



Holyoakes Field First School

T3-06 Local (School Specific) Health & Safety Policy

Tier 3 – Model School Statutory Policy
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1. Bordesley Multi Academy Trust Mission Statement

We believe that success is achieved by working in partnership with parents, carers and the wider community. We are committed to working with our partners to ensure the very best outcomes for all our learners, from 3 to 19.

The significant guiding principles of the MAT are based around autonomy, trust, respect, equity and outstanding relationships. We believe that positive and constructive relationships are at the heart of every successful school. This allows the entire community to be valued and challenged to be their best, raising aspirations for all.

2. General Statement of Intent

The Local Governing Body of Holyoakes Field First School undertakes to meet fully its responsibilities under the Health and Safety at Work Act 1974 to provide a safe and healthy working environment for employees and others, such as pupils, visitors and contractors. Details of how this will be achieved are given in the **Arrangements** section of this policy.

Our policy is to try to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of everyone using the school premises. The procedures and arrangements set out in this document have been put in place to assist the school and those responsible to:

- a) Establish and maintain a safe and healthy environment throughout the school.
- b) Establish and maintain safe working procedures among staff and pupils.
- c) Arrange to ensure safety and absence of risks to health when using, handling, storing and transporting articles and substances, and electricity at work.
- d) Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards, to contribute positively to their own safety and health at work and to ensure that they have appropriate Health and Safety training.
- e) Maintain a safe and healthy place of work, with safe access to and from the site.
- f) Formulate procedures to be used if there is a fire or other emergencies and for evacuating the school.
- g) Lay down procedures to be used if there is an accident.
- h) Provide and maintain adequate welfare facilities.
- i) Provide a system so that dangerous occurrences, accidents, defects and potential hazards are reported and recorded.
- j) Teach safety where appropriate in the curriculum.
- k) Promote partnership and co-operation between management and trade unions in matters of Health and Safety.

The Local Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, the Local Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Local Governing Body will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all school activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk; it is aligned with the Trust's overarching Health and Safety Statement.

Details of how areas of risk will be managed are given in the **Arrangements** section.

3. ORGANISATION

3.1 Responsibilities of the Local Governing Body

The Local Governing Body will ensure that:

- a. The Headteacher produces a school Health and Safety policy for the school for approval and adoption by the local governing body.
- b. Suitable and sufficient risk assessments of work activities are undertaken, and a written record of the assessments is kept.
- c. Sufficient funding is allocated for health and safety e.g., in respect of training, personal protective equipment etc.
- d. Regular safety inspections are undertaken.
- e. Inspection reports, including those from trade union health and safety representatives, are considered and acted upon.
- f. Health and safety is a standing item on all agendas.
- g. An annual health and safety report provided to the Trust.
- h. A positive health and safety culture is established and maintained.

3.2 Responsibilities of the Headteacher

The Headteacher is responsible for day-to-day overall management of health and safety in the school.

The Headteacher will ensure that:

- a. A health and safety policy is produced for approval by the Local Governing Body and that the policy is regularly reviewed and revised as necessary, at least every two years.

- b. Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances.
- c. For high-risk activities, safe systems of work are identified via a suitable and sufficient risk assessment that is dated and signed.
- d. Information and advice on health and safety is acted upon and circulated to staff and governors.
- e. Regular inspections are carried with reports submitted to the Local Governing Body and Trust.
- f. An annual report is provided to the Local Governing Body.
- g. There is co-operation with the Trust in meeting its legal requirements in respect of the monitoring of health and safety practices and procedures.
- h. Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- i. Staff are provided with equipment or other resources to enable their work to be undertaken safely.
- j. Those who receive delegated responsibilities are competent; their responsibilities are clearly defined; they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.
- k. There is co-operation, with, and provision of necessary facilities for, trade union health and safety representatives.
- l. Appropriate tasks are delegated to the **School Operations Officer and other premises staff.**

3.3 Responsibilities of Senior Leaders

- a. Deputy and assistant Headteachers may be required to undertake any of the Headteacher's duties which have been reasonably delegated to them which may include responsibility for health and safety management.
- b. Deputy and assistant Headteachers may be expected to oversee health and safety matters relating to their curriculum areas.

3.4 Responsibilities of the Premises Manager¹

The Premises Manager will ensure that:

- a. Safe means of access and egress are maintained.
- b. The premises are kept clean and that adequate welfare facilities are provided.
- c. Safe working arrangements are in place when contractors are working on the premises.

¹ In some academies this position may be known as Facilities Manager or Caretaker
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- d. Adequate security arrangements are maintained.
- e. Adequate fire safety arrangements are implemented.
- f. Regular testing and recording of maintenance of electrical equipment, including portable equipment, takes place.
- g. Adequate systems are in place for the management of asbestos and control of legionella.
- h. All premises-related accidents/incidents are recorded and investigated.
- i. Regular recorded inspections of the premises take place, with union safety representatives invited to take part.
- j. A copy of the Health and Safety Law poster is displayed in an easily accessible location.

3.5 Responsibilities of all Employees

Implementation of the policy is a management responsibility, but the co-operation of all employees is essential.

All staff employed by the school will act responsibly to ensure that:

- a. They are familiar with, and comply with, the Health and Safety Policy.
- b. They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- c. They report immediately to the Headteacher or to their line manager any serious or immediate danger of which they become aware.
- d. They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Headteacher or to their line manager.
- e. There is no misuse of anything that has been provided for health and safety purposes.
- f. They use the correct equipment and tools for the job and any protective equipment that may be supplied.

3.6 Responsibilities of all Pupils

All pupils will be encouraged to follow safe working practices and observe safety rules.

All pupils will:

- a. Follow all instructions issued by any member of staff in case of emergency.
- b. Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.

- c. Inform a member of staff of any situation which may affect their safety or that of other pupils or staff.

3.7 Responsibilities of Visitors and Contractors

Regular visitors and other users of the premises will be required to observe the safety rules of the school. The Headteacher/Deputy Headteacher will ensure that visitors are informed of Health and Safety matters which may affect them during their visit.

Parents helping out in school will be made aware of the Health and Safety arrangements applicable to them by the teacher to whom they are assigned.

Groups of people who regularly hire the premises will be made aware of safety arrangements through the lettings and use of premises policy sent to all hirers.

3.8 Delegated Responsibilities

Whilst there are general guidelines that apply to most situations every school has its own particular hazards and problems as well as its own procedures for dealing with them.

Here is a brief summary of the procedures that Holyoakes Field First School uses in each area, as applied to our school. This includes the names of the people responsible in each area.

Access and Egress	Glenn Jones (Site Manager)	Ensures entrances are safe and accessible and free from stones, snow, etc and are gritted as necessary
Accident Reporting	Marie Tomkins/N Beech/ all First Aid Trained Staff	Reports all accidents and near misses in the First Aid book, kept in the office
Building repairs and Contractors	Glenn Jones (Site Manager)	All contractors report to office and sign the asbestos register and are escorted to the parts of the school as required
Cleaning	Glenn Jones (Site Manager)	All chemicals are stored and used appropriately and work checked
Communication and E-Safety	Tasnim Koser & K Lawrence (E-Safety Lead)	All school computers have an agreement attached re correct usage and any communication is checked with Policy Central system
Design and Technology and The Arts	Sarah Asplin (Subject Leader)	Risk assessments for all practical lessons and regular safety checks on equipment
Display Screen Equipment (VDUs)	Nicky Beech (Operations Manager)	Staff regularly reminded via notice board about eye checks available for free if using the VDUs for a long time
Educational Visits	Tasnim Koser (Headteacher & EVC)	All trips and visits are planned in advance with agreement of HT and Governors, risk assessments taken out and County informed
Fire Alarms, appliances and evacuation drills	Glenn Jones (Site Manager)	A weekly check of equipment is made by the Site Manager and regular termly fire

		drills take place and are recorded in the file
First Aid	Marie Tomkins (First Aid Lead) & Nicky Beech (Operations Manager)	Responsible for First Aid and recording of accidents, supported by other qualified staff, teachers and non-teachers
Flammable Substances and Hazardous Chemicals	Glenn Jones (Site Manager)	Cleaning substances and Science chemicals locked away in cupboards
Lettings	Nicky Beech (Operations Manager) Glenn Jones (Site Manager)	Bookings through Business Manager and lettings supervised by Site Manager
Medicines	Marie Tomkins & Nicky Beech (Admin)	Medicines signed in and handed over by parents and kept safe by Admin, and record of quantities maintained. Only to be administered by a First Aider.
Portable Electrical Appliance Testing	Glenn Jones (Site Manager)	Site Manager and Assistant qualified to perform PAT testing with school equipment
Physical Education	Olivia Sanders (Subject Leader) & Glenn Jones (Site Manager)	All lessons, fixtures and visits are risk assessed and recorded and equipment checked annually by Sports Fix
Playground Safety and Supervision	Tasnim Koser (Headteacher)	Responsible for ensuring breaks and lunch times are supervised by fully trained staff and areas such as playgrounds, activity trail and fields are safe
Public Performances	Tasnim Koser (Headteacher)	Shows and performances in school, car parking, refreshments, evacuation processes shared
Reporting	Tasnim Koser (Headteacher)	Annual reports to parents and reports to Governors and LA
Risk Assessment and Safety Inspections	Nicky Beech (Operations Manager) Glenn Jones (Site Manager)	Walk around twice per year to assess Health and Safety of buildings, furniture and equipment
Science	Sam Millward (Subject Leader)	Risk assessments for lessons, hazardous chemicals locked away and safety talks with pupils
Security	Glenn Jones (Site Manager) Tasnim Koser (Headteacher)	Site Manager/Asst checks on security of site daily., Safeguarding Officer to check from Safeguarding viewpoint.
Staging and Lighting	Glenn Jones (Site Manager)	Site Manager supervises outside agency who test for Health and Safety
Training H&S Training	Tasnim Koser (Headteacher)	CPD throughout the school organised by Deputy Headteacher through SLT meetings
Violent Incident Reporting	Tasnim Koser (Headteacher)	Following Team Teach programme, all violent incidents to be recorded in report book in Deputy Headteacher's office
Work Experience	Rachel Cerrone (AHT) & Nicky Beech (Operations Manager)	DBS checks, timetabling and supervision of pupils

ARRANGEMENTS

4.1 Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the school will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. Holyoakes Field First School will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. Holyoakes Field First School will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

The members of staff who are health and safety representatives for the recognised trade unions are:

Trade Union	Name of health and safety representative

4.2 Health and Safety Committee

The school may establish a safety committee to enable management and trade union representatives to work together to ensure not only compliance with the law but also the development of a positive health and safety culture within the workplace.

Holyoakes Field First School recognises that when employees are actively engaged in health and safety, workplaces have lower accident rates.

4.3 Health and Safety defects reporting procedure

The local governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented.

The arrangements for reporting defects on a day-to-day basis are set out in this section.

- a) Any member of the school staff who discovers any defect shall complete a report on the Every Maintenance Management System.
- b) The Every Maintenance Management System shall be regularly checked by the School Operations Officer and Site Manager.
- c) The report shall then be acted on and signed off by the Site Manager, who is responsible for ensuring that the defect is rectified.
- d) The person responsible will take the necessary steps to:

- a. have the defect rectified, within a reasonable period of time, and record the details in the maintenance book;
 - b. remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action including if necessary informing staff and pupils of the hazard and / or taking the equipment / area concerned out of use.
- e) Any member of the school staff who discovers any defect shall complete a report on the Every Maintenance Management System.
- f) The Every Maintenance Management System shall be regularly checked by the Business Manager and Site Manager.
- g) The report shall then be acted on and signed off by the Site Manager, who is responsible for ensuring that the defect is rectified.
- h) The person responsible will take the necessary steps to:
- a. have the defect rectified, within a reasonable period of time, and record the details in the maintenance book;
 - b. remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action including if necessary informing staff and pupils of the hazard and / or taking the equipment / area concerned out of use.
- i) If the defect is likely to affect the 'normal' running of the school the Headteacher shall inform the Trust and local governing body.
- j) Once the defect has been repaired / item taken back into use, the date that this occurs shall be entered in the Every Maintenance Management System.
- k) In order to monitor the action that has been taken and / or any delays in work being carried out, the Every Maintenance Management System shall be checked by the School Operations Officer and a report produced at termly intervals at the local governors' meeting / management committee, at which recent defects should be identified and outstanding works discussed.

4.4 Monitoring Arrangements

- a) The governing body recognise the importance of monitoring Health and Safety matters. Monitoring will be carried out in a number of ways:
- I. The governors will call for annual reports on:
 - accidents/incidents;
 - results of internal or external Health and Safety inspections;
 - maintenance reports;
 - complaints, hazards and defects reports; and
 - reviews of any procedures carried out by the Headteacher / Deputy Headteacher / Site Manager / Business Manager.

- II. The MAT's Chief Operating Officer, or his / her representative, shall inspect the site on a regular basis and report back any issues.
- b) To help this process, the governors and Headteacher/Deputy Headteacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the MAT, inspectors of the Health and Safety Executive (HSE) and any other bona fide Health and Safety officials.

4.5 Health and Safety information dissemination procedure

Information and instructions on Health and Safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:

- a) Employees
 - Staff members have been informed about all of the existing information held on the site and records are kept indicating that they have received and read those documents which relate to themselves and their work.
 - All documentation referred to above are held on the schools local Intranet.
 - The only exception to this is where information is better kept at a site / subject area level. In this case staff involved shall be informed of its location and the information shall be kept on annex files. The master file will include a note on the content and location of annex files.
 - New documentation arriving will be copied. The original will be held on file and the copy circulated to appropriate staff. Staff will be required to sign a form to indicate that they have read the document concerned. After circulation the document will be put in the Health and Safety folders.
- b) Pupils
 - It will be the responsibility of teachers to ensure that pupils are made aware of existing and new Health and Safety information.
- c) Visitors / contractors
 - The Headteacher / Deputy Headteacher / Site Manager / Business Manager / other named person shall ensure that visitors and contractors are informed of any Health and Safety arrangements which may affect them during their visit (including any Asbestos on site).
- d) Governors
 - The Headteacher / Deputy Headteacher shall ensure that governors are informed of any existing and new Health and Safety information.

4.6 Other Specific Health and Safety Policies and Procedures

The school will adopt the Academy Trust's arrangements or, where necessary, establish its own arrangements, which may be set out in separate policies or a manual, for addressing the following areas.

Reporting of Incidents/Accidents/Abuse

Asbestos management (where applicable)
Contractors on site
Off-site activities
School security
Slips and trips
Vehicle movements
Fire safety
Electrical safety
Minibus safety (where applicable)
ICT use
First aid
Lifting/handling
Infectious diseases
Severe weather
Administration of medicines
Critical incidents
Lone working
Dignity at Work
Stress management
Water safety/legionella
Working at Height
Driving at work
Chemical Safety (COSHH)
Hygiene Standards
Commissioning and Monitoring of Contractors

Appendix A - ARRANGEMENTS IN PLACE SUPPORTING THE HEALTH, SAFETY & SECURITY POLICY

The following arrangements have either been established through risk assessment at Trust level, or are national standards. Each School/Faculty/Area will produce a risk assessment specific to their area.

ACCIDENT/INCIDENT RECORDING/REPORTING

Any accident or injury is to be reported in accordance with the school's accident reporting procedures.

All significant accidents or incidents that are considered to be dangerous and near miss situations are to be reported to the to the school's H&S lead and Chief Operating Officer by the person involved in the accident or by the direct line manager.. An immediate investigation into the incident must occur in order to identify the cause of the accident and the measures taken to prevent a reoccurrence.

ASBESTOS

The Asbestos Management Plan (AMP) is kept by the school and any major works planned and any work involving access to roof voids, demolition or drilling into the ceilings/floors/walls, must be approved in advance to ensure asbestos is not likely to be disturbed. All staff are advised that asbestos containing materials (ACMs) across the Trust premises are not always labelled and that they should not pin, drill or otherwise potentially damage walls, ceilings, floors, etc. Staff are advised to assume that asbestos is present if in any doubt.

CCTV

The cameras in use are static and the purposes for which the CCTV system is used are:

- a. Security
- b. Monitoring of Behaviour

The responsibility for overseeing the system and procedures is held by the Chief Operating Officer. Signs are displayed at all receptions notifying visitors of the presence of CCTV cameras. The images that are taken are held in a secure location and can only be accessed by authorised personnel. Unless required for evidential purposes, the retention period of any images recorded by our CCTV footage is 30 days. Any footage that is over this period is destroyed by over-writing. Images will not normally be released to third parties unless required by legislation or a request by police. Any images released under the auspices of a Subject Access request will first ensure that the identity of other parties other than the party making the request are anonymised. The Trust would normally charge for this service.

Where images are required by the policy the Trust will ensure the request is in writing.

COMPUTER WORKSTATION ASSESMENTS

The school will ensure that all other DSE Regulations are met. If staff have any questions on DSE, they should initially speak to their line manager, who will refer the matter to the Chief Operating Officer if unable to resolve it.

CONTRACTORS ON SITE

It is the responsibility of contractors to read and comply with the Trust's and local school's Health & Safety policies and procedures. Contractors working on site are required to comply with the working rules as issued by the Trust and school. Any breach of these rules is to be reported to the Chief Operating Officer.

All contractors and visitors must sign in at the school reception. They will be given a visitors badge, which must be worn at all times. Health and Safety information will be made available to them on arrival.

The Site Manager will inform the contractors of any other Health and Safety issues including the location of any asbestos.

Contractors must carry out the necessary risk assessments prior to the commencement of the job.

COSHH (Control of Substances Hazardous to Health)

The master COSHH file is kept in **the school office**. Subject areas that use COSHH substances maintain the file for their department. Any new COSHH information must be added to the master file.

The proper Personal Protective Equipment must be worn when using any of these substances.

All substances must be stored in accordance with the COSHH data. The disposal of such substances must follow the guidelines given on the data sheets.

FIRE

A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in the school, the measures to prevent fires starting, and the measures to ensure everyone can escape from the building in the event of a fire. Fire evacuation procedures have been circulated to all staff, are displayed in Main Reception for visitors to consult, and notices are displayed in all teaching rooms on what to do in the event of a fire. Fire drills take place each term, and firefighting equipment is regularly maintained.

An appointed contractor, organised by the Site Manager, will carry out test and servicing of fire extinguishers regularly. The Site Manager will also be responsible for checking the fire alarms weekly and the emergency lighting monthly. The Site Manager will record all checks in the Fire Precautions Manual. The fire alarm tests must be carried out from a different call point each time.

FIRST AID

The school will meet the basic recommendation for first aiders and will promote basic awareness of first aid to all staff. The school will hold a list of all qualified first aiders and monitor their training needs as and when required.

FIRST AID BOXES/MATERIALS

First aid boxes are kept on site and these only contain approved materials. The boxes are available for first aid use for staff/pupils/visitors on site.

GARDENING

Pupils must be under the supervision of an adult and follow instructions on the usage of tools and equipment and work within the fenced off area. Session plans and number of pupils should be known to staff. Greenhouse regularly checked for the condition of the glass and any damage to be replaced with Perspex or safety plastic.

See the Gardening Risk Assessment

GENERAL MAINTENANCE

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above, the following maintenance arrangements have been made.

ELECTRICAL INSTALLATION

The fixed electrical installation will be tested by electrical maintenance contractors as required by the Electricity at Work Legislation.

PORTABLE ELECTRICAL EQUIPMENT

Portable electrical equipment is to be visually checked by staff before use, and if any defects are noted the item is to be put out of use and reported immediately to the Resource Director. In addition, the portable electrical equipment is subject to an annual check in line with Legislation.

A trained member of the site staff will carry out PAT testing annually. Any equipment failing the PAT test must not be used until the fault has been rectified and the equipment has been retested.

FACULTY SPECIFIC EQUIPMENT

This will be checked as highlighted in the Faculty Risk Assessment.

DEFECTIVE EQUIPMENT AND TOOLS

All defects found in hand tools, power tools or any other equipment must be reported to the line manager who in turn will report to the Chief Operating Officer. The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until repair has been affected.

HAZARDOUS SUBSTANCES

Specific Faculty areas (e.g. Science and D&T) and cleaning and catering will keep records of risk assessments, COSHH assessments, CLEAPSS documentation, and copies will be held centrally by the School Operations Officer. If staff have any questions on hazardous substances these should be raised with line.

MANAGEMENT OF STRESS

Refer to local guidance for schools.

MANUAL HANDLING

Personnel or pupils are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

MEDICATION

Please refer to the First Aid and Management of Medication Policy

MINIBUSES

Please refer to the school's Minibus Guidelines.

NON-SMOKING & NON-VAPING

Smoking or Vaping is not permitted on any part of the Trust premises or grounds.

OUT OF SCHOOL VISITS

All personnel that arrange or actively participate in school visits or out of school activities must follow the Trust and/or school's procedures.

For all off-site activities the appropriate documentation must be completed before the event takes place. Any person deemed to be competent by the Headteacher/Deputy Headteacher will be able to lead the party.

Pre visits should be carried out where possible in order to determine any possible risks.

OUTDOOR PLAY EQUIPMENT

Outdoor play equipment should be visual inspected prior to its use any faults noted. Any element of the equipment that has a reported defect should not be used until any faults have been corrected.

A formal inspection must be carried out at the start of each term by the Site Manager; this inspection should be recorded.

PE EQUIPMENT

An appointed contractor regularly inspects PE equipment. Any recommendations made by the inspector will be acted upon. The PE staff, prior to its use, will carry out a visual inspection of equipment.

PETS IN SCHOOL

Animals must be supervised by the owner at all times and must be on a leash or in an appropriate crate/box.

Risk Assessments are completed when animals visit the school.

RISK ASSESSMENTS

Each department must have a risk assessment folder, copies of all risk assessments must be given to the school's Health and Safety lead.

Each department is responsible for carrying out the risk assessments and for keeping them up to date. All risk assessments should be reviewed annually.

Regular risk assessments need to be carried out on expectant mothers.

SECURITY

The school site is regularly reviewed in terms of security and the school endeavours to constantly monitor and review security measures in order to provide a safe and secure environment for pupils, staff, visitors and contractors on site. Staff are encouraged to report any issues or concerns to the Chief Operating Officer.

TRANSPORT

The Trust has adopted the following guidelines for the transport of pupils:

- a. Staffs that use their own cars to transport pupils/equipment during the working day must ensure that they are adequately insured e.g. business use.
- b. Only staff with an **approved certificate** are allowed to drive the minibus with pupils on board and must ensure they follow the relevant minibus procedures.

VISITORS

It is the duty of all personnel within the Trust to ensure the Health and Safety of all visitors. Visitors should not be allowed to enter work areas unaccompanied.

WATER ASSESSMENT AND CONTROL

Measures are in place for the regular monitoring and recording of hot and cold-water systems to manage the risk of legionnaires disease. A Water Hygiene Risk Assessment will be carried out every two years in accordance legislation. The control of legionella bacteria in water systems, approved code of Practice and guidance on regulation

WELFARE

All staff should be aware of the welfare of others.

Those experiencing problems should discuss these with their line manager or another senior member of staff. If they are not comfortable doing this then it should be with someone they trust and are comfortable with. This person could then support them in any further action.

The senior leadership team will take any appropriate action that will help to redress the situation.

Expectant mothers should inform the Headteacher as soon as possible so that the necessary risk assessment can be completed. The risk assessment will be reviewed constantly.

The staff room and a work area are available to all staff.

WORK AT HEIGHT

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury (e.g. putting up displays). Staff should not carry out

such activities unless training has been undertaken and an appropriate risk assessment carried out.

All access equipment is inspected regularly by an appropriate person appointed by the school.

When working at height the appropriate equipment should be used and a minimum of two people must be present. Only competent and properly trained persons will be allowed to use scaffolding towers.

A risk assessment must be carried out before the use of such equipment.

WORK EXPERIENCE PUPILS

The work experience pupil should undertake induction training before starting work.

Any pupils undergoing work experience at school will be monitored by the particular subject team leader. A risk assessment must be carried out for all activities the work experience pupil is asked to do.