Futura Learning Partnership

Children • Choice • Collaboration

Health, Safety & Welfare Policy Document 2 Arrangements for Chandag School

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Introduction

This is Document 2 of 2 documents. Document 1 contains the statement of general policy and arrangements for health, safety and welfare at Futura Learning Partnership. This document illustrates our organisation and the arrangements for ensuring health, safety and welfare at **Chandag School.**

The two documents are therefore the overall health, safety and welfare 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 requires the school to display an approved poster. The poster at this school is displayed in school office.
The policy mentions several other important topics relevant to educational premises which have different statutory origins from employee health and safety. These are:

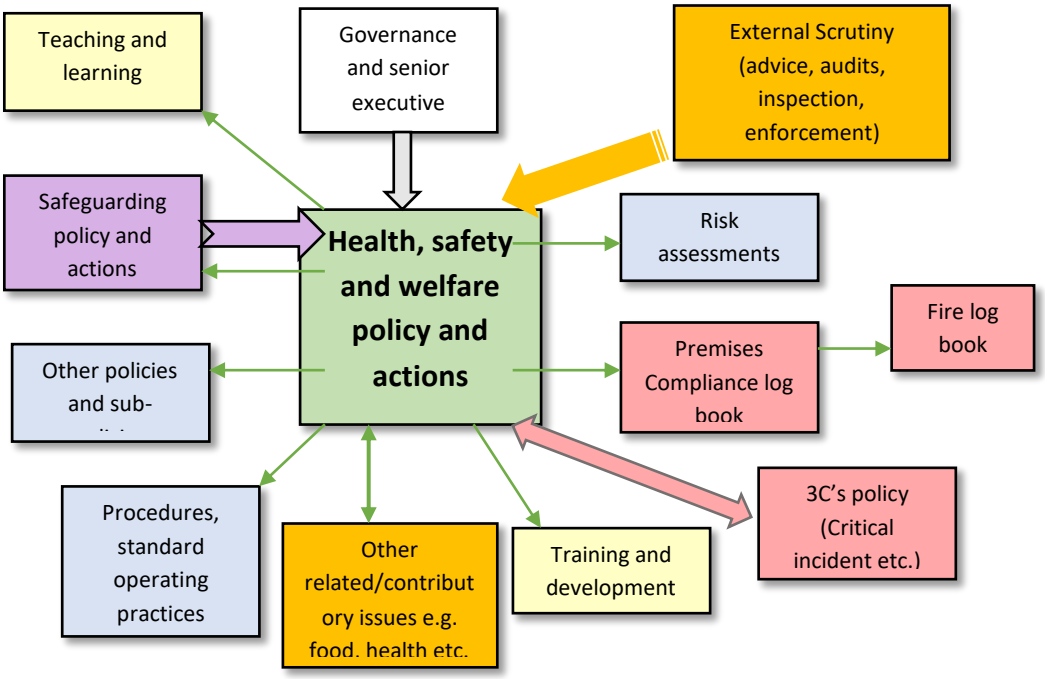
- Safeguarding children;
- Food safety;
- Environmental protection;
- Transport safety

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, safety and welfare of employees, children and the public.

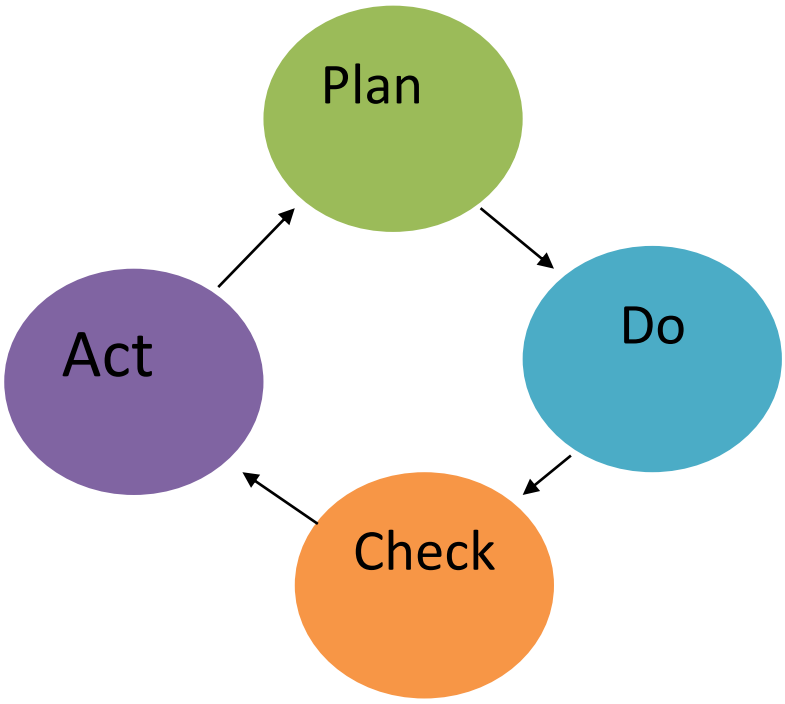
ARRANGEMENTS – what do people do?

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, safety and welfare system and the graphic below illustrates how it fits with some other parts of the system.



The trust will follow the advice in HSE document HSG 65 "Managing Health and Safety" and in particular the approach summarised as "Plan, Do, Check, Act" as illustrated below:



The trust is aware of the key elements of the Sentencing Council guidelines. In a court case, if a guilty verdict is reached the elements considered include the following matters.

Culpability: Where there are factors present in the case that fall in different categories of culpability, the court should balance these factors to reach a fair assessment of the offenders' culpability.

Risk rating	Factors present
Very High	Deliberate breach of or flagrant breach of the law.
High	Offender fell far short of the appropriate standard, for example by: ● Failing to put in place measure that are recognised standards in the industry. ● Ignoring concerns raised by employees or others. ● Failing to make appropriate changes following prior incident(s) exposing risk to H&S. ● Allowing breaches to subsist over a long period of time.
	Serious/ systematic failure within the organisation to address risks to H&S.
Medium	Offender fell short of the appropriate standard in a manner that falls between descriptions in high and low culpability categories.
	Systems were in place, but these were not sufficiently in place/ adhered to.
Low	Offender did not fall far short of the appropriate standard, e.g., because: ● Significant measures were made to address the risk although they were inadequate on this occasion. ● There was no warning/ circumstance indicating a risk to H&S.
	Fallings were minor and occurred as an isolated incident.

Harm: Health and safety offences are concerned with failures to manage risks to health and safety and do not require proof that offence caused any actual harm. **The offence is in creating a risk of harm.**

Use the table below to identify an initial harm category based on the risk of harm created by the offence. The assessment of harm requires a consideration of **both**:

- The seriousness of the harm risked (A, B or C) by the offenders' breach; **and**
- The likelihood of that harm arising (high, medium or low)

Likelihood of harm	**Level A** ● Death ● Physical/ mental impairment relying on lifelong third-party care for basic needs ● ignificantly reduced life expectancy	**Level B** ● hysical/ mental impairment, not amounting to level A, which has a substantial and long-term effect on the sufferer's ability to carry out normal day-to-day activities or on their ability to return to work ● A progressive, permanent or irreversible condition	**Level C** ● All other cases not falling within Level A or Level B
High	Harm category 1	Harm category 2	Harm category 3
Medium	Harm category 2	Harm category 3	Harm category 4
Low	Harm category 3	Harm category 4	Harm category 4 (bottom of range)

Magistrates and Judges are given guidelines for sentencing, and the penalties that these offences are to incur. This will depend on the category of the breach, and the size of the organisation, more information and fining structures can be found below:
For Magistrates see: https://www.sentencingcouncil.org.uk/offences/magistrates-court/item/organisations-breach-of-duty-of-employer-towards-employees-and-non-employees-breach-of-duty-of-self-employed-to-others-breach-of-health-and-safety-regulations/

For Judges see: https://www.sentencingcouncil.org.uk/offences/crown-court/item/organisations-breach-of-duty-of-employer-towards-employees-and-non-

employees-breach-of-duty-of-self-employed-to-others-breach-of-health-and-safety-regulations/

A to Z Arrangements by topic

The following health, safety and welfare 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 office manager in the main office in an accident book or designated form.
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) must be notified to Delegated Services and the COO. Fatal or major injuries must be reported immediately to the Headteacher, CEO and the external competent advisor.
- 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 the Administration of Medicines' which can be found here: https://futuralearning.co.uk/wp-content/uploads/2021/09/Supporting-Students-with-Medical-Conditions-Policy.pdf
- 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 with the estates team in Sharepoint.

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.

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. Parents and carers will also be on a text service.

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 show 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 Safety Risk Assessment - Review	Estates Team	In house	1 year
Fire Safety Risk Assessment	Estates Team	Contractor	3 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

Compliance Following Building Works

After any building works, the Area Estates Manager must complete a 'Project Completion Checklist' which should be stored in the R:Drive. 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.

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 IT.

Display screen assessments when required will be organised through the individuals line manager or as a self assessment. See Display Screen Equipment.

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 Intranet.

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 and reviewed regularly.
- 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 COO will maintain a record of hazardous substances used by the cleaning contractor.
- Any decanted substances should clearly display the product name, information, dilution rates and safety information.
- 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 particular Science, D&T or Art Health and Safety Policies.
    - 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.

The establishment will seek the advice and guidance of external competent advisory service providers, e.g. CLEAPSS, DATA, AfPE Delegated services, 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 office manager.
- 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.

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
- 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 volunteers and staff will be DBS checked.

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.
- 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

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 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 iHasco, as part of the induction process
- It is the Headteacher's responsibility to maintain the school's critical incident 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.
- 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.

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

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 5 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 & Welfare 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 sent to the Governance & Compliance Manager 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. 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 health & safety training through iHasco as part of their induction, details of which can be found on the trust SharePoint (please click here).

First Aid training is arranged through the Business and Operations Support team on behalf of all schools.

Housekeeping

The site team and others 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.

Infectious Diseases and infection control

The Health Protection Agency poster on guidance on infection control in schools and other childcare issues is located in school office.

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

A programme of site inspections / audits will be agreed each year by the Audit & Risk committee and implemented by the COO to ensure that all schools are audited within a five year window. 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 health & safety 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

Legionella

see Water Hygiene/ Legionella Management

Lettings

The school has a range of lettings. These include a range of purposes. 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.
- 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 iHasco, 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.

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.

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'.
- The outdoor play equipment is inspected annually
- Daily visual inspections by the site team.
- 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.

Risk Assessments

- Risk Assessments are completed 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.
- Blank risk assessment forms can be obtained from sharepoint.
- Sharepoint provides a folder for each school in with template risk assessments. These are the minimum set of risk assessments required at each school. 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 either online through iHasco or through Delegated Services.

Responsibility for risk assessments

All risk assessments will be included on the school's Risk Assessment Schedule and ownership of each risk assessment will be clearly indicated. 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.

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 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/ Delegated Services 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