipment within Stratton Upper School and GVC will be risk assessed.

Where work equipment does not meet expected standards it will be fully disabled until permanent repairs can be undertaken.

### **Work Experience**

Stratton Upper School does allow pupils from the school to go on work experience. The school Work experience co-ordinator oversees all work experiences and is responsible for ensuring all young person work experience risk assessments are undertaken by the EBP.

### **Working at Height**

Risk assessments will be completed for working at height and training identified as part of the risk assessment process.

## **Appendix 1 – Health & Safety at Work etc. Act 1974 an Overview of Main Requirements**

This legislation provides a legal framework for safety responsibility and is the main piece of legislation from which all other safety regulations are developed.

The main sections within the Health & Safety at Work etc. Act 1974 relating to organisation and responsibility, and therefore relevant to this document, are as follows:-

### **Section 2**

“It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of his employees”

### **Section 3**

“It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety”

### **Section 7**

It shall be the duty of every employee while at work –

- (a) To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (b) As regards any duty or requirement imposed on his employer or any other person.....to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with

### **Section 36**

An individual cannot act in such a way that will lead to a body corporate or individual being guilty of an offence.

Section 36 is often used to personally prosecute senior managers where it has been identified that a decision was made by an individual that led to serious failing. An example of this could be that a manager decided that they were not going to spend the time or money carrying out risk assessments and this then led to an accident.

Safety responsibilities are set by criminal law. This documentation aims to clarify responsibilities for those individuals that hold them within school.

### **How Far Do You Go?**

Safety controls should bring risk down to the lowest level that is reasonably practicable.

In deciding if it is reasonably practicable to control a risk it is necessary to consider:

- Who and how many people could be affected if the hazard is not controlled?
- Has there already been incidents or near misses reported?
- What is the potential outcome? I.e. is it possible that someone could be killed or only suffer minor injury?
- What do legal requirements, codes of practice and risk assessments say you should do?

**Versus** the financial implications of introducing the control within the available resources. If there is the possibility of death, high value or multiple claims it will probably be reasonably practicable to follow through the control no matter what the cost implications are.

It is a fact of life that big organisations with larger resources are expected to do more than small businesses with less. These organisations will also face the harshest fines and most severe treatment if prosecuted for a safety related matter.

## Appendix 2

### Management of Health and Safety at Work Regulations an Overview of Main Requirements

These regulations are made under the Health and Safety at Work etc. Act 1974 and they specify even more clearly how an organisation must have a framework of responsibility in order to comply fully with safety requirements.

In particular:

Regulation	Overview of Legal Requirement
3	Requires that the employer undertake suitable and sufficient risk assessments, covering all risks to employees whilst they are at work and to others affected by his undertaking. Assessments are to be regularly reviewed and updated as and when work changes. Risk assessments form the basis of how safety is managed throughout the group and once completed findings must be implemented.
5	Requires that every employer has arrangements, commensurate to the size of his undertaking to effectively <b><u>plan, organise, control, monitor and review safety.</u></b>
6	Requires that health surveillance be undertaken as required within a risk assessment. For example when using substances that may be hazardous to health
7	Requires that competent people be appointed, preferably internally, to assist with employers duties. It also states that they should be provided with adequate resources and be assured full co-operation.
8 & 9	There must be effective emergency arrangements and first aid care in place for potential situations that could pose a serious and imminent risk to danger e.g. fire
10	Requires the employer to communicate effectively with their employees particularly in relation to preventative and protective measures and any safety procedures that they are aware of
11	Is a general duty of co-operation where different employers have shared or overlapping responsibilities – this could mean other service providers or businesses with whom you may be working or who may share occupation of a site or property
12	Requires employers to provide hazard information and instruction to those working within his undertaking whom he may not directly employ. This information should include dealing with on-site emergency. This also covers arrangements for safe guarding self-employed people at work
13	Requires employers to provide safety training to their employees as their work or risks to them change. It also specifies that training should be undertaken periodically where appropriate.

## **Regulation**

## **Overview of Legal Requirement**

- 14** Requires employees to co-operate with their employer and follow advice and instruction given to them in respect of safety. Also to inform their employer of any hazards that they become aware of.
- 15** Relates to temporary workers and specifies that they must be protected by the employer and provided with training, information and health surveillance if required for the role that they are appointed to undertake
- 16 to18** New & Expectant Mothers and Young workers should have their work carefully assessed

### Appendix 3 - Competency Criteria

Contractors should meet the following competency criteria for the duration of their engagement. Self-employed contractors and those who employ fewer than 5 people should agree arrangements separately with Stratton Education Trust. All contractors will be expected to adhere to the information contained within this policy document no matter of their size.

Action Point	Standard to be achieved
Organisation and H&S Policy	Have & implement an appropriate policy, regularly reviewed and signed off by the person at the highest level within the organisation. Policy should be relevant to the nature and scale of the work that the organisation undertakes. Named responsibilities should be fully detailed within this documentation
Arrangements for Ensuring Safety measures	This should be relevant to the work to be undertaken and must clearly outline how exactly safety duties will be discharged – may consist of site rules or operating procedures
Consultation, communication and staff involvement	There should be an effective means of communicating with the work force. Be able to provide evidence of meetings and how this has occurred in practice
Competent advice – company and construction sector related	The management of Health & Safety at work regulations requires that a competent person or persons be appointed, preferably within the company to provide sector specific safety advice relating to their work area. Be able to provide information on how this individual has been used and evidence of advice followed through to conclusion
Subcontracting procedures (if applicable)	There should be set systems in place for appointing sub-contractors in the same way that the contractor is assessed and for monitoring their performance once they are working on site.
Co-operation with others and sub-contractors	Systems should specify how co-operation and co-ordination is undertaken in practice and how the work force is involved in drawing up method statements / risk assessments. How sub-contractors are managed.
Performance measurement	There should be a system in place to monitor that the procedures that the service provider states has in place are actually working via auditing and review on an ongoing basis
Training and information	Training arrangements should be in place within the organisation to ensure that their employees have the relevant skills to undertake the tasks expected of them.

Action Point	Standard to be achieved
	There should also be a refresher programme or system of CPD in place that keeps employees up to date with changes in safety legislation.
Individual qualifications and experience	Individuals within the organisation should have an appropriate level of training for the tasks that they undertake unless they are under controlled and competent supervision This should apply throughout the company structure.
Risk assessment and method statements	There should be clearly defined methods for carrying out risk assessment and where necessary these are to lead onto safe methods of working / method statements. There must be a process for completing site specific assessments as and when these are required
Incident management	Records of all RIDDOR reportable incidents should be available for the last 3 years. There should be systems in place for reviewing incidents and recording action taken as a result throughout the organisation. There should also be a record of any enforcement action taken against the company including legal notices or its employees
Welfare provision	Be able to show that the appropriate welfare arrangements will always be available
Insurance	Professional Indemnity, public / employers liability and product liability should be checked against the clients requirements usually set by the company secretary
Work Experience	Be able to demonstrate work on previous similar projects and active safety management standards on these projects

### Approval Process

Date of approval: 24<sup>th</sup> March 2014

Governors committee & date when policy first considered:

Full governing body meeting

Review date: April 2014

