



## Health & Safety Policy

<b>Policy Owner:</b>	<b>Trust Estates &amp; Facilities Manager</b>
<b>Approved by:</b>	<b>Trust Board</b>
<b>Last reviewed:</b>	<b>December 2024</b>
<b>Next review due by:</b>	<b>December 2025</b>

**Due to the evolving nature of The CAM Academy Trust, procedures behind this Policy will be reviewed and amended accordingly to reflect changes.**

At the heart of our work lie the six core principles of The CAM Academy Trust. These drive everything that we do.



The CAM Academy Trust Board expects all schools within the trust to follow this Trust policy, our commitments, codes and guidance provided.

## **Trust Board Commitments**

Effective health, safety and well-being managements is an integral feature of our school's overall education performance. Our main objective is to provide and maintain a safe and healthy environment for our staff and pupils and others with whom we work, in a balanced and sensible way, that supports our wider learning objectives.

We will achieve this by:

- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance, considering human and cultural factors
- Ensuring that health and safety management is an integral part of decision making and organisational processes
- Adopting a sensible and proportionate approach to managing risks, with well-informed decision-making processes for higher risk activities and ensuring a disproportionate amount of time is not spent on trivial or everyday risks
- Encouraging and supporting the personal well-being of staff and pupils through our practices and approach to school life
- Providing a safe and healthy working environment for our staff, pupils and others, that also supports personal well-being.
- Ensuring safe working methods are in place and providing safe equipment.
- Communicating and consulting with our staff and their trade union representatives
- Complying with statutory requirements and where possible best practice
- Investigating and learning the lessons from accidents and work-related ill health incidents
- Providing effective information, instruction and training to enable our staff to be competent in their roles
- Ensuring adequate resources are available to fulfil our health, safety and well-being responsibilities and objectives

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. For these commitments to be effective, employees throughout the school must play their part in creating and sustaining a positive health and safety culture and must take responsibility for their own well-being with the encouragement and support of their managers.

**Name of Chair Trust Board:** Sue Williamson

**Date:** 12 December 2024

## **Organisation and responsibilities, and arrangements**

## **Introduction**

The Trust Board expects all schools within the trust to follow this policy, our commitments, codes and guidance provided.

The follow responsibilities have been assigned:

### ***Trust Board***

- A written commitments statement is created and communicated which promotes a positive attitude towards health and safety in staff and pupils, and those we work with
- Local responsibilities for health, safety and welfare are allocated to specific people, and those people are informed of these responsibilities
- People have sufficient experience, knowledge, resource and training to perform the tasks required of them
- Clear procedures are utilised which assess the risk from hazards, identify controls and produce safe systems of work that are communicated clearly to everyone who needs to follow them
- Sufficient resources are allocated to maintain a safe and healthy work environment, and operate safe systems of work
- Health and safety performance is monitored and reported, and targets for improvement are set
- The school's health and safety arrangements are reviewed annually
- School staff are consulted on health and safety matters through arrangements agreed with the represented unions or other employee representatives
- School premises are maintained to ensure that associated safety risks are sufficiently controlled
- Our local management of health, safety and well-being considers the needs of anyone with a protected characteristic under the Equalities Act

### ***Local Advisory Board Members***

The health and safety Local Advisory Board member should monitor the school's health and safety responsibilities and monitor if the school is completing its required health and safety checks.

The health and safety monitoring Local Advisory Board member should meet with those in school who have operational responsibility for health and safety.

The health and safety monitoring Local Advisory Board member should visit the school termly and take part in site walks to:

- Monitor that inspections are undertaken and checks are being carried out and logged.
- Demonstrate the Local Advisory Board's commitment to health and safety
- Monitor any specific health and safety issues that were identified in inspections and monitor that any proposed solutions or mitigations are in place
- Monitor that any health and safety issues raised by the school development plan are being addressed and moved forward
- Monitor specific issues raised by pupils, parents, staff, Local Advisory Board members or the Trust Board and see how they're being addressed

## ***Director of Operations/ Trust Estates & Facilities Manager***

The Director of Operations/ Trust Estates & Facilities Manager has the following responsibilities:

- To monitor the implementation of the health and safety policy to ensure that all parties carry out their responsibilities
- To arrange for periodic health and safety compliance audits to be carried out and that action plans arising from the audits are owned by the establishments
- To report on the progress of establishments delivering against their action plans to the Board of Directors of the Trust
- To be fully and visibly committed to the Our Commitments statement document - for health and safety
- To scrutinise and review local health, safety and well-being performance
- To provide support and challenge to the Principals and Trust Board in fulfilling their respective health and safety responsibilities

## ***Principals' and Executive Team***

Senior Managers, Principal's

Responsible for all staff and activities under their control and will ensure that the requirements of relevant safety policies and procedures are implemented and complied with.

They will:

- Be fully committed to the Trust Board, ensuring that a positive health and safety culture is demonstrated and promoted through their leadership.
- Ensure that appropriate risk assessments are undertaken by competent persons and that suitable control measures are taken on a risk basis to manage the health, safety and well-being risks to staff and any other people who may be affected by the school's activities.
- Monitor and review health and safety performance through:
  - Undertaking health and safety inspections of work areas/practices in line with relevant policy / Safe systems of work
  - Setting local health and safety targets and objectives through appraisals and other supervisory reviews
  - Reviewing and learning from incidents.
  - Monitoring local contracted work under their control for compliance
  - Ensure that the management of health, safety and well-being in the areas under their control considers the needs of anyone with a protected characteristic under the Equalities Act
- Develop adequate local safe systems of work and procedures and ensure that they are implemented and monitored
- Ensure prompt action is taken to resolve any situations that may adversely affect the health, safety and well-being of staff or other people.
- Ensure that they undertake all relevant training and staff are given adequate information, instruction, training, resource, and supervision to carry out their duties, paying particular attention to new/inexperienced staff and trainees

- Ensure that all plant and work equipment provided is appropriately selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests, examinations and maintenance.
- Ensure that accidents and incidents (including near misses and instances of abusive and violent behaviour) are reported and investigated, and the findings acted upon without delay
- Ensure information that may assist nominated safety representatives is provided to them
- When commissioning work through partners and contractors, ensure that they are selected and managed in line with statutory requirements.
- Ensure that they seek timely assistance and advice where expert help is required from the Estates team
- Report to the Local Advisory Board at least annually on the school's health, safety and well-being performance

### ***Trust Estates & Facilities Manager or Site Manager***

The Trust Estates & Facilities Manager or Site Manager has the following responsibilities:

- To coordinate and manage the local risk assessment process for the school
- To coordinate local performance monitoring processes
- To make provision for the inspection and maintenance of local work equipment
- To manage / assist in the keeping of records of all health and safety activities including management of the building fabric and building services in liaison with the school's/the trust's appointed general property maintenance contractor and other contractors.
- To advise the Principal of situations or activities which are potentially hazardous to the health, safety and well-being of staff, pupils and visitors.
- To ensure that staff are adequately instructed in health, safety and well-being matters about their specific workplace and the school generally.

### ***Teaching, support and central services staff holding positions of special responsibility***

This includes Deputy/Assistant Principals, Curriculum Coordinators, Heads of Departments Curriculum Leaders, Technicians and Caretakers. They have the following responsibilities:

- Apply the school's Health and Safety - Our Commitments statement, and the relevant health, safety and well-being Codes of Practice / guidance to their own department or area of work and be directly responsible to the Principal for the application of the health and safety procedures and arrangements
- Carry out regular health, safety and well-being risk assessments / review of the activities for which they are responsible
- Ensure that relevant staff are familiar with the health, safety and well-being requirements for their area of work
- Resolve health, safety and well-being issues that staff refer to them, or refer to the Principal any matters for which they cannot achieve a satisfactory solution with the resources available
- Carry out regular inspections of their areas of responsibility to ensure that equipment, and activities are safe and record these inspections
- Ensure the provision of sufficient information, instruction, training, resource and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health, safety and well-being

- Investigate any incidents that occur within their area of responsibility

## **Teachers**

Teachers are expected to:

- Exercise safe and effective supervision of their pupils, to know the related procedures, e.g., fire, first aid, control measures within lessons, and other emergencies and to implement them
- Follow the health, safety and well-being measures in their own teaching areas as described in the relevant procedures
- Give clear oral and written instructions and warnings to pupils when necessary
- Follow safe working procedures
- Require the use of appropriate protective clothing and machinery guards etc., where necessary
- Make recommendations to their Principal or manager regarding equipment needs and improvements to the site, plant, tools, equipment or machinery
- Integrate all relevant aspects of health, safety and well-being into the teaching process
- Report all accidents, defects, dangerous occurrences and near misses to their manager

## **Health and Safety Representatives**

The Trust Board believe that consulting employees on health, safety and well-being matters is important in creating and maintaining a safe and healthy working environment.

Safety representatives of trade unions recognised by the Trust will be consulted on all matters of health, safety and well-being that may affect staff and on the provision of related information and training. Non-union staff will also be consulted directly or via their nominated Safety Representatives.

Before making any decisions, which could have health, safety and well-being consequences for staff, the governing body will inform safety representatives about the proposed course of action and give them an opportunity to express their views and support the development.

## **All Staff**

All staff have individual responsibility to take reasonable care for the health, safety and well-being of themselves and for others who may be affected by their acts or omissions. They must:

- Always comply with the school's/trust's health and safety - Our Commitments statement, and related procedures
- Co-operate with managers in complying with relevant health, safety and well-being systems of work and procedures
- Use all work equipment and substances in accordance with appropriate instruction, training and information received
- Wear, use, store, maintain and replace personal protective equipment as appropriate
- Not intentionally misuse anything provided in the interests of health, safety and welfare
- Take part in and contribute to health, safety and well-being inspections, risk assessments etc. as appropriate

- Report all accidents (personal injury and vehicle), ill health, incidents of abusive and violent behaviour, near misses, hazardous situations, general health and safety concerns, defective equipment or premises
- Attend all training relevant to their role

## **Pupils**

Pupils, allowing for their age and aptitude, are expected to be coached and supervised where appropriate, in the following:

- Taking personal responsibility for the health and safety of themselves and others
- Observe all the health and safety requirements of the school/trust and in particular the instructions of staff / supervision
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- The school should also seek to engage with carers or parent as appropriate to support safe and healthy behaviours

## **Specific Arrangements for health and safety**

The following arrangements have been adopted to ensure compliance with the Trust Board's Commitments.

### **Health and Safety Management System**

The Trust will maintain a health and safety management system based on the principles of "Plan, Do, Check, Act" described in the Health and Safety Executive's publication [Managing for health and safety \(HSG65\) \(hse.gov.uk\)](https://www.hse.gov.uk/publications/hsg65/)

### **Risk Assessment**

Schools have a duty to assess the risks to staff and pupils and any other person who is affected by their activities, e.g. parents, volunteers, visitors/contractors etc. The term risk assessment is used to describe the process of thinking about the risks of school activities and the steps taken to control them. The following should be considered:

- Written risk assessments should be in place to record the significant findings (significant risks; the things that can cause real harm)
- Sensible risk management does not mean that separate written risk assessments are required for every activity. Schools should always take a common sense and proportionate approach, remembering that risk assessments are tools to enable people to undertake activities safely, not prevent them from taking place
- The findings of risk assessments should be communicated to relevant staff and others who are likely to be affected
- The risk assessments must be kept up-to-date and be regularly reviewed, at least annually or sooner where required, particularly if circumstances change
- Where model risk assessments are used they must always be adapted to the local school environment and activities being undertaken
- Some activities, especially those happening away from school such as an off-site trip, may involve higher levels of risk and a specific risk assessment will be needed



- Some curriculum areas where there is a greater element of risk particularly in secondary schools, specific risk assessments will need to be undertaken. Examples include design and technology, art, science, physical education and school sports activities. (See curriculum specific section for further information)
- It may also be appropriate for schools to complete specific risk assessments for individual pupils with challenging behaviour, disabilities, special educational needs and additional support needs

## **Accident Incident Reporting and Investigation**

All accidents, incidents and cases of work-related ill health involving staff or others will be recorded to meet statutory requirements and to assist the Trust in monitoring the effectiveness of the measures it has put in place to control risks.

Serious accidents, being any accident or incident requiring reporting under the [RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - HSE](#) will be investigated and the findings acted upon to prevent a recurrence.

Investigations into a serious injury, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, or a death will involve the Principal, the relevant local manager, Trust Estates and Facilities Manager and a Health and Safety Representative.

## **Administration of medication**

A Trust wide policy on the administration of medication has been developed. Procedures will be put in place to manage the storage, administration and disposal of medication including the need for medication to be stored in its original container and that it is clearly labelled.

Staff will be trained in relation to the administration of medication, its storage and disposal.

## **Asbestos**

The Trust receive advice on the management of asbestos from Phil Hill at Cambridgeshire County Council

Schools and other buildings occupied by the Trust will comply with their duties to control asbestos by:

- Establishing if asbestos is present by employing a specialist contractor
- Making a record of the location, type and condition of the asbestos
- Assessing the risk of anyone being exposed to the asbestos
- Having a plan on how to manage these risks
- Putting the plan into action, monitoring it and keep it up to date
- Providing information to anyone who might work on or disturb the asbestos
- Only having asbestos removed by a licensed contractor.

## **Biological Hazards**

This policy deals with the biological hazards that may be encountered during the day to day activities within our schools and their premises and lands, including cleaning, academic lessons, maintenance and welfare and first aid duties.

## **Burns and scalds**

Schools will assess the risks to vulnerable persons from burns and scalds and, where there is a risk, put precautions in place, such as insulation or thermostatic mixing valves.

## **Child behaviour**

The Trust will ensure that all its schools operate within the relevant statutory framework as regards the handling of students who present extreme behaviour which may impact on the wider school community.

## **Computers and Workstations**

Display Screen Equipment comprises PCs, laptops, netbooks and tablets. Risk assessments will be carried out by staff who are “users” of display screen equipment as defined by the Regulations.

The Trust will ensure that information and training is provided to “users”, will provide eyesight tests on request and a contribution towards the cost of spectacles if needed for such work.

## **Communication and consultation**

The Trust recognises the importance of good health and safety communication in implementing its health and safety policy. The Trust will ensure effective communication with staff and others and the methods used will include briefing notes, health and safety committees, team meetings, email, notice boards, leaflets and individual memos or letters.

## **Competent advice**

Health and Safety advice is obtained from the Cambridgeshire County Council Compliance Team [philip.hill@cambridgeshire.gov.uk](mailto:philip.hill@cambridgeshire.gov.uk)

## **Confined Spaces**

Entry into confined spaces will be avoided wherever possible. If entry into a confined space is unavoidable a safe system of work will be followed and adequate emergency arrangements put in place before the work starts. A risk assessment will be carried out for any work in confined spaces taking into consideration the task, the working environment, working materials and tools, the suitability of those carrying out the task and arrangements for emergency rescue.

## **Contractors**

The Trust will restrict the employment of contractors and other service providers to those where there has been sufficient vetting of the contractor’s competence and safety management. Schools will provide contractors with advice, assistance and information including site induction to enable them to undertake their work safely and ensure that work on site is properly managed and supervised.

## **Design and Technology**

The safe management of design and technology environments, including their activities are an essential and important part of health and safety management in schools. Potential significant risks can be associated with design and technology activities and the use of workshops and equipment in secondary schools. Schools must adhere to CLEAPSS guidance and [British Standard 4163](#) - Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice for Design and Technology

Heads of Department and Subject Leaders must ensure suitable and sufficient risk assessments are developed and fully implemented for all Design and Technology activities and for safe use of machinery, tools and equipment. CLEAPSS have produced model health and safety risk assessments for D&T equipment and activities for departments to use. These can be further adapted by each school to make them site specific. [G235 - Management of Risk Assessment in D&T \(cleapss.org.uk\)](#)

Design and Technology equipment must be serviced and maintained in a safe manner by a competent contractor as part of the school maintenance programme e.g. adjustment of blades, lubrication of machinery, tightening of machinery drive belts etc.

### **Driving for work**

Staff are required to read the separate Trust's Driving Policy before using their own vehicle or a trust vehicle for business use.

Schools require evidence from drivers that:

- they are legally entitled to drive the vehicle and that they hold the appropriate driving licence
- their insurance covers business use
- the number of licence points will not preclude company insurance or result in driving license suspension
- they hold a competency certificate to drive a school minibus for trust use

### **Drugs and alcohol**

The Trust will ensure the safety of all employees, students, contractors and visitors by presenting clear rules on the possession and use of drugs and alcohol at all times whilst at work.

### **Electricity**

All contractors and subcontractors working on Trust premises must be members of an approved electrical body National Inspection Council for Electrical Installation Contracting (NICEIC) or similar.

All wiring will be tested and inspected by a NICEIC or National Association of Professional Inspectors and Testers<sup>1</sup> (NAPIT) firm at intervals not exceeding 5 years, or such other periods as recommended for the environment in which the installation is located.

Portable appliance testing (PAT test) - The frequency of inspection and testing will depend upon the type of equipment and the environment it is used in. The Trust will follow the guidance on suggested frequencies of inspection and testing produced by the Health and Safety Executive in its publication "Maintaining Portable Electric Equipment".

Staff and students will be trained to identify faulty or damaged equipment that will be taken out of use until it is repaired.

## **Explosive atmospheres**

Schools will develop local rules to control the risks to staff, students, visitors and others who may be affected by the work activities of the school from dangerous substances which may cause fire and/or explosion and to ensure compliance with [The Dangerous Substances and Explosive Atmospheres Regulations 2002 - HSE](#)

The key requirements of the regulations are that:

- Risks from dangerous substances are assessed and eliminated or reduced
- Places where explosive atmospheres may occur are classified into zones which are clearly marked out where required
- Equipment and procedures are provided to deal with accidents and emergencies.

## **Fire Safety**

Schools must ensure a high standard of fire safety management throughout their buildings and premises. Schools must aim to effectively reduce the risk of fire, protect property, maintain day to day school activities but most importantly, **protect life**. Fire risk assessments will be carried out for all premises occupied by the Trust. In schools this is the responsibility of the principal. The fire risk assessment will identify the fire hazards and the people at risk. The fire risk assessment must take account of special risks, including persons with disabilities or mobility difficulties, as well as any persons sleeping or resident on school premises.

Based on the findings of the assessment, schools are responsible for ensuring the appropriate action is taken and for ensuring that adequate and appropriate fire safety measures are in place to minimise the risk of injury and loss of life in the event of a fire. Fire safety measures should include:

- Controlling sources of fuel and ignition in school
- Effective housekeeping and storage arrangements
- Having adequate means of escape available for all occupiers of the building including those people who require support or assistance (Personal Emergency Evacuation Plans)
- Adequate detection and warning systems (fire alarm, smoke and heat detectors, signage etc.)
- Fire evacuation procedures with a marked-up floor plan of emergency routes
- Firefighting equipment (extinguishers)
- A recognised internal and external maintenance, inspection and testing regime for fire safety which must include as a minimum:
  - fire extinguishers
  - fire alarm detection and warning systems
  - door control mechanisms
  - smoke control systems (fire dampers and exhaust ventilation systems)

- emergency voice communication systems (refuges)
- evacuation
- emergency lighting
- standby power systems
- lightning conductors
- electrical equipment and systems.

A record of tests, maintenance and drills carried out (logbook) must be kept, along with records of fire safety training appropriate to staff in school.

### **First Aid**

Each school will carry out a first aid needs assessment to establish the level of first aid provision required. Schools will organise training for first aiders and ensure an effective means of summoning first aid and for calling the emergency services.

### **Food Hygiene**

Schools will ensure that food products are procured from reputable suppliers and are stored correctly. Staff or contractors preparing food will be trained in food hygiene and steps will be taken to control any pests on site. The Food Standards Agency has developed a food safety management pack, Safer Food, Better Business, to help organisations preparing and cooking food to comply with hygiene regulations. Schools and their contractors are expected to use the Safer Food, Better Business pack or to implement another management system acceptable to the Trust.

### **Fume Cupboards and Local Exhaust Ventilation**

Must be inspected, examined and tested by a competent contractor at periods no greater than 14 months with remedial work undertaken. Fume cupboards that use a filtration device and do not vent fumes external to the building, must replace the filters at intervals not to exceed 4 years. Further guidance on the safe management of local exhaust ventilation system and dust extraction can be found on the HSE's website. The CLEAPSS website also provides guidance on [Local Exhaust Ventilation in D&T](#) within school science rooms and design and technology workshops.

### **Gas safety**

The Trust will ensure that all gas appliances are maintained and inspected at least annually by a Gas Safe registered engineer.

The Trust will comply with The Institute of Gas Engineers and Managers (IGEM) document UP11 Edition 3, Gas installations for educational establishments.

### **Hazardous Substances**

The Trust will take steps to prevent staff and others from coming to harm from exposure to hazardous substances. To do this, activities will be identified that involve hazardous substances to establish what the health hazards are, and steps taken to reduce harm occurring.

Wherever possible the use of hazardous substance will be avoided. If the activity cannot be avoided a safer substance will be used or the substance used in a safer form.

The risk assessment process will be used to decide how to prevent harm to health by:

- Providing control measures and making sure they are used
- Keeping all control measures in good working order
- Providing information, instruction and training for employees and others
- Providing monitoring and health surveillance in appropriate cases
- Providing personal protective equipment
- Planning for emergencies

## **Ionising Radiation and Radioactive Substances**

The regulation governing ionising substances can be found in [The Ionising Radiations Regulations 2017 \(legislation.gov.uk\)](https://www.legislation.gov.uk). A licence from the HSE is required before a school can hold such substances.

Trust schools have access to CLEAPSS and the audit service provided by Cambridgeshire County Council for managing radioactive substances. Schools with radioactive substances must adhere and fully comply with the current version of CLEAPSS L93 document- [L093 - Managing Ionising Radiations and Radioactive Substances in Schools and Colleges \(cleapss.org.uk\)](https://www.cleapss.org.uk)

Schools with radioactive substances must appoint a teacher in charge of radioactive sources as their Radiation Protection Supervisor (RPS). This is usually the Head of Science (or deputy), or Senior Physics Teacher. They must be competent and have attended the relevant CLEAPSS training.

A set standard of operating procedures and contingency plans must be in place for the management of radioactive sources.

## **Legionella**

Schools will ensure that:

- They have a risk assessment for water services and pools
- Any control measures or remedial action identified by the risk assessment have been implemented
- Planned maintenance of water services and pools is being carried out according to agreed schedules
- Water quality and temperatures are being regularly monitored and remedial action taken when necessary.

## **Lifting equipment**

The Trust will ensure that all lifting equipment used is fit for purpose, appropriate for the task, suitably marked and subject to statutory periodic thorough examination, as required by the [Lifting Operations and Lifting Equipment Regulations 1998 \(LOLER\) - HSE](https://www.hse.gov.uk) . Records will be kept of all thorough examinations.

## **Lone workers**

The Trust will ensure that the risks to people working on their own are assessed and will ensure there are procedures in place to monitor lone workers. Emergency arrangements in establishments will take into account the additional risks to people working alone.

### **Maintenance, Inspection, Testing & Use of Machinery and Equipment**

Schools are responsible for ensuring that equipment and machinery used for school activities is suitable, fit for purpose and maintained; and that any risks are prevented or controlled. Those that use equipment and machinery must be instructed on its safe use, with appropriate visual checks undertaken prior to use.

Schools are responsible for identifying equipment and machinery that must be formally inspected and tested. Estates will arrange the testing in accordance with relevant legislation and manufacturer's guidance, which will be carried out by a competent person. Records of inspection and testing undertaken must be retained and be accessible.

Any defective equipment must be taken out of use, discarded or repaired by a competent person.

Schools must take action from any recommendations given and ensure a record is made.

### **Manual Handling**

Manual handling tasks will be avoided. Where they cannot be avoided staff will be trained and will use the equipment provided to help them lift and carry. Where tasks are essential and cannot be done using lifting equipment or wheeled trolley/cages, a suitable and sufficient risk assessment will be conducted.

### **Movement of vehicles**

To prevent vehicles coming into contact with people, damage to property or vehicles:

- Traffic routes will be clearly signed and properly maintained
- Speed restrictions will be signed and introduced in areas where people may come into contact with vehicles
- People will be segregated by a physical barrier from vehicles where it is reasonably practicable to do so
- Crossing points for people will be clearly marked out
- Procedures for contractors, suppliers and other visitors will be documented and provided to them

### **Noise & Vibration**

Areas where noise and or vibration is at a level where it may cause harm will be identified and subject to a risk assessment. Actions will be taken to reduce levels to as low as is reasonably practicable. Additionally, suitable arrangements will be put in place for the selection, provision and maintenance of Personal Protective Equipment.

Non-ionising radiation

The regulations controlling the use of non-ionising radiation are the Control of Artificial Optical Radiation at Work Regulations 2010. They require schools to protect the eyes and skin of staff and students from exposure to hazardous sources of artificial optical radiation (AOR). AOR includes light emitted from all artificial sources in all its forms such as ultraviolet, infrared and laser beams.

Schools will assess the risks to users and others of equipment emitting AOR to ensure adequate controls are in place.

### **Outdoor Play Equipment**

This equipment must comply with current standards adopted by the play industry; [EN1176](#) (play equipment) and EN: 1177 (safety surfacing). All equipment supplied must have a certificate of conformity. The following inspections should take place:

- Routine inspection. Basic pre-use visual check by competent school staff (defects, breakages, cleanliness of area etc.) must be conducted daily and weekly. Weekly inspections must be recorded and signed.
- School's complete visual inspections and commission annual inspections.
- Annual inspection. Detailed independent inspection of equipment by persons qualified to Register of Play Inspectors International standards; must be completed annually to ensure ongoing equipment compliance and long-term structural integrity. Where problems are identified a written report must be provided with an action plan.

A post-installation inspection must be carried out for all new equipment installed or where equipment has been moved or relocated.

### **Physical Education and School Sport**

The health and safety standard for all physical education and school sport activities are contained within the current edition of 'Safe Practice in Physical Education and Sport' published by the Association for Physical Education (afPE) [www.afpe.org.uk](http://www.afpe.org.uk). This must be followed by schools to demonstrate that risks associated with PE and sports activities both on and off the school premises are adequately controlled. These standards cover:

- Safe management and teaching principles; roles and responsibilities including training and risk assessment
- Essential learning for safe practice and guidance for specific activities such as adventure, aquatics, athletics, combat, dance, games, gymnastics and trampolining etc.
- All schools should have at least one copy of the safe practice manual which should be shared with relevant school staff, i.e. PE heads of department/subject leaders and coordinators.

### **Plant and machinery**

Plant and equipment will be properly selected and installed. It will be regularly inspected to ensure all safety features are in place and operational and maintained to protect the health and safety of users and others who may be affected by the way it is used.

The risks to users will be assessed and manufacturer's recommendations for use and maintenance will be followed.



All users must demonstrate that they are trained and competent before they use equipment.

New work equipment must comply with the relevant European Community requirements for safe design and construction.

### **Pottery Equipment**

Must be inspected and tested by a competent contractor on an annual basis in accordance with current HSE guidance. CLEAPSS provide further specialist guidance on many topics in ceramics including kilns which schools should follow. [GL245 Ceramics in schools \(cleapss.org.uk\)](http://GL245 Ceramics in schools (cleapss.org.uk))

### **Pressure systems**

The Trust will ensure that:

- Safe and suitable equipment is installed and that modifications/repairs to any pressure systems are carried out by competent persons.
- Suitable protective devices are fitted to pressure systems and ensure they function properly
- Pressure systems are properly maintained
- Where necessary appropriate training is given to anyone operating such equipment.
- Such equipment is examined including production of a written scheme of examination to be used to carry out the statutory examination
- Choose a competent person to carry out the examination

### **Science in schools**

Science activities, particularly in secondary schools, need to be delivered in a safe managed environment. Staff in schools carrying out science activities must be trained and competent to carry out their role. Curriculum leaders must ensure they have met with all staff, using the [G234 Induction checklist](#) for technicians and [DL238 - checklist for teachers](#) to ensure training needs have been established. Once training needs have been established, the procedures specified within these documents must be followed to ensure adequate training is planned and provided ahead of activities being undertaken for which the member of staff has identified training as a need.

Due to the specific nature of risk and its management within science, the Trust requires science departments in secondary schools to have their own health and safety policy in place. The model health and safety policy from CLEAPSS has been adapted by staff centrally within the Trust to ensure consistency. There are sections within this document, namely names of specific staff members responsible for specified tasks which must be updated annually by the curriculum leader. Further adjustments are possible through the Health and Safety meetings. The CLEAPSS model health and safety policy must include details of the roles and responsibilities of teachers and technicians with regard to health and safety. This includes, but is not limited to:

- The planning of practical work such as a review and potential amendment of any risk assessments, the confirmation of appropriate modifications by the curriculum leader and ordering of equipment according to the policy timelines
- The implementation of risk assessments for lone technicians and the responsibilities of all teachers to enable the risk management strategies to be adhered to

Primary schools should follow guidance set out in the current 'Be Safe – Health and Safety in Primary School Science and Technology'. This includes the implementation of the Primary science health and safety policy. The policy is produced by the central team and is reviewed annually. All members of primary staff are required to read the document and confirm having done so each year, no later than 1st October.

### **School trips**

Teachers and others organising school trips will consider and document the risks associated with any visits and ensure suitable arrangements exist to deal with medical and other emergencies when activities take place off site.

Trip organisers will ensure that suitable and sufficient insurance arrangements are in place.

Particular care will be taken when trips involve overnight accommodation or travel overseas and if necessary, guidance should be sought from the Foreign & Commonwealth Office on the advisability of travel abroad.

Where the trip involves organised activities that present a higher risk to students, copies of the organiser's risk assessments, safe systems of work and public liability insurance will be obtained.

### **Special Groups**

The Management of Health and Safety at Work Regulations 1999 identifies three groups of individuals for whom special arrangements are required. These are new and expectant mothers, young people (people under 18 years of age) and people with a disability.

An individual risk assessment will be carried out and documented for anyone in these groups working at the Trusts premises and measures implemented to protect them from harm. Arrangements for evacuation from Trust premises will take into account the needs of special groups.

### **Stress**

To avoid the harmful effects of work-related stress the Trust will:

- Regularly review workload, work patterns, and the work environment
- Allow staff to have a say in the way work is done
- Provide encouragement, sponsorship and resources
- Resolve conflict and address unacceptable behaviour
- Provide clarity about staff roles
- Manage change effectively

### **Swimming pools**

Schools with pools are required to follow guidance from the Health and Safety Executive "Managing health and safety in swimming pools" publication [HSG179](#) and to develop a Pool Safety Operating Procedure.

Schools will ensure that there are enough lifeguards for the size of the pool and the activities taking place.

## **Training**

The trust and schools must ensure that staffs are given appropriate health and safety training for their job. In some cases, attendance on a formal training course will not be required and it may simply mean providing staff with basic information and instructions about health and safety generally within the school. Health and safety inductions checklists should be used by schools to assist with this process and records should be kept of all inductions undertaken. Where the training is sourced from an external provider, evidence of the learning outcomes and satisfactory understanding by delegates should be kept by the school to demonstrate competence.

## **Violence to Staff**

The Trust will consider the risks to employees of violence, decide how significant these risks are and what to do to prevent or control the risks.

The Trust has clear policies in relation to harassment and violence, detailing its own responsibilities, as well as those of the staff, to raise awareness of related issues among staff and set standards for behaviour.

## **Workplace**

The Trust will ensure that it complies fully with the [Workplace health, safety and welfare Regulations 1992](#) in particular in relation to:

- Cleanliness and waste disposal
- General condition of premises and maintenance
- Glazing
- Heating, ventilation and temperature
- Lighting
- Space
- Traffic routes

## **Working Time**

[The Working Time \(Amendment\) Regulations 2007](#) implement the European Working Time Directive into UK law. The Trust will comply fully with the Regulations.

## **Work at height**

Where possible, working at height will be avoided. Where this cannot be avoided the risks will be assessed, precautions taken and work will be properly planned and supervised.

Roof work - safe access will be provided and access will be restricted to competent staff to prevent falls from edges and openings.

Fragile surfaces – will be identified and avoided and where they cannot be avoided, access will be strictly controlled.

Ladders – where there is a requirement to use ladders staff will be trained and supervised and equipment inspected and maintained.