Health and Safety Policy Document 2
Arrangements for Sir Bernard Lovell Academy

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Introduction

This is Document 2 of 2 documents. Document 1 contains the statement of general policy and arrangements for health and safety at Futura Learning Partnership. This document illustrates our organisation and the arrangements for ensuring health and safety at Sir Bernard Lovell Academy.

The two documents are therefore the overall health and safety policy. The policy is then implemented through sub-policies, risk assessments and the resulting procedures and actions needed to manage significant risks.

These arrangements are specific to each school and will help to ensure that the aims and objectives of the trust's Health and Safety Policy are implemented. Schools must add anything that is missing from this schedule and any such additions must be reported to the school's Health & Safety Committee.

Health and safety poster

The Health and Safety Information for Employees Regulations legally requires the school to display an approved poster and Energy Certificate. The poster at this school is displayed in the staff room.

The policy mentions several other important topics relevant to educational premises which have different statutory origins from employee health and safety. These are:

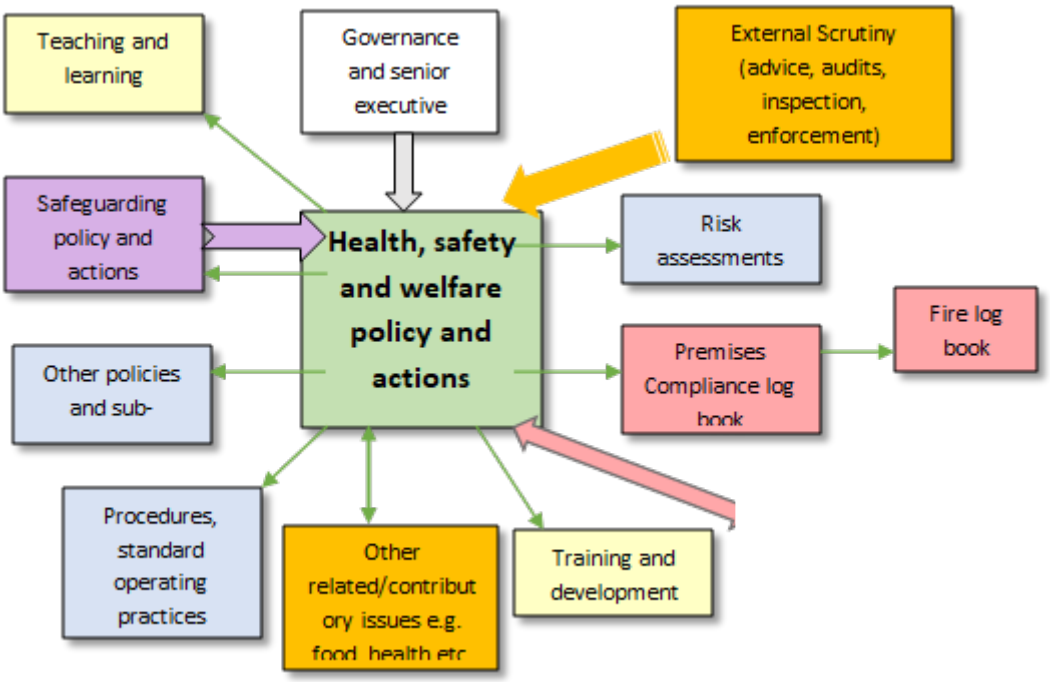
- Safeguarding children;
- Food safety;
- Environmental protection;
- Transport safety

They also have their own policies or sub-policies and procedures. They need to be managed in a way that avoids gaps and ensures the health and safety of employees, children and the public.

ARRANGEMENTS – what do people do?

Introduction: When roles, titles, etc., change, they will be updated in this document at its next review.

This policy is part of the trust's overall health and safety system and the graphic below illustrates how it fits with some other parts of the system.



A to Z Arrangements by topic

The following health and safety topics are listed alphabetically. They are intended as an outline of the arrangements made. The health and safety management systems are extensive and consists of documents, posters, training, standard operating procedures, and many other aspects. Within a basic structure there are day to day decisions, dynamic risk assessments and risk assessments being updated, new guidance being received and new training being absorbed.

The trust and school leadership are aware that there is additional law other than occupational health and safety law that may affect what is commonly called “health and safety”. This includes licensing law, highway and transport legislation, food safety, environmental management and the area of civil law.

Accident Reporting, Recording and Investigation (this includes near-miss incidents and cases of aggression/ violence)

All accidents must be reported to the Estates Area Manager and the H&S Competent Person using the Accident Report Form (Appendix B and available on the Staff Site).

- All staff/visitor incidents and more serious pupil incidents that have involved medical intervention beyond basic first aid must be recorded on EEC live for review by the trust’s Health & Safety competent Person, currently Educating Safely LLP.
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) must be notified to H&S Competent Person and the Compliance Officer. Fatal or major injuries must be reported immediately to the Headteacher, CEO and the H&S Competent Person.

- Details of all accidents will be brought to the attention of the school's health and safety committee, where they will be discussed and trends identified. If required, measures to prevent reoccurrence will be implemented.
- All employees and pupils will be encouraged to report near misses so that potentially hazardous situations can be dealt with.

Administration of Medicines

- Arrangements for the Administration of Medication in the School will be in accordance with the Policy for supporting children with medical conditions.
- This procedure will be brought to the attention of all employees, volunteers and parents. The aim is to ensure the school knows of any medical conditions requiring either day to day medication or emergency medication.
  Parents and carers know they will be informed of medication administered and any additional information which will help in the longer-term management of the medical condition.

Asbestos

Each school where asbestos exists will have an Asbestos Management Plan. A copy of this must be held by the school's reception / office, along with the asbestos register and signing sheet. This folder must be available for all staff and contractors to review. All contractors must read and sign the asbestos register before commencing any works. Whenever possible, the asbestos register will be emailed to contractors in advance of work on site, with a Microsoft Form to confirm that the register has been read and understood. This is a responsibility of the Area Estates Managers.

An annual re-inspection of areas containing asbestos will be carried out by the trust's appointed asbestos contractor. An annual in-house inspection will also be carried out where the school asbestos risk assessment deems it necessary, this must be completed by someone trained to 'appointed person' level.

Asbestos risk assessments, plans and survey reports are stored on SharePoint in the relevant location within Health & Safety for your school and a paper copy is available at reception.

It is the Area Estates Managers' responsibility to ensure the asbestos register is updated following any works that included the removal or encapsulation of asbestos.
(NOTE: even if Asbestos is not present, a document stating this should be available and linked into this document)

Automated External Defibrillators (AED)

It is trust policy that all staff, pupils and visitors are able to access an AED within a reasonable timeframe. To facilitate this, all schools, sports centres and the central office will have an automated or semi-automated AED on site. AEDs will be semi or fully automatic (preference is fully automatic) and will have a function that allows them to easily be switched between adult and paediatric mode.
A risk assessment should be completed for the AED and it will be subject to a regular compliance task in I Am Compliant.

Banning – see Warning and Banning

Bodily Fluids & Clinical Waste

Each school should have a spill kit, select employees who's task it is to clear the spillages should be informed and requested to clean up and dispose of the waste in conjunction with the correct procedures.

Building and Premises

The management of the school's premises will be assisted by the keeping and use of documentation. This will enable planned maintenance, asset protection, audits and provide references for future work.

Key documents will be stored on I am Compliant and will include:

- Records of compliance, maintenance, inspections and repairs;
- Defect reporting procedure;
- Fire, Asbestos, Legionella, radiation and other key matters as required –if they are required;
- Insurance inspections;
- Defect reports;
- Other documents as needed.

Child Protection

See Safeguarding and Child Protection

Cleaning

See Housekeeping

Communicating information to employees and other persons who are not employees

There will be staff noticeboards, staff meetings, school and staff newsletters and e-mail briefings as well as the Health and Safety Committee. These will be supplemented as necessary by special meetings or focus groups. There is a staff intranet (Sharepoint) and a school website. Schools may also use a text service to communicate with parents and carers.

Contractors will get briefings appropriate to their work or project. This will include hazard warnings including asbestos locations and know high risk areas. See Contractors below. Perimeter and site posters and signs or other markings will be used as suitable for example to warn that the site is not generally open to the public.

Compliance - Premises Compliance

Premises compliance responsibilities are shared between the Business and Operations Support Team (managed by the COO) and the school, as shown below. The trust uses the I am Compliant system to monitor premises compliance. All compliance checks, including but not limited to those listed below, whether made by external contractors or in house staff, must be logged in I am Compliant. At PFI schools all premises compliance is the responsibility of the PFI service provider.

Activity	Owner	Contractor / in house	Due every
Asbestos			
Asbestos Survey	Estates Team	Contractor	1 Year
Asbestos visual inspection	Estates Team	In house	1 year
Automated equipment			
Automatic doors	Estates Team	In house	1 Week
Automatic doors	Estates Team	Contractor	1 year
Automated Gates Inspection and Service	Estates Team	Contractor	1 Year
Lift Inspection	Estates Team	Contractor	6 months
Catering			
Catering Equipment Annual Inspection	Catering Team	Contractor	1 Year
Classroom			
Design & Technology Machinery Inspection	Estates Team	Contractor	1 Year
Dust and Fume extraction equipment	Estates Team	Contractor	1 Year
Kiln inspection	School	Contractor	1 Year
Laser Cutters	Estates Team		3 Year
PE/Gym Equipment Inspection	School	In house	1 week
PE/Gym Equipment Inspection	School	Contractor	1 Year
Electrical and energy			
Display Energy Certificate	Estates Team	Contractor	1 Year / 10 years
Electrical Periodic Fixed Wiring inspection 20% each year	Estates Team	Contractor	1 Year
Microwave Testing	Estates Team	Contractor	1 Year
Portable Appliance Testing	Estates Team	Contractor	1 Year
External			
Playground equipment inspection	Estates Team	In house	1 week
Playground equipment inspection	Estates Team	Contractor	1 Year
Tree Survey	Estates Team	Contractor	1 Year
Lightning Protection	Estates Team	Contractor	1 Year
Fire safety and security			
CCTV Inspection	Estates Team	Contractor	1 Year
Emergency Lighting Flick Test	Estates Team	In house	1 month
Emergency Lighting Test	Estates Team	Contractor	1 Year
Fire Alarm Service	Estates Team	Contractor	6 Month

Fire Alarm weekly audible test	Estates Team	In house	1 Week
Fire Doors	Estates Team	In house	1 year
Fire Safety Risk Assessment - Review	Estates Team	In house	1 year
Fire Safety Risk Assessment	Estates Team	Contractor	5 years
Firefighting Equipment Inspection	Estates Team	Contractor	1 Year
Intruder Alarm Service	Estates Team	Contractor	6 months / 1 year
Gas safety and plant			
Air Conditioning Service	Estates Team	Contractor	6 Month
Air conditioning TM44 certification	Estates Team	Contractor	5 years
Gas Boiler Inspections, Gas Tightness (CP15) & Mechanical Plant Servicing	Estates Team	Contractor	1 Year
Pressure Vessels	Estates Team	Contractor	1 year
Water hygiene			
Disinfection of Water Tank	Estates Team	Contractor	1 Year
Water flushing	School	In-house	1 week
Legionella prevention & Water Temperature Check	Estates Team	Contractor	1 Month
Legionella Risk Assessment - Review	Estates Team	In house	1 year
Legionella Risk Assessment	Estates Team	Contractor	3 years

Other compliance requirements are set within the relevant sections of I Am Compliant.

Compliance Following Building Works

After any building works, the Area Estates Manager must complete a 'Project Completion Checklist' which should be stored on SharePoint. This checklist will serve as a reminder to update as required, the fire risk assessment, asbestos register, electrical register and any other risk assessments as appropriate.

Contractors and Visitors

All visitors and contractors must report to the school reception. They will be signed in and be given an identity / visitors badge. On leaving the site they will be required to sign out at reception.

Before any work commences, the school will ensure that all relevant staff have been informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works. Contractors will be appropriately supervised by school staff whilst on site. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures.

Any 'Hot Works' carried out will require notification and permits detailing the works, lock offs etc. to be signed and dated by the Area Estates Manager. Any work that might disrupt teaching and learning will be arranged to minimise this as far as possible.

All retained contractors will be asked to complete a Futura Contractor Vetting Questionnaire each year. This is the responsibility of the Area Estates Managers. This provides assurance of a contractor's competence to carry out the work required and includes details such as membership of trade organisations, insurance and health & safety arrangements. Completed forms are stored in Estates Teams Folder.

Computers and other IT equipment and systems

This covers a wide range of items. Traditional information systems such as the school network wired or wireless and attached terminals are only part of the current "wired society". Other aspects include mobile devices, equipment linked to the Internet, the World Wide Web and so on.

Equipment related to information, technology and communications will be managed by Futura Learning Partnership IT Department.

There is a legal requirement for Display screen assessments when required, to be carried out. These will be organised through the individuals line manager or as a self-assessment. See Display Screen Equipment, or a 3rd party competent person.

E-safety is managed by DSL. See safeguarding.

Data Protection requirements are dealt with by Futura Learning Partnership. And a Data Protection Handbook is available on the staff SharePoint.

All IT facilities are subject to the relevant safety risk assessments relating to for example work on electrical equipment, lone working, manual handling and work at height.

COSHH (Control of Substances Hazardous to Health)

For the purposes of this policy the trust recognises the everyday understanding that all chemicals should be considered here and any other similar things. In law certain items such as lead and asbestos have their own regulations so they are also mentioned separately.

- An inventory of all hazardous substances used on site must be held by the Site Manager/ Caretaker/ Site & Facilities Assistant/ Senior Leader and reviewed regularly.
- All staff must inform the Site Manager/ Caretaker/ Site & Facilities Assistant of any substances they have within their area of work that have a hazard warning symbol on them for inclusion in the inventory.
- All substances hazardous to health (usually identified by the presence of one or more red warning diamond) must have a COSHH assessment. These will be carried out by a competent person, using the MSDS (material safety data sheet)
- The arrangements for the delivery of hazardous substances to schools will be managed by the estates team / site staff.

- Any new products that are brought into schools that have a hazard warning symbol and there is a risk of harm from the product in its use, miss-use, quantities or storage, will require a risk assessment to be undertaken.
- The Commercial Director will maintain a record of hazardous substances used by the cleaning contractor.
- All substances MUST be stored in original packaging and MUST NOT be decanted.
- The Science, D & T and Art departments must have their own departmental procedures and arrangements for the storage, use, handling and production of hazardous substances.
- Reference should be made to Science, D&T or Art Health and Safety Policies, held at local level.
- The school subscribes to advice from CLEAPSS which is recognised by the Health and Safety Executive as a source of guidance.

Curriculum Activities – High Risk

The trust has identified that certain curriculum activities will pose higher risk, such as food technology, PE, D & T, etc. and will therefore ensure suitable training, risk assessments, equipment, and emergency procedures are in place to ensure the safety of the staff and pupils. These should be stored on Sharepoint for each individual site.

The establishment will seek the advice and guidance of external competent advisory service providers, e.g. CLEAPSS, DATA, AfPE, Educating Safely, to ensure relevant and up to date information is provided.

Cyber Security

See security

Defect Reporting Procedures

All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is reported. In this school, defects should be reported to the Estates Helpdesk: estateshelpdesk@sblacademy.org.uk

- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of the appropriate Line Manager, so it can be logged, actioned and monitored.

Display Screen Equipment (DSE)

The trust complies with the HSE guidance on 'Working with display screen equipment'. For the purposes of this policy a 'DSE user' is defined as a member of staff who habitually uses display screen equipment daily as a significant part of their normal work, including regular daily spells of an hour at a time using DSE.

For 'users' a DSE assessment should be carried out by their line manager or as a self-assessment via I Am Compliant. These will be conducted at least every two years, but more

frequently if there has been a significant change. DSE Assessment must also be carried out for the home office for those working from home or hybrid working.

All staff are entitled to an annual financial allowance, as part of the trust benefits package through Health Shield, towards the cost of an eye test and any spectacles or contacts lenses required.

Educational Visits

Where a school carries out educational visits, it will have a named, and appropriately trained, Educational Visits Co-ordinator (EVC) who will ensure that:

- Activities will be led by appropriate Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will complete the necessary Risk Assessments before departing.
- The arrangements for high risk and residential visits must be checked by the trust's external competent advisor via SharePoint.
- All visits are approved by the Headteacher.

Group Leaders will be responsible for ensuring:

- Staff are fully briefed.
- Staff to pupil ratios are assessed and are adequate for the trip.
- Parents and carers receive relevant information about the visit.
- Advice from the school's inclusion lead is sought if applicable for individual pupils.
- Volunteers on any off-site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information including risk assessments.
- All staff will be DBS checked.
- Volunteers will be DBS checked as appropriate in line with the DBS policy.

Please refer to the Educational Visits Policy for further guidance.

Electrical Equipment (Fixed and Portable)

The use of electrical systems will follow the current legal requirements. These include the general duties within the Health and Safety at Work etc Act 1974 Section 2 (2) and the Electricity at Work Regulations 1989. Electricity within teaching and learning will also follow the guidance from CLEAPSS and DATA.

- Any electrical faults should be reported immediately to the site team. Faulty fittings (e.g. cracked sockets etc) should be isolated until repaired.
- Portable appliance testing (PAT) is arranged by the Area Estates Managers
- Staff must not bring electrical items in from home unless it has been PAT tested.
- The periodic inspection of fixed electrical installations is arranged by the Area Estates Managers

- Electrical extension leads must be only used as a temporary measure and must be fully unwound. Multiple socket adaptors must not be used.
- Third parties hiring school facilities must provide evidence that any electrical equipment brought on to school premises has passed a PAT test within the last year.
- The use of portable heaters is discouraged. However, when necessary, staff may be provided with one. Staff should not cover these heaters with any clothing or objects and the heaters must be turned off when leaving the room.
- Fixed wire electrical systems will be inspected on a 20 % each year to ensure all areas are covered within a 5-year period. For schools with a swimming pool, the building housing the swimming pool will be inspected every year in accordance with the IET Wiring Regulations (currently BS7671:2018)

Fire and Emergency Procedures

The school accepts that the nature of an emergency means that they may not fit into a previously encountered scenario and staff will need to react using their training and judgement.

- All fire appliances and installed fire safety systems will be checked in line with recognised best practice and British Standards by specialist personnel. Responsibility for arranging such checks and maintenance rests with the Area Estates Manager.
- Fire alarms will be tested on a weekly basis using a different call point each time and the results should be recorded. This is the responsibility of the school's site manager or site assistant.
- Portable firefighting equipment and emergency lighting will be visually checked on a monthly basis and the results should be recorded. This is the responsibility of the school's site manager or site assistant.
- It is the responsibility of the Headteacher to ensure that a walk-through of the fire drill takes place within the first two weeks of the September term to ensure that all new starters (staff and pupils) are fully aware of the procedure.
- It is the responsibility of the Headteacher to ensure that fire drills are held a minimum of three times per year (the first of which must be within the first week of the school year so new staff and pupils are immediately aware to the process). A record must be kept of each drill to include evacuation time, observations and follow up required, which must be reported to the Health & Safety Committee.
- It is the Headteacher's responsibility to maintain the school's emergency evacuation plan and clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process.
- Fire risk assessments will be carried out with a combination of competent advice and assistance. A review of the fire risk assessment will be completed at least annually or if/when things change that may affect the original assessment. This is the responsibility of the COO.
- It is the Area Estates Managers' responsibility to update the fire risk assessment following any works, as necessary.
- An annual review of all school's fire risk assessments will be undertaken by the Audit & Risk committee

- All staff will carry out the online Fire Safety training through I am Compliant, as part of the induction process
- It is the Headteacher's responsibility to maintain the school's Business Continuity Plan and clear instructions must be issued to staff regarding the process to be followed should a lockdown be needed. These instructions must be issued on the first day of employment as part of the induction process and shared with all staff annually and uploaded centrally.
- It is the responsibility of the Headteacher to ensure that lockdown drills are held a minimum of once per year. A record must be kept of each drill to include lockdown time, observations and follow up required, which must be reported to the Health & Safety Committee.
- It is the Headteacher's responsibility to maintain the school's lockdown process and clear instructions must be issued to staff regarding expectations during a lockdown drill. These instructions must be issued on the first day of employment as part of the induction process.

First Aid

The trust will ensure that adequate arrangements are put in place to provide sufficient first aid provision. It will do this via a First Aid Needs Assessment. Please refer to the HSE guidance on how to complete this assessment **here.**

Although there is no requirement in law to provide first aid to anyone other than employees, the trust will make provision for the benefit of its students and visitors. In line with EYFS statutory framework, at least one person who has a current paediatric first aid (PFA) certificate should be on the premises and available at all times when children are present and should accompany children on outings.

The names of First Aiders and others with appropriate skills must be posted on the school's HS&W notice board.

Responsibilities

The Headteacher has the overall day to day responsibility for health and safety matters. The Headteacher delegates responsibility for undertaking aspects of these duties through line management and identified roles. The Headteacher must also identify a separate space fit for purpose as a first aid / medical room. Each school / location will appoint a First Aid Coordinator who is responsible for:

- completing the first aid needs assessment
- ensuring first aiders are provided with sufficient time to attend training and to maintain the first aid equipment for which they are responsible
- the school has a sufficient number of trained first aiders and reviewing this annually
- first aiders receive adequate and timely training; as a minimum they must hold the emergency first aid at work qualification
- any first aid equipment, including any automatic external defibrillators (AEDs), under their control is adequately maintained, stored in a safe place, accessible to first aiders and ready for use at all times.
- records are kept for all AED equipment under their control to demonstrate a suitable and sufficient maintenance and testing programme.

-

Line Managers are responsible for:
Ensuring that their team is made aware of the first aid provision and procedures available within their department.

Estates are responsible for:
Ensuring suitable and sufficient first aid signage is provided and maintained.

First Aiders will:

- Attend any mandatory training arranged for them in respect of first aid
- Attend any first aid emergency as necessary and will administer first aid as appropriate and in accordance with the training they have received
- Maintain simple, factual records and provide information to the emergency services as required
- Ensure the first aid kit for which they are responsible, is kept fully stocked and up to date.
- Ensure they are aware of health care plans and any other specific needs of pupils at the school.
-

Accident reporting is covered under Item 1.

Glass and Glazing

Glazing will be subject to regular condition surveys carried out by the trust. These will be carried out every 7 years.

Health

The arrangements for supporting pupils are set out in the 'Supporting pupils with medical conditions policy'.

Where necessary training will be provided to ensure conditions requiring additional support will be met, such as asthma, diabetes, epilepsy, anaphylaxis.

Guidance on infection control within a school setting is followed provided by the Public Health England, see
https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

Health & Safety Committee

The Health and Safety Committee is in place to monitor the separate areas and systems of health and safety management and provides the overarching overview to successful application of this policy within the school. The committee must meet a minimum of 3 times a year. Minutes of the meeting must be recorded and stored on SharePoint within Health & Safety for each local site within 30 days of the meeting.

The Health & Safety Committee must include:

- Headteacher or designated senior leader
- Area Estates Manager

- One teaching and one support staff representative
- Radiation Protection Supervisor (where in place)

It may include a member of the school's Local Governance Committee if there is one with expertise in this area. At PFI schools the attendance of a representative of the PFI service provider is encouraged.

The committee can create its own terms of reference, but the agenda should include:

1. Accidents of note since the last meeting, how many accidents in total and are there any trends.
2. Building works/modifications planned.
3. Review of action plan following audits / site inspections.
4. Review of Fire Drill and Lockdown Drill including 'lesson learnt'
5. Risk assessments - all risk assessments in place at the school must be reviewed by the Health & Safety Committee at least every 3 years. Committees are therefore advised to review some risk assessments at each meeting.

5. Training
- monitor completion of mandatory training
- identify training needs

6. First Aid provision / qualifications etc.
7. Review of processes for risk assessing and authorising educational visits.
8. Radiation Management Update (Where required)

Health and Safety Training

The Management of Health and Safety at Work Regulations 1999 Sections 10, 13 for example require that the school provides suitable information and training regarding risk assessment and health and safety management.

The trust recognises that:

- training is always a constant requirement, based on the ability to recognise who requires it and when,
- new employees, transferred staff and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme, taking into account new technology, legislation, regulations and standards to determine a fresh approach to training requirements and a re-training programme for existing staff.

There are various categories of training requirements defined as induction training, informative/ awareness training and specific 'hands-on' training;

- **Induction Training** This will apply to new employees, employees transferred within the school to other activities, contract and agency staff, and volunteer helpers, all of whom will need to be shown over the trust/school and host area, and be issued with, and instructed upon, key information on policies and procedures, fire precautions, first aid and welfare arrangements, etc
- **Informative and Awareness Training** A more in-depth approach, in-house, showing employees what they must and must not do; providing supervision until they gain an

understanding of what is required; making them aware of their tasks and providing written procedures and arrangements.

Specific Training This is a hands-on training approach where it is recognised by the trust/employer/governors that employees will require an accepted level of competence to perform their tasks. Curriculum subjects may require particular competencies and support staff such as Caretakers/Site team may require others. Examples are:

- Sports and PE;
- First Aid;
- Administering medicines and supporting pupils with medical needs;
- Safeguarding roles;
- Fire safety duties

All trust staff must complete online mandatory training through IAC as part of their induction, and annually details of which can be found on the trust SharePoint (please click here).

First Aid training is negotiated through the Compliance Officer on behalf of all schools. Schools can book staff directly onto course as they need to.

Housekeeping

The Site Manager and cleaning contractor will ensure adequate arrangements are in place to keep the school clean and tidy through good housekeeping. In particular, rubbish and other combustible materials will not be allowed to accumulate. Boiler rooms, battery rooms, the area under the stage, other storage areas and all designated escape routes will be kept clear at all times. Rubbish bins, skips, etc will be located away from school buildings and secured to suitable fixed points.

Lead Staff will make regular checks of their areas, maintaining tidiness, arranging adequate storage and ensure appropriate cleaning arrangements.

Incident Reporting

This is described under 'Accident reporting' regarding accidents and 'Defect reporting' for defects around the site. If schools have an incident that they are not sure whether to report or not, they should contact the Compliance Officer for advice and escalation as necessary.

Infectious Diseases and infection control

The Health Protection Agency poster on guidance on infection control in schools and other childcare issues is located in the Staff Room on the Health & Safety notice board.

Many lessons were learnt from the Coronavirus Pandemic. The school will continue to encourage and educate the community to 'catch it, bin it, kill it'.

The staff will be encouraged to report any concerns regarding infectious diseases. The advice available from the UK Health Agency will be followed and can be found at https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities

The school will implement increased hand washing and touch point cleaning if an outbreak of an infectious disease is identified at the school.

Inspections - site health and safety inspections

All schools will have a health & safety inspection each year by the external competent person. The Audit & Risk Committee will review the reports and actions plans as a result of these audits.

The Area Estates Managers will carry out a visual building inspection at all schools at least three times a year. A standard format will be used for this, these will be filed on I am Compliant.

Summarised reports of findings from inspections to be provided to the Health and Safety committee.

Ionising Radiation

See Radioactive

Kiln

- Staff operating the kiln must be appropriately trained and a risk assessment for the kiln is displayed in the kiln room along with operating and emergency procedures;
- The kiln is inspected annually by Celtic Kiln Repairs.
- Personal protective equipment in the form of thermal gloves are provided.

Legionella

see Water Hygiene/ Legionella Management

Lettings

The school has a range of lettings. These include M90, G3 the Sports Centre. The school will ensure that its 'Letting Terms' are explicit regarding the respective roles and responsibilities of both itself and the Hirer for HS&W matters including: Insurance arrangements, Risk Assessments, First Aid, and Emergencies.

- Conditions for lettings must be set out on the Letting Form which must be completed accordingly.
- Details of the schools emergency contact details are provided to the hirer.
- Emergency procedures and arrangements must in place and both parties must be aware of individual responsibility in the event of an emergency.
- The school should share their Fire Risk Assessment with the hirer.
- Hirers' risk assessments may be requested along with copies of insurance certificates.
- The hirer must inform the school of any damage, equipment failure or faults with the fabric of the building.
- Third parties hiring school facilities must provide evidence that any electrical equipment brought on to school premises has passed a PAT test within the last year.

Please refer to the Futura Commercial Services for further advice and guidance.

Local Exhaust Ventilation and air extraction

The trust recognises there will be occasions when it will be necessary to refer to outside specialists for air monitoring and the checking of ventilation systems installed for the removal of dusts, vapours, gases etc, (e.g., fume cupboards, woodwork extraction, heat treatment, soldering etc). Provision will be made to ensure this takes place at least every 14 months (from Schedule 4, COSHH). A record of all such tests will be kept in the online compliance system.

Air extraction in kitchens and other types of air extraction Cooker hoods and other catering ventilation will be installed to ensure adequate removal of waste gases from cooking equipment and to maintain a suitable temperature and humidity for the staff members. Other air extraction will be provided and maintained as needed around the premises in for example:

- Kiln rooms;
- Toilets and washrooms,
- Rooms where there are photocopiers or other equipment;
- Rooms that may become hot during parts of the year.
- Kitchen/canteen

Lockdown

see Emergency Procedures.

Lone Working

Lone workers are those who work by themselves without close or direct supervision and are found in a wide range of situations. Staff should avoid lone working wherever possible. If a staff member finds themselves in a lone working situation, they must always carry a mobile phone for emergency use and let others know where they are going and how long they intend to be. Ladders or any other equipment that might result in personal injury must not be used. Emergency call outs out of school hours must not be attended to initially by unaccompanied trust employees. First response should be provided by the trust's retained external security company (arranged through Estates Team), who may then request the presence of an employee.

Please refer to the Lone Working Risk Assessment for further advice and guidance - Stored on SharePoint.

Manual Handling

Staff must:

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Act according to any medical advice.
- All staff whose duties could include manual handling / lifting must be provided with suitable information and training.
- Ensure they are physically capable of safely completing a manual handling task.
- Use mechanical aids whenever possible and/or undertake team manual handling.

- Undertake the training through I am Compliant, details of which can be found on the trust SharePoint.
- Equipment such as hoists, trolleys, wheelchairs will be inspected and maintained.

Manual handling risk assessments should be carried out for tasks that may pose a risk of injury to school staff. This does not include tasks that are of a low risk, are straightforward or will only take a very short time.
Equipment such as hoists, trolleys, wheelchairs will be inspected and maintained.
Please refer to the Manual Handling Risk Assessment for further advice and guidance.

Minibus

See Transport.

Monitoring and auditing health and safety performance

The school will apply the Health and Safety Executive recommended process of Plan, Do, Check and Act as mentioned above.

There will be a rolling programme of updating documents (and hence procedures)
Audits will be carried out at regular intervals to maintain or improve overall performance.
The frequency will depend on the outcomes of each audit.
Monitoring includes regular walkabouts and meeting employees, pupils and contractors.
Walkabouts may be formal and recorded or day to day "walking the job" picking up issues before they become a problem.

Noise, high sound levels and vibration (such as from machinery and music)

The trust recognises there may be problems experienced with noise, high sound levels and vibration. Lead Staff will report all such cases to the Caretaker/site manager.

If required, specialist advice will be sought to monitor the hazard, assess risk and take remedial action if necessary. For music staff exposed to long durations of high levels of noise they should have regular health surveillance and if necessary have ear plugs fitted to prevent damage – a great scheme for musicians can be found at https://www.musicianshearingservices.co.uk/what-we-do/musicans-hearing-health-scheme/

Online safety

Please refer to the trust Online Safety Policy.

Outdoor structures, seating, monuments and other miscellaneous features

This item covers the wide range of external features from fences to gazebos and roof gardens. The principle is of regular inspection and maintenance. This is carried out by the Caretaker/Site manager or assistant.

Specific risk assessment may be necessary for some things although some items commonly in use such as benches are "everyday risks" and unlikely to need detailed risk assessment.

Control measures include day to day walking the job picking up issues before they become a problem.

Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge and must be used where is it is identified as a control measure.
- The Head of Department is responsible for periodic checking of the equipment and the teachers or responsible adults are responsible for ensuring the equipment is worn by the pupils when required.
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.
- PPE issued to staff must be recorded along with any expiry dates.

Plant, Machinery, and Equipment

The trust recognises that specialist advice is required to determine the safety requirements for the:

- adequate and correct guarding of machinery
- run-down and emergency stopping of machinery
- general inspection of plant, equipment and machinery
- storage and transportation of toxic substances, gases etc, and
- disposal of toxic and other waste substances and materials.

Specialist advice will be obtained as necessary by hiring contractors and advisors as needed

- AEMs will be responsible for ensuring that periodic checks are carried out of plant, machinery, and equipment within their area of activity. Maintenance and inspection reports will be kept with or near the equipment to which they relate and details recorded in I am Compliant.
- A thorough inspection of work areas will take place three times a year.
- New plant, machinery, equipment, materials, substances will be brought onto the premises after discussion with the AEM
- AEMs will be responsible for undertaking risk assessments and producing safe systems of work for cleaning and maintaining plant, machinery and equipment.
- Lead Staff/Caretaker/Site manager or assistant will be responsible for selecting and providing the correct type of personal protective clothing and equipment (PPE) according to the needs of individual members of staff.

Play Equipment

Gym Equipment

- All staff should check PE apparatus before use and report any defects to the Site Manager / Caretaker / Site Assistant
- Any faulty equipment must be taken out of use and if appropriate labelled ‘Do not use’.
- The PE equipment is inspected annually by:
    - Fitness Suite = Up and Running Fitness Solutions
    - Astro Pitch = Verde Recreo
    - Sports Hall/Gym = Continental

Outdoor play equipment
Playground equipment will be installed in accordance with the current BS/EN standards, and will be maintained in sound condition with:

- External play equipment will only be used when appropriately supervised.
- Such equipment will be checked by the teacher for any apparent defects and particularly for contamination by animals. Any defects should be reported immediately to the Site Manager / Caretaker / Site Assistant so that remedial action can be taken.
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'.
- Daily visual inspections by the PE Curriculum
- Risk Assessments must be carried out for play equipment.

Playing Fields

An inspection of the playing fields will be included as part of the seasonal three times a year inspection programme. This will be to look for physical defects to the grounds which may increase the likelihood of slips, trips, and falls, as well as checking that fields are free from broken glass and other sharps. Responsibility for the inspection will rest with the Lead Staff for Sport and PE and will include goal posts, goalpost/marker flag location etc.

A visual inspection of playing fields will also be carried out before all organised games and contact sports and all debris will be removed. This duty is delegated to the member of staff leading the activity. This also applies to away sporting fixtures as far as is reasonably practicable.

Radioactive Sources

In using Ionising Radiation for educational purposes, we ensure that we will comply with the Ionising Radiation Regulations 2017.

To ensure the safety of all, we will follow guidance set out in CLEAPSS document L093-Managing Ionising Radiations and Radioactive Substances in Schools and Colleges. Radon levels will be monitored, high risk areas will be identified, such as boiler rooms, and control measures implemented where necessary.

Actions and Reporting
Each school using radioactive sources must appoint a Radiation Protection supervisor. This individual must attend the first and third health and committee meeting each year. In the first meeting set out and update on previously completed actions and target actions for the year. In the third meeting compile a report for review outlining all completed and outstanding actions. This report, along with the committee meeting minutes will be passed on to the Audit and Risk Committee.

Incidents
All incidents involving radiation must be logged on IAM complaint. Please select the radiation drop down when filling out the incident report. These incidents will be reviewed

by the Head of Estates and Chief Operating Officer. The RPS should also include a summary of any incidents and subsequent actions at the third H&S committee meeting.

- Radiation Protection Supervisor – Oliver Abbott
- Radiation Protection Advisor – Anthony Butterworth (University of Bristol)
- Contact details: a.r.butterworth@bristol.ac.uk, Mobile Tel: 07747600386, MS Teams Tel: 0117 455 6052
- The member of staff in charge of radioactive sources –
- The Headteacher determines who is appointed to the RPS role.
- The RPS is responsible for ensuring all records in relation to radioactive sources are maintained;
- The RPS must complete CLEAPSS[2] /RPA provided training on the role.
- The CLEAPSS[2] guidance in managing Ionising Radiations and Radioactive sources and on the roles and responsibilities of the RPS must be followed
- The RPS should attend one H&S committee meeting annually to report on compliance.

Risk Assessments

- The Trust has a Risk Assessment Policy which is included as an appendix at the end of this document.
- Risk Assessments can be completed using EEC Live or trust template (located on sharepoint) for all activities where there is a foreseeable risk of injury or harm occurring.
- The risk assessment process will follow the HSE guidance (previously called "5 Steps to Risk Assessment").
- Risk Assessments are available for staff to view and must be stored on Sharepoint.
- The Area Estate Managers and Headteachers may identify areas at a school which are unique to their school and may require a bespoke risk assessment.
- Senior leaders / Heads of Department should have a copy of the risk assessments relevant to them.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments, or additions to risk assessments.
- All educational visits will have recorded risk assessments.
- Risk assessments will be suitable and sufficient. They will use the best available guidance from advisory bodies such as:
    - AfPE for sport and other PE activities;
    - ASE for Science;
    - Association of British Theatre Technicians
    - CLEAPSS for Science, DT and Art;
    - Institute of Physics;
    - DATA for DT and Art;
    - One Dance UK
    - Royal Society of Biology;
    - Royal Society of Chemistry;

A Risk Assessment Schedule will be maintained for each school, this will include a list of all risk assessments in place for the school, ownership of each risk and frequency of review. This review schedule is present on Sharepoint.

All staff responsible for completing a risk assessment must have completed suitable risk assessment training. This is available online through I Am Compliant or HSE.

Responsibility for risk assessments
All risk assessments are the responsibility of either the Headteacher or Area Estates Manager.

Headteacher – is responsible for risk assessments relating to the delivery of the curriculum and any activity involving pupils, including all higher risk activities. They also need to ensure that risk assessments are undertaken for lettings, PTA events and other indoor and outdoor activities not directly related to premises activities.

Area Estates Manager – is responsible for risk assessments relating to the premises, premises compliance, activities of the site team.

Catering and trading have their own risk assessments which are the responsibility of the Catering Operations Manager and Commercial Director respectively.

Review of risk assessments
The school's Risk Assessment Schedule will include the review cycle, indicating how often each risk assessment must be reviewed. As a default, risk assessments will be reviewed every 3 years, however some risk assessments will be reviewed more frequently. For example risk assessments for high risk activities must be reviewed annually.

Safeguarding

The Trust Board fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure there are adequate arrangements within each school to identify, assess, and support children who are suffering harm.

- The trust has a Child Protection (Safeguarding) Policy which is reviewed annually;
- The trust has appointed a lead Safeguarding Officer
- Each school will have at least two identified Safeguarding Leads
- All staff will receive safeguarding training on appointment which will be updated on a regular basis.

Please refer to the Child Protection (Safeguarding Policy) for further advice and guidance.

Snow Removal

The Headteacher will make the decision whether to open the school in the event of adverse weather. The Site Manager / site assistant is responsible for clearing snow and gritting suitable pathways to allow access to the school site.
Please refer to the Slips, trips & falls Risk Assessment for further guidance.

Smoking

Smoking and vaping are not permitted on any trust premises.

Staff and Trade Union Consultation

The Headteacher will make arrangements for full and proper consultation with employees on health and safety matters. The Business Support team will co-ordinate consultation that impacts staff across the trust.

Stress

See Welfare.

Transport – use of

All staff or authorised volunteers transporting pupils, volunteers or other staff in a minibus, whether owned by the trust or otherwise, must hold current valid MiDAS certification and appropriate drivers licence endorsement.

Drivers who hold a full D1 (or D) PCV entitlement can drive minibuses for hire or reward. There are, however, circumstances when a driver can drive a minibus within the UK when they hold a car (category B) licence. These circumstances vary depending on when the driver passed their car driving test. These arrangements only apply when driving the minibus in the UK. If a driver passed their category B:

a) (car) driving test before 1 January 1997, they can drive a minibus that is not being used for hire or reward as these licences automatically include category D1 (101) (not for hire or reward) entitlement [footnote 3]. This means school staff with such a licence can drive a minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle. Drivers with a D1 + E (101) (not for hire or reward) entitlement can tow a trailer over 750 kg

b) driving test on or after 1 January 1997, they may drive a minibus that is not being used for hire and reward if the following conditions are met:

- they are over 21 and have held a category B licence for at least 2 years
- the minibus is used by a non-commercial body[footnote 4] for social purposes
- they receive no payment other than the recovery of your out of pocket expenses (e.g. fuel and parking costs)
- they provide the service on a voluntary basis
- the gross vehicle weight (GVW) of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers)
- they do not tow a trailer
- GVW is found on plate either on the side of the door or under the hood of the engine. It can also sometimes be found by putting the registration of vehicle in this website - https://vehicleenquiry.service.gov.uk/?locale=en

Vehicles of 3501kg or more will require a driver with a D1 licence. Section 19 Permits are required where the school or trust takes payment for the minibus service.

The school administration team should take copies of staff drivers licences before the use of the schools minibus and check for any points on the government website - https://www.gov.uk/check-driving-information.
All copies of the licence and the results of the online check should be stored locally. Any occasions where the driver has points on their licence should be reported to the relevant Area Estate Manager. This check should be repeated annually.

Training

See Health & Safety training.

Violence to Staff

Headteachers are responsible for assessing the risks of violence to staff.

- Staff must report incidents of violence and aggression to the Headteacher.
- Staff are asked to complete an incident report form on I Am Compliant which will also act as a record of such episodes.
- The trust may refer any incidents of violence or aggression towards staff to their legal advisor.

Warning and Banning

The trust/school will give warning in writing to any parent/carer that is behaving in a manner thought to be threatening or abusive to explain this behaviour is unacceptable and will not be tolerated.

Section 547 of the Education Act 1996 and its updates make it a criminal offence to commit nuisance and trespass on school sites. The following posts and DS are authorised to act on our behalf in taking proportionate action, in accordance with natural justice, in exercising those powers on our behalf.

Schools are not public places and trust/school/governors can decide who is welcome, or not, using their rights as Landlord of the site.

If necessary, external advisors are authorised by the trust to act on our behalf in taking proportionate action, in accordance with natural justice, to warn and if necessary, ban an individual or individuals from our site.

Water Hygiene

A copy of the current Legionella Risk Assessment for each site is held by the COO and stored on I am Compliant.

- Each site will have a written scheme of control which outlines the measure required to control the risks associated with legionella. This should identify the need for hot/cold temperature checks on taps but may also include other measures such as regular running or descaling showerheads.
- An external contractor is used to carry out the requirements of water testing under L8 guidance. This is arranged by the COO
- The site team carries out regular flushing and temperature recording, this must be recorded on I am Compliant and this must include weekly flushing of infrequently used outlets each week.

Wellbeing

The trust recognises the benefits of a Wellbeing programme which identify the links between improved staff Wellbeing and improved school performance. These are:

- Increased staff morale, helping to encourage staff retention and recruitment;
- Lower supply costs and greater stability as a result of fewer staff absences;
- Improved emotional wellbeing, which has contributed to a reduction in staff members absence;
- Improved standards through increased stability and motivation;
- A contribution to self-evaluation processes through an online self-review of the organisation;
- Improved communication and school effectiveness;
- Strengthened relationships and mutual understanding, and
- A framework in which to monitor change.

The wellbeing of Futura staff is of the upmost importance, the promotion and management of Wellbeing is set out in the Staff Wellbeing Policy found **here.**

If employees are experiencing any problems in relation to stress, they are encouraged to report this to their line manager or one of the HR team in the first instance.

An employee assistance programme is available to all staff.

Working at Height

The main legal requirements are set out in the Work at Height Regulations 2005. The Health and Safety Executive guidance based on the legal requirements will be followed. Risk assessments will be done and the control measures put in place.

- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to minimise any risks
- Risk Assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of the person involved to ensure this takes place.
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and they should wear the appropriate clothing and footwear.
- Pupils are not permitted to use access equipment. Information, instruction and supervision will be provided to specific pupils that may use access equipment for school related activities.
- Contractors are expected to provide their own equipment and will not be permitted to use the schools equipment.

Work Equipment

- All work equipment used on the premises should be fully inspected upon installation.
- All work equipment must undergo an annual recorded maintenance and service inspection by a competent person.
- Any defects should be reported to the Site Manager / Site Assistant

- Employees must not use their own equipment.
- Staff must ensure that they are appropriately trained to use equipment
- Heads of Department are responsible for ensuring a suitable and sufficient Risk Assessment has been carried out prior to the use of such equipment. Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.

Work Experience/placement students

A nominated person will provide guidance on student work experience placement. The nominated person will also carry out the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer.

Lead Staff who will be responsible for internal work experience placements in their areas of activity and will ensure that appropriate personal protective equipment (PPE), induction and training is provided. This will be done in advance of the placement in conjunction with the trainee's supervisor.

The HSE guidance on work placements will be followed. In most cases existing risk assessments can be used though each placement will be checked for any special requirements. Special requirements may be:

- Language issues;
- Adaptations for accessibility;
- Other personal requirements

[2] CLEAPSS covers: [3] Association for Physical Education

- health and safety including model risk assessments
- chemicals, living organisms, equipment
- sources of resources
- laboratory design, facilities and fittings
- technicians and their jobs
- D&T facilities and fittings

APPENDIX A Risk Assessment Policy

Risk Assessment Policy

September 2024

Date of approval	Author	Notes	Date of next review
October 2024	WF	New policy	September 2024
October 2025	DCK	Updated Policy	October 2026

Contents

1. **Aims**
2. **Legislation and statutory requirements**
3. **Definitions**
4. **Roles & responsibilities**
5. **Risk assessment process**
6. **Monitoring arrangements**
7. **Links with other policies**

Appendix 1: links with other policies

1. Aims

The Trust aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

Paragraph 16 of part 3 of The Education (Independent School Standards) Regulations 2014 which requires proprietors to have a written risk assessment

Regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to the health and safety of their employees

Regulation 4 of The Control of Asbestos Regulations 2012 requires that employers carry out an asbestos risk assessment

Employers must assess the risk to workers from substances hazardous to health under regulation 6 of The Control of Substances Hazardous to Health Regulations 2002

Under regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992, employers must assess the health and safety risks that display screen equipment pose to staff

Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005 says that fire risks must be assessed

Regulation 4 of The Manual Handling Operations Regulations 1992 requires employers to conduct a risk assessment for manual handling operations

The Work at Height Regulations 2005 say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely

DfE guidance on first aid for schools says schools must carry out a risk assessment to determine what first aid provision is needed

DfE guidance on the prevent duty states that schools are expected to assess the risk of pupils being drawn into terrorism

The Health and Safety Executive (HSE) say schools that manage their own pools must conduct a risk assessment

A table of all the risk assessments schools are required to have in place can be found in appendix 1 of this policy.

This policy complies with the Trust's funding agreement and articles of association.

3. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

4. Roles and responsibilities

4.1. The Trust Board

Trustees have ultimate responsibility for health and safety matters in the Trust, but will delegate day to-day responsibility to the Chief Operating Officer

The Trust has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the Trust premises.

The Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by Trust activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

4.2. The Chief Operating Officer

The Chief Operating Officer is responsible for ensuring that all risk assessments are completed and reviewed.

4.3. Headteachers

The Headteacher must ensure that all risk assessments are included on the school's Risk Assessment Schedule and ownership of each risk assessment will be clearly indicated. The

Headteacher must ensure that risk assessments are reviewed in line with the schedule and that relevant staff have been made aware of them.

The Headteacher is responsible for risk assessments relating to the delivery of the curriculum and any activity involving pupils, including all higher risk activities.

4.4. The Area Estates Managers
The Area Estates Managers are responsible for risk assessments relating to the premises, premises compliance, activities of the site team.

4.5. Catering Operations Manager
The Catering Operations Manager is responsible for risk assessments relating to the catering operations within the trust.

4.6. Commercial Director
The Commercial Director is responsible for all risk assessments for trading activities within the trust.

4.7. Trust staff and volunteers
Trust staff and volunteers are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the headteacher or line manager to any risks they find which need assessing

4.8. Pupils and parents
Pupils and parents are responsible for following the Trust's advice in relation to risks, on-site and offsite, and for reporting any hazards to a member of staff.

4.9. Contractors
Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Risk assessment process
Any staff undertaking risk assessments should complete risk assessment training via I Am Compliant training module. If you require help with this, please contact the Compliance Officer.

Where necessary, e.g. for Asbestos, Fire and Legionella, assessments will be carried out by specialist contractors. For in-house assessment, when assessing risks in our schools we will follow the process outlined below, primarily by utilising the SharePoint Live software.

In appropriate areas e.g. Science and D&T, the same process will be followed by applying CLEAPSS model risk assessment principles. We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment and the details of how each risk is handled in each school setting.

When assessing risks in the Trust, we will follow the process outlined below.

The Trust will provide the schools with template risk assessments in EEC Live. Schools will then need to consider each of those risk assessments, and how they relate to their setting and how they manage that risk, adding or removing mitigations as necessary to make it site specific. Schools may need additional risk assessments if they have identified a site specific risk, please contact the Compliance Officer should you require help with setting up a new risk assessment. We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment. Once complete in EEC Live, the risk assessments will be input into the I Am Compliant software with a review date and shared with staff as necessary.

Step 1: identify hazards – we will consider activities, processes and substances within the Trust and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

6. Monitoring arrangements

Risk assessments are written as needed and reviewed by managers across the Trust.
This policy will be reviewed by the Trust Board every three years

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions

Appendix 1: risk assessments checklist

The following table lists the risk assessments that the trust expects all schools to have in place.

Name
Access and Egress.docx
Before & After school clubs.docx
Caretaking Site Team.docx
Chemicals COSHH.docx
Classroom - Office - Hall.docx
Contractor - selection & site work.docx
Display Screen Equipment.docx
Driving.docx
Electrical and Electrical Equipment.docx
E-safety.docx
Expectant and New Mothers.docx
First Aid and Medical.docx
Food safety and allergies.docx
Forest Schools.docx
Helicopter Visit.docx
Home visits.docx
Individual Pupil behaviour.docx
Legionella.docx
Lettings.docx
Lone working.docx
Manual Handling and Lifting Equipment.docx
Manual Handling.docx
Noise.docx
Respiratory etc.docx
School Dogs and Animals - Pets.docx
School Premises and Compliance.docx
Security (incorporating CCTV).docx
Slips, Trips and Falls.docx
Supervision (Inc. break and lunchtime).docx
Vehicles, Cars, Pedestrian Separation.docx
Weather Conditions.docx
Work Equipment & Machinery.docx
Work experience for students.docx
Working at Height.docx

Appendix B – Accident Report Form

A 16 - Accident/Incident/Violence Form

1. What are you reporting? Tick relevant boxes

Accident		Violence/Aggression		Dangerous Occurrence/ Near miss		(x or tick one)

2. If an accident or violent incident then provide details of the person involved, otherwise leave section blank. If personal details are entered however data protection applies and forms must be kept secure and only designated staff are to have access.

Person Involved (Injured person)		
Name:	Date of birth:	Gender:
Address:		
Deptartment:	Section/Establishment:	
Job Title (if employee):		

If a person injured or assaulted tick the connection as below

	Employee		Pupil/Student		Member of Public		Customer		Contractor

3. Give date and approximate time of incident and where it occurred. The latter should indicate room/area and approximately where in the area/room it occurred.

Where & when it happened		
Date of incident		Location:
Time		

4. Give details of what happened and the outcome.

What happened and outcome			
Description of Events (give details of witnesses if possible. If a violent incident, give details of assailant)			
Outcome (e.g. injury, damage, etc.) – If injury, name part of body affected			
Treatment: Was the injured person taken to hospital?			
Employee only: Has the person had to stop work	Yes/No	If the employee is off work for how long is the absence expected to last?	_____ Days

5. Person making report to sign and if involving a person, the person is to countersign if available.

Local Manager/Supervisor	**Employee Involved**
Signature & date:	Signature & date:

6. Form is then to be sent to H&S Coordinator to decide if further action is required. If it is then this will be recorded.

Management Action			
Was the activity or workplace covered by an assessment	Yes/No	Is there a need for a revised or new risk assessment?	Yes/No
Is the incident reportable to HSE under RIDDOR?	Yes/No	If yes record F2508 incident number here	Yes/No

Action to prevent a recurrence

No further Action required		Risk assessment put in place or revised		Training required, new or refresher		Machinery put out of use		Other, give details below	

Signature and date:	Signature and date:
Name:	Name:

Job Title & Location:		Job Title & Location:		
Follow up conversation – Person involved.		Person holding conversation		Date
Notes on conversation:				