



# Health & Safety Policy (Handbook)

October 2022

# Health & Safety Policy

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Academy Policy	
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## Introduction and Policy Aims

Our **vision** for our Trust is we exist to:

***Help every child achieve their God-given potential***

Our **aims** are clear. We aim to be a Trust in which:

**D**eveloping the whole child means pupils achieve and maximise their potential

**C**ontinued development of staff is valued and improves education for young people

**A**ll schools are improving and perform above national expectations

**T**he distinct Christian identity of each academy develops and is celebrated

Our work as a Trust is underpinned by shared **values**. They are taken from the Church of England's vision for Education and guide the work of Trust Centre team. They are:

### **Aspiration**

I can do all things through Christ who strengthens me  
(Philippians 4 vs 13).

### **Wisdom**

Listen to advice and accept discipline, and at the end you will be counted among the wise  
(Proverbs 19 vs 20)

### **Respect**

So in everything do to others what you would have them do to you  
(Matthew 7 vs 12)

Our vision of helping every child achieve their God-given potential is aligned with the Church of England's vision for education and is underpinned by the Bible verse from John: *I have come that they may have life, and have it to the full.*

The Diocese of Chichester Academy Trust (the "Trust") regards good Health and Safety practice as a vital part of its undertaking. The Trust will fulfil its duty as the employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and visitors as far as is reasonably practicable.

It is the policy of the Trust to comply with the obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended), and other supporting legislation concerning Health and Safety. The Trust is required by paragraph 11 of the Education (Independent School Standards) Regulations 2014 to draw up and implement a written Health and Safety Policy for the Trust schools.

The Trust will also fulfil the obligation to comply with the further provisions of the Independent School Standards Regulations 2014 set out in Part 3 of the Schedule, Welfare, health and safety of pupils.) (This includes the requirement for certain policies to be in place.)

The Trust will ensure that reasonable adjustments are made which will ensure as far as is reasonably practicable the welfare, health and safety of persons with disabilities.

The Trust's main objective is to minimise accident, injury and ill health by identifying all significant risks and eliminating or reducing them to the lowest level reasonably practicable.

To ensure the Trust meets its commitments, it undertakes to monitor and review health and safety performance and take action where necessary.

Everyone has responsibilities for health and safety. In particular, Headteachers, teachers, support and central services staff are responsible for the health and safety of people in Trust establishments. All employees have legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. The Trust will ensure that arrangements are in place to inform and consult employees about relevant health, safety and welfare issues

The Trust's Health and Safety policy details the responsibilities of employees, managers, the Trust's appointed 'competent person', Headteachers, Local Governing Bodies, the Trust and the Board of Trustees. Each school has a site specific policy which details roles and responsibilities, please see [section 4](#) of this document.

DCAT is committed to ongoing monitoring and review processes, in order that continual improvement in the management of Health and Safety can be achieved.

This policy will be brought to the attention of each DCAT employee and volunteer.

The policy will be reviewed on an annual basis or sooner if required.

Throughout this policy, wherever there is mention of 'School' this relates to The Diocese of Chichester Academy Trust (Trust Centre).

# **I. Organisational Structure: Responsibility for the Policy and Procedures**

## **I.1 Chief Executive Officer**

The person with overall responsibility for Health and Safety at DCAT is the Chief Executive Officer. As the employer, DCAT has overall responsibility for Health and Safety across the Trust and within all DCAT schools. The Chief Executive Officer is responsible for actively promoting a positive health and safety culture in the Trust.

## **I.2 Handsam Limited**

The Trust employs Handsam Limited as its 'competent person'. A competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to assist the organisation properly.

As part of the contract with DCAT, Handsam Ltd also provide the following health and safety support:

- Health and Safety Audits
- Health and Safety online system including online and telephone support, quick guides library, incident Log and E-Training Centre.

The support given is regularly reviewed by the Head of Operations and Governance.

## **I.3 Board of Trustees**

The Board of Trustees is responsible for overseeing the management and administration of health and safety. The responsibilities of the Board will include:

- reviewing the H&S policy
- ensuring that health and safety objectives are met in accordance with its strategy
- ensuring that appropriate risk management is in place and that sufficient checks are in place
- ensuring sufficient resources are available to the control the risks
- ensuring that reasonable adjustments are made for persons with disabilities
- health and safety performance is measured and reported to the Trustee Board
- systems are implemented and monitored
- ensuring that arrangements are in place to inform and consult employees on relevant health, safety and welfare issues
- ensuring that the health and safety policy is adhered to

## **I.4 Headteacher**

The Headteacher will have responsibility for overseeing the day-to-day management of health and safety. This may include, by way of non-exhaustive example, the following:

- ensuring the health and safety policy is communicated
- ensuring staff are trained in health and safety
- delegating relevant roles as appropriate
- where appropriate, ensuring appropriate information and consultation arrangements are in place for staff
- arranging risk assessments
- ensuring safe systems of work as identified by the risk assessments and relevant staff know and implement these
- arranging annual audits of health and safety systems
- ensuring records are kept and information is provided to the Trust
- ensuring premises and equipment are inspected and tested so that they are safe

- ensuring suitable emergency procedures are in place
- ensuring that accidents are reported both internally and to external authorities as required and that accidents are investigated and remedial action taken

### **I.5 Designated Responsible Person, who has special responsibility for Health and Safety at a particular site**

The Headteacher will delegate functions and responsibility for Health and Safety matters to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for Health and Safety within the school.

The delegated responsibilities *may* include:

- acting as the local lead on health and safety matters
- ensuring that local policies and procedures are in place to fulfil the Trust's overall policy
- ensuring all regular checks are completed and records maintained (e.g. fire alarm testing)
- monitoring and managing suitable and sufficient risk assessments and risk management control procedures
- ensuring the site remains well maintained, contacting Tom O'Connor, Trust Estates Lead or the school's Regional Estates and Facilities Coordinator for assistance with any issues or concerns
- taking the lead in managing emergencies and incidents at the site(s)
- acting as the link between the local site(s) and the DCAT Estates team
- working alongside the local site/line manager in respect of maintaining compliance
- ensuring actions identified in Health and Safety Audits are addressed in a timely manner
- attending an appropriate Health and Safety training course annually, identified by the Trust and being the Health and Safety champion for relevant sites
- providing advice, guidance and assistance for Health and Safety matters to persons within their local responsibility
- promoting the importance of recording all incidents including 'near misses' to all staff

### **I.6 DCAT Designated Health and Safety Lead**

The Chief Executive Officer will delegate the monitoring and management of Health and Safety across DCAT to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Chief Executive Officer from the overall day-to-day responsibilities for Health and Safety across DCAT.

The delegated responsibilities *may* include:

- ensuring there is a compliant and coherent policy and guidance that is properly communicated to all parts of DCAT
- ensuring appropriate training is provided for all employees with health, safety and welfare responsibilities
- ensuring a Health and Safety Audit takes place at all sites and that required actions are addressed
- monitoring Health and Safety issues and incidents, provide support at Trust level as necessary



- reporting critical incidents<sup>1</sup> to Trustees.
- appointing Trust Centre staff to support schools with health and safety compliance
- ensuring a health and safety system is available to support schools with health and safety compliance

### 1.7 Head of Operations and Governance

The Head of Operations and Governance has oversight of the Trust’s approach to health and safety and compliance as well as managing the Trust estates and facilities team. The Head of Operations and Governance will work closely with the Trust Estates Lead to develop and maintain appropriate compliance systems and reporting procedures, ensuring the safety of all sites.

### 1.8 Trust Estates Lead and Regional Estates and Facilities Coordinators.

The Trust Estates Lead and Regional Estates and Facilities Coordinators are Trust Centre staff whose roles are to support schools in achieving compliance in health and safety. These individuals are available to schools to provide advice and guidance in these areas as well as other premises and estates related issues.

	Responsibilities
<b>Trust Estates &amp; Facilities Lead (TEFL)</b>	<ul style="list-style-type: none"> <li>• Trust compliance strategy – including training, development, implementation of systems and procedures, maintenance of assets</li> <li>• Competent person for Health and Safety</li> <li>• Leading on the Health and Safety audit and systems, providing advice to the HO&amp;G and REFC</li> <li>• Site Development Strategy: <ul style="list-style-type: none"> <li>• SCA funding priorities, including the management of major projects in excess of £40,000</li> <li>• Medium and long term building maintenance plan</li> </ul> </li> <li>• Trust Procurement for Estates and Facilities, including management of a Trust Contractors List</li> <li>• Sustainability</li> <li>• Review of Site provision and recommendations, including involvement in recruitment</li> <li>• Support to secondary schools in ensuring implementation of compliance strategy for fire, asbestos and legionella</li> <li>• Line management of the REFC</li> </ul>
<b>Regional Estates and Facilities Coordinators (REFC)</b>	<ul style="list-style-type: none"> <li>• To ensure that the Trust compliance strategy is implemented in all schools – including fire, asbestos and legionella and relevant training for staff</li> <li>• To ensure that Health &amp; Safety compliance and risk assessment processes are in place and monitored in all schools</li> <li>• To work with the TEL in managing the SCA projects and ensuring quotes are obtained in line with the Trust procurement process</li> <li>• To provide direct advice and support to the Headteachers, Business Managers, Operations Managers and Site Team in all schools</li> <li>• Meet termly with the Headteacher to identify issues and review the compliance, health and safety and Planned Preventative Maintenance (PPM) programme</li> <li>• Minibus safety</li> </ul>

<sup>1</sup> A critical incident is defined as any sudden or unexpected incident or sequence of events which causes trauma within the Trust or school community and which overwhelms the normal coping mechanisms of the school or Trust.

## **1.9 Employees and volunteers**

Under the Health and Safety at work Act etc. 1974 all employees and volunteers have general Health and Safety responsibilities. They must be aware that they are obliged to take care of their own Health and Safety whilst at work along with that of others who may be affected by their actions, as far as is reasonably practicable.

The general responsibilities of employees and volunteers include:

- taking reasonable care for the Health and Safety of themselves and others in undertaking their work
- complying with the school's Health and Safety policy and procedures at all times
- making suitable and sufficient risk assessments with appropriate elimination or control of risks
- reporting all accidents and incidents in line with the reporting procedure
- cooperating with school management on all matters relating to Health and Safety
- not intentionally interfering with or misusing any equipment or fittings provided in the interests of Health, Safety and Welfare
- reporting all defects in condition of premises or equipment and any Health and Safety concerns immediately to their line manager
- reporting immediately to their line manager any (or any perceived) shortcomings in the arrangements for Health and Safety
- ensuring that they only use equipment or machinery that they are competent/have been trained to use
- making use of all necessary control measures and personal protective equipment (PPE) provided for Health and Safety reasons

## **1.10 The role of the Local Governing Body:**

The Local Governing Body (LGB) play an important part in the school in monitoring local arrangements. The LGB will:

- Receive reports on health and safety from the Headteacher and resulting actions, including reports on accidents, incidents and near misses along with any investigations conducted.
- Monitor any actions identified
- Appoint a link health and safety LGB member to liaise, support and challenge the school leadership team to ensure health and safety responsibilities and actions are maintained.

Local Governing Bodies may decide to allocate some of these functions to an appropriate committee. Where there is no Local Governing Body individual arrangements will be determined by the Transition Board.

## 2. Procedures

Areas addressed in this policy are:

- 2.1 Accident and Incident Reporting Procedures
- 2.2 Asbestos
- 2.3 Curriculum Activities
- 2.4 Display Screen Equipment (DSE)
- 2.5 Driving at Work
- 2.6 Electrical Safety
- 2.7 Fire Evacuation and Emergency Procedures
- 2.8 First Aid and Medication
- 2.9 Flammable and Hazardous Substances
- 2.10 Home Visits
- 2.11 Inspection/Maintenance of Emergency Equipment
- 2.12 Legionella
- 2.13 Lifting and Handling
- 2.14 Lone Working
- 2.15 Managing External Contractors
- 2.16 Noise
- 2.17 On-site Vehicle Movements
- 2.18 Premises, Work and Curriculum Equipment
- 2.19 Playground Equipment
- 2.20 Lifts
- 2.21 Risk Assessments
- 2.22 Voice Care
- 2.23 Weather Risks
- 2.24 Work at Height (inc. curriculum-based climbing activities)
- 2.25 Work Experience

### 2.1 Accident and incident reporting

Any accident, incident or near miss must be recorded on the Handsam Incident Reporting system. Accidents involving a child will result in a note being sent to their parents/guardian.

For further information on how the school manages first aid, please see section 2.8 and the school's First Aid Policy.

### Reporting to the Health and Safety Executive (HSE)

The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR), require any workplace to notify the Health & Safety Executive (HSE) in the event of certain injuries, diseases or dangerous occurrences that happen at their premises.

There is a stringent time frame within which DCAT must legally notify the HSE.

- Death/specified Injuries – report immediately to the HSE (without delay).
- Work-related accidents resulting in over seven-day absence must be reported within 15 days.

**Therefore, it is vital that schools notify the DCAT Head of Operations and Governance immediately, to ensure the correct report can be filed with the authorities.**

### Internal accident investigation

Every incident that carries the potential to cause harm, or has resulted in an injury, near miss or damage to property must be reported on the Handsam Incident Reporting system and the DCAT

Head of Operations and Governance advised. This should include incidences of violence towards staff, threatening behaviour, verbal abuse, etc.

Where appropriate, the following key areas will be considered during any incident investigation undertaken:

- management control
- activity procedures
- information/instructions
- environment/premises
- human factor
- training records

Remedial actions to prevent a similar incident should be developed, planned and implemented. These could be immediate and/or long-term actions. The actions should be implemented within a set time scale and should be monitored and reviewed for their effectiveness.

## 2.2 Asbestos

Most school buildings contain asbestos. Asbestos is a naturally occurring fibrous mineral which was incorporated into a wide variety of materials that became part of buildings or articles in the UK up to the year 2000. If managed carefully, the presence of asbestos in your school will not pose a risk to your staff and pupils.

The duty to manage asbestos in non-domestic premises is included in the Control of Asbestos Regulations 2012. DCAT is the Duty Holder and is required to:

1. Take reasonable steps to determine the location of materials likely to contain asbestos.
2. Presume materials contain asbestos, unless there are good reasons not to do so.
3. Make and maintain a written record of the location of the Asbestos Containing Materials (ACM) and presumed ACMs.
4. Assess and monitor the condition of ACM's and presumed ACMs.
5. Assess risk of exposure from ACM's and presumed ACM's and prepare a written plan of the actions and measures necessary to manage the risk (i.e. a management plan), and;
6. Take steps to see that these actions are carried out.

In order to meet the requirements, set out in the Regulations, all schools must complete the following:

- Carry out an **Asbestos Management Survey** to identify any ACMs present in your school which may be disturbed in the course of routine maintenance or everyday activities. This must be completed for all buildings constructed before 2000, including new buildings with residual elements of pre-2000 buildings. This survey must be comprehensive and systematic, establishing the location, type and condition of ACMs. The aim of the survey is to produce an asbestos register, which records the location and condition of the asbestos in your building. It should be conducted in accordance with HSE guidance and undertaken by a United Kingdom Accreditation Service (UKAS) accredited surveying organisation.
- Schools may find it helpful to arrange for the surveyor to meet with school staff, such as the Headteacher, to brief them on the survey once it is completed and advise them on the risks presented by the materials and how they should be managed. You can have these meetings included within the surveyor's terms of appointment.
- Have an **Asbestos Register**, which should include (but not limited to) details of any ACM present, its type, location, condition, risk score and any recommendations provided for

mitigating any risks present. In many instances, an Asbestos Register is produced as part of an Asbestos Management Survey.

- Have an **Asbestos Management Plan**, which sets out how the school is managing the risks identified, and by whom (and if applicable, by when).

In addition:

- Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the nominated responsible person.
- The condition of asbestos containing materials (ACMs) must be reviewed 6-monthly and can be undertaken effectively by visual inspection.
- It is essential that you make sure all relevant contractors, staff and other workers in your school receive the right information, instruction and training and are clear what precautions to follow. This will include caretakers and maintenance staff and could include any member of the school staff that may damage ACMs. The level of information, instruction and training required will depend on the type of work being undertaken. For any building work in affected areas, contractors/staff must receive information relating to ACMs present in the work area. Managing any risks present must be agreed prior to work commencing.
- For major building work/refurbishment, to undertake a 'Refurbishment or Demolition' Asbestos Survey prior to work commencing.

Further information on asbestos management in schools can be found at:

<http://www.hse.gov.uk/services/education/asbestos-faqs.htm>

<https://www.gov.uk/government/publications/asbestos-management-in-schools-->

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## 2.3 Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out and completed by the class teachers in consultation with the relevant subject leader, using the appropriate codes of practice and safe working procedural guidance for Science, Music, Physical Education & Sport, Art and Drama, Design Technology as issued by CLEAPSS.

## 2.4 Display screen equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to establish and maintain a safe working environment and operating procedures, so far as is practicable through risk assessment, education and training. Any workstation used by a member of staff is required to meet the 'minimum requirements' of the Regulations. These are laid down in a schedule to the Regulations.

Where a member of staff is a 'user', a full risk assessment is appropriate to classify a person as a DSE 'user' if they:

Normally use DSE for continuous or near-continuous spells of an hour or more at a time; and

- have to transfer information quickly to or from the DSE
- need to apply high levels of attention and concentration; or

- are highly dependent on DSE or have little choice about using it; or
- need special training or skills to use the DSE.

'Users' should receive information about the safe use of DSE equipment and where appropriate will be provided with additional equipment and or support to be able to safely carry out their role. Any issues highlighted will be communicated to and actioned by the Responsible Person. A copy of the DSE self- assessment must be returned to the Responsible Person for central filing on site. The self-assessment should be reviewed as necessary and if there are any changes that will affect the original assessment, for example, new staff, new equipment or relevant results of research on the health effects of DSE.

### **Eye tests**

DCAT provides staff who are DSE users with a voucher for an eye test if they request one. The voucher will also cover glasses if the test shows an employee needs special glasses prescribed, for the distance the screen is viewed at, for DSE use.

To request a voucher please complete the following [form](#).

ICT suites used by pupils are not covered by the Regulations. However, general duties under the Health and Safety at Work etc. Act 1974 in relation to persons who are not employed do apply. As part of the ICT curriculum pupils should be taught safe ICT practices.

## **2.5 Driving at work**

Driving at work is defined as any staff member (inc. agency staff and volunteers) that may be required to drive during the course of their work, whether in the employee's vehicle or another. This excludes commuting to and from their normal place of work but includes travelling to a location that is not their usual place of work (such as for training, conferences, meetings).

Every driver must have a full and valid UK driving licence and business class insurance prior to commencing any work-related driving.

Under the Road Traffic Act, drivers are legally responsible for their own actions on the road and for adhering to all traffic regulations. DCAT expects drivers to be sensible and to follow the Highway Code and other driving laws and regulations at all times whilst driving at work.

Where extensive driving is required, employees using their own vehicle are advised to have appropriate breakdown cover.

Individuals who are required to drive regularly in order to carry out their duties must inform the Responsible Person about any changes in the status of their licence (e.g. traffic summons or fixed penalties), or a medical condition (i.e. one that has been notified to the DVLA), which may affect their continued driving.

Staff should check with their Designated Safeguarding Lead prior to transporting children in their own vehicle.

## **2.6 Electrical safety**

The Electricity at Work Regulations 1989 (EAW) requires electrical appliances to be maintained, as necessary to prevent potentially hazardous situations. No specific inspection schedules are legally prescribed however, in accordance with best practice a testing frequency schedule is included in this policy.

To ensure compliance with current standards, all electrical work undertaken must be completed by

competent and qualified electricians.

Fixed electrical installations (fuse boards, circuit breakers, etc.) must be formally inspected every five years by a qualified electrical testing contractor and the findings of these checks detailed within a report. Testing must also be carried out when fixed electrical equipment is subject to modification. Any defects found must be repaired by a qualified electrician within the recommended timeframe provided. All certifications relating to these inspections must be securely stored on-site.

Portable Appliance Testing (PAT) should be completed periodically. The suggested frequency for testing is:

- Class 1 (earthed) equipment should be tested every 12 months.
- Class 2 (double insulated) equipment should be tested every 48 months.

The HSE [Maintaining Portable Electrical Equipment](#) guidance gives information on Class 1 and 2 equipment.

Any testing undertaken must be completed by a competent and trained person, with testing records retained on-site. In addition to formal testing, visual inspections can be undertaken by equipment users – any visual signs of a defect must be reported immediately and the item in question must be removed from service.

## **2.7 Fire evacuation and emergency procedures**

A fire risk assessment must be undertaken by a suitably qualified and experienced company appointed by DCAT. This must be reviewed at least every two years or after any major refurbishment works. This risk assessment should be made available to all staff, pupils, visitors and other stakeholders on request.

An Emergency Evacuation Plan must be in place and should include (but not limited to):

- How people will be warned if there is a fire.
- What staff, pupils and visitors should do if they discover a fire.
- How the evacuation should be carried out.
- Where people should assemble after they have left the premises.
- The duties any staff assigned with specific responsibilities during an evacuation.
- How the fire and rescue services will be called.

There must be a fire drill at least 3 times per year. This should be based on the assumption that one or more of the fire escape routes is affected by fire and cannot be used. A staff debriefing can point out the lessons to be learnt and the areas where improvements can be made and any changes actioned. Details of fire drills must be recorded on the Handsam system and should include (but not limited to):

- date
- duration
- name of instructors/observers
- type of drill (e.g. full evacuation or only part of the school)
- the results

All participants in fire drills should be encouraged to report any potential improvements in

evacuation arrangements observed during the evacuation.

Fire marshal roles must be appointed and are responsible for safe evacuation of staff, pupils, visitors and contractors by directing occupants out of the building, checking that their designated areas are cleared.

Fire marshals are not to remain with or confront individuals refusing to leave the building. They should note their name and location and report this at the fire assembly point.

Pupils should also be given some form of fire safety training so that they are aware of the actions to be taken in the event of a fire and measures to mitigate the effects of fire.

## **2.8 First Aid and medication**

Schools should develop a school specific First Aid Policy and procedures, detailing how First Aid works in their school. This should include the monitoring arrangements of accidents and incidents.

First Aid arrangements in schools must be clearly on display in prominent areas and high-risk areas such as workshops and kitchens. The process for summoning a First Aider must be clearly defined and communicated to all staff, pupils and visitors.

First Aid assistance must be provided at all times during core school hours by nominated and qualified members of staff. Schools must consider the arrangements for First Aid for any staff who work outside of the core hours (such as cleaners and Site Managers). First Aid arrangements for people working when the school is shut should be covered in the Lone Working Policy.

### **Location of First Aid provision**

The Education (School Premises) Regulations 2012 require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. Further information can be found in the school's First Aid policy.

First Aid kits must be readily available throughout the site. Schools may wish to refer to British Standard BS 8599 which provides further information on the contents of First Aid kits. Whether using a First Aid kit complying with BS 8599 or an alternative kit, the contents and quantity of kits provided should reflect the outcome of the First Aid needs assessment.

### **Use of defibrillators**

If a school decides to provide a defibrillator it is important that those who use it are appropriately trained. HSE does not specify the content of this training and sites providing a defibrillator do not need HSE approval. Information on training is available from the Resuscitation Council UK at <https://www.resus.org.uk/>. Further information can be found in the IOSH publication, *Use of defibrillators in the workplace*.

### **Identity of trained staff and levels of training**

Schools must keep a record of all staff members trained to provide First Aid. The information kept must include the level of training received and when retraining is required.

### **Transport to hospital/home**

Any pupil advised to leave school due to ill-health or injury must be collected by the appropriate emergency contact (adult) on their pupil file or provided with suitable alternative transport<sup>1</sup>.

If any staff member is advised to leave work due to ill-health or injury, after receiving First Aid, an



assessment should be made of the patient's fitness to drive. If deemed unfit they should be collected by an appropriate person or provided with suitable alternative transport.

Ambulance required: If the decision is to call an ambulance, the First Aider is to arrange for a second person to call the emergency services and inform the Responsible Person.

### **Administration of medicines**

Please refer to the Supporting Children with Medical Conditions Policy for more information on this.

## **2.9 Flammable and hazardous substances**

If possible, schools should avoid using hazardous substances.

Non-hazardous or less hazardous substances should be chosen in preference to hazardous substances. Hazardous substances must be stored and used in accordance with the manufacturer's instructions.

If use of a hazardous substance is unavoidable, attention is drawn to the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended), which requires an assessment of the risks associated with the use and storage of the substance.

### **For all hazardous substances used:**

- Storage must be secure to prevent unauthorized access.
- Hazardous substances must be stored separately to avoid incompatible materials coming into contact with one another (e.g. acids and sodium hypochlorite (bleach)).
- Flammable liquids must be stored in a secure area away from heaters, lights and combustible materials (e.g. paper, cardboard, fabric, wood). It is also essential to ensure that they are kept away from naked flames and that smoking is prohibited.
- Highly flammable liquids must be stored in closed containers in a secure, purpose built highly flammable liquids store, or, if there are no more than 50 litres, in a fire resisting, spill resistant cabinet marked with a 'highly flammable' warning symbol.
- Gas (LPG) must be stored and used in a well-ventilated position so that any small leaks can disperse diluted to well below the flammable concentration. Signs prohibiting smoking must be displayed in the storage area. LPG should preferably be stored outdoors and away from combustible materials, corrosive materials and oxygen cylinders, and in accordance with LP Gas Association Code of Practice No. 7, 2004. It is essential that other materials (especially combustible materials) are not stored close to LPG cylinders, and do not obstruct or restrict natural ventilation of the storage area.
- Oxygen and Acetylene cylinders must be stored in secure well-ventilated areas away from combustible materials.
- Adequate local exhaust (i.e. fume cupboard/LEVs) and general ventilation must be provided and maintained, where applicable.
- Safe systems of work (and risk assessments) incorporating instructions, training, personal protective equipment and record keeping must be in use.
- Emergency procedures must be provided in case of spillage or accident.
- Emergency eye irrigation and body washing facilities must be available.
- Pre-prepared spill kits should be used, if possible.
- Chemical data sheets for each substance must be stored on-site.

### **The following should be taken into consideration when handling glass reinforced plastics and glass materials:**

- Resins and catalysts can be classified as hazardous substances.
- Glass reinforced plastics materials must be stored in cool, dry conditions away from direct heat sources.

- Catalysts (organic peroxides) and accelerators (cobalt naphthenate) used for glass reinforced plastics work must be stored in separate (preferably metal) cupboards where any spillage can be retained.

## Radioactive sources

All who teach science must know how to handle radioactive substances and perform demonstrations. Any school that holds radioactive materials must, by law, appoint a Radiation Protection Adviser.

Further advice is available from CLEAPSS ([www.cleapss.org.uk](http://www.cleapss.org.uk)), where up to date information for educational providers can be obtained.

A staff member must be designated to be responsible for the security, safety and proper use of radioactive sources.

Records of all radioactive sources must be properly kept, showing what they are, when they were bought, when and by whom they have been used, and eventually, how they were disposed of.

**Radioactive sources should be used only when there is an educational benefit.  
Radioactive materials must be securely stored when not in use.**

## 2.10 Home Visits

All home visits undertaken by staff must be approved by the Headteacher. The Home Visit risk assessment must be carried out and the following procedures must be followed:

- Staff must complete the Home Visit risk assessment in the school office before the visit. This must be signed off by the Headteacher or delegated member of staff.
- No visit to go beyond 6pm.
- No staff to make visits on their own.
- Staff must take a fully charged and switched-on mobile phone, the number of which is entered in the risk assessment.

Please see [appendix 5](#) for an example.

## 2.11 Inspection/maintenance of emergency equipment

All fire safety equipment must be regularly maintained by a combination of recorded visual checks by site staff and formalised inspections by specialist contractors as follows:

Type	Weekly	Monthly	Quarterly	Every 6 months	Annually
<b>Fire alarms</b>	✓	✓	✓		✓
<b>Fire extinguishers</b>		✓ (visual)			✓
<b>Fire blankets</b>		✓ (visual)			✓
<b>Smoke/heat detection</b>	✓				✓
<b>Emergency lighting</b>		✓			✓
<b>Automated fire doors</b>					✓

<b>Sprinkler systems</b>		✓ (routine test)		✓ (service visit)	
<b>Gas suppressant systems</b>				✓	

## 2.12 Legionella

The HSE has published an Approved Code of Practice (ACoP) *Legionnaire's Disease: The Control of Legionella Bacteria in Water Systems L8*. This ACoP specifically relates to the management of water systems to ensure safety.

To control the risks of water contamination on-site, a water risk assessment must be completed by a specialist contractor, which must be reviewed every two years (or following major alterations to the water system). Water hygiene will form part of the planned preventative maintenance programme for the site and ongoing maintenance to protect water sources from contamination must be carried out.

In accordance with the L8 ACoP, the following tasks (but not limited to) should be carried out and the findings of such tests will be recorded within a water hygiene folder (which must also contain a copy of the water risk assessment). All records must be retained on site for at least three years:

Frequency	Check	Standard to meet		Notes
		Cold water	Hot water	
Weekly	Flush through little used outlets (defined as not used once per week)			
Monthly	Sentinel taps	The water temperature should be below 20°C after running the water for up to two minutes	The water temperature should be at least 50°C within a minute of running the water	Input to a thermal mixing valve should be at least 50°C following one minute of flow
	If fitted, input to TMVs on a sentinel basis		The water supply to the TMV temperature should be at least 50°C within a minute of running the water	One way of measuring this is to use a surface temperature probe

	Water leaving and returning to calorifier		Outgoing water should be at least 60°C, return at least 50°C	If fitted, the thermometer pocket at the top of the calorifier and on the return leg are useful points for accurate
				temperature measurement. If installed, these measurements could be carried out and logged by a building management system
Six monthly	Incoming cold water inlet (at least once in the winter and once in summer)	The water should preferably be below 20°C at all times		The most convenient place to measure is usually at the ball valve outlet to the cold water storage tank
Annually	Representative number of taps on a rotational basis	The water temperature should be below 20°C after running the water for two minutes	The water temperature should be at least 50°C within a minute of running the water	This check makes sure that the whole system is reaching satisfactory temperatures for Legionella control
Annually	Chlorination of cold water storage tanks			

## 2.13 Lifting and handling

The Manual Handling Operations Regulations 1992 (MHOR) defines manual handling as ‘any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force’. The load can be an object, person or animal.

The MHOR 1992 set out a clear ranking of measures for dealing with risks from manual handling, these are:

- **First:** avoid hazardous manual handling operations so far as is reasonably practicable.
- **Second:** assess any hazardous manual handling operations that cannot be avoided; and

- **Third:** reduce the risk of injury so far as is reasonably practicable.

School must ensure that proper mechanical aids and lifting equipment is available in school and that proper training has taken place to ensure that staff and pupils are aware of safe lifting techniques.

Children must also be protected in this area:

- Children who have been asked to move chairs or furniture must only do so with guidance and support from an adult, and;
- after having been trained to do this safely, and;
- if supervised by an adult.

## 2.14 Lone working

Lone working should be avoided wherever possible. In circumstances where lone working is unavoidable, a risk assessment must be carried out and control measures implemented to eliminate or reduce any risks identified. The control measures should take account of normal work and foreseeable emergencies e.g. fire, equipment failure, accidents and illness.

Employees working alone on their normal working site should have arrangements in place to monitor their wellbeing. This can range from personal GPS monitors to more basic arrangements such as an agreement to call a colleague at regular intervals to confirm the employee's safety and wellbeing. The level of security will be dependent on the risks identified as part of the risk assessment process.

## 2.15 Managing external contractors

The school and DCAT have a duty to protect the school's staff, pupils, visitors and any third parties from hazards while contractors are on site.

All contractors must operate in a safe way at all times – prior to commencing work, site specific risk assessments and safe systems of work must be forwarded to the school contact. On arrival, contractors must sign in at reception and be provided with site specific health and safety information. This needs to include information on the health and safety risks they may face, measures to deal with those risks and the schools emergency procedures.

Cooperation and communication must be maintained by all parties throughout the works and this includes where there is shared occupancy of a site. The level of supervision will be dependent on the type and nature of work involved. All contracts must specify that failure to comply with safe working practices may constitute grounds for termination of the contract with immediate effect.

In the event a contractor is found to be operating with unsafe working practices or equipment, the Responsible Person should highlight the non-compliance to the contractor's manager and ensure that the situation is remedied immediately (allowing the works to continue only when the situation is resolved) or in the case of severe non-compliance, terminate the contract with immediate effect. Ensure the contractor is removed from the site as soon as is practicable, and the works made safe prior to allowing access by employees, visitors or other third parties.

Where contractors are working at the site during term time (or at any time when pupils will be present at the site) a Disclosure and Barring Service (DBS) check is required and the contractor must supply the organisation with written confirmation that the staff they supply have the correct level of DBS check in place.

Any contractors that have not been DBS checked must be supervised at all times when on the school site during term time (or at any time when pupils will be present at the site). If a

contractor is being supervised, they should not agree to be left unsupervised if they have not been DBS checked.

Contractors must be easily identifiable to staff/volunteers and pupils.

## **2.16 Noise**

Significant exposure to excessive levels of noise can cause hearing damage that is permanent and disabling, hearing loss that is gradual because of exposure to noise over time, and also damage caused by sudden, extremely loud noises. It is recognised that it is rare for significant and excessive levels of noise to be present within a school and its activities.

The [Control of Noise at Work Regulations 2005](#) is to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or to suffer from tinnitus. They do not apply to members of the public exposed to noise from their non-work activities, or when they make an informed choice to go to noisy places or from nuisance noise. HSE advises employers that if noise at work is intrusive, such as a busy playground, and employees have to raise their voice to have a normal conversation then risk assessment should be carried out.

## **2.17 On Site Vehicle Management**

Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment and are set out in appendix 4.

## **2.18 Premises, work & curriculum equipment**

All work equipment, machinery and plant must be managed safely and in accordance with relevant legislation and manufacturer instructions – to prolong life of plant equipment, planned preventative maintenance is strongly recommended. Pupils and staff may only use equipment/machinery once they have been assessed and proven that they are competent and, where applicable, under adequate supervision.

The Provision and Use of Work Equipment Regulations 1998 (PUWER) which covers starting, stopping, repairing, modifying, maintaining, servicing, cleaning and transporting equipment.

These regulations require that work equipment provided is:

- Suitable for the intended use.
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
- Used only by people who have received adequate information, instruction and training.
- Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices.
- Used in accordance with specific requirements, for mobile work equipment and power presses.

Further guidance for schools is available via HSE publications *Provision and using work equipment safely* INDG291 (rev1) and *Shattered Lives – Building & Plant Maintenance* available from the HSE website at <http://www.hse.gov.uk/pubns/>.

## **2.19 Playground equipment**

British Standard EN 1176 requires that an inspection should be carried out at regular intervals

subject to its use, purpose and position.

## **2.20 Lifts**

Lifting equipment and lifting operations are subject to specific requirements, including periodic thorough examinations under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Examples of such equipment include scaffolding, forklift trucks, lifts (including passenger lifts), hoists, mobile equipment working platforms, and scissor lifts. The main requirements are:

- To provide equipment that is sufficiently strong, stable and suitable for the proposed use. Similarly, the load and anything attached (e.g. timber pallets, lifting points) must be suitable.
- To position or install the equipment to prevent the risk of injury, e.g. from the equipment or load falling or striking people.
- To ensure equipment is visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads.

A LOLER inspection is undertaken by a competent person who completes a written report which will include the examination date; the date when the next thorough examination is needed; any defects found which are (or could become) a danger to people.

## **2.21 Risk assessments – general**

In accordance with the Management of Health and Safety at Work Regulations 1999 DCAT and its schools shall carry out risk assessments of all activities which present a risk to its employees and anyone else affected by its undertaking, to include pupils, contractors, third parties and members of the public. Templates for risk assessment are available on the Handsam system.

The risk assessments for specific sites (for all activities, teaching and non-teaching, premises and one-off activities) will be coordinated by the designated Responsible Person and are to be approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally by the designated Responsible Person.

Risk assessments will be reviewed on an annual basis or sooner if required, for example in response to changes to work activities. Employees are to be made aware of any changes to risk assessments relating to their work.

Specific risk assessments relating to individuals, e.g. staff member or student/pupil are held on that person's file and will be undertaken by the appropriate staff member.

A list of statutory and good practice Risk Assessments can be found in Appendix 2 of this document.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. These risk assessments will be reviewed on a regular basis.

## **2.22 Voice Care**

Teachers are professional voice users. They normally talk for about 60% of the working day. Evidence shows that teachers are particularly at risk of developing voice problems. Most teachers accept that they will from time to time experience hoarseness or discomfort from upper respiratory infections such as colds and flu. Prolonged and recurring hoarseness in the absence of a cold or throat infection and a persistent change in pitch or quality of voice should, however, be investigated. Where teachers experience such problems, it is sensible for them to see their GP and ask about specialist help, where appropriate, from a speech and language therapist and/or ENT consultant.

## 2.23 Weather Risks

During, or in anticipation of, hot sunny weather precautions will be taken to minimise the risks associated with exposure to UV rays.

Parents/guardians will be reminded of the need to ensure their child brings a sun hat into school and has had sun-cream applied before attending school. Children can bring sun-cream into school but this must be applied by the children, staff are not allowed to apply sun cream to the children. During hot sunny weather children may have their exposure times restricted (by reducing outside break and lunch periods).

Water bottles are provided for every child and drinking water is available from the cold taps / water coolers in school.

Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions.

## 2.24 Work at height

The Work at Height Regulations 2005 places a duty on DCAT to do all that is reasonably practicable to prevent anyone falling.

The Regulations require schools to ensure:

- all work at height is properly planned and organized
- all work at height takes account of weather conditions that may endanger health & safety
- those involved in work at height are trained and competent
- the risks are assessed, and appropriate work equipment is selected and used
- the place where work at height is done is safe
- equipment for work at height is appropriately inspected
- the risks from fragile surfaces are properly controlled
- the risks from falling objects are properly controlled
- all ladders, stepladders, platforms, fall-arrest systems, etc. must be stored securely to prevent unauthorised access when not in use
- **pupils are not permitted to work at height unless activities form part of the curriculum and have been appropriately risk assessed.**

## Climbing

As with any climbing on playground equipment, rock-climbing, abseiling and the climbing of trees can entail significant risks: pupils may climb to heights from which a fall could lead to serious injury or death. Schools should strike a balance: recognising the significant benefits of climbing whilst seeking to reduce or eliminate those risks that lie outside of the direct control of each child.

All authorised climbing activities **must** be fully risk assessed by a competent person prior to these activities taking place. Guidance on safe climbing must always be communicated to pupils in an age appropriate way. The activity type and the number of pupils participating will influence the number of supervisors required; as a minimum, at least two supervisors must always be present during any climbing activity. Appropriate safety equipment must be used, where available (i.e. especially during rock climbing and abseiling). Any tree (and the surrounding ground area) used must be assessed for its suitability at the start of each use and recorded using the DCAT Risk Assessment template; an



assessment on the security and strength of branches as well as the density of foliage must be made and, where safety equipment is not provided, a height limit must be set – **it is recommended that the maximum climb height should not exceed four metres above ground-level (lower for younger/inexperienced climbers). To help, during an assessment of a tree, a competent staff member should consider climbing the tree and tying markers around the trunk (whilst checking for the suitability of the tree).**

## 2.25 Work experience

This policy is intended to cover pupils from your school attending work experience, but it can also apply to any young person or child expressing interest in completing work experience in your own school.

Under Health and Safety law, work experience pupils are classed as employees. They should be treated no differently to other employed young people.

Definitions of young people and children by age:

- A young person is anyone under 18.
- A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

The placement must be discussed in advance with organisers. The views of the parents/carers should be taken into account, i.e. their physical and psychological capacity and any particular needs, for example, due to any health conditions or learning difficulties.

Where the employer is providing work experience for post-16 placements, there is no requirement for the employer to have a DBS check. Should the work experience be for pupils under the age of 16, it may be necessary according to *Keeping Children Safe in Education 2022*. The school needs to decide what checks are necessary considering the circumstances which might include the nature of the supervision and the frequency of the activity.

Where schools are providing the work experience placement, the same age restrictions apply. DBS checks cannot be carried out on young people under the age of 16 and schools will need to carry out a risk assessment in order to ensure the safety and well-being of both the worker and their own pupils. For those post-16, the checks may be made should the student be unsupervised and in regulated activity (according to the definitions of KCSIE 2022).

For placements in low-risk environments, such as offices or shops, with everyday risks that will mostly be familiar to the pupil, the employer's existing arrangements for other employees should be enough.

For environments with risks less familiar to the pupil, employers will need to make arrangements to manage the risks – this will include induction, supervision, site familiarisation, and any protective equipment needed.

For a placement in a higher-risk environment, such as construction, agriculture and manufacturing, working with noise, hazardous substances, etc. employers need to consider what work the pupil will be doing or observing, the risks involved in that work and how these are managed.

Where these specific factors exist in the workplace employers should already have control measures in place. This will also apply to legally required age limits on the use of some equipment and machinery (e.g. forklift trucks and some woodworking machinery). Consideration needs to be given to determine whether employers need to do anything further to control the risks to young

people.

Employers should explain to parents/carers of children what the significant risks are and what has been done to control them. This can be done in whatever way is simplest and suitable, including verbally, and is very often done through the school.

When employers induct students, the risks and control measures should be explained, checking that they understand what they have been told.

Schools must check that students know how to raise any Health and Safety concerns whilst on placement.

### 3. Health and safety monitoring and inspection

The Trust uses Handsam Ltd as their competent body. All schools have access to the Handsam system and the support online and via telephone. All schools are encouraged to utilise their services for any Health and Safety queries and support.

DCAT will use the Handsam system to evaluate the compliance of its schools in line with this policy.

Each school will have an external Health and Safety audit every 2 years. All recommendations following the review must be completed as soon as practicably possible.

The support given by Handsam is regularly reviewed by the Head of Operations and Governance.

The Trust will monitor the implementation of the health and safety policies via:

- Regular inspections and reporting
- Regular inspection of the information gleaned from the Handsam systems
- Following up issues arising from the annual status review and health and safety inspections and audits

Headteachers and Local Governing Bodies are encouraged to monitor the effectiveness of this policy and to provide feedback to DCAT, as and when required.

