

# Health and Safety Policy Arrangements



Education is for improving lives and for leaving your community and world better than you found it.

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## Scope

The arrangements section of the Health and Safety Policy details the Community Academies Trust's (CAT) procedures for:

Implementing the Health and Safety Policy to comply with statutory requirements under the Health and Safety at Work Act 1974

This policy applies to all staff (including agency staff), Directors, Governors, service users (including learners), visitors and contractors CAT central office. Roles and responsibilities of all are clearly stated within the policy and are supported by robust procedures.

## Arrangements

The following arrangements ensure that Community Academies Trust (CAT) meets its objectives to provide a safe and healthy working and learning environment.

These arrangements cover common occupational Health and Safety issues. CAT will review, amend and add to these as required. Schools whose activities may give rise to specific risks will produce additional arrangements to ensure controls are maintained for example Science Policy and Design and Technology Policy in CAT high schools.

### Covid-19

The trust and its schools will follow the government's and Public Health England guidance on all health and safety procedures and best practise to minimise the risk from Coronavirus Covid-19.

Where required the policies listed below have been update with the current guidance in relation to Covid-19. For more details please view the individual policies marked as Covid-19 amendment. The trust Estate Manager will update the links as new guidance is issued.

## Accident and Incident Reporting and Investigation

All accidents, incidents, near misses and dangerous occurrences must be recorded on an accident report or an incident report.

Accidents near misses and dangerous occurrences include:

- Accidents to staff which result in even a minor injury
- Accidents involving third parties, i.e. non-employees, students, visitors, contractors, and members of the public.
- Incidents such as theft, break in, water damage (flooding) and vandalism
- Near misses - incidents where no one is injured but there was potential for injury

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- Physical assaults or verbal abuse
- Dangerous occurrences such as fire, gas leaks or explosions, chemical spillages, damage to asbestos materials resulting in persons being exposed to asbestos fibres, failure or collapse of lifting equipment such as hoists, etc.
- Work related ill-health such as dermatitis from the use of chemicals, occupational asthma, and musculoskeletal pain as a result of using computers or manual handling etc.

See appendix 2 for incident and investigation reports and accident recording templates.

Refer to guidance from the Health and Safety Executive (HSE) for accidents/reportable incidents under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

<http://www.hse.gov.uk/riddor/reportable-incidents.htm>

All serious accidents must be investigated without delay to ensure that the area concerned is safe to use. If not, the area should be isolated until it can be made safe.

Copies of RIDDOR reports should be forwarded for the attention of the CAT Estate Manager.

## Asbestos Management and Procedures

Please refer to the Asbestos Policy and Procedures.

All schools that contain Asbestos Containing Materials (ACMs) will maintain an asbestos register and comply with the CAT Asbestos Policy and will ensure that an annual asbestos condition survey is completed by a competent person.

Schools must ensure that no intrusive works take place that could potentially disturb asbestos without consulting the asbestos register. This includes minor works such as drilling walls to erect shelving or running cable. If the area of work is not covered by the asbestos register it is to be presumed that asbestos is present and an asbestos survey must be completed by a competent contractor.

The Estate Manager should be contacted for guidance as required.

Training on asbestos awareness should be provided on an annual basis and on induction.

The above policy and procedures applies to all staff and contractors and the central office.

## Protection from Bullying and Harassment

Please refer to the CAT Behaviour Protection from Harassment at Work Policy and Grievance Policy.

## Contractors

Please refer to the Safe Management of Contractors Policy.

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Schools should ensure contractors are competent to perform the task allocated and have the required qualifications. Method Statements and Risk Assessments should be checked prior to work commencing. The Estate Manager should be contacted for guidance as required.

Safe methods of working are to be agreed in advance of work commencing.

DBS clearance where applicable is to be provided in advance of work commencing, in line with the CAT DBS guidance.

**This policy has been amended in line with guidance relating to Covid-19.**

## Control of Substances Hazardous to Health (COSHH)

Community Academies Trust is required under the Control of Substances Hazardous to Health Regulations 2002 amended 2015 to have in place arrangements to assess the exposure of its employees and other persons to hazardous substances and take adequate steps to avoid or control exposure.

This requirement covers not only substances such as cleaning chemicals but also exposure to dusts emitted by work processes and biological hazards such as legionella.

Guidance provided on manufacturer's material data sheets must be followed at all times when deciding safe working procedures when using chemicals. Training should be provided to nominated staff to enable them to complete COSHH Risk Assessments.

The COSHH Risk Assessment will be used as the basis for developing safe working procedures that should describe how the substances will be used and stored, and how exposure will be controlled. Procedures should also detail actions to be taken in the event of spillage or accidental exposures due to inhalation, digestion or splashes on the skin or eyes. The procedures should identify any personal protective equipment that may be required when using the substance, together with how the personal protective equipment will be inspected.

## Display Screen Equipment (DSE)

Please refer to the Display Screen Policy.

All staff that are classed as DSE users, including staff with laptops, are informed about the safe use via DSE assessments. The Estate Manager should be contacted for guidance as required.

## Driving for Work

Please refer to the Driving at Work policy.

The policy sets out the responsibilities of the CAT, school and individuals when driving on school business. This policy includes information about the scope of insurance arranged.

## Electricity at Work

Please refer to the Electricity at Work Policy.

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Schools should ensure that a five-yearly fixed wiring test is undertaken. PAT testing is completed on an annual basis and registers are to be kept on file.

Hirers of school premises are responsible for checking/maintaining their own equipment. All defective items are to be removed or repaired.

## Employees Duties

Responsibility's detailed in the arrangement section of this policy .

## Fire Precautions and Emergency Plans

All CAT schools are to ensure that a Fire Risk Assessment is completed by a competent person and reviewed on an annual basis.

- Fire detection and firefighting equipment is to be serviced by a competent contractor in line with regulations including emergency lighting.
- Emergency evacuation procedures are to be displayed in all classrooms and other areas around the school
- Fire drills are to be carried out on a termly basis
- An emergency lockdown drill is to be undertaken on an annual basis
- Inspections and maintenance of fire exits/escape routes are to be completed by general site inspections by the schools facilities teams. Head Teachers should ensure there is an Evacuation Plan in place that is reviewed annually and all staff/pupils/contractors and visitors are aware of actions to take on discovery of a fire and upon activation of the fire alarm

**This policy has been amended in line with guidance relating to Covid-19.**

## First Aid

Please refer to the First Aid Policy.

First Aid Needs Assessments should be completed for each school by a competent person. The assessment should be used to ensure adequate levels of first aid provision is provided dependent on school, and is detailed in the schools' procedures for first aid.

**This policy has been amended in line with guidance relating to Covid-19.**

## Health and Safety Advice

Schools have access to Health and Safety advice from various bodies including that brought in from contractors. The Estate Manager is the CAT appointed competent person and should be contact with regard to Health and Safety Matters.

## Induction

CAT is committed to providing all new employees in the CAT with an induction, ensuring that each new employee is given a structured induction programme aimed to ensure that all staff are aware of health and safety policies and arrangements, the procedures to follow and also the responsibilities of both the staff member, the school and the CAT.

## Lone Working

Please refer to the Lone Working Policy.

CAT and Schools must ensure that there are arrangements in place to address any Health and Safety issues arising from employees undertaking lone working. In this context lone working means someone working on their own without access to immediate support from colleagues and includes staff working in CAT and in schools from home or at external locations.

## Maintenance and Inspection of Equipment

Schools should ensure that all planned maintenance and servicing that is mandatory is completed by competent contractors and schedules are adhered to. Records of maintenance are recorded and monitored for compliance using the Smartlog management system provided to all trust schools.

## Manual Handling

Please refer to the Manual Handling policy.

Risk Assessments should be undertaken for activities which involve significant manual handling. In this context manual handling includes lifting, carrying, pushing, pulling, and holding.

Action should be taken to eliminate factors that could cause injury. Where possible manual handling activities will be avoided or reduced by providing mechanical aids such as trolleys and redesigning operations.

Staff undertaking manual handling tasks will receive training in safe handling techniques.

## Medication

Each school governing body is responsible for developing and regularly reviewing its own medication policy and related policies and procedures.

## Monitoring Arrangements

The CAT Board of Directors will ensure that regular reports of accidents and dangerous occurrences are provided as part of the Head Teachers Reports and, if necessary, alterations to work practises and procedures are implemented.

Health and Safety audits will be completed bi-annually in all CAT schools by the Estate Manager and the findings will be shared with the schools and the CAT Board of Directors.

To help this process the Board of Directors, Governing Bodies and Heads of School will ensure that all reasonable inspections facilities and information are provided on request to Inspectors of Health & Safety Executive (HSE) Trade Unions health and safety representatives.

Smartlog management system is provided for all trust schools for the recording and monitoring health and safety compliance for checks and test , Risk assessments and health and safety training modules allocated via smartlog.

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Risk assessments are to be undertaken by the schools for new and expectant mothers and are reviewed according to the needs of the individual and their job specification.

## New and Expectant Mothers

Please refer to the new and expectant mothers risk assessment and guidance further advice can be sought from the CAT Human Resources Team.

**This policy has been amended in line with guidance relating to Covid-19.**

## Offsite Educational Visits

CAT schools follow guidance from the following:

- Health and Safety of Pupils on Educational Visits: a Good Practice Guide 1988 (reprinted in 2001)
- Health and Safety: Responsibilities and Powers (DfES/0803/2001)
- Standards for LEAs in Overseeing Educational Visits. Part 1 of a 3 - Part Supplement to Health and Safety of Pupils on Educational Visits. (DfES/0564/2002)

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## Personal Protective Equipment

Personal Protective Equipment (PPE) is provided free of charge for employees where it has been identified through risk assessment. This cost is paid from the school budget.

### **Covid-19 amendment**

**Schools should continue to use PPE where their current risk assessments dictate the need. In relation to Covid-19 PPE, schools should follow the government guidance on when and what PPE should be worn and how to wear, remove and dispose of it following its use.**

**<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>**

## Public Events

Events on school sites attended by the public will be the responsibility of the event organiser and the head teacher school, who should jointly consider health and safety issues.

Events organised by the school are covered by RPA insurance. Events organised by third parties allowed on the school site must have their own insurance arrangements. The schools and trust will accept no responsibility for losses or accidents occurring on the school site where the event is not a school event.

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## Risk Assessments

CAT has a duty under the Management of Health and Safety at Work Regulations and other legislation to undertake assessments of its work activities in order to identify significant risks and determine what measures are required to manage these risks.

Head Teachers and senior leaders will ensure that risk assessments are undertaken in the areas for which they are responsible. Appropriate risk assessment tools and templates are provided please refer to the CAT Risk Assessment and Procedures Policy .

Risk Assessments are reviewed on an annual basis or when circumstances change that may cause the original assessment to be no longer valid.

Risk assessments are reviewed and allocated to users via Smartlog to monitor compliance.

## Smoking

All Trust schools are NO SMOKING sites and as such smoking is not allowed anywhere on school grounds. This includes the use of electronic cigarettes and vaping.

## Staff Consultation and Unions

CAT recognises its duty to consult with employees and any recognised trade union representatives on matters that could affect their health and safety, in particular:

- The introduction of measures in the work place that may substantially affect the health and safety of employees
- The guidance for appointing or nominating an employee's representative to carry out their responsibilities will be provided with the necessary resources that may be required to allow them to carry out their duty.
- Any health and safety information that the employer is required to provide under relevant statutory provisions.
- The planning and organisation of any health and safety training requirements
- The health and safety consequences of the introduction of new technologies into the workplace.

## Stress and Staff Wellbeing

Please refer to the Stress Management policy.

Work related stress is defined by the health and safety executive as:

*The adverse reaction a person has to excessive pressure or other types of demand placed on them.*

There is an important distinction between reasonable pressure which stimulates and motivates and stress where the individual feels unable to cope with excessive pressures or demands placed upon them. CAT and its schools will risk assess the risks to their employees' mental well being as well as their physical well being by identifying and taking action on organisational factors and work-related issues that could be potential stressors.

## Swimming Pools on School Sites

It is the responsibility of all staff to ensure they are familiar with the 'Normal Operating Procedure' and 'Emergency Action Plan (EAP)' for school swimming pools. Should any accident or incident happen during a lesson, the EAP must be followed? At all times when someone is in the water there should be a minimum of two persons present - the swimmer and at least one other responsible adult. Where swimming lessons are being given to children with special needs a separate individual risk assessment shall be undertaken. It shall be the responsibility of the schools' appointed person to ensure all swimming pool plant procedures are in place and being adhered to.

## Training and Development related to Health and Safety

Training identified via risk assessment and to meet our legal responsibilities should be provided via on-line training where possible or external competent training companies.

## Tree Maintenance

Trees should be inspected by a competent person on an annual basis and remedial work completed as required. Schools should consider, if not already in place, adding tree maintenance in to the grounds maintenance schedules with the appointed competent contractor.

## Violence Towards Staff

All incidents of verbal or physical violence are to be reported to the Head Teacher without delay. Staff are reminded to follow school guidance on safe procedures when dealing with parents and members of the public, especially if their visit could potentially lead to conflicting opinions.

## Vehicle Movement on School Sites

School sites are subject to use by staff, community users, visitors, contractors and supplier deliveries. The agreed entrances are dependent on the school; however the following considerations are to be taken:

- Parental use of car parking areas, other than for pre-arranged meetings with school staff, shall be discouraged. Where parents insist on dropping or collecting able bodied students, they should be actively encouraged to use off site parking
- Separate consideration and provision should be made for disabled students and other users
- All staff vehicle movements should be kept to a minimum
- Staff are encouraged to minimise vehicle use, keeping it to the start and end of the working school day
- Contractual vehicle movement and supplier deliveries shall be restricted, wherever possible, to occur either before or after the school day
- Owners are responsible for their own vehicles when bringing them on to school site
- Vehicles should only be parked in the marked areas.

## Water Hygiene

Please refer to the Water Hygiene and Legionnaires' Policy and Procedures.

A bi-annual risk assessment by a competent contractor will be completed on all sites monitored and stored in Smartlog. Monthly water monitoring will be completed by competent persons. A record of the findings should be kept in log books provided from the risk assessments.

## Working at Height

Schools will first assess the risks before working at height and will follow these simple steps:

- Avoid work at height where it is reasonably practicable to do so
- Where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated

You should:

- Do as much work as possible from the ground
- Ensure workers can get safely to and from where they work at height
- Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- Not overload or overreach when working at height
- Take precautions when working on or near fragile surfaces
- Provide protection from falling objects
- Consider emergency evacuation and rescue procedures.

Staff awareness training is provided via smartlog log training module a risk assessment should be completed before any working at height activities are completed.

## Review

This policy will be reviewed on a bi-annual basis or when there are any significant changes in the Trust.

## Appendix 1

- Air conditioning units
- Catering equipment - electrical, conditioning and testing
- Fire alarms and emergency lighting
- Intruder alarms
- H&C Water Services - inspections and testing
- HWS mixing valves and TFCs
- Heating boilers and associated equipment
- Fume cupboards
- Gas detectors
- Gas kitchen equipment - service/condition
- Kilns
- Steel chimneys and lighting protection
- Ladders/step ladders/step stools
- Localised energy controllers
- Local exhausts and LDV
- Lifts and hoists
- Pressure cookers and auto claves
- Fire fighting equipment
- Instant hot water boilers
- PE equipment/outdoor play equipment
- DT mechanical equipment
- Pressure vessels
- BMS phone lines
- JEL
- Delta

## Appendix 2

**To be completed by a Teacher, Manager or Supervisor at the time of the person who had the accident or near miss. In ALL cases it is to be signed by the relevant Head Teacher/Manager.**

### **PART A - Investigator details**

Name of investigator

Date of investigation

### **PART B - About the person who had the accident**

1. Name
2. Job title (if applicable?)
3. Work phone number?
4. If the injured person is an employee - What is THEIR Department and base location?
  
5. If the injured person is NOT an employee i.e. a Pupil or Visitor - What is their name, home address, postcode, home telephone and date of birth?

**PART C - About the Accident/ Incident**

1. On what date did the incident happen?

2. Did the incident happen at your work location?

3. At what time did the incident happen? Please use 24hr time format i.e. 0930

4. If NO, where did the incident happen?

Elsewhere in the school		Name, address, postcode:
At someone else's premises		
In a public place		

5. Where exactly on the premises did the incident happen?

6 Weather Conditions (please ✓)

Outdoors    Indoors

Weather:

Not applicable		Dry		Wet	
Ice		Snow		rain	

Environment:

Not applicable		Slippery		Unstable		Sloping	
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#### **PART D - About the Injury/Incident**

1. What activity was occurring immediately prior to the accident/incident?
2. What was the nature of the injury and severity
3. What part(s) of the body were injured?
4. Details of any equipment being used

#### **PART E - The Investigation of the Incident/Accident**

1. Was the activity being carried out using proper procedures?
2. Was a risk assessment in place and was it current?

(reviewed within the last 12 months)

3. Condition of any equipment involved
4. Any previous defects reported? How and by whom?

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5. Was the equipment impounded and if so where now located? 6 was there a risk assessment for the activity/operation?

If Yes was the risk assessment valid and up to date?

If No and there are significant risks please state why there was no risk assessment.

7. Were photos taken?

Yes No

Please attach

8. What was the Direct Cause of the accident or incident?

9. What was the unsafe act? (e.g. running)

10. What was the unsafe condition? (e.g. not wearing appropriate PPE, poor lighting, uneven floors, badly maintained machinery/plant/equipment, appliances etc.)

11. Was there any unusual or contributory factors to the incident or accident?

12. Were the people involved in carrying out the task competent and suitable? (Did they have the necessary skills, knowledge and training to perform the task? Don't forget to consider young people and working practices)

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13. Did the activity involve lifting/handling/carrying/pushing/pulling etc.? Did the nature or shape of the materials influence the incident? (e.g. hazardous, heavy, awkward, sharp edges)

14. With the benefit of hindsight, were the controls (safety precautions) adequate?

Yes No

If No please specify

#### **PART F - Witness/es Details**

1. Witness full name?

2. Job title (if applicable?)

3. Work telephone number?

4. Home address (inc post code)

5. Work address and directorate

6. Description of the Incident (Witness statement)

Detail your involvement and including what you saw, heard and did (continue on separate sheets as necessary, taking care to number, sign and date each sheet):

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7. Confirmation and Signature (Witness)

Name

I confirm that the above account is a true statement of fact

Date

Signed

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**PART G - Information from the Injured Person (if applicable)**

1. What is your full name?

2. What is your job title (if applicable?)

3. What is your work telephone number?

4. What is your home address (inc post code)?

5. What is your work address and directorate

6. Description of the Incident

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Detail including what you did leading up to the incident/accident (continue on separate sheets as necessary, taking care to number, sign and date each sheet):

## 7. Confirmation and Signature (injured person)

Name

Signed

I confirm that the above account is a true statement of fact

Date

## PART H - Actions Taken

1. What immediate action was taken at local level in response to this incident?

2. What local action has been taken to prevent recurrence?

3. How could this incident be prevented from recurring?

Consider providing the following:

- Copy of Accident book entry (if applicable)
- First Aiders report
- Safety representative report
- Surgery report
- Any Minutes of health and safety meeting where accident was discussed
- Copy of RIDDOR report to HSE (F2508) -
- Pre accident Risk Assessment
- Post accident Risk assessment
- Relevant 'Incident' Records

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- Health surveillance records in appropriate cases
- Personal protective equipment record for injured person
- Documents relating to the injured person's health and safety training or job specific training
- Equipment supplier's/manufacturer's manuals/procedures, instructions relevant to the accident
- Any relevant drawings, photographs, diagrams, sketch, etc.