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| Tauheedul Education Trust |
| This policy is in line with the Vision of the Trust |
| ***Nurturing Today’s Young People, Inspiring Tomorrow’s Leaders*** |
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| health and safety policy |
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Document Control

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| **This policy has been approved for operation within:** | All Trust Establishments |
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# PART 1 INTRODUCTION

# Introduction

## The Trust recognises the importance of having a clear, written Health and Safety Policy for its establishments. This will ensure that the Trust complies with its legal and regulatory obligations and will contribute to the overall management of the Trust and its establishments.

## As an employer, the Trust has duties under the Health and Safety at Work Act 1974 and other related legislation to safeguard, so far as is reasonably practicable, the health, safety and welfare of its employees and also the health and safety of persons not employed (including pupils and visitors) who may be affected by its activities. This policy forms part of the arrangements the Trust has put in place to discharge those duties effectively.

## This policy applies to all activities undertaken by Trust establishments, including extended school activities.

## The Heads of Trust establishments and Local Governing Bodies must ensure that all employees, pupils and contractors are made aware of the existence of this policy and have access to it via the establishment’s office or the intranet.

# Aims

## To provide a safe and healthy environment for pupils, teaching and non-teaching staff and all other persons who come on to the premises of any Trust establishment.

## To ensure that all members of the establishment’s community understand their own responsibilities in maintaining a safe and healthy environment.

## To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from activities.

## To ensure staff and pupils can implement safe emergency procedures – e.g. evacuation in case of fire or other significant incident in line with the Business Continuity and Emergency Response Plan (BCERP).

## To ensure that all employees have access to health and safety training as appropriate.

## To support the mission, vision and values of the Trust and its establishments.

# Who is Responsible for this Policy?

## The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory or Trust framework. The Trust has delegated day-to-day responsibility for operating the policy to the Trust Central Team, Local Governing Body and Head of each establishment.

## The Local Governing Body and Senior Leadership Team at each establishment has a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

# Statutory Duties

## The Health and Safety at Work Act 1974 places duties upon employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and also the health and safety of persons not employed (such as pupils and visitors) who may be affected by work activities. Employers also have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations, the Provision and Use of Work Equipment Regulations, the Manual Handling Operations Regulations etc.

## Persons who have control of premises have a duty to take reasonable measures to ensure, so far as is reasonably practicable, that premises and equipment are safe for people using them who are not their employees e.g. pupils, visitors and those using premises on a lettings basis.

## Employees have a duty to take reasonable care to ensure that they work in ways that are safe and without risk to health both to themselves and also to others who may be affected by their acts or omissions. They also have a duty to co-operate with their employer to enable the employer to comply with their statutory duties.

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# PART 2 ORGANISATION AND RESPONSIBILITIES

# General Responsibilities

## The Tauheedul Education Trust, its Board of Trustees and Local Governing Bodies continue to have statutory responsibility for health and safety. In view of this, it is important that they and individual employees work together to establish health and safety objectives and to ensure that each is aware of their own responsibilities, with the aim of minimising all risks to health and safety within each establishment.

# Tauheedul Education Trust Responsibilities

## The Trust shall, so far as is reasonably practicable, as required under the Health and Safety at Work Act 1974 and other relevant statutory provisions:

### Ensure the health, safety and welfare of all its employees;

### Ensure the health, safety and welfare of pupils and visitors on establishment premises.

## The Trust will continue to fulfil its responsibilities in the following ways:

### Ensuring that adequate funding is provided to enable its establishments to be organised and run in a safe and healthy manner;

### The issue of a Health and Safety Policy;

### The issue of Safety Procedural Documents and Guidance Notes as appropriate;

### The provision of a comprehensive support and advice service;

### The provision of a comprehensive health and safety training programme;

### The provision of a health and safety monitoring / review programme for establishments.

# Employee Responsibilities

## All employees have a general duty under the Health and Safety at Work Act 1974 to:

### Take reasonable care for their own safety and also the safety of others who may be affected by their acts or omissions;

### Co-operate with their employer, so far as is necessary, to enable the employer to comply with any duties or responsibilities imposed upon them;

### Use correctly any item or equipment provided in the interest of health and safety;

### Attend health and safety training courses/events as appropriate;

### Report any defective equipment to an appropriate person i.e. Supervisor or Safety Representative;

### Report any accident or dangerous occurrence at the earliest possible opportunity;

### Be familiar with, and observe at all times, all safety policies and procedures;

### Take reasonable precautions to ensure the safety of all persons in their charge.

# The Governors’ Statement of Intent for Health and Safety

## The Governors shall adhere to the Statement of Intent for Health and Safety (see Appendix 1).

## The Governors shall, so far as is reasonably practicable, take all reasonable measures to ensure the health, safety and welfare of staff, pupils and other persons on their premises, in accordance with the Health and Safety at Work Act 1974.

## To meet these responsibilities the Governors will, so far as is reasonably practicable, pay particular attention to the provision and maintenance of:

### The safety of plant, equipment, buildings and safe systems of work;

### Arrangements for the safe use, handling, storage and transport of articles and substances;

### Appropriate information, instruction, training and supervision to assist all employees, pupils and visitors to avoid hazards and contribute positively to their own health and safety whilst on school premises;

### A safe workplace with safe access and egress;

### A healthy working environment;

### Procedures for emergency evacuation in line with the BCERP;

### Procedures for first aid cover and other emergency situations;

### Adequate welfare facilities and suitable protective clothing and equipment;

### Arrangements for the safe introduction of new plant, machinery, substances and procedures.

## The Governors will, so far as is reasonably practicable, ensure that:

### The Trust Health and Safety Policy, Safety Procedural Documents and Guidance Notes are observed and compliance is monitored on a regular basis;

### Supplementing the Trust Policy, all local establishment arrangements for health and safety are documented, brought to the notice of all employees and regularly reviewed;

### Health and safety responsibilities are discharged within the Terms of Reference of the Local Governing Body;

### The establishment has properly considered its health and safety obligations and has made provision for meeting those obligations;

### The establishment staffing structure appropriately reflects the responsibilities for carrying out the stated arrangements for health and safety;

### Health and safety issues concerning the establishment are identified and appropriate actions taken;

### Regular safety reports are provided by the Principal or their representative so that safety arrangements can be monitored and evaluated;

### Appropriate facilities and information are provided for Safety Representatives to enable them to carry out their functions effectively;

### All reasonable facilities and information are provided to authorised representatives of the Trust, Inspectors of the Health and Safety Executive, and any other health and safety official.

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# Organisation for Managing Health and Safety in Schools: Staffing Structure and Responsibilities

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| **PRINCIPAL**  The Principal is responsible for the day-to-day implementation and management of health, safety and welfare within the school.  The Principal may wish to delegate some functions to other staff or to re-allocate duties to match the staffing structure of the school. This will not affect the Principal’s overall responsibility for health, safety and welfare within the school.  The Principal (as Site Manager) will ensure that: |
| 1. Policies and procedures with regard to health, safety and welfare matters within the school are established in writing, approved by the Board of Trustees and /or Local Governing Body as appropriate and are known, understood and followed by all members of staff, including temporary / supply staff. 2. The establishment is prepared to invoke the BCERP if and as required. 3. Any health and safety guidance from the Trust is brought to the attention of the Local Governing Body. 4. Regular reviews of the safety performance of all areas of the school are undertaken with appropriate action when necessary, and are reported to the Local Governing Body. 5. Accidents, incidents and dangerous occurrences are reported, investigated and, where appropriate, preventative measures are taken. Also that reports are submitted to the Trust as per the procedures in Section 12 – Accident and Incident Reporting Procedures. 6. Adequate First Aid provision is made for staff, pupils and other persons whilst on school premises and also when working, or on organised trips, away from the school. 7. Training needs are identified and arrangements made for those needs to be met. 8. Necessary arrangements are made to ensure that Safety Representatives can effectively carry out their functions, and that consideration is given to Inspection Reports etc. carried out by Safety Representatives. 9. All parts of the premises, plant and equipment are regularly inspected and maintained in a safe condition. 10. Goods purchased comply with relevant safety standards and all equipment is installed, used and maintained in a safe manner. 11. Any item that is considered to be defective or unsafe is taken out of use immediately. 12. Staff organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved, in accordance with the Off Site Visits Policy and Requirements for Off Site Visits and Adventurous Activities Policy. 13. Contractors working on the premises are closely monitored and that their working practices do not endanger the health or safety of employees, pupils or other persons on the premises. 14. Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged. 15. They carry out and/or ensure that other appropriate staff (with delegated authority) carry out suitable and sufficient assessments of hazards and risks within their areas of responsibility, to staff members, pupils and visitors/other users of school, including ensuring that the findings are recorded and acted upon in order to reduce risk. |
| **TEACHING AND NON-TEACHING STAFF HOLDING POSITIONS OF RESPONSIBILITY**  Have a general responsibility for the application of the school’s Safety Policies within their own areas of work and are directly responsible to the Principal for the application of all health, safety and welfare measures and procedures within their own department / area of work.  To fulfil their responsibilities they will assist the Principal: |
| 1. In the monitoring of health and safety by inspecting their areas on a regular basis to ensure that safety measures are being maintained and that safety instructions and safe working practices are being followed by staff and pupils, and making any necessary changes in practice and procedures. 2. By informing their staff of any hazards to health and safety that they are likely to encounter in the course of their work and ensuring that they have the necessary information, instruction and training to carry out their duties without risk to health or safety. 3. By ensuring that staff and pupils are aware of the emergency procedures as outlined in the BCERP. 4. By ensuring that personal protective clothing and equipment is provided, utilised and maintained as necessary. 5. By ensuring that adequate supervision is maintained at all times. 6. By ensuring that all plant and equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately. 7. The Site Supervisor will assist the Principal to ensure that health and safety implications are considered in connection with the security, cleaning and maintenance of the building and also with the monitoring of contractors on site to ensure that their working practices do not endanger the health or safety of employees, pupils or other persons on the premises. |

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| **CLASS TEACHERS**  Class teachers have responsibilities for the safety of pupils whilst they are in their charge.  Teaching staff scheduled to be in charge of classes have the responsibility to assist the Principal by: |
| 1. Ensuring the safety of pupils in classrooms, laboratories, workshops etc. whilst in their charge. 2. Being aware of, and adopting, relevant safety measures within their own teaching areas. 3. Following safe working procedures and ensuring that pupils in their charge have received adequate instruction in, and always follow, safe working procedures. 4. Requesting protective clothing, equipment, guarding, special working procedures etc. where necessary and ensuring that any such item provided is correctly used. 5. Removing from use, and reporting any piece of defective or unsafe equipment. Making recommendations on safety equipment or improvements to plant, equipment, tools, machinery etc. which is considered to be potentially dangerous. 6. Being aware of emergency procedures as outlined in the BCERP. |

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| **SITE SUPERVISOR**  **As part of their responsibilities the Site Supervisors will, so far as is reasonably practicable:** |
| 1. Take a lead role in the security of the premises e.g. locking and unlocking of doors and gates, attention to alarms and security systems etc. 2. Check for damage to property and respond to items brought to their notice through the ‘Maintenance Reporting System’. 3. Report faults or breakdowns to the Principal, Trust Head of Estates and Facilities Management or Service Contractor as appropriate. 4. Monitor the working practices of contractors on site. 5. Clear pathways and steps (including to and from car parks) of snow and ice and treat with rock salt. 6. Carry out assigned health and safety related checks and procedures and report to the Head of Establishment as appropriate. |

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# PART 3 ARRANGEMENTS

# Emergency and Evacuation Procedures

## Emergency and evacuation procedures are outlined in the BCERP.

## The establishment must ensure that the BCERP is understood by all staff who have responsibilities within it.

## A full Test Fire Evacuation Drill is required to take place at least once per term. Based on the effectiveness of this drill, the establishment should determine whether additional further drills are required.

# First Aid

First Aiders

## First aid provision will be managed in accordance with the Health and Safety (First Aid) Regulations 1981, and DfE Guidance.

## There will be qualified first aiders within every Trust establishment.

## The number of first aiders will be appropriate to the size of the establishment, its layout and type.

## All teachers, staff and pupils will be made aware of the names and locations of the establishment’s first aiders. This list will be displayed on the establishment notice board and kept updated.

## The establishment should make arrangements for the organisation of courses in the training for and updating of first aid qualifications. Advice on identifying suitable providers is available from the Trust or its Health and Safety Advisors.

## One person in the establishment will be designated as the ‘Appointed Person’ to be responsible for the co-ordination of first aid. That person must be responsible for maintaining and overseeing the first aid equipment and materials and should co-ordinate the first aid record book and accident report procedures (Section 12) for the establishment.

First Aid Supplies

## First Aid boxes in schools are located in the medical room, at reception, in the kitchen and in the staff room.

## First Aid items for trips are stored in the medical room.

Staff Responsibilities

## See Health and Safety Management Arrangements in Appendix 2.

# Accident and Incident Reporting Procedures

Minor Accidents

## ‘Minor Accidents’ in this case applies only to those accidents where the person requires first aid treatment only and there is no significant injury as a result of the incident. In such cases, the establishment should:

### Record in the Accident Book.

All Other Accidents to Staff and Pupils

## If the accident is considered to be of a more serious nature, or if the person is sent to hospital for treatment, the Trust should be notified as soon as possible by telephone (01254 918683/0330 313 9812). The establishment should also:

### Record in the Accident Book;

### Complete the Trust Accident Report Form giving as much information as possible;

### Carry out an initial investigation of the incident/accident.

‘Bumps’ to Head

## In case of Bumps to the Head, the establishment should:

### Record in First Aid Treatment Book;

### Hand 'Bump to Head' letter to Parent / Guardian;

### If more than a slight bump, record and report to the Trust as above.

Visitor and Contractor Accidents

## All accidents to visitors and contractors must be reported to the Principal who should make a record and report, in line with the above procedures.

Off-Site Incidents

## The Off-Site Visits policy must be followed.

## Injuries to staff and pupils occurring on school sponsored or controlled activities off the school premises (e.g. field trips, sporting events, holidays etc.) must be reported (as above) if the incident arose out of or in connection with these activities.

Procedure for Use in the Event of a Major Incident

## If an incident is likely to be considered serious, the senior member of staff on the scene should inform the Principal/Head of Establishment. The Principal/Head of Establishment will then make a decision as to whether the incident is sufficiently serious to require outside assistance. If it does require outside assistance, the Principal/Head of Establishment should:

### Ensure that the relevant outside assistance has been summoned;

### Detail a member of staff to direct the emergency services on arrival;

### Contact the Trust Chief Executive;

### Consider invocation of the Business Continuity and Emergency Response Plan (BCERP);

### Keep a detailed note and timeline as the incident progresses in line with the BCERP.

# Crisis Management

## Although schools are considered to be low-risk establishments in the area of major crises, emergencies can, and do arise. The most common crisis faced by schools is the need to help individuals cope with bereavement after the sudden death of a pupil or member of staff. However, schools have seen more extensive crises. If schools are unprepared for the aftermath of such crises, the after-effects can be as traumatic as the incident itself.

## Many different types of crises can affect schools and they fall broadly into two categories:

## **In-school** crisis:

### Death of a pupil or member of staff, through illness or accident.

### Fire.

### A deliberate act of violence such as a knife attack or the use of a fire-arm.

## **Out of school** crisis:

### Deaths or serious injuries on school trips.

### National tragedies affecting many schools.

### Civil disturbances including acts of terrorism.

## There is also the possibility of a **local crisis** (e.g. major flooding, fire etc.) where families may have to leave their homes.

## There are three stages of crisis management and these will need to be considered.

## **Stage One - Pre-incident Management -** The SLT and/or the LGB should:

### Undertake risk assessments of activities so that hazards are identified;

### Ensure that all staff and pupils know what to do and where to find help in an emergency;

### Undertake evacuation procedures and carry out drills and discussions with pupils and staff in line with the BCERP;

### Identify support agencies and others who can help;

### With regard to off-site visits, the Off-Sites Visits Policy and TET Requirements for Off-Site Visits and Adventurous Activities guidance must be followed.

## **Stage Two – Incident Management** - refer to the Business Continuity and Emergency Response Plan.

## **Stage Three – Post-crisis Management**- refer to the Business Continuity and Emergency Response Plan.

# Risk Assessment

General

## Assessments of the risk to the health and safety of the staff, pupils and other visitors to an establishment will be carried out in accordance with the guidance issued by the Trust. Advice on carrying out risk assessments is available via the Trust’s Health and Safety Advisors.

## A school safety check should be carried out each term.

Display Screen Equipment

## The provision, use and assessment of all workstations and display screen equipment must be in accordance with the Safety Procedural Documents and Guidance Notes issued by the Trust and its Health and Safety Advisors.

Manual Handling

## Where any task requires persons to carry, lift or otherwise handle a load where there may be a significant risk of injury, an assessment should be made in accordance with the guidance notes issued by the Trust and its Health and Safety Advisors. Additional advice on complex handling tasks can be requested from the Trust’s Health and Safety Advisors.

## Any member of staff who may be required to participate in any type of manual handling operation will receive training in assessment and manual handling techniques. Training can be arranged through the Trust’s Health and Safety Advisors.

Fire Risk Assessment

## A copy of the Fire Risk Assessment for the establishment is kept by the Trust and by the School Head of Finance and Business Services in the case of schools.

## Establishments should ensure that:

### There are adequate means of detecting fire;

### There are adequate means of raising the alarm;

### All escape routes and fire exits are available and unobstructed;

### All fire doors and fire exits are adequately maintained and not wedged open, or otherwise retained;

### All fire safety systems are regularly tested and also inspected by a ‘competent person’;

### All personnel are aware of the fire procedures, evacuation routes and Assembly Points;

### All personnel should take part in a fire drill at least once every term;

### Combustible waste materials should not be allowed to accumulate inside or outside;

### External waste bins are adequately secured away from the building;

### All operations or equipment that may provide a source of ignition are adequately controlled.

Control of Substances Hazardous to Health

## These can include:

### Substances supplied which are labelled very toxic, toxic, harmful, corrosive or irritant;

### Substantial concentrations of dust of any kind;

### Micro-organisms that can cause illness;

### Substances not covered by the above categories but which present similar hazards.

## The presence of any of these substances must be kept to a minimum, less harmful alternatives provided where possible and suitable control measures adopted i.e. potentially harmful substances should be kept locked away to prevent access by pupils and only used in strict accordance with the manufacturers’ guidelines.

## An inventory of all potentially harmful substances used in an establishment should be compiled and maintained. Only substances that are included on the inventory and for which suitable safety information has been obtained (i.e. hazard data sheets), and appropriate control measures developed, should be used. Further advice is available from the Trust’s Health and Safety Advisors.

## The location of the COSHH substances inventory is set out in the Health and Safety Management Arrangements in Appendix 2.

Asbestos

## Asbestos is a naturally occurring mineral that has previously been used in the construction of buildings and other products (especially before the year 2000). It was used mainly because of its fire proofing and insulation qualities.

## The Trust recognises that as long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health as asbestos fibres can become released into the atmosphere and therefore people can inhale these fibres.

## The Trust takes the management of asbestos seriously in all its establishments. Each establishment must maintain an Asbestos Register on site. This must be readily available to all who need to consult it and sign it. The location of the establishment’s asbestos register is set out in the Health and Safety Management Arrangements in Appendix 2.

## The Principal/Head of Establishment, as the duty holder under the Control of Asbestos Regulations 2006, has responsibility for the management of asbestos on site. The Principal may delegate some functions and day-to-day issues to other competent and trained members of staff as set out in the Health and Safety Management Arrangements in Appendix 2.

## Every establishment must ensure thatthat the asbestos register and the information within it is brought to the attention of anyone likely to disturb asbestos fibres in the course of daily routines or proposing to plan or carry out work. Examples may include site staff, surveyors, contractors, computer technicians, alarm/CCTV installers, visitors, helpers etc.

## Asbestos survey information in the form of Asbestos Management Reports and localised survey reports are kept in the establishment’s Asbestos Register. Every Trust establishment must operate a permission to work process for any work that is intrusive to the structure of the building.

## Where invasive building works are to be carried out on the establishment’s premises (e.g. refurbishment, demolition, additional electrical wiring, installation of whiteboards and projectors etc), a more in-depth asbestos survey must be carried out at the planning stage and certainly before work commences. This survey must cover the full scope of works.

## Every establishment must ensure that asbestos is fully considered as part of the planning stages of any invasive works and must liaise with the landlord/contractors etc to ensure that:

### The condition of asbestos materials are reviewed;

### Any asbestos hazard risk assessments are reviewed;

### Any floor plan changes are recorded and updated.

Legionella

## Legionnaires' disease (Legionella) is a type of pneumonia. It is an uncommon but serious disease. Legionnaires' disease does not spread from person to person. The germ which causes Legionnaires’ disease is a bacterium called Legionella pneumophila. People catch Legionnaires’ disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium. However, most people who are exposed to Legionella do not become ill.

## Outbreaks occur from purpose-built water systems where temperatures are warm enough to encourage growth of the bacteria, e.g. in cooling towers, evaporative condensers and whirlpool spas (trade name Jacuzzi) and from water used for domestic purposes in buildings such as hotels and schools.

## The Trust takes the management of legionella seriously in its establishments. All establishments must ensure that a Legionella Survey is carried out by a **competent person.**

## Every establishment must have in place a Legionella Maintenance Programme to prevent the occurrence of legionella bacteria. The Legionella Maintenance Programme is located within the Log Book which accompanies the Legionella Survey Report.

## Every establishment must ensure that the recommendations of the Legionella Survey Report are carried out and that appropriate members of staff are trained to understand the Reports fully. They must also ensure that the work required in the maintenance programme is carried out on time and that the activities are documented in the Log Book.

## A competent person must review the information in the Legionella Survey Report at least every 12 months or when changes occur to any systems affected.

## Every establishment must designate an appropriately trained member of staff to be responsible for the management of Legionella.

## The location of the establishment’s Legionella Survey Report is set out in the Health and Safety Management Arrangements in Appendix 2.

Electricity

## Electricity has the potential to cause serious harm, or even death and is treated as a priority by the Trust with regard to maintenance and repair work. The Electricity at Work Regulations 1989 requires that all electrical systems and appliances are periodically inspected and maintained. Each Trust establishment is responsible for the maintenance and repair of its electrical systems and equipment.

## Fixed installations i.e. sockets, light fittings and general wiring will be tested at least **every five years** by a competent electrician.

## Portable electrical equipment will be inspected, tested and maintained in accordance with current Health & Safety Executive and Institute of Electrical Engineers Guidance. Further information is available from the Trust’s Health and Safety Advisors.

## Where personal electrical equipment brought in by staff is permitted by their senior manager, it will be classed as establishment equipment and should not be used until it has been PAT tested.

## Every establishment must designate a competent and trained member of staffas responsible for arranging the testing and maintenance of portable electrical appliances (including that brought in from home by staff).

## The location of electrical test certificates and recommendation documentation is set out in the Health and Safety Management Arrangements in Appendix 2.

Gas

## Gas has the potential to cause serious harm, or even death and is treated as a priority by the Trust with regard to maintenance and repair work. Under the Gas (Installation and Use) Regulations 1994, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (Gas Safe Register formally CORGI registered) Contractor on an annual basis. Each Trust establishment is responsible for the maintenance and repair of its gas appliances.

## The location of gas servicing certificates and recommendation documentation is set out in the Health and Safety Management Arrangements in Appendix 2.

## In case of heating failure or breakdown, there may be a need to bring in supplementary heating to ensure an appropriate working temperature is maintained. Appropriate risk assessments and safe operation procedures will be implemented in such instances.

## Every establishment must designate an appropriately trained member of staff to be responsible for ensuring the appropriate maintenance and repair of its gas appliances.

Managing Contractors

## Contractors on site must observe their own Health and Safety Code of Practice (or equivalent) whilst having due regard for the Health and Safety of all staff, pupils and visitors within the establishment.

## Contractors must be informed of any particular hazards that exist in the establishment (e.g. asbestos, fragile roof materials, location of services etc.) prior to starting work.

## Contractors must only enter Trust premises at times and in the manner agreed with the Head of Establishment / Principal / Deputy Principal / Head of Finance and Business Services or Site Supervisor.

## In the event of any work being carried out which may increase the risk of fire or make any escape route unavailable (even temporarily), a full assessment of the risks must be carried out and suitable additional control measures must be put in place and all members of staff informed.

## The Head of Establishment must be kept regularly informed of progress or difficulties encountered and any changes to the agreed plan of work.

## Contractors must exercise extreme caution when moving vehicles on site.

## The contractors’ working area must be maintained in a safe condition at all times and wherever possible segregated from the rest of the establishment’s activities. Where segregation of the area is not reasonably practicable, adequate measures must be taken to ensure that staff and pupils are adequately protected.

## Appropriate materials, equipment and safe working practices must be employed at all times.

## Tools and equipment must not be left unattended where they may be accessible to the pupils.

## Any potentially hazardous substances used for the task must be adequately controlled and securely stored away when not in use.

## Establishment equipment must not be used by the contractors.

## Contractors must not have contact with, or speak to, any of the pupils other than if pupils have, or are about to, put themselves in danger.

## Contractors must ensure that they are aware of the establishment’s emergency procedures and abide by them at all times.

Equipment and Maintenance Procedures

## Establishments must adhere to manufacturer’s or supplier’s guidance on the management and maintenance of equipment.

Lone Working Procedures

Establishments must:

## Identify all situations when lone working may occur - For example: site supervisor or cleaners during evenings and holidays, preparation work by teaching staff, late working by Principal etc.

## Identify tasks / activities that are to be conducted - Prohibit ‘high risk’ activities for lone workers (e.g. ladder-work, excessive manual handling, late / lone meetings with parents or other potentially violent situations etc.)

## Carry out a Risk Assessment for remaining activities that are to be allowed and develop and implement appropriate control measures. Additional issues to be considered in the risk assessment should include**:**

### Systems for emergency communication - Who? - How? - Response?;

### Are an adequate number of emergency exits available in the event of a fire? e.g. not dependant on a single means of escape when the rest of building is ‘locked down’;

### Monitoring systems i.e. how long before someone would be reported missing?;

### Are female workers especially at risk? e.g. vulnerable due to pregnancy, increased risk of violence etc.;

### Is any person who may be working alone medically fit to do so?;

### Has the person working alone been adequately trained for the proposed task?;

### Is all equipment that may be used in good condition and adequately maintained?;

### Is access to hazardous substances adequately controlled? i.e. available to trained, authorised personnel only;

### Is access to potentially dangerous machinery adequately controlled? i.e. available to trained, authorised personnel only;

### Is there any past experience of problems with the proposed task / activity?

# Safety and Security

Aims

## A safe and secure environment is a pre-requisite to quality teaching and learning. At the same time, that environment needs to be warm and inviting to pupils, staff, parents and visitors. Tauheedul establishments aim to create and maintain a safe and secure environment conducive to high quality teaching and learning.

Guidelines for Break-Time Supervision Staff in Schools

## Keep the whole play area and all the pupils in your sight by circulating throughout the area.

## Be aware of the position of other members of staff - occasionally they may need your assistance - be ready to help.

## NEVER allow a child to leave the premises without first checking and getting permission from the Principal - even if an adult claims to be a parent or relative.

## Keep the school gates closed as far as possible.

## Be aware of members of the public using the school grounds - they may or may not be a danger to the pupils or staff.

## If a member of the public approaches a child, make enquiries and ask whether they need assistance.

## If a member of the public becomes abusive or aggressive, get help from another member of staff.

## Try to remove pupils from a difficult situation.

## Try to remain calm.

## Be aware of your own safety.

## Report any suspicious person or occurrence (e.g. if a person regularly watches the pupils from the road) to the Principal.

## Report any serious incident of abuse or aggression to the Principal so that action can be taken and a record kept in the Personal Safety Incident Log.

## Should a stray dog enter the school grounds, send for help, try to remain calm, try to remove pupils from the area and be aware of your own safety.

Guidelines for Site Supervisor and Cleaning Staff

## Ensure that classroom keys are made available and / or stored, as appropriate.

## Lock / unlock doors and gates at agreed and appropriate times.

## Check that all security locks are in place before leaving the premises.

## Secure all substances hazardous to health.

## Maintain a log of incidents of intrusion and / or vandalism.

## Assist in the maintenance of the Premises Defects Log.

## Be aware of members of the public using the school grounds - they may or may not pose a threat.

## Ensure that school is as secure as possible whilst at work, as well as before and after the normal school day.

## The Dog Warden should be contacted for assistance in the removal of stray dogs. Other dog owners may be invited to remove their animals and the Dog Warden informed.

## Caution should be exercised when answering an alarm call out. Under no circumstances must a member of staff responding to an alarm related call-out enter the premises until the emergency services are in attendance.

Guidelines for Administration Staff

## Ascertain as far as possible the names and reasons for visit of all persons entering the establishment.

## Maintain a record of the above by ensuring that appropriate entries are made in the Visitors Book.

## Be prepared to telephone for help from Police / Ambulance / Fire Services and other sources such as the Dog Warden etc.

## Ensure that you are aware of who the establishment first aiders / nominated persons are, and how to contact them.

## Ensure that you are aware of the school accident / incident reporting policy and that any such incidents are reported promptly.

## If a member of the public or a member of staff becomes aggressive or abusive:

### Try to remain calm;

### Inform the aggressor that if they do not calm down they will be asked to leave the premises;

### If appropriate invite the aggressor to see the Principal or Head of Establishment;

### Be aware of your own safety;

### Report all incidents.

Guidelines for Teaching and Non-Teaching Staff

## If a member of the public or a member of staff becomes aggressive or abusive:

### Try to remain calm;

### Inform the aggressor that if they do not calm down they will be asked to leave the premises;

### If appropriate, invite the aggressor to see the Principal;

### Be aware of your own safety;

### Report all incidents.

## All teachers must ensure that all windows in their classrooms are secure before leaving the premises.

## If doors are not locked, locks are broken or windows will not fasten, please report these either to the Principal or the Site-Supervisor. It is important that any damage to the building, fences, gates, out-buildings and paths etc. are reported at once, with special regard to anything which may cause injury e.g. broken steps, broken flags, missing grids etc.

Money

## Money should always be counted out of sight of pupils and members of the public.

## Never leave money unattended in the school office.

## Money must be banked regularly and not allowed to accumulate.

## Never put your own personal safety at risk in order to safeguard money.

Key Holders

## See Health and Safety Management Arrangements in Appendix 2.

***Note: If ANY member of staff or the Governing Body is called out as a result of alarms being activated they must not, under any circumstances, enter the premises until the emergency services or security personnel are also in attendance.***

# Monitoring, Evaluation and Review

## The policy will be promoted and implemented throughout Trust establishments.

## The Trust will monitor the operation and effectiveness of arrangements referred to in this policy at each Trust establishment.

## An annual Health and Safety review will be carried out at each establishment by the Trust’s Health and Safety Advisors.

## The Trust will review this policy every three years in consultation with each Trust school.

Appendix 1: The Governors’ Statement of Intent for Health and Safety

**THE GOVERNORS’ STATEMENT OF INTENT FOR HEALTH AND SAFETY**

The Governors shall, so far as is reasonably practicable, take all reasonable measures to ensure the health, safety and welfare of staff, pupils and other persons on their premises, in accordance with the Health and Safety at Work Act 1974.

To meet these responsibilities the Governors will, so far as is reasonably practicable, pay particular attention to the provision and maintenance of: -

1. The safety of plant, equipment, buildings and safe systems of work;
2. Arrangements for the safe use, handling, storage and transport of articles and substances;
3. Appropriate information, instruction, training and supervision to assist all employees, pupils and visitors to avoid hazards and contribute positively to their own health and safety whilst on school premises;
4. A safe workplace with safe access and egress;
5. A healthy working environment;
6. Procedures for emergency evacuation, first aid cover and other emergency situations;
7. Adequate welfare facilities and suitable protective clothing and equipment;
8. Arrangements for the safe introduction of new plant, machinery, substances and procedures.

The Governors will, so far as is reasonably practicable, ensure that:

1. The Trust Health and Safety Policy, Safety Procedural Documents and Guidance Notes are observed and compliance is monitored on a regular basis;
2. Supplementing the Trust Policy, all local school arrangements for health and safety are documented, brought to the notice of all employees and regularly reviewed;
3. Health and Safety responsibilities are discharged within the Terms of Reference of the Local Governing Body;
4. The school has properly considered its health and safety obligations and has made provision for meeting those obligations;
5. The school staffing structure appropriately reflects the responsibilities for carrying out the stated arrangements for health and safety;
6. Health and safety issues concerning the school are identified and appropriate actions taken;
7. Regular safety reports are provided by the Principal or his representative so that safety arrangements can be monitored and evaluated;
8. Appropriate facilities and information are provided for Safety Representatives to enable them to carry out their functions effectively;
9. All reasonable facilities and information are provided to authorised representatives of the Trust, Inspectors of the Health and Safety Executive, and any other health and safety official.

Signed: ………………………………………………………… Chair of Local Governing Body

Date: ………………………………………………………

Appendix 2: Health and Safety Management Arrangements

First aid

|  |  |  |
| --- | --- | --- |
| **Role** | **Named Member of Staff** | **Location** |
| Appointed Person |  |  |
| First Aider – Location |  |  |
| First Aider – Location |  |  |
| First Aider – Location |  |  |

Risk Assessments

|  |  |  |
| --- | --- | --- |
| **Risk Area** | **Named Member of Staff** | **Named Deputy** |
| DSE Assessments |  |  |
| Fire Risk Assessment |  |  |
| COSHH substances inventory |  |  |
| Asbestos |  |  |
| Legionella |  |  |
| Electricity |  |  |
| Gas |  |  |
| Lone Working |  |  |

Key Holders

|  |  |
| --- | --- |
| **Role** | **Named Member of Staff** |
| Site Supervisors |  |
| Principal |  |
|  |  |

**Locations of key documents**

|  |  |
| --- | --- |
| **Document** | **Location** |
| COSHH Substances Inventory |  |
| Asbestos Register |  |
| Legionella Survey Report |  |
| Gas servicing certificates and documentation |  |