

Health and Safety, including risk assessment policy

Veritas Multi Academy Trust



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The Trust Business Manager is responsible for ensuring that this policy is reviewed annually.

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Health and Safety

- Veritas Multi Academy Trust ("the Trust") is responsible for health and safety but each Headteacher is responsible and accountable for ensuring day to day compliance regarding health and safety performance on their school site and estate.
- The Trust Business Manager will keep the policy up to date to show how health and safety is managed within each of our Trust Schools.
- The Headteacher should ensure that all staff are aware of the policy and so have an understanding of what it means for them.
- The policy must be signed and dated by the Headteacher and CEO. The policy should also be reviewed at least annually or sooner if there is any reason to suspect it is no longer valid.
- As the policy is a management tool, it is likely to be one of the first documents you are asked to produce when visited by a Health & Safety Executive Inspector.

The law regarding health and safety policies

- A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be consulted with the employees and recognised trade unions.
- A robust health and safety policy demonstrates to staff, pupils and visitors that the organisation values their health, safety and welfare.
- The allocation of responsibilities and the recording of particular arrangements to implement the policy encourage a clear approach to the management of health and safety.
- Employers must appoint a trade union health and safety representative when the number of employees is more than 20. One health and safety union representative must be appointed for every 50 employees.

A) HEALTH AND SAFETY POLICY STATEMENT

The Trust is committed to establishing and implementing arrangements that will:

- ensure staff and pupils are safeguarded when on school premises, or when engaged in off-site activities (eg school trips, sports events etc).
- ensure the premises are safe and have safe access for all staff, pupils and visitors.
- ensure that those hiring or using premises outside of normal hours adhere to the Trust health and safety policy (see also Lettings Policy)
- provide adequate facilities and arrangements for welfare.
- provide and maintain safe equipment and safe systems of working without risks to health.
- ensure safe use, handling, storage and movement of items.
- provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

In addition to health and safety responsibilities, school staff also have a duty of care to their pupils to ensure they are protected against foreseeable risks of personal injury or harm. See also Safeguarding and Child Protection Policy.

B) ORGANISATIONAL RESPONSIBILITIES

B1 Governance – Trustee / Local Academy Committee (LAC)

Health and Safety is the strategic responsibility of the Trust Board and delegated to the Risk and Audit Committee for reporting purposes. The Trust Business Committee has strategic oversight of premises and infrastructure. The Chair of the Trust Board has portfolio responsibility for Health and Safety and will monitor the implementation of the policy at all levels. Local Academy Committees (LACs) will receive operational updates from the Headteachers and Trust Business Manager as appropriate. The Trust is responsible for ensuring all training is in place to enable those with delegated responsibilities to undertake their role and responsibilities.

B2 CEO's responsibilities

The CEO has overall responsibility for health and safety within Trust schools. The Trust has delegated duties to the Trust Business Manager, Headteachers and Site Managers at each school for the day-to-day operation of health and safety in schools. The strategic planning for health and safety and the line management of estates staff is undertaken by the Trust Business Manager.

B3 Trust Business Manager

- To ensure this policy is reviewed annually or earlier if there are any changes in circumstances.
- To ensure that regular health and safety inspections (at least three times a year) are carried out and recorded, and that remedial action is taken as appropriate.
- To line manage the Trust Site Manager Team Leader and ensure that Site Managers are able to fulfil their role and responsibilities, including a programme of training and development and strategic planning
- To ensure that the Every Compliance Record is maintained and accurate.
- To use the termly School Business Meetings to review infrastructure and any associated health and safety matters, including the risk log.

B4 Headteacher's responsibilities

- To ensure school level compliance against the Health & Safety policy and for implementing any measures identified in an audit.
- The maintenance of a safe working environment and safe practice within the school in accordance with health and safety legislation and guidance.
- To ensure that employee responsibilities regarding health and safety are included in their job descriptions and that it is adequately received and understood and that training is provided
- To include health and safety issues in the school improvement plan.
- To ensure that risk assessments are carried out, significant findings recorded, and reviewed annually or sooner if there is a change in circumstance. To ensure that raised issues or complaints about unsafe premises, equipment or work practices are addressed promptly.
- To ensure liaison between the school and the Trust's contractors and consultants to resolve property maintenance issues.
- To ensure that the requirements of any enforcement officer (e.g. Health & Safety Executive Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed.
- To ensure that emergency evacuation procedures are in place and tested three times a year.
- To ensure the school site has identified persons as Fire Marshalls, who have sufficient training in place and are kept up to date with any changes to procedures.
- To ensure that adequate first aid provision is available and kept up to date at all times.
- To ensure that there is a Mental Health designated lead in each school.
- To ensure that health and safety issues are reported to the Chair of Trust Board and Local Academy Committee on a regular basis.
- To ensure that all health and safety procedures are monitored and reviewed as appropriate.

- To undertake regular Health and Safety monitoring walk with the site manager
- To report any concerns using Every or raising issues with Site Manager Team Leader and Trust Business Manager
- To seek advice from the Trust Business Manager on health and safety matters when necessary.
- To ensure the supervision and monitoring of supervision of young workers/trainees.
- To ensure that adequate information, instruction and supervision is supplied to all staff, pupils and visitors to ensure their health and safety.

NB: Tasks can be delegated to other members of staff but ultimately the responsibility remains with the Headteacher.

B5 Deputy Head's responsibilities

The Deputy Head will assume all the authority and responsibility of the Headteacher when the latter is absent.

B6 Site Management

- The Site Manager holds responsibility for the day-to-day maintenance of the school estate and other buildings/grounds issues.
- Site managers are line managed by the Team leader
- Each site manager reports to School's Headteacher
- Weekly site walks are undertaken with the Headteacher
- Site Managers are responsible for recording Health and Safety incidents and actions taken to remediate, on Every.

They will:

- ensure that any work that has health and safety implications is prioritised.
- report any concerns regarding unresolved hazards in school to the Headteacher.
- Site Managers are responsible for recording Health and Safety risks, issues and actions taken to remediate, on Every.
- ensure that all work under their control is undertaken in a safe manner.
- carry out a daily check of the grounds and buildings to spot any disrepair or other hazards such as broken glass.
- Ensure that regular testing and health and safety checks are conducted, including booking of contractors to undertake work
- ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- carry out a weekly test of the fire alarm.
- ensure regular maintenance of fire extinguishers, fire alarms, internal fire doors and external fire escape doors, fire safety signs and identification of escape routes, and emergency lighting and other emergency equipment, (see also Premises Management Policy).
- ensure all contractors are made aware of the school's health and safety and emergency evacuation arrangements, and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Be aware of and fully co-operate with health and safety arrangements during larger building projects.

The Site Manager will also be responsible for:

- The cleanliness of the school.
- The day-to-day functioning of heating equipment.

- Ensuring paths, and ensuring surfaces are safe to walk on and are clear of leaves, ice, snow and mud.
- Ensuring main services and fire equipment are kept in good order.
- Ensuring that all points of access and egress are clear at all times throughout the site.
-

B7 Teachers' responsibilities

Teachers will be responsible for:

- The general safety of furniture and equipment in their own classroom. Deficiencies must be reported to the Site Manager or reported on Every.
- The safe use of equipment and furniture in whichever area they may be working.
- Ensuring that equipment is stored safely away as appropriate in whichever area they are working.
- Ensuring any materials etc. that have been used during a lesson are cleared away.
- Training pupils in the safe use, movement and storage of equipment where appropriate. Please note that no heavy items of school equipment should be moved by pupils. PE equipment should only be moved by pupils under strict supervision. No pupil must ever be permitted to connect or disconnect electrical apparatus.
- Ensuring that work is safely displayed.
- Ensuring that pupils in their class know and understand any instructions that are relevant to them, for example the procedure for emergency evacuation.
- Complete risk assessments for any activities, visits or trips outside the school.

B8 Designated staff responsibilities

Designated staff will have responsibility as follows:

- PE equipment – PE subject leader
- Forest School – Forest School leader
- Electrical equipment – Site Manager
- First Aid equipment and Medicines – Lead first aider
- DT equipment – DT subject leader
- Science equipment – Science subject leader
- Risk assessment – Headteacher / LACs / Outdoor Education Coordinator
- School Minibus – Site Manager

It will be the responsibility of designated staff:

- To ensure that equipment is inspected before each use.
- If faults are found, equipment is withdrawn, and the fault reported to the Site Manager for repair and or recorded on Every
- New equipment is inspected on receipt to confirm that it is in working order.
- All staff using the equipment are made aware of safe practices concerned with such equipment.
- Where legislation requires the regular checking of equipment (as distinct from day-to-day usage checks), this is carried out and a record kept of such checks.

B9 Office staff responsibilities

The office staff will be responsible for the following:

- The safe use and storage of office equipment in the office and store cupboard.
- Reporting repairs needed to the building and equipment to the Site Manager.
- Adhere to Safeguarding and Child Protection Policy and procedures when welcoming visitors and contractors on site and comply with Keeping Children Safe in Education (KCSIE) and the Single Central Record.

B10 Kitchen staff responsibilities

The kitchen staff will be responsible to the Headteacher for all aspects of health and safety within the kitchen. For Mundella and Warden House, such advice may be given from time to time by the Contract Services Consultant or for Pilgrims' Way, the Catering Line Manager, as may be appropriate.

Catering kitchens must comply with British Standard 6173:2020 Installation and maintenance of gas-fired catering appliances. Gas appliances must have adequate ventilation and be inspected annually, as evidence by the issuing of a gas safety certificate which should be displayed in the kitchen area at all times.

Kitchen staff are responsible for ensuring:

- Kitchens are kept clean and in a good state of repair.
- Kitchen equipment is kept clean and in good condition and inspected annually.
- Kitchen appliances are inspected annually.
- A deep clean is carried out annually.
- Kitchens have good ventilation, drainage and lighting, and sufficient waste disposal facilities.
- Procedures are in place to ensure all food received onto the premises is in good condition.
- The handling, storage and transport of food meets temperature control requirements and avoids contamination.
- Cooking, re-heating, hot holding and cooling practices are suitable to ensure food is produced safely.
- Permanent arrangements for pest control are in place.
- Staff wear appropriate clothing, are trained and have good personal hygiene habits.
- Any chemicals are stored in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- Safety data sheets relating to any chemicals used must be easily available for kitchen staff to refer to and also available for school inspection.
- All accidents occurring within the kitchen are reported to the Headteacher and the appropriate forms completed.
- Kitchen staff and staff employed in extended services provision (breakfast club, after-school club, holiday club) staff hold a food hygiene certificate if handling food.

B11 Responsibilities of all staff

All employees must have regard to Section 7 and 8 of the Health and Safety at Work etc. Act 1974 which states that:

"It shall be the duty of every employee while at work:

- to take reasonable care for the health and safety of their own and other persons who may be affected by acts or omissions at work; and***

- b) ***as regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with."***

No persons shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."

In addition, all employees must:

- Read and fully co-operate with this policy.
- Complete annual Health and Safety training, including asbestos awareness training
- To take reasonable care of their own health and safety and that of others who may be affected by their actions.
- To co-operate with the Trust and the School on health and safety matters.
- To not interfere with anything provided to safeguard their health and safety or that of others.
- To report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.
- To have a duty to report all health and safety concerns to the Headteacher and/or the appropriate member of staff.

B12 Consultation with employees

- It is a legal requirement to consult with employees on health and safety issues.
- If staff meetings are held, health and safety should be a standing item on staff meeting agendas.

B13 Information, Instruction and Supervision

- Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety law poster. The information on the poster/leaflet must be brought to the attention of all employees either by giving them a copy of the leaflet or displaying the poster where it can be easily seen and read.
- The Headteacher should consider the location and quantity of posters to be displayed in prominent locations in areas that can be accessed by all employees, such as reception and staff rooms.

B14 Competency for health and safety tasks and training

- The Headteacher will ensure that all staff undertake health and safety induction training on commencing their role.
- All staff will have annual health and safety training.
- The Headteacher will ensure that suitable and sufficient training is identified, arranged and monitored.
- Staff are also responsible for identifying their own personal training needs and feeding this back to the Headteacher.
- Training records will be easily accessible for audit purposes and will be kept up to date.

B15 Monitoring

- The Headteacher will check working conditions and ensure that safe working practices are being followed.
- Regular inspections will be undertaken of the school building and grounds three times a year.
- The Trust Business Manager is responsible for investigating serious accidents although the

accountability remains with the Headteacher.

- The Headteacher is responsible and accountable for acting on investigation findings in order to prevent any reoccurrences.

C) ARRANGEMENTS

C1 School activities, trips and visits

- The Headteacher will ensure that risk assessments are undertaken for agreed school activities, eg. Sports Festivals and for all trips and visits. Including curriculum, where there is a potential risk, eg. PE, DT, Science, Forest School and Outdoor Learning.
- The significant findings of all risk assessments will be reported to the Trust Board and to all relevant staff, contractors, visitors and all of those who may be affected.
- Any actions that are required to remove or control risks will be approved by the Headteacher.
- The Headteacher will check that the implemented actions remain effective, and that all risk assessments are reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C2 Visitors

- All visitors will be met on their arrival and are required to satisfy Safeguarding and Child Protection procedures, prior to entry on site.
- All visitors shall be directed by clear signage to the reception and must report to reception where appropriate arrangements for the signing in and out and identity badges will be provided.
- All visitors shall be made aware of the school's emergency evacuation procedures, including evacuation assembly points.

C3 Fire and emergency procedures

- The Headteacher is responsible for ensuring the Fire Risk Assessment is undertaken, controls are implemented and that it is reviewed annually or sooner if significant changes are to the school estate.
- The Fire Risk Assessment must be reviewed regularly.
- Emergency exits, assembly points and assembly point instructions must be clearly identified by safety signs and access routes not obstructed at any time.
- Instructions to employees must be posted at strategic points around school buildings.
- Emergency evacuations must be practiced at least three times a year and records retained.
- Testing of fire alarms will be carried out weekly by the school's site staff and records retained.

C4 Fire fighting

- Staff should only use fire extinguishers if trained in how to operate them safely.
- If trained, they should only use the extinguisher if they feel confident to do so and not put themselves or others at undue risk.
- There should always be a clear escape available.
- The alarm must be raised before attempting to tackle a fire.

C5 Maintenance of fire equipment

The Headteacher will ensure that the following regular maintenance is carried out:

- fire extinguishers.
- fire alarms.
- Internal fire doors and external fire escape doors.
- fire safety signs and identification of escape routes.
- emergency lighting and other emergency equipment.

C6 Bomb/suspect package/lockdown procedures

- Bomb alerts/suspect packages/lockdowns will be dealt with in accordance with the school's Emergency Evacuation policy as outlined within the Disaster Recovery Policy.
- The Headteacher is responsible for ensuring that staff are trained in these procedures, and that they practice regularly.
- Guidance on bombs/suspicious packages/lockdowns will be included within the annual health and safety training.

C7 First aid arrangements and Administering of Medicines

- The Headteacher will ensure that the First Aid and Administering Medicines Policy is implemented.
- The Headteacher will ensure that there are an appropriate number of designated and trained first aiders in school
- Headteachers must consider the needs of the people using their buildings, cover for first aiders to ensure that the minimum number of first aiders are on site at all times, the number of buildings being used in the school's estate, and what people are on site out of the school's core operating hours, in order to arrive at a suitable number of first aiders.
- A risk assessment will be carried out by the Headteacher to determine the above factors.
- The school will follow the procedure for completion of accident/incident records (see the Trust's First Aid and Administering Medicine Policies.
- All reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the Health & Safety Executive by the school, and to the CEO, as outlined in the First Aid Policy.

C8 Information Communication Technology

- The Headteacher will ensure that suitable arrangements are in place for the safe use of information communication technology.
- Information communication technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- Where laptops are used, safe systems of work including charging and use of trolleys will be devised and implemented.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002) for all employees who use a computer continuously for an hour or more as part of their daily work duties. For employees working remotely regularly, they are required to report any health and safety considerations to their line manager.

C9 Legal requirements for premises

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff as follows:

- **Welfare facilities** – the right number of toilets and washbasins, drinking water and having somewhere to rest and eat meals.
 - **Healthy working environment** – a clean workplace with a reasonable working temperature, good ventilation, suitable lighting and the right amount of space and seating.
 - **Safe workplace** – well-maintained equipment, with no obstructions in floors and traffic routes, and windows that can be easily opened and cleaned.
- The school will comply with the arrangements of the Education (School Premises) Regulations 1999 (see <https://www.legislation.gov.uk/uksi/1999/2/introduction/made>)

C10 Safe handling and use of substances

- The Site Manager is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Site Manager will be responsible for undertaking COSHH risk assessments.
- The Site Manager will be responsible for ensuring that all relevant employees are informed about the presence of the COSHH risk assessments.
- The Site Manager will be responsible for checking and ensuring they are satisfied that all new substances can be used safely before they are purchasing them.
- The COSHH risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C11 Inspection of premises, plant and equipment

- The Site Manager will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance and improvement programme.
- Routine checks may be undertaken by a combination of class teachers, trustees, site staff and Headteachers
- The Site Manager will ensure that all identified maintenance will be implemented.
- Access to storerooms, boiler rooms, tank, plant rooms, server rooms and electricity intake cupboards should be checked, and any inappropriate items being stored there will be removed.
- Where damaged asbestos is encountered, or damage is suspected procedures as laid down in the school's Asbestos Management Plan.

C12 Asbestos management

- The Site Manager will arrange for an asbestos management survey to be carried out when required.
- The Site Manager will ensure that the school's Asbestos Management Plan is followed.
- An asbestos document holder will be kept at reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building.
- The Site Manager will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary.
- All works undertaken will be updated in the asbestos survey on completion.

C13 Legionella management

- Regular descaling must take place on sprays (within the kitchen and any shower rooms). Regular flushing of little used outlets and bib taps is also required.

- The Site Manager will arrange for a water hygiene (Legionella) risk assessment to be carried out every two years in line with statutory requirements.
- Such assessments will identify if there are areas where conditions exist which could support Legionella bacteria growth and pose a risk to building occupants. The survey will also list any works required and include details of future monitoring requirements that the school is responsible for.
- All identified remedial works will be incorporated into the school's maintenance programme.
- Monitoring of the water system is also a statutory requirement, and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the logbook and de-scaling spray outlets as necessary.

C14 Oil Fired Boilers – Heating Oil Storage and Management

- The Trust Business Manager will ensure that there is an adequate risk assessment and spillage action plan in place to cover all eventualities in the event that the tank or bund fails or there is a release of heating oil during the delivery process, which causes heating oil to pollute the surrounding area or surface water drains and to share this information with all relevant staff.
- Measures should also be put into place to inform the relevant local authority and the Environment Agency.

C15 Radon management

- The Trust Business Manager will ensure that the monitoring of radon will be carried out in accordance with Public Health England guidance.

C16 List of risk assessments to complement this policy

- Asbestos management survey and plan
- Bomb alerts
- Control of substances/chemicals hazardous to health (COSHH)
- Coronavirus
- Display screen equipment (DSE)
- DT
- Early Years Foundation Stage (EYFS)
- Electricity at work including portable appliance testing
- Emergency planning
- Fire
- First aid
- Forest School
- Infection control
- Legionella
- Lettings
- Lone working
- Management of contractors
- Positive handling / use of reasonable force
- Medicines administered
- New and expectant mothers
- Off-site visits
- Outdoor Learning
- PE
- Pedestrian and people movement

- Pond
- Playground and playground supervision
- Radon
- School events
- Science
- Slips, trips and falls
- Stress management
- Violence and aggression
- Working environment
- Working at height
- Workers under the age of 18 (if applicable)
- WW2 Bunker (Mundella only)

C18 Risk assessments for curriculum activities

- Schools should ensure that they have carried out risk assessments for curriculum activities as appropriate.
- Subject risk assessments (as appropriate) are to be checked by Headteacher.

C19 Risk assessment process

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

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

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

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

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

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment.

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

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

Step 6: retaining risk assessments – risk assessments are retained for 3 years after the length of time

they apply. Risk assessments are securely disposed of.
The standard is met if the proprietor ensures that—

- (a) the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of the above and any written risk assessments; and
- (b) appropriate action is taken to reduce risks that are identified.