

Pickwick Academy Trust



Health and Safety Policy

Policy Ratified by the Board: September 2017

Policy Review: December 2017

Next Review: December 2020

PICKWICK ACADEMY TRUST

HEALTH & SAFETY POLICY

Statement of Intent

Pickwick Academy Trust looks upon the promotion of health and safety measures as a mutual objective for the Board and employees. Therefore, it is the policy of the Board to do all that is reasonably practicable to prevent personal injury and damage to protect pupils, staff, and visitors from foreseeable hazard and danger, including the public, as far as they come into contact with the school or any of its activities.

In particular, they recognise that it is their responsibility:

- to provide and maintain safe and healthy working conditions;
- to provide training and instruction to enable employees to perform their work safely;
- to maintain a continuing and progressive interest in health and safety;
- to consider all statutory requirements for health and safety;
- to consult and involve employees in health and safety matters wherever possible.

The Board also recognise that Local Governing Bodies have a vital role in ensuring that the necessary arrangements are in place through:

- monitoring arrangements and identifying risks associated with health and safety
- supporting resource allocation to improve health and safety

As visitors to sites, LGB members will also take responsibility for their own safety and follow necessary health and safety arrangements.

The Board also recognise that its employees have a duty to co-operate with them in their efforts to implement the policy by:

- working safely when on or off site and in accordance with relevant policies and best practice;
- meeting their statutory duties;
- reporting incidents in a timely manner that have led or may lead to injury or damage;
- following health and safety procedures and safe systems of work;
- complying with any means set up by the Board of Trustees in the interest of health and safety;
- managers taking responsibility for ensuring that necessary arrangements are in place which mitigate risks from harm.

The Board also expect that visitors will conduct themselves in a manner in accordance with the duties of staff when engaged in activities associated with the school whether on or off site.

CEO



Chair of Board



Date: 16 January 2018

Date: 16 January 2018

1.0 Aim

- 1.1 The aim of the Board of Trustees is to provide a safe healthy and inclusive working and learning environment for staff, pupils, and visitors.
- 1.2 The Board of Trustees accepts that it has a responsibility to take all reasonably practicable steps to secure the health, safety and welfare of pupils, staff and others using the Trust premises or participating in Trust-sponsored activities.
- 1.3 It believes that the prevention of incidents, accidents, injury, or loss is essential to the efficient operation of the Trust and is part of the good education of its pupils.
- 1.4 The Board of Trustees will take all reasonable steps to identify hazards and reduce them to a minimum. At a local level, Local Governing Bodies will also take the same steps as the board. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the Trust premises or while taking part in Trust-sponsored activities.
- 1.5 The Board of Trustees will have in place a suite of relevant H&S policies which all staff will abide by in support of the Board of Trustees fulfilling its aim and to ensure that pupils, staff and visitors health and safety is safeguarded. Local Governing Bodies will support the Board in achieving its aims. Appendix A contains the list of related policies.
- 1.6 The Chair of The Board will publish a Statement of Intent which will be reviewed every year

Extract from Health and Safety at Work Act 1974

Employer's duties

- Every employer shall ensure, so far as is reasonably practicable, the health, safety, and welfare at work of their employees. The duty extends to the provision of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health, and the provision of such information, instruction, training, and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees (Section 2).
- Every employer shall conduct their undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in their employment who may be affected thereby are not exposed to risks to their health or safety.

Employee's duties

Every employee has a duty, while at work:

- To take reasonable care for their own health and safety and of other persons who may be affected by their acts or omissions at work.
- To co-operate with the employer so far as is necessary to enable the employer or any other person to comply with a duty or requirement imposed by health and safety law.

So far as is reasonably practicable is a term encountered throughout health and safety laws. It recognises that a balance needs to be achieved between the degree of risk in a particular job or workplace against the time, cost, and physical difficulty of taking measures to avoid or reduce the risk. However, except where these factors are out of proportion compared to the degree of risk, the measures should always be taken.

(Extract taken from HSE Website <http://www.hse.gov.uk/youngpeople/law/hsaw.htm>)

2.0 THE DUTIES OF THE BOARD OF TRUSTEES

2.1 DUTY TO MANAGE RISKS TO HEALTH AND SAFETY

In the discharge of its duty the Board of Trustees, in consultation with the Headteachers and with the support of Local Governing Bodies, will:

- i) make itself familiar with health, safety and welfare advice and guidance provided by the Department for Education.
- ii) ensure that there are effective and enforceable policies for the provision of health and safety (including work related mental health) throughout the Trust and that these comply with legislative requirements including the Health and Safety at Work Act.
- iii) periodically assess the effectiveness of this policy and others related to H&S and ensure that any necessary revisions are made.

iv) The Trustee responsible for Health and Safety along with the Trust's Central Team will identify and evaluate all risks relating to:

- pupils, staff, and visitors
- the premises
- Trust activities
- Trust-sponsored events
- Trust assets e.g. Minibus

The Trustee will report back to the Board on their finding.

- iv) identify and evaluate risk control measures to select the most appropriate means of minimising risk to staff, pupils, and others
- v) create and monitor the management structure and assign duties to key individuals as part of policies.

2.2 DUTY TO PROVIDE SAFE WORKING ENVIRONMENTS

In particular the Board of Trustees with support from LGBs undertakes to provide:

- i) a safe place for staff and pupils to work including safe means of entry and exits
- ii) plant, equipment, and systems of work which are safe
- iii) safe arrangements for the handling, storage and transport of articles and substances
- iv) safe and healthy working conditions which take account of all appropriate:
 - statutory requirements
 - codes of practice whether statutory or advisory
 - guidance whether statutory or advisory
- v) supervision, induction, training, and instruction so that all governors, staff (including any on secondment or supplied through a third party arrangement), and pupils can perform their Trust-related activities in a healthy and safe manner. All staff will be expected to undertake 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, then the Board of Trustees will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as considered appropriate to the Trust related activities which they are carrying out. All training will be regularly updated. Where Trust staff have cause to work from other sites (i.e. not their normal base) they must receive the necessary induction to ensure their safety is maintained in new environments.

vi) necessary safety and protective equipment and clothing together with information on its use

vii) adequate welfare facilities.

2.3 DUTY TO PROVIDE TRAINING AND INFORMATION

So far as is reasonably practicable the Board of Trustees, through the Headteachers and with support from LGBs, will make arrangements for all staff, including Trust staff working from different sites, temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- i) this policy and others relating to H&S that are relevant to an individual's role/site.
- ii) all other relevant health and safety matters including procedures and safe systems of work.
- iii) 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.
- iv) Information is made available in appropriate media and accessible at all sites.

THE DUTIES OF THE CEO

The CEO

As well as the general duties which all members of staff have (see 5.0), the CEO is responsible for ensuring that Head Teachers are aware of the requirements of this policy and others associated with H&S and that the necessary arrangements are in place. The CEO is also responsible for all matters relating to H&S for any Corporate staff, contractors and visitors associated with the corporate function of the Trust.

3.0 THE DUTIES OF THE HEADTEACHERS

'Headteachers' is a term used to describe the senior leadership team in the organisation. It will include but may not be limited to the Headteacher, Heads of Schools, Deputy Headteachers, Assistant Headteachers.

- 3.1 As well as the general duties which all members of staff have (see 5.0), the Headteachers have responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the Trust and will take all reasonably practicable steps to achieve this end through, senior members of staff, teachers and others as appropriate.
- 3.2 The Headteachers are required to take all necessary and appropriate action to ensure that the proper health and safety standard is maintained at all times.

3.3 , the Headteacher will, on a day-to-day basis, be responsible to:

- i) ensure, at all times whether on or off site or on Trust visits, the health, safety and welfare of staff, pupils and others using the Trust premises or facilities or services or attending or taking part in Trust-sponsored activities and where there are gaps identified take necessary steps to mitigate risks.
- ii) ensure safe working conditions of the Trust premises, facilities, and assets
- iii) ensure safe working practices and procedures throughout the Trust so that all risks are controlled including those relating to emergencies (section 9), first aid (section 10) and lone working
- iv) arrange systems of risk assessment to allow the prompt identification of potential hazards and, where appropriate, ensure that the Board of Trustees are made aware of the findings and that regular reviews of risk assessments are carried out.
- v) identify and plan the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- vi) 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 to the risk
- vii) ensure that incidents are reported (section 11) and collate accident and incident information for reporting and, when necessary, carry out accident and incident investigations
- viii) monitor the standards of health and safety throughout the Trust, including all Trust-based activities
- ix) monitor the management structure, in consultation with the Governors
- x) consult with members of staff, including Trade Union safety representatives, on health and safety issues
- xi) encourage staff, pupils, and others to promote health and safety
- xii) establish internal processes for the reporting of incidents by staff, pupils, and visitors; and, where relevant, report incidents in line with statutory duties e.g. RIDDOR/HSE.
- xiii) put in place necessary arrangements for the welfare of animals and compliance with DEFRA requirements.
- xiv) ensure staff, pupils and visitors are aware of systems in place for first aid and that qualified first aiders are available along with suitable resources.
- xv) Putting in place necessary personal protective equipment
- xvi) Ensure that arrangements are in place to obtain and share information with relevant staff and suitable individuals. This will include information and plans for children with medical needs

- xvii) ensure that site security and safety is maintained and fire alarms and other infrastructure is tested and maintained and fire evacuation procedures are in place, tested and reviewed.
- xviii) ensure materials are used safely, appropriately stored and disposed of and that appropriate records are kept and can be accessed when necessary.
- xix) ensure that arrangements are in place for the maintenance and inspection of equipment in line with manufacturer's guidelines and statutory requirements
- xx) ensuring that staff under their direct responsibility receive appropriate safety instruction when operating from other sites.
- xxi) nominating Safety Representatives

4.0 THE DUTIES OF SUPERVISORY STAFF

4.1 Supervisory staff is a term used to define those staff who, in addition to the general duties which all members of staff have (see 5.0), are directly responsible to the Headteachers or the member of staff nominated by the Headteachers, to have overall day-to-day responsibility for the implementation and operation of the Trust's health and safety policy within their relevant departments and areas of responsibility. This will include teachers, teaching assistants, the lunchtime team, and the admin team

4.2 As part of their day-to-day responsibilities they will ensure that:

- i) safe methods of working exist and are implemented throughout their area of responsibility
- ii) health and safety regulations, rules, procedures, and codes of practice are being applied effectively whether on or off site on Trust visits and in all weather conditions.
- iii) staff, pupils, and others under their jurisdiction are instructed in safe working practices
- iv) new employees working within their area are given instruction in safe working practices
- v) risk assessments are conducted and recorded in their area of responsibility as required by the Headteachers or as necessary
- vi) regular safety inspections are made and recorded of their area of responsibility as required by the Headteachers or as necessary
- vii) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others and statutory checks are made and recorded.
- viii) 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
- ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work

- x) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised
- xi) 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 possible standards of health and safety
- xii) all health and safety information is communicated to the relevant persons
- xiii) they report any health and safety concerns to the Headteachers

5.0 THE DUTIES OF ALL MEMBERS OF STAFF

5.1 All staff are expected to familiarise themselves with the health and safety aspect of their work and comply with relevant legislation and best practice.

5.2 All staff have a responsibility to:

- i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work, irrespective of location, including when working alone or supporting those who are working alone and driving
- ii) follow agreed working practices, safety and security procedures and policies including when driving and when off site
- iii) report any accident, near miss, incidents of violence, including verbal abuse or any hazard in a timely manner.
- iv) ensure health and safety equipment is not misused or interfered with
- v) not use equipment for which training is required unless training in the safe use of equipment has been provided.
- vi) Undertake training and maintain a level of competence and understanding of procedures.
- vii) Ensure that children are handed over safely at the beginning and end of day and at collection points
- ix) Be aware of and act on information about individual pupils or special circumstances e.g. Trust visits
- x) Keeping up to date next of kin and other contact details for use to maintain safety
- xi) Set a safe and positive example to others

6.0 PARTICULAR RESPONSIBILITIES OF CLASS TEACHERS

6.1 The safety of pupils in classrooms is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted, it must be discussed with the Headteacher before any activities take place.

A class teacher is expected to:

- know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied
- exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area
- give clear instructions and warnings as often as necessary (notices, posters and hand-outs are not enough)
- ensure that pupils' coats, bags, cases etc. are safely stowed away
- integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on safety
- follow safe working procedures personally
- call for protective clothing, guards, special working procedures etc. where necessary
- Be aware of and follow all H&S related policies which relate to activities they supervise or undertake whether on or off site or on Trust visits and in all whether conditions.
- Be aware of any specific issues of individual children e.g. Health care Plans, Allergies.

N.B. These rules apply to trainee teachers who must be made aware of their responsibilities by both the Initial Teacher Trainee Co-ordinator (or equivalent) and their mentor.

7.0 STAFF CONSULTATIVE ARRANGEMENTS

- 7.1 The Board of Trustees through the Headteachers, will plan for full and proper consultation with employees on health and safety matters. The nominated Safety Representatives will be offered a role in these consultations.

8.0 HIRERS, CONTRACTORS, AND ALL OTHER USERS OF THE PREMISES

Policies, procedures, and further information can be found in the Health and Safety Management File in Trust School offices. This will be brought to the attention of hirers, contractors, and others at each visit by the office staff

- 8.1 The Headteachers will put in place arrangements to ensure that hirers, contractors, and others who use the Trust premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 8.2 When the premises are used for purposes not under the direction of the Headteachers, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.0 of this document.
- 8.3 When the Trust premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

- 8.4 When the premises are hired to persons outside the employ of the Trust , it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the school and that they will not, without the prior consent of the Headteacher:
- i) introduce equipment for use on the school premises
 - ii) alter fixed installations
 - iii) remove fire and safety notices or equipment
 - iv) take any action that may create hazards for persons using the premises or the staff or pupils of the Trust.
- 8.5 All contractors who work on the Trust premises are required to ensure safe working practices by their own employees under the provision of the **Health and Safety at Work Act 1974** and must pay due regard to the safety of all persons using the premises.
- 8.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to act to make them safe, the Headteachers will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.
- 8.7 Each school will draw the attention of all users of the Trust premises (including hirers and contractors) to Section 8 of the **Health and Safety at Work Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety, or welfare.

9.0 EMERGENCIES

Policies, procedures, and further information can be found in the Health and Safety Management File in all Trust School Offices.

- 9.1 The Headteachers will ensure that emergency procedures are prepared to cover all foreseeable major incidents which could put the occupants or users of each school at risk. These procedures will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
- i) save life
 - ii) prevent injury
 - iii) minimise loss.
- 9.2 The procedures will be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the School's annual Health and Safety Audit the outcomes of which will be reported to the Board/Governing Body.

10.0 FIRST AID

Policies, procedures, and further information can be found in the First Aid File in both Trust School Offices.

- 10.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

- 10.2 Supplies of first aid materials will be held at various locations throughout the Trust. These locations will be determined by the Headteachers. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished if necessary.
- 10.3 All staff are encouraged to take part in first aid training courses. A list of staff with first aid qualifications is circulated annually.
- 10.4 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-Trust activities.
- 10.5 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the Trust premises or as part of a Trust-related activity.

11. SIGNIFICANT & CRITICAL INCIDENTS

Policies, procedures, and further information can be found in the Health and Safety Management File in all Trust School Offices.

- 11.1 Schools in Pickwick Academy Trust may need to respond to an incident in which life is threatened or lost. Though the exact response will vary according to circumstances a critical incident contingency plan exists to inform those involved in dealing with such an incident. It was written in consultation with Governors and support agencies.

The agreed Trust Disaster Recovery Plan is to be used when dealing with the following traumas:

- A pupil or member of staff lost or injured on a school visit
- The suicide of a pupil or member of staff
- A physical attack on a pupil or member of staff
- The terminal illness of a pupil or member of staff
- The sudden death of a pupil or member of staff

Every situation will vary according to the circumstance but the principals outlined within this plan should be used according to the trauma being handled.

12. INCIDENT & ADVERSE EVENT REPORTING

All adverse events, including near misses, must be reported (no matter how small) using the established incident reporting systems. It should be noted that a variety of systems already exist and these should be used where there is a specific requirement defined.

The recording and reporting of incidents are important because they can enable the Trust and employees:

- To meet their statutory duties in compliance with the Health & Safety at Work Act and Regulations, the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) and Social Security Regulations.
- To collect evidence this may later be necessary if proceedings are brought against the alleged assailant and to prepare reports for the Board and Governors.
- To assist the Trust's insurers should any claim for compensation be made.

To help in reviewing policies and informing future risk assessments

13. SPECIFIC ADVICE AND INFORMATION

13.1 The following documents, should be read in conjunction with this policy: -

- I. Stress Management and Avoidance
- II. Hot Weather
- III. Driving
- IV. Animal Welfare
- V. Dealing with Incidents of Abuse, Threats, Intimidating Behaviour or Violence Towards Staff
- VI. VDU
- VII. Intimate Care
- VIII. Administration of Medication
- IX. First Aid
- X. Use of Reasonable Force, Restraint, and Power to Search
- XI. Trust Visits
- XII. Site Safety & Security
- XIII. Lone Working
- XIV. Medicine Supporting Pupils with Medical Conditions

13.2 Advice, guidance and procedures that support the remainder of the Trust policy can be found in the Trusts Health and Safety Management File. Trust Schools will also have Health and Safety Management Files in their Offices.

13.3 A Risk Assessment File is kept in all Trust School offices. All risk assessments carried out are kept in this and reviewed annually or as required.

14. HEALTH AND SAFETY GOVERNOR

14.1 A Health and Safety Governor is nominated to carry out termly site checks and report back to the Headteacher and Leadership Team.

15. REVIEW

15.1 The Board will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

16. CONCLUDING STATEMENT

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteachers. The greatest hindrance to good practice is apathy; the best antidote is the right attitude of mind and the willingness of all involved to contribute

Annex A

The following files and their contents are kept in all Trust School Offices:

1. HEALTH AND SAFETY MANAGEMENT FILE

Emergency Conditions

- Emergency Conditions Information (WC Book)

Critical Incidents

- Critical Incidents Contingency Plan
- WC Critical Incidents

Site Security

- Emergency Procedures
- Site Safety and Security Policy
- Bomb Threat Procedure and Information
- Procedure for Visitors

Fire

- School Zone Map
- Fire Procedure including Dinner Time
- Fire Drills
- Fire Precautions Information
- Emergency Evacuation for Mobility Impaired Students
- Using Candles

Harmful Substances

- COSHH Information (Hazardous Substances)
- Asbestos Information
- Location of Hazardous Substances

School Premises

- Lettings Policy
- Play Equipment Procedure
- Outside Play Equipment Aftercare Manual
- Hazard Report Form
- Code of Conduct for Parking at schools
- Contracts and Contractors

Staff Health and Safety

- Safety when using Equipment in and Outside School Hours Procedure includes emergency arrangements for the loss of power, water heating etc – reference to Severe Conditions Procedure

- Dealing with Incidents of Abuse, Threats, or Intimidating Behaviour or Violence Towards Staff Policy
- Manual Handling Guidance Procedures
- Use of Reasonable Force, Restraint, and Power to Search Policy
- Reporting Incidents of Violence and Aggression Map
- WC Guidance on Use of Physical Intervention by Staff
- Stress Management and Avoidance Policy
- Working at Height Information
- Work Experience Procedures
- DFES Legal Toolkit for Schools
- Red Serious Incident Record Book
- Individual Reports
- Blank Incident/Behaviour Forms

Health and Safety Inspection Paperwork

School Visits

- School Visits/Off Site Activities Policy

PE

- PE Policy
- WC Safety in PE

2. FIRST AID FILE

First Aid Arrangements

- First Aid Policy
- List of Qualified First Aiders
- Procedure for dealing with sickness
- Procedure for dealing with accidents

Accident Reporting

- Accident Reporting Procedure
- First Aid Notification to Parents
- Accident Report and Investigation Forms

Medicines in Schools

- Administration of Medicines Policy
- Administration of Medicines Record
- Rectal Valium Information
- Ritalin Information
- Asthma Procedure
- EpiPen training records
- Administration of Buccal Midazolam

Diseases and Conditions

- Wiltshire Guidance – Control of Communicable Diseases in Schools

- AIDS Information
- Anaphylaxis Information
- Asthma Information
- Flu Pandemic Information

Headlice

- Headlice Information
- WC Headlice Strategy
- Watch Out Nits About poster

Children with Medical Needs

- Policy for Children with Medical Needs
- Guidance from WC
- Individual Care Plans (Administering Medicine)

Personal and Intimate Care

- Intimate Care Policy
- WC Toileting Guidelines and Procedures
- Toilet Management Plans
- Individual Care Plans (Personal Care)

First Aid Training Providers

- Wiltshire School Nurse
- IRTS

Date

Dear Colleague

Please find attached a copy of the Trust's updated Health and Safety Policy. Can I ask you to read this carefully and return the slip below. You will note that there is a supporting file: The Health and Safety Management File and The First Aid File Both files are kept in school offices and contain all relevant policies, procedures and information regarding Health and Safety at Pickwick Academy Trust. Please use them as a point of reference if you need to, or ask in the office any questions you may have.

Thank you for your co-operation in this matter.

Kind regards

Fiona
CEO, Pickwick Academy Trust

✂ _____

Name

I have received, read, and understand my copy of the Health and Safety Policy.

Signed Date