



**PYRAMID**  
SCHOOLS TRUST

Working in partnership, so future generations achieve, belong and contribute

# Health and Safety Policy

## **Edition 3: 24/10/2024**

<b>Document Control</b>		
<b>Edition</b>	<b>Issued</b>	<b>Changes from previous</b>
1	14/07/2022	New policy. Approved by the Board of Trustees
2	11/10/2023	New policy. Approved by the Board of Trustees
3	24/10/2024	Minor Amendments Approved by the Board of Trustees

**Review Cycle: Annually**

**Internal Review Date: October 2025**

**Trust Board Review Date: October 2026**

## 1.0 INTRODUCTION

This is the Pyramid Schools Trust overarching Health and Safety policy and must be implemented and adhered to in each academy within the Trust. This documentation has been prepared in accordance with Section 2 (3) of the Health & Safety at Work Act 1974.

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

The Trust consists of 7 schools.

- Harlington Upper School
- Arnold Academy
- Parkfields Middle School
- Westoning Lower School
- Ramsey Lower School
- Harlington Lower School
- Sundon Lower School

Other schools that join the Trust will fall under the remit of this Health and Safety policy.

Harlington Upper is a Private Finance Initiative (PFI) build, where all maintenance and statutory compliance responsibility sits with the PFI contractor.

All academies are based within Central Bedfordshire.

## 2.0 STATEMENT OF INTENT

Trust Board will ensure, so far as is reasonably practicable, that employees, students and others whose health and safety may be affected by the Trust's undertaking, are not exposed to unacceptable risks to their health and safety. The Trust Board accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff, students and others.

Trust Board believes that ensuring the health and safety of staff, students and visitors is essential to the success of the schools.

The Trust's objectives will be achieved by:

- Providing a safe and healthy working and learning environment.
- Establishing and promoting a robust health and safety management system within the school.
- Preventing accidents and work-related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities through the risk assessment process.
- Ensuring safe working methods and providing safe working equipment.
- Ensuring roles and responsibilities are understood and communicated.
- Providing effective information, instruction and training.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.

- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters (both union and non-union).
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The Trust Board will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of employees, students, and visitors.

### 3.0 ORGANISATION

In order to achieve compliance with the Pyramid Schools Trust Statement of Intent and the Objectives of this policy the Board and individual school's management teams will have additional responsibilities assigned to them as detailed in this part of the Policy.

#### The Trust Board

- The Trust Board has the responsibility to ensure that:
- A clear written statement of intent is created which promotes the correct attitude towards safety in staff and students.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge, and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The school's health and safety policy and performance are reviewed annually.
- New Health & Safety legislation or guidance is recognised and acted on appropriately and that relevant persons attend training where appropriate to enable them to do this.

#### Local Governing Body (LGB)

- Appointing a Governor with responsibility for Health and Safety
- Ensuring that all statutory requirements are met to ensure the safety of pupils, staff and visitors to the academy and
- To report to the Trust Board

## The Headteacher

The Headteacher has the following responsibilities:

- To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- Ensure that a clear written local Policy for Health and Safety is created.
- Ensure this Policy is communicated adequately to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors
- Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to monitor premises and performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- A report to the Governing Body on the health and safety performance of the school is completed annually.

Ensure that they keep up to date with new Health & Safety legislation or guidance and attend training where appropriate to enable them to do this.

## The School Health and Safety Co-Ordinator

Each school will have a named School Health and Safety Co-ordinator and this is person is responsible for:

- Co-ordinating and managing the risk assessment process for the school.
- Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- Making provision for the inspection and maintenance of school owned equipment.
- Ensuring that all health and safety documentation is appropriately maintained and available to all employees and inspecting authorities e.g. Ofsted/HSE.
- Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.
- Ensuring that staff are adequately instructed in health and safety matters in connection with their specific workplace and the school generally.
- Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.
- Ensuring that unsafe conditions are being reported and dealt with to agreed timescales.
- Keeping up to date with new Health & Safety legislation or guidance and attending training where appropriate to enable them to do this.

### Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility

This includes, Deputy Headteachers, Assistant Headteachers, Heads of Departments, Subject Leaders, Heads of Year, Support Staff Managers/Supervisors, Technicians.

They have the following responsibilities:

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of adopted/ approved health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Co-ordinator.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work (including temporary staff).
- Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. (Some testing of equipment may require a specialist contractor e.g. PE Equipment, Local Exhaust Ventilation (LEV), design and technology equipment – reports of these inspections must be retained).
- Ensure the provision of sufficient information, instruction, training, and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents are recorded and investigated appropriately.
- Include health and safety in the annual report for the Headteacher.
- Ensure that they keep up to date with new Health & Safety legislation or guidance applicable to their specific area of expertise and attend training where appropriate to enable them to do this.

### Special Obligations of Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their students and to know the procedures in respect of fire, first aid, accident/ incident reporting and other emergencies, and to carry them out, applying the same principles to include off-site activities, work-placements and educational visits and journeys.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- Ensure the correct use of personal protective equipment and guards where necessary.
- Make recommendations to the Headteacher, Health and Safety Co-ordinator or Head of Department on health and safety equipment and on additions or necessary improvements to safe systems of working, plant, tools, equipment, or machinery.

- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Headteacher, Health and Safety Co-ordinator or Head of Department.
- Ensure that they keep up to date with new Health & Safety legislation or guidance applicable to their specific area of expertise

### Obligations of All Employees

Apart from any specific responsibilities which may have been delegated to them, all employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. Employees must:

- Always comply with the School's Health and Safety Policy and procedures.
- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, and other persons.
- Observe all instructions on health and safety issued by the school's Health and Safety provider, the School or any other person delegated to be responsible for a relevant aspect of health and safety.
- Observe standards of dress consistent with safety and/or hygiene.
- Act in accordance with any specific H&S training received.
- Report all accidents and near misses in accordance with local procedures.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the local procedures in respect of fire, first aid and other emergencies.
- Co-operate with appointed Health and Safety Representatives and the Enforcement Officers of the Health and Safety Executive.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- Use all work equipment and substances in accordance with instruction, training and information received.
- All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.
- Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.



## Students

- Students, in accordance with their age and aptitude, are expected to:
- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## Health and Safety Competent Person

The Trust uses the services of an external provider, Cousins Safety Limited, namely Sherryl Cousins, to provide Health and Safety Competent Person advice.

## School Health and Safety Union Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed under both the Safety Representatives and Safety Committee Regulations 1977 by a recognised trade union (Safety Representatives) and also under the Health and Safety (Consultation with Employees) Regulations 1996, elected by the workforce (Representatives of Employee Safety).

For further information regarding the different responsibilities of health and safety representatives refer to [www.hse.gov.uk](http://www.hse.gov.uk) (INDG 232).

However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, to which they have a right under the Safety Representatives and Safety Committee Regulations 1977 or the Health and Safety (Consultation with Employees) Regulations 1996. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative / Representative of Employee Safety in order that they can play an effective role in the management of health and safety within the school.

## Disciplinary Proceedings

Understanding and complying with all the health and safety procedures is of the utmost importance. Failure to comply with these procedures, or tampering with any of the health and safety equipment, including firefighting equipment, may lead to the implementation of disciplinary procedures by the Trust.

#### 4.0 PROCEDURES AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY

The following sets out the Trusts arrangements to ensure compliance with the Governing Body's Statement of Intent.

**The individual schools within the Trust will hold their own health and safety procedures.**

##### Accident Reporting, Recording and Investigation

All members of staff are required to ensure that all accidents, incidents and near misses are reported to the nominated person at the school who will ensure that the details are entered onto accident book and Smartlog and reported to the Health & Safety Executive if required following RIDDOR guidance and in consultation with the Trust's Health & Safety Competent Person. The Trust CFO will be informed of any RIDDOR accidents.

The location of the school accident book/forms is detailed in the local school health and safety arrangements.

The Headteacher or member of SLT with support from the Health and Safety Co-ordinator will undertake an investigation into the accident and record any follow up action.

Accident reports identifying trends in accidents/incidents are provided to LGB on a termly basis.

##### Asbestos

The Headteacher has overall responsibility for the management of asbestos across the school and will ensure that all staff are briefed regarding the rules for drilling, affixing anything to walls and ceilings etc. by way of the staff briefing sheets.

The asbestos register and asbestos management plan is held at each school. The school uses an electronic system Frontline for storing the asbestos management surveys.

All contractors shall be referred to the asbestos register before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the log-book before commencing work and sign the permit to work sheet.

The Trust will seek advice from an asbestos consultancy regarding surveys and removal of asbestos. The Health and Safety Co-ordinator in each school will arrange an annual check on the condition of asbestos.

Staff will also be reminded that they must report any damage to asbestos materials by staff briefing and emails.



## Alcohol and Drugs

Staff are responsible for ensuring that they do not work under the influence of alcohol or non-prescribed drugs. Failure to follow this, falls under the Trust Disciplinary Policy.

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

## Behaviour Management / Bullying

*See separate local School behaviour management policy*

Appropriate training will be provided to staff on managing behaviour.

## Breakfast and Afterschool clubs

Where these are operated by a third party they fall under the school's contractor management system. A copy of their health and safety policy and risk assessments are held in school and a check on fire safety in this area by the school is carried out every term.

Where a school operates their own breakfast and after school club, this will fall under the school's local health and safety arrangements.

## Building Management (including Planned Preventative Maintenance (PPM))

The Trusts Estates Strategy supports the Strategic Plan by providing sustainable, safe, secure and inspiring learning environments for our pupils, our staff and visitors to our academies. The Trust uses Smartlog to track and monitor compliance across the schools.

The exception is Harlington Upper School where PPM is the responsibility of the PFI contractor. The school will seek assurances (annually) from the PFI contractor with regards to compliance.

## Caretaking and cleaning

Where cleaning is in house each school has local arrangements in place for training cleaners on safe use of chemicals and supervising their work and that cleaning materials are assessed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Where the school employs cleaners who are young persons (under the age of 18) a young person risk assessment will be completed.

The Site Team at each school are responsible for the general day to day maintenance of the site, including general housekeeping, cleanliness and tidiness of the site on visual inspection, fire doors, clear escape routes, management of slip, trip and fall hazards, appropriately stored substances hazardous to health, regular checks including fire safety water safety, gas and electricity safety, cleaning and maintenance inspections on a daily/weekly/termly basis.

Each school site maintains the COSHH register, COSHH risk assessments and controls access to substances hazardous to health. They are responsible for ensuring all cleaning staff are aware of COSHH.

Cleaning at Harlington Upper School is via the PFI. At Westoning Lower School and Sundon Lower School it is operated by a third party and falls under the school's contractor management system. A copy of their health and safety policy and risk assessments are held in school and a check on practices in the school is carried out regularly.

### Catering

School meals are provided by contractors.. In either case the Food Hygiene (England) Regulations 2013 and Natasha's law are complied with under the monitoring and guidance of the Food Standards Agency/Local Authority Environmental Health Officers.

For all schools with external caterers, the caterer and its responsibilities fall under the Trust's contractor management procedures.

As a minimum a copy of the caterers' health and safety policy and risk assessments are held in school and a check on fire safety in this area by the school is carried out every term.

The caterer is responsible for the health and safety of their staff working in the school and ensuring compliance with Natasha's Law with regard to allergen identification and labelling.

Where the school is responsible for maintaining the fabric and equipment in the school kitchen, the school will ensure the following tasks are completed:

- Annual canopy clean
- Annual kitchen equipment inspection (gas safety check).

If the caterer arranges any checks, the Headteacher should ensure they provide copies for the school to note and file.

The Headteacher is responsible for ensuring that pupil allergen information is shared with the catering provider annually, at the beginning of the academic year and again if there are any changes within the academic year.

### Contractor Management

The Estate Manager is responsible for the Control of Contractors and will ensure projects adhere to CDM regulations and will ensure designers, contractors, and any other building professionals are assessed for competency.

Sufficient time, resources, and information must be allocated to ensure health, safety and well-being of all concerned is prioritised.

Active management of contractors, project planning, accurate hazard identification, thorough exchange of information, following suitable and sufficient risk assessment is essential. It is managed through the School's control of contractors' procedures.

## Children at school (non-pupils)

### Staff Children

Non school children, e.g. staff's own children, should only be allowed into school during holidays and strike days by prior arrangement with the Headteacher and will be supervised.

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

All teachers are responsible for ensuring that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level.

If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support, then they should log the hazard/issue via school's local arrangements

Heads of Departments, curriculum lead shall ensure compliance with the following guidance:

- Science – CLEAPSS
- Design and Technology - BS 4163, 2021 Health and Safety for Design and Technology in Schools and Similar Establishments, Code of Practice. (Middle and secondary schools only).
- Physical Education - British Association for Physical Education (AfPE) Safe Practice in Physical Education.

For middle and secondary schools, the following departments will have their own specific policy developed by their Head of Department: -

- Science department policy
- DT department policy.

Teaching staff should consider any significant health and safety issues such as class size, pupil behaviour, maturity, limitations of space, layout, equipment etc. as part of their planning and preparation, risk assessment is just another name for that process.

Prior to use, all equipment must be checked by an appropriate, trained member of staff such as a qualified teacher, technician or teaching assistant.

Staff are trained in Departments on the appropriate use of machines and equipment. Members of staff new to the school are informed within their departments of the risk assessment for relevant curriculum activities.

The health and safety coordinator is responsible for coordinating curriculum risk assessments and Heads of Departments are responsible for ensuring these risk assessments are available to their staff.

Any off-site activities during the school day should be referred and approved by the Educational Visits and Journeys Coordinator EVC.

### Display Screen Equipment (DSE)

DSE users will have their work stations assessed annually or following an office move on Smartlog. The school will provide equipment and adjustments as identified by the risk assessment.

A user has been defined as staff that use a pc or laptop continuously for more than 1 hour a day. This applies to school office staff. The school will provide a Specsavers VDU Eyecare Voucher which entitles the holder to a full eye examination. In addition, when the prescription in the spectacles is required specifically and solely for intermediate use, the user will receive a pair of single vision glasses from the £50 range or a £50 contribution towards another pair. [Please note that not everyone will be eligible for the £50 contribution, it does not give a contribution for spectacles which, as well as VDU use, could be used for additional tasks such as reading or driving. Should a user use your existing spectacles for general use including VDU work they will NOT be entitled to any additional contribution.] A maximum of one claim every 2 years for a user.

Smartlog is used to ensure DSE assessments are completed for all DSE users annually or following an office move.

### Driving for Work

Where staff have to use their own car for work for example driving to meetings etc. at other school sites then business insurance should be obtained. Schools with minibuses take out additional insurance.

### Educational Visits and Journeys

*See separate Educational Visits and Journeys policy.*

The schools use the Evolve apart from Westoning Lower and all educational visits and journeys are required to be approved by the schools EVC who shall ensure compliance with the Educational Visits and Journeys Policy.

The EVC will check and record "competence" of staff annually. Medication for school trips will be covered by the School's Managing Medications Policy.

### Electrical Equipment (fixed and portable)

Each school has arrangements in place for the testing, inspection and maintenance of electrical equipment.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher.

Equipment found to be unserviceable, or of doubtful serviceability shall not be used and taken out of service.

Staff should not bring in their own electrical items from home for use without PAT testing

### Emergency procedures including lockdown

See local Academy emergency procedures and Academy Business Continuity Plan.

Procedures are implemented locally stating the action to be taken in the event of an emergency, bomb threat, lockdown or fire.

All new members of staff are instructed on the emergency evacuation procedure as part of their induction training by their line Manager. Visitors and contractors are informed of the school's emergency arrangements. Academy Headteachers are responsible for updating their Business Continuity Plans and reviewing annually.

### Enforcement officers

Any contact with or subsequent letters, notices or other action by Enforcement Officers must be notified to the CEO and CFO without delay so that they can be acted upon immediately. Teachers and non-teaching staff are not permitted to speak on behalf of the School and should refer formal enquiries to the CEO and CFO.

### Equipment (other, including curriculum-based equipment)

Such as local exhaust ventilation (LEV), pressure systems, gas appliances, lifts & lifting equipment, kilns, photographic equipment will be serviced and maintained in accordance to statutory or manufacturers guidance and records held on Smartlog.

### Fire Precautions and Emergency Procedures

The Headteacher is the "responsible person" as defined in Regulatory Reform (Fire Safety) Order 2005 (usually Headteacher), ensuring a fire risk assessment is reviewed annually.

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill.

The fire alarms shall be tested at times weekly and a fire evacuation drill shall be once a term and recorded on Smartlog.

Staff are required to report defects or missing fire-fighting equipment. Fire exits, routes and firefighting equipment shall not be obstructed at any time.

Each school will have a Fire Safety Management plan and have sufficient fire wardens that are suitably trained on Smartlog.

Personal Emergency Evacuation Plans (PEEPS) are completed for staff and pupils with a disability (either permanent or temporary).

### First Aid

Each school will complete a first aid needs assessment to determine the number of first aiders for the school.

First aid boxes will be positioned in the schools and checked and restocked.

Each school has arrangements in place for organising training and refreshers for first aiders and keeping training records.

FIRST AID accidents will be recorded in the first aider treatment book and accident book/Smartlog if appropriate by the administering first aider.

### Grounds Maintenance

Each school has arrangements in place for Ground Maintenance. When on site Ground Maintenance contractors are required to sign in and state what work they are carrying out in the Grounds Maintenance Log Book. On completion, signing out is essentially.

The grounds maintenance contractors have their own key to the grounds but will always coordinate with the PE department over grass cutting and liaise with line marking dates etc.

COSHH assessments used by the ground maintenance will be kept in school.

Where some grounds maintenance tasks are carried out by the school site team risk assessments will be carried out.

### Hazardous Substances (Control of Substances Hazardous to Health (COSHH))

*Cleapss guidance is available on COSHH assessments for Science and Design Technology (Middle and Secondary)*

Where cleaners are in house they will be given necessary health and safety information on safe working procedures; that the safety checking of their equipment is carried out; and that cleaning materials are assessed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

### Inclusion

Each school will plan for and have assessments in place for SENDCo pupils, making reasonable adjustments in respect of access under the Equality Act 2010.

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

## Infection Control

The schools will follow infection control guidance from the UK Health Agency.

Each school will have a Flu pandemic plan in place. The school will follow government guidance in relation to managing the risk and this includes implementing infection control procedures.

The school will update their Flu plans and risk assessments regularly and follow NHS and government advice and guidelines.

## Legionella

Each school will have a Water Risk Assessment every 2 years or as identified by the Risk assessment.

Each school will ensure monthly water temperature inspection tests and weekly flushing, shower head descale etc. are carried out and recorded on Smartlog.

Person responsible for testing will complete legionella awareness training.

## Lettings / shared use of premises / use of premises outside School Hours

*See separate Trust Lettings policy*

Each school will follow the Trust lettings policy and have procedures in place for informing the lettings of the emergency procedures for the building and securing the building after lettings.

## LEV

Where installed on machinery Middle and Upper schools this will be maintained and serviced and records retained on Smartlog.

## Lifting Equipment & Lifting Operations

Where schools are fitted with lifts, hoists, lifting equipment and lifting accessories which are maintenance and have undergone a thorough examination (6 monthly if equipment is used for lifting people and annually for other lifting equipment.) records are kept on Smartlog.

## Lone Working

Each school will have local lone working arrangements in place that all school staff should be made aware of and follow.

## Managing Medicines & Drugs

Each school will have local supporting pupils with medical needs policy that should be followed.

## Maintenance and Inspection of Equipment

The Health and Safety Coordinator is responsible for ensuring that testing, inspection and maintenance of equipment following the schools planned preventative maintenance PPM schedule on Smartlog.

The Trust Estate Manager will review Trust compliance and report to the CFOO.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher.

Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labelled, locked away and the defect reported for repair or replacement.

## Manual Handling and Lifting

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

Each school will complete manual handling risk assessments for standard activities that the Site Agent undertakes. Manual Handling training will be provided to the site staff and any other staff that may require it through Smartlog.

## Monitoring

As part of the Trust's health and safety management system, the Trust will regularly review health and safety throughout the organisation.

Inspections provide an opportunity to discover poor housekeeping, conditions of floors, passages and stairs, inadequate waste disposal, damaged tools and equipment, poor lighting, inadequate fire prevention and protection, failure to use the appropriate protective equipment, dangerous machinery, poor food hygiene, etc.

In addition to the above, audits of health and safety systems and processes across the Academies will be carried out as required by a Health and Safety Consultant or a suitable trained person internally every year.

### Summary of Health and Safety Monitoring:

<b>Level of Monitoring</b>	<b>Frequency</b>	<b>Responsibility</b>
Weekly Health and Safety checklist	Weekly	Site Agent
H&S Termly checklist/walk round	Termly	SBM
Report to Trust Board on compliance	Termly	CFOO
Health and Safety Audit	Annual	Site Agent

### Noise

Where required a noise assessment will be carried out e.g. D&T/ Music.

Personal Protective Equipment provided e.g. ear plugs will be available to staff working in DT/Music.

### New and Expectant Mothers

*See separate New and Expectant Mothers Guidance and risk assessment*

Once an employee provides written notification to the appropriate Academy Headteacher stating that she is pregnant, or that she has given birth within the past six months or that she is breastfeeding, the Headteacher or line manager should complete a new and expectant mothers risk assessment.

### Parent Teacher Association

The PTA's are responsible for completing risk assessments for activities planned, managed and hosted by the PTA for example summer fetes, fireworks etc and these should be provided in advance to the Headteacher.

### Personal Protective Equipment (PPE)

Personal Protective Equipment is provided through risk assessment to the Site staff.

PPE for curriculum delivery (e.g. science/DT) are essential. Pupils should be trained in their safe and appropriate use when relevant and checked by the school Technician.

## Permits to Work

*See contractor management guidance*

Where required the School Site Manager/Agent/School Business Manager will issue permits to work for high risk activities such as hot works, work at height, confined space working.

## Pre-school

*See separate local school pre-school procedures for Westoning Lower and Sundon Lower School.*

## Radiation (Secondary and Upper Schools only)

See CLEAPSS guidance document L93 – Managing Ionising Radiations and Radioactive Substances in Schools and Colleges

Harlington Upper has appointed a Radiation Protection Adviser through Bedford Borough.

The Harlington Upper has appointed an internal school Radiation Protection Supervisor (RPS) who has attended training to take on this role.

## Risk Assessments

*See separate risk assessment guidance*

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

The school Health and Safety Coordinator is responsible for ensuring risk assessments are in place at the school.

## School Transport

Each school will have an up-to-date school travel plan.

Where taxis are provided for ASD pupils the local authority is responsible for providing the transport risk assessment. School transport will be risk assessed through vehicle movement risk assessments for drop offs and pick-ups.

## Security

Each school will have arrangements for opening and securing the school site.

Where the school has CCTV cameras for monitoring security and a CCTV policy in place. External signage is displayed indicating CCTV in operation.

## Signage

In all schools' safety signage will comply with The Health and Safety (Safety Signs and Signals) Regulations 1996.

### Site Maintenance

Health and Safety needs in respect to the maintenance of site or buildings should be highlighted in the Trust Estate Strategy and considered when prioritising works.

The Trust uses the Smartlog to monitor planned preventative maintenance and record site defects/hazards.

### Slips, Trips and Falls

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

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

### Smoking

The Trust operates a no smoking and vaping policy across all its schools including the grounds. This also applies to all lettings.

### Sun Safety

(See individual Primary school sun safety policy)

The primary schools will have a sun safety policy and share this with parents. It will detail arrangements for sun cream etc.

Each school will assess the risk and review outside spaces and provide suitable shade, where possible, and encourage pupils to use this. Schools will follow guidance for extreme weather days

### Swimming Pool

This activity is classed as an activity off site and is covered under Educational Visits and Journeys.

### Training

All new employees shall be provided with induction training appropriate to their health and safety needs and an induction checklist completed.

In the case of volunteer helpers it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed on to them.

All employees and volunteers shall, on their first day of employment, be informed of what to do in the event of a fire and what first aid arrangements are in place.

All health and safety training will be recorded on Smartlog and tracked and refresher training arranged.

All Trust staff will receive appropriate health and safety training related to their role.

#### Vehicle Movements on site

Each school will assess the risk from vehicles on site and complete a risk assessment.

#### Vehicle Use

Only staff that have passed a Driver assessment such as MIDAS Training are authorised to drive a minibus and in line with local school minibus policy.

Where staff have to use their own car for work for example driving to meetings etc at other school sites then business insurance should be obtained.

Staff should never transport an individual pupil in their own car unless a risk assessment is undertaken, they are accompanied by another member of staff in an emergency and it is agreed by the Headteacher on a case by case basis.

#### Visitors including volunteers

Visitors are requested to be accompanied at all times unless DBS checked and follow the DFE safeguarding guidance – Keeping Children Safe in Education.

Visitors sign in at Reception and receive a visitor's badge. The school's emergency procedures are explained. Visitors are held in the lobby area until they are collected by a member of staff.

#### Well-being/Employee & Occupational Health Support

Employees may receive Occupational Health Support, Bedford Borough provides this service to Ramsey Manor Lower School, Harlington Upper School, Parkfields Middle School, Arnold Academy, Harlington Lower School and Sundon Lower School. Heales provide this service to Westoning Lower School.

The service is for a range of personal and work-related problems including stress, anxiety, depression, emotional difficulties, alcohol and drug misuse, family concerns and bereavement issues. This support will be offered on a strictly confidential basis, either by telephone or face-to-face meetings.

#### Welfare

High standards of welfare facilities that comply with The Workplace (Health, Safety & Welfare) Regulations 1992 and Construction (Design & Management) Regulations 2015 have to be provided. The Trust in its schools will provide suitable welfare facilities for staff.

In terms of pupils the school will ensure it meets the welfare provision in its school as per the School Premise Regulations 2012.

### Work Experience

The Trust welcomes pupils from other schools on work experience and are required to complete risk assessments for those young person's undertaking the work experience.

Each school will have a nominated person who oversees all work experiences and is responsible for completing the young person risk assessment and ensuring any control measures identified from the risk assessments are implemented.

A member of staff will be assigned to conduct the induction and training for the work experience person.

### Workplace Temperature

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

The approved Code of Practice suggests a minimum temperature in workrooms (this includes classrooms and offices) of at least 16°C or 13°C if much of the work indoors involves severe physical effort for example halls used for PE.

There is no maximum temperature and schools should make reasonable adjustments for example, providing fans, rotating classrooms, using cooler spaces, access to water throughout the day etc. This will be determined through a risk assessment.

### Working at Height

Only staff who have received the appropriate training are permitted to work at heights requiring climbing etc.

Work at height risk assessments will be in place at each school and reviewed every 2 years or if there are significant changes.

Ladders will undergo a 6<sup>th</sup> monthly check and recorded on Smartlog.

Where a school has a tower scaffold. This is only erected and used by the person who has attended PASMA training in the last 5 years.

Where a school has a MEWP (mobile elevated work platform). This is only erected and used by the Person who has attended PASMA training in the last 5 years.

Staff that put up displays for example TA's will be provided with training on Smartlog.