

# ACES Academies Trust

*Aspiration, Creativity, Excellence, Success*



Policy Statement  
on

## Health and Safety

Drawn up by: Director of Finance & Operations

Revised: Annually (Finance Committee)

Review date: December 2020

## **PART ONE**

### **STATEMENT OF INTENT**

2

## **PART TWO**

### **ORGANISATION**

1.0	The Duties of the Academy Trust and Directors	4
2.0	The Duties of the Principal	5
3.0	The Duties of Supervisory Staff	6
4.0	Duties of Class Teachers	6
5.0	Duties of all Employees (including temporary and volunteers)	7
6.0	Duties of School Health and Safety Co-ordinator	7
7.0	Duties of School Health and Safety Representatives	8
8.0	Duties of Pupils	8
9.0	Duties of Visitors, Members of the Public and Volunteers	8

## **PART THREE**

### **GENERAL ARRANGEMENTS**

#### Health, Safety and welfare

1.0	Accident Reporting, Recording and Investigation	9
2.0	Asbestos	9
3.0	Contractors	9
4.0	Curriculum Safety	10
5.0	Drugs & Medications	11
6.0	Electrical Equipment (fixed and portable)	11
7.0	Fire Precautions and Procedures	11
8.0	First Aid	12
9.0	Glass and Glazing	12
10.0	Hazardous Substances	12
11.0	Health and Safety Advice	12
12.0	Handling & Lifting	12
13.0	Lone Working	12
14.0	Maintenance/Inspection of Equipment	12
15.0	Personal Protective Equipment (PPE)	13
16.0	Risk Assessments	13
17.0	School Trips / Off-site Activities	13
18.0	School Transport	13
19.0	Staff Consultation	13
20.0	Staff Health and Safety Training and Development	14
21.0	Smoking	14
22.0	Staff Well-being / Stress	14
23.0	Use of VDU's / Display Screens	14
24.0	Vehicles on Site	14
25.0	Violence to Staff / School Security	14
26.0	Working at Height	15
27.0	Work Experience	15
28.0	Workplace Inspections and Premises Risks	15
29.0	Work Equipment	15
Appendix One	Health and Safety Organisational Chart	16
Appendix Two	School Educational Visits Policy	17
	School Educational Visits Procedures	17
Appendix Three	No Smoking Policy	18
Appendix Four	Operational Responsibilities	19

# HEALTH AND SAFETY POLICY STATEMENT

## PART ONE : STATEMENT OF INTENT

ACES Academies Trust recognises its responsibilities as employers for providing, as far as is reasonably practicable, work places and work practices which are safe and healthy for employees, for pupils and for visiting members of the public including contractors.

- 1 This policy statement is the local supplement to the Department for Education guidance and HSE guidance which the Academy Trust and the school's Governing Body will follow as best practice. <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>  
<http://www.hse.gov.uk/managing/index.htm>
- 2 Professional Occupational Health and Safety advice has been procured via the Local Government Shared Services (LGSS) Health and Safety Team. LGSS will act as auditors of our Occupational Health and Safety compliance.
- 3 Professional Curriculum Health and Safety advice has been procured from the Cambridge County Council Advisory Service (CAS). CAS will act as auditors of our Curriculum Health and Safety compliance.
- 4 Professional Educational Visits Health and Safety Advice has been procured from Cambridgeshire County Council Outdoor Education Advisory Service (OEAS). OEAS will act as auditors of our Educational Visits Health and Safety compliance.
- 5 The Trust recognise and accept their responsibilities under law. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.
- 6 The CEO is the key person responsible for the effective management of Health & Safety.
- 7 Day to day operational management of Health & Safety is delegated to the Site Services manager. He/she will hold ½ termly meetings of the Health & Safety Committee which will report to the CEO and to the Finance, Audit & Risk Committee of the Trust.
- 8 The Trust is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.
- 9 In compliance with the [Health and Safety at Work etc Act 1974](#), the Trust will ensure so far as is reasonably practicable that:
  - 9.1 all premises are maintained in a safe condition;
  - 9.2 safe access to and egress from the premises is maintained;
  - 9.3 all plant and equipment is safe to use;
  - 9.4 appropriate safe systems of work exist and are maintained including offsite visits;
  - 9.5 sufficient information, instruction, training and supervision is available and provided;
  - 9.6 arrangements exist for the safe use, handling and storage of articles and substances at work;
  - 9.7 a healthy working environment is maintained including adequate welfare facilities.
- 10 In addition to the above commitment, the Trust also recognises their obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public (including pupils), contractors, and the like, are or may be affected by the school activities, the Trust will make the necessary

information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

- 11 The Trust will endeavour within their allocated resources to set aside adequate finance for the policy statement to be properly implemented.
- 12 The Trust are committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to support the Trust's commitment to continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:
  - 12.1 to take care of their own safety and that of others; and
  - 12.2 to co-operate with the so that they may carry out their own responsibilities successfully.
- 13 All relevant Regulations, Codes of Practice will be complied with as necessary.
- 14 Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
- 15 A copy of this statement has been provided to every member of staff via the intranet and a copy is posted on the school website. This policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.
- 16 This policy statement, together with the organisational structure and the following arrangements and procedures, has been approved by the Academy Trust and the school's Governing Body.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Chair of the Trust)

**Endorsed by**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(CEO)

## **PART TWO: ORGANISATION**

### **INTRODUCTION**

In order to achieve compliance with the Statement of Intent, each school's normal management structure will have additional responsibilities assigned to them as detailed in this part of the Policy

An organisational chart for H&S Management is attached at Appendix One.

#### **1.0 The Duties of The Trust and Directors**

1.1 In the discharge of its duty, the Trust, in consultation with the Headteacher/Principal, will:

- 1.1.1 Make itself familiar with the Local Authority's corporate Safety Policy, which is being used as a model of best practice, and the advice and guidance provided by the LA Governor Services Training;
- 1.1.2 Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- 1.1.3 Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- 1.1.4 Identify and evaluate all risks relating to;
  - the premises
  - school activities
  - educational visits
  - school-sponsored events
- 1.1.5 Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
- 1.1.6 Create and monitor the management structure to enable the implementation of health and safety.

1.2 In particular the Trust undertake to provide:

- 1.2.1 a safe place for staff and pupils to work including safe means of entry and exits;
- 1.2.2 plant equipment and systems of work which are safe;
- 1.2.3 safe arrangements for the handling, storage and transport of articles and substances;
- 1.2.4 safe and healthy working conditions which take into account all appropriate
  - statutory requirements
  - codes of practice
  - guidance
- 1.2.5 supervision, training and instruction so that all directors, staff and pupils can perform their Trust-related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Trust and will ensure, that such training is provided. Pupils will receive information and as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;
- 1.2.6 the required safety and protective equipment and clothing together with information on its use;
- 1.2.7 adequate welfare facilities.

- 1.3 So far as is reasonably practicable the Trust through the CEO, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:
- 1.3.1 this policy;
  - 1.3.2 all other relevant health and safety matters;
  - 1.3.3 the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

## **2.0 The Duties of the CEO**

2.1 As well as the general duties of all members of staff, the CEO has responsibility for the maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the Headteachers/Principals, heads of departments, senior members of staff, teachers and others as appropriate.

2.2 The CEO is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

In particular, the CEO will, be responsible for:

- 2.2.1 ensuring safe working conditions of the schools premises and facilities;
  - 2.2.2 ensuring, at all times, the health, safety and welfare of staff, pupils and others using the schools premises or facilities or services or attending or taking part in school-sponsored activities;
  - 2.2.3 ensure safe working practices and procedures throughout the schools so that all risks are controlled;
  - 2.2.4 arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Academy Trust and Governing Body and the LGSS Health and Safety Team are made aware of the findings;
  - 2.2.5 identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
  - 2.2.6 ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk;
  - 2.2.7 collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence;
  - 2.2.8 monitor the standards of health and safety throughout the schools, including all school-based activities;
  - 2.2.9 monitor the management structure, in consultation with the directors; consult with members of staff, including Safety Representatives, on health and safety issues; and
  - 2.1.10 encourage staff and others to promote health and safety.
- 2.4 Day to day operational management of Health & Safety is delegated to the Site services Manager. He will hold ½ termly meetings of the Health & Safety Committee which will report to the CEO and to the Finance, Audit & Risk Committee of the Trust.

### **3.0 The Duties of Supervisory Staff**

- 3.1 In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the CEO or the member of staff nominated by the CEO, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
- 3.2 Supervisory staff includes: Headteachers/Principals, Deputy Headteachers/Principals, Curriculum Co-ordinators, Heads of Year, Heads of Departments, Premises/Site Managers, Commercial Managers/Supervisors, Administration Managers/Supervisors.
- 3.3 As part of their day-to-day responsibilities they will ensure that:
- 3.3.1 safe methods of working exist and are implemented throughout their area of responsibility;
  - 3.3.2 health and safety regulations, rules, procedures and codes of practice are being applied effectively;
  - 3.3.3 staff, pupils and others under their jurisdiction are instructed in safe working practices;
  - 3.3.4 new employees working within there are given instructions in safe working practices; risk assessments are conducted in their area of responsibility as required by the Principal or as necessary;
  - 3.3.5 regular safety inspections are made of their area of responsibility as required by the Principal or as necessary;
  - 3.3.6 positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
  - 3.3.7 all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
  - 3.3.8 appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
  - 3.3.9 hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
  - 3.3.10 they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety;
  - 3.3.11 all health and safety information is communicated to the relevant persons; and
  - 3.3.12 they report any health and safety concerns to the Principal.

### **4.0 Duties Of Teachers**

- 4.1 teachers are expected to:
- 4.1.1 exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out;
  - 4.1.2 follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice eg [CLEAPPS](#) if issued, and to ensure that they are applied;
  - 4.1.3 give clear oral and written instructions and warnings to pupils where necessary;
  - 4.1.4 follow safe working procedures personally;
  - 4.1.5 require the use of protective clothing and guards where necessary;

- 4.1.6 make recommendations to their Headteacher/Principal or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
- 4.1.7 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;
- 4.1.8 avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation; and
- 4.1.9 report all accidents, defects and dangerous occurrences to their Principal or Head of Department.

## **5.0 Duties of All Employees** [including temporary and volunteers]

- 5.1 Apart from any specific responsibilities which may have been delegated to them, all employees must:
  - 5.1.1 act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons;
  - 5.1.2 observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety;
  - 5.1.3 act in accordance with any specific H&S training received;
  - 5.1.4 report all accidents in accordance with current procedure;
  - 5.1.5 co-operate with other persons to enable them to carry out their health and safety responsibilities;
  - 5.1.6 inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger;
  - 5.1.7 inform their Line Manager of any shortcomings they consider being in the School's health and safety arrangements;
  - 5.1.8 exercise good standards of housekeeping and cleanliness;
  - 5.1.9 know and apply the procedures in respect of fire, first aid and other emergencies;
  - 5.1.10 co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.
- 5.2 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 purchase are considered.
- 5.3 Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The employee's immediate line manager must approve such re-assignments.

## **6.0 Duties of the Trust Health and Safety Co-Ordinator**

- 6.1 The Trust Health and Safety Co-ordinator (Site services manager) has the following responsibilities:
  - 6.1.1 to co-ordinate and manage the annual risk assessment process for the school;
  - 6.1.2 to co-ordinate the annual general workplace monitoring inspections and performance monitoring process;
  - 6.1.3 to make provision for the inspection and maintenance of work equipment throughout the school;
  - 6.1.4 to manage the keeping of records of all health and safety activities;



- 6.1.5 to advise the CEO of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors;
- 6.1.7 to ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally; and
- 6.1.8 carrying out any other functions devolved by the CEO or Trust.

## **7.0 Duties of School Health And Safety Representatives**

- 7.1 The Trust recognises the role of Safety Representatives. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. (Refer to [Safety Representatives and Safety Committees Regulations 1977](#)).

## **8.0 Duties of Pupils/Students**

- 8.1 Pupils, in accordance with their age and aptitude, are expected to:
  - 8.1.1 exercise personal responsibility for the health and safety of themselves and others;
  - 8.1.2 observe standards of dress consistent with safety and/or hygiene;
  - 8.1.3 observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency; and
  - 8.1.4 use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

## **9.0 Duties of Visitors, Members of the Public and Volunteers**

- 9.1 Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land.
- 9.2 Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees (see 5 above). Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

## **PART THREE : GENERAL ARRANGEMENTS**

### **Health, Safety and Welfare**

The following procedures and arrangements have been established within our Trust to minimise health and safety risks to an acceptable level

#### **1.0 Accident Reporting, Recording and Investigation**

- 1.1 The Trust will report and investigate of accidents, incidents and near misses seriously and the Trust will adhere to the DfE guidance for accident reporting and investigation  
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
- 1.2 In line with the procedure, all staff will be encouraged to report accidents, incidents and near misses and line managers will investigate such incidents and identify and implement means to prevent a recurrence.
- 1.3 Where required under RIDDOR, completed accident/incident forms will be reported electronically using the HSE Riddor Reporting Form  
<https://extranet.hse.gov.uk/lfserver/external/F25081E>
  - 1.3.1 RIDDOR now only applies to absence from work for 7 days and over (not 3 days).

#### **2.0 Asbestos**

- 2.1 To minimize risk from asbestos containing materials on the Trust's premises, the Trust will maintain a safe and healthy environment by:
  - 2.1.1 complying with all regulations and county policy concerning the control of asbestos;
  - 2.1.2 removing asbestos containing materials where the risk to building users is unacceptable;
  - 2.1.3 to have a named officer (the asbestos manager) - this is the Premises Officer- who will have responsibility for the implementing the Asbestos Management Plan in compliance with [The Management of Asbestos](#) guidance.
  - 2.1.4 recording and monitoring the asbestos register by using the County Council's "Frontline" system.

#### **3.0 Contractors**

- 3.1 The Trust follows the guidance issued by HSE [Contractors on Site](#). Guidelines include:
  - 3.1.1 checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation, or a combination taking into consideration nature and scale of the works required);
  - 3.1.2 examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions etc;
  - 3.1.3 having clearly identified personnel who are points of contact for contractors and visiting workers;
  - 3.1.4 having all significant and unusual hazards and risks on site clearly identified;
  - 3.1.5 exchanging information on hazards and risks;
  - 3.1.6 contractors will comply with CDM (Construction (Design and Management)) legislation and guidelines at all times;
  - 3.1.7 contractors will supply a method statement and risk assessment which has to be agreed by the Site Services Manager and / or Premises Officer before any commencement of works.

- 3.1.8 contractors will be managed and controlled on site by us of the County Council recommended 5C control of contractors' system
- 3.2 Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:
  - 3.2.1 segregation of traffic and pedestrians;
  - 3.2.2 segregation of contractors and occupants of the school (where possible);
  - 3.2.3 safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled;
  - 3.2.4 implications on fire precautions due to possible increased risk and interference with fire alarm;
  - 3.2.5 system and routes of evacuation;
  - 3.2.6 safeguarding the welfare of students, staff and visitors.
- 3.3 Communication. The Trust recognises that it is crucial that issues relating to premises works are communicated effectively. This includes:
  - 3.3.1 providing visitors with copies of appropriate hazard registers, which are with the site office, and the asbestos register which is held in reception;
  - 3.3.2 telling visitors about hazards on site;
  - 3.3.3 asking visitors about the hazards and risks which they are bringing on site (eg creating noise, dust, fumes);
  - 3.3.4 asking visitors about any possible interference with normal working practices (eg re-routing of emergency escape routes);
  - 3.3.5 controlling access so that contractors know who may also be working on site;
  - 3.3.6 sign-off/safe completion certificates;
  - 3.3.7 ensuring completion of the Log Book by contractors and visiting persons (held in Reception);
  - 3.3.8 site plans showing services and other hazards are held centrally in the site office.
- 4.0 Curriculum Safety**
- 4.1 The Trust recognise that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.
- 4.2 Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All guidance material will be reviewed where available [CLEAPSS](#), [AfPE](#), (formally BAALPE), [DATA](#) and [HSE Managing Health and Safety](#).
- 4.3 All non-teaching assistants must be informed of the safety procedures and practices relating to any of the activities that they support.
- 4.4 Schemes of work will be reviewed to assess the risk in all activities in order to determine:
  - 4.4.1 where close supervision is required;
  - 4.4.2 suitable group size;
  - 4.4.3 suitability for whole class participation;
  - 4.4.4 where particular skills need to be taught;
  - 4.4.5 personal protective equipment (PPE);
  - 4.4.6 levels of hygiene required.

## **5.0 Drugs & Medications**

- 5.1 Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition. Parents, and the child if appropriate, should obtain details from their child's General Practitioner (GP) or pediatrician, if needed. The school nurse and specialist voluntary bodies will be approached to provide additional background information for staff.
- 5.2 There is no legal duty requiring school or setting staff to administer medicines. However the school recognises that Children with medical needs have the same rights of admission to a school or setting as other children.
- 5.3 The school has adopted the DfE guidance [Supporting pupils at school with medical conditions](#)

## **6.0 Electrical Equipment [fixed and portable]**

- 6.1 Fixed and portable electrical checks will be carried out in accordance with HSE guidance [Electrical Safety](#).

## **7.0 Fire Precautions & Procedures**

- 7.1 The guidance [Fire Safety Risk Assessment - Educational Premises](#) issued by The Department for Communities and Local Government (DCLG) has been adopted.
- 7.2 The named competent person - the Site Services Manager who has responsibility for the implementing the fire Management Plan by:
- 7.2.1 detailing of any significant findings from the fire risk assessment and any action taken;
  - 7.2.2 testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices;
  - 7.2.3 testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person;
  - 7.2.4 recording of false alarms;
  - 7.2.5 testing and maintenance of emergency lighting systems;
  - 7.2.6 testing and maintenance of fire extinguishers, hose reels and fire blankets etc;
  - 7.2.7 testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems;
  - 7.2.8 recording and training of relevant people and fire evacuation drills;
  - 7.2.9 planning, organising, policy and implementation, monitoring, audit and review;
  - 7.2.10 maintenance and audit of any systems that are provided to help the fire and rescue service;
  - 7.2.11 the arrangements in a large multi-occupied building for a co-ordinated emergency plan or overall control of the actions you or your staff should take if there is a fire;
  - 7.2.12 all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

## **8.0 First Aid**

8.1 The school will follow the statutory requirements for first aid and provide suitably trained first aid staff.

8.2 The guidance issued by the DfE on [First Aid for Schools](#) has been adopted by the school.

## **9.0 Glass and Glazing**

9.1 All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, continual assessment of premises where there are areas which due to glass being of low standard and consequently covered in plastic film will be undertaken.

## **10.0 Hazardous Substances**

10.1 HSE Procedures for Control [Control of Substances Hazardous to Health \(COSHH\)](#) has been adopted in respect of managing hazardous substances. Where hazardous substances are used line managers themselves or a designated employee will undertake a Control Of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost.

10.2 Substances that generate ionising radiation are handled and stored in accordance with CLEAPSS L93 guidance.

### **10.2.1 The Radiation Protection Supervisors are:**

**Director of Operations  
Lead Science Technician**

## **11.0 Health and Safety Advice**

11.1 Health and safety advice is obtained from [Cambridgeshire County Council Health and Safety Team](#).

## **12.0 Handling & Lifting**

12.1 Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.

12.2 Managers are responsible for assessing the appropriate approach to handling task and may seek professional advice from CCC Health and Safety Team.

## **13.0 Lone Working**

13.1 Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Solutions might include the provision of mobile phones, radios, in-out boards and other means of monitoring staff whereabouts

13.2 Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

## **14.0 Maintenance / Inspection of Equipment**

14.1 Guidance issued by HSE on servicing, testing or inspected is followed and records kept.

<http://www.hse.gov.uk/pubns/priced/hsg107.pdf>

## **15.0 Personal Protective Equipment (PPE)**

- 15.1 Line managers will assess on the basis of risk assessment and COSHH assessments the need for PPE.
- 15.2 Where it is assessed that PPE is required it shall be appropriately selected and provided.
- 15.3 A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary.
- 15.4 Staff are responsible for ensuring that they use PPE where it is provided.

## **16.0 Risk Assessments**

- 16.1 The Risk Assessment procedure as defined by [HSE Risk Assessment](#) should be followed as guidance to the risk assessment process.
- 16.2 Risk assessment is the responsibility of each schools management at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken **and recorded** for significant activities.
- 16.3 Risks should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically or where there is a change in circumstances.

## **17.0 School Trips/ Off-Site Activities**

- 17.1 See the separate School Educational Visits Policy Appendix 2.
- 17.2 Full guidance is obtained from DfE [Health and Safety Advice for Schools](#)

## **18.0 School Transport**

- 18.1 The Headteacher/Principal is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law
- 18.2 Employees who are required to use their private vehicles for official business are personally responsible ensuring that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.
- 18.3 For using the school mini-bus, check that on an annual basis that drivers hold a current and valid driver's licence, all drivers must have completed the minibus driver training scheme and have qualified for and hold a valid "Council Minibus Driver Permit". Use must comply with the DfE [Minibus Policy](#).

## **19.0 Staff Consultation**

- 19.1 The Trust will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

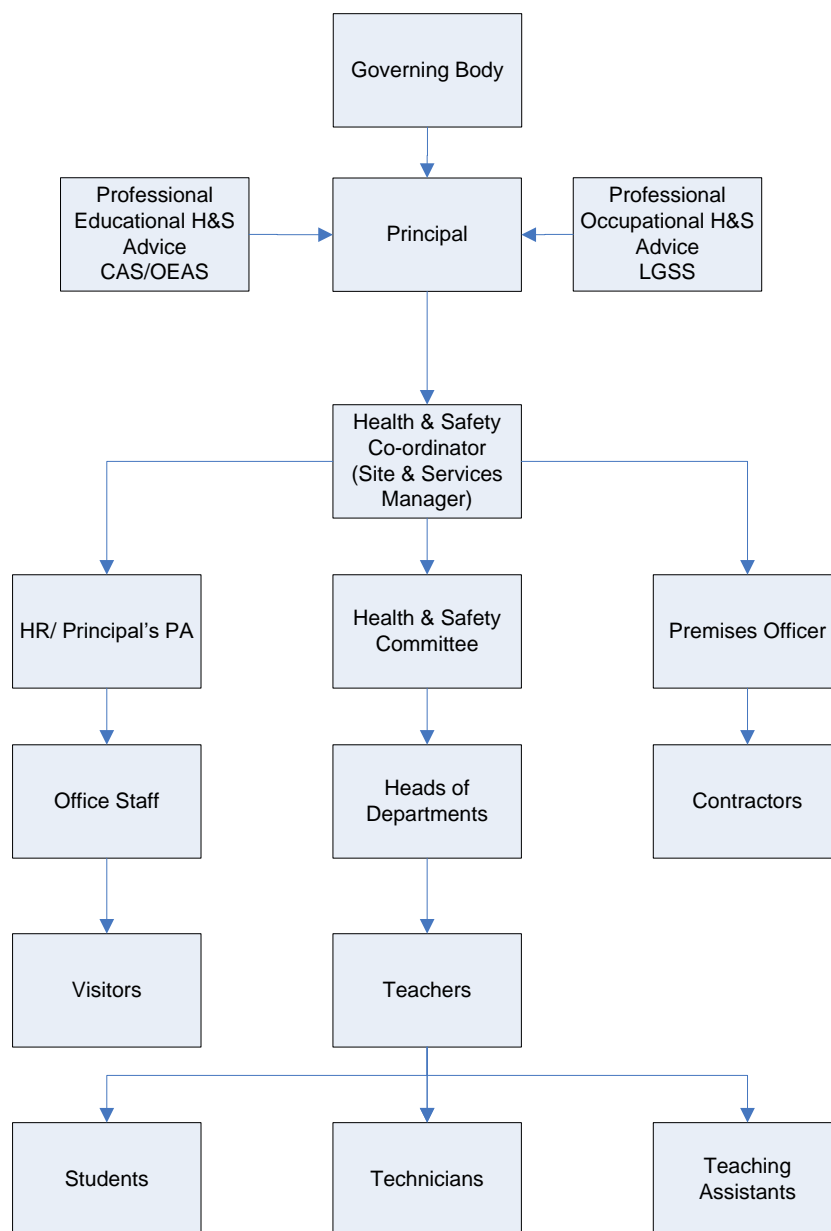
## **20.0 Staff Health and Safety Training and Development**

- 20.1 Line managers within the school will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held centrally. This training needs analysis will be reviewed on an annual basis or on the introduction of new legislation.
- 20.2 Where new jobs or tasks come on stream or where there are changes in health and safety legislation training and competency issues line managers will be addressed as a matter of priority.
- 21.0 Smoking**
- 21.1 Each site is designated as a “No Smoking Area”.
- 22.0 Staff Well-being / Stress**
- 22.1 Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.
- 22.2 Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means to manage stress and assist staff. Staff have access to a counselling scheme administered by Cambridgeshire County Council
- 23.0 Use of VDU’s / Display Screens**
- 23.1 The majority of staff within the Trust are not considered to be DSE users. The Trust will adhere to the HSE [Working with Display Screen Equipment \(DSE\)](#) guidelines and procedures.
- 23.2 All employees who are classified as users of display screen equipment will have an assessment made of their workstations and may be entitled to a regular eye test subject to the findings of the risk assessment. A user is defined as someone who spends at least 1 hour’s continuous use of a VDU in the school day.
- 24.0 Vehicles on Site**
- 24.1 The Trust will endeavour to:
- 24.1.1 Segregate access vehicular and vulnerable (pedestrians & cyclists) traffic;
  - 24.1.2 Design-out vehicular and vulnerable traffic route conflicts, both at access and on-site;
  - 24.1.3 Wherever possible avoid same-access for all.
  - 24.1.4 publish risk assessment of vehicle management on the intranet and website where appropriate
- 25.0 Violence to Staff / School Security**
- 25.1 Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Headteacher/Principal Body will liaise with their local Crime Prevention Officer.
- 25.2 Managers are responsible for assessing the risks of violence to staff.
- 25.3 Were violence is identified as a significant risk line managers will ensure that appropriate control measures are put in place.

- 25.4 Staff must report incidents of violence and aggression in the same manner as accidents.
- 26.0 Working at Height**
- 26.1 Line managers will ensure that working at height is risk assessed in accordance with [HSE guidance](#) and that appropriate control measures are put in place to mitigate those risks.
- 26.2 Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.
- 27.0 Work Experience**
- 27.1 Work experience co-ordinators will ensure that the working practices outlined [Work-related learning – Guidance for schools and school-business link practitioners](#) and [Work experience – A guide for secondary schools](#) is followed at all times
- 28.0 Workplace Inspections and Premises Risks**
- 28.1 Line managers responsible for premises/departments to undertake workplace inspections every half term.
- 28.2 The site manager will ensure that hazards associated with premises are monitored and controlled. Holding a copy of the asbestos register on site is an example of significant property risk that is being controlled.
- 29.0 Work Equipment**
- 29.1 Statutory inspections: Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by the Trust. Records of such monitoring will be kept in Site Team Office by the Premises Officer
- 29.2 The Premises Officer is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted. Equipment restricted to those users who are authorised / have received specific training is detailed in the register and equipment is labelled accordingly. All staff are required to report to the Premises Officer any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.
- 29.3 Curriculum areas: Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.
- 29.4 Electrical safety: All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.  
All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by recognised and approved specialist contractors.



**H&S ORGANISATIONAL CHART**



**Educational Visits**

**School Educational Visits Policy**

[Hinchingbrooke Educational Visits Policy](#)

## Operational Responsibilities

<b>Responsibility for Health and Safety</b>	CEO – Andrew Goulding
<b>Health and Safety Co-ordinator</b>	Site Services Manager – Ian Oliver
<b>Deputy Health and Safety Co-ordinator</b>	Site Services Officer – John Parker
<b>Asbestos Management and Fire Risk Assessment</b>	Premises Officer – John Parker

<b>Health and Safety Committee</b>	
Chair person	Ian Oliver (Site Services Manager)
Education Trips Coordinator	Caroline Pittock
Head of Art	Anneli Lombard
Head of PE	Jason Turnbull (Matt Jago as deputy)
Head of D&T	C Lee
Head of F&T	A Crabtree
Head of Science	D Pendlebury
School Lettings	S Fidler

<b>Location of First Aid Box(es)</b>	<b>Medical Record Book(s)</b>
FT (FT Base)	Health Clinic (Learning Support)
D&T (DT Office)	
Science (Main Prep Room)	<b>Record of Incidents/Accidents</b>
PE (PE Base)	Reception
Reception (inc Defibrillator)	<b>RIDDOR Accident Forms</b>
ART (Art Office)	Director of Operations
Learning Support (Travelling First Aid Box) Learning Support Base	
Health Clinic – inc Defibrillator (Medical Room – Nunnery Court)	
HBK Leisure:	
HBK Leisure Office ( plus Defibrillator )	
Swimming pool (on wall at shallow end)	
Fisherhall (HBK storage cupboard)	
Fitness Suite (in instructors cabinet)	
Pavilion (behind the bar)	

<b>Hazardous Substances</b>	
Science	Head of Dept
Design and Technology ( Materials )	Head of Dept
Design and technology ( Food and Textiles )	Head of Dept
Art and Design ( Fine Arts )	Head of Dept
Art and Design ( Ceramics )	Head of Dept
Caretaking and Cleaning	Site Manager
Swimming Pool Maintenance	Site Officer/Sports Lettings
Catering	Commercial Manager
Grounds Maintenance	Site Services Manager
Asbestos	Log kept in Reception/Site Office and Frontline Database