


## Health and Safety Policy

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## Introduction

As the employer of staff, the board of Trustees of The Sigma Trust have the overall responsibility for the health, safety and welfare of all staff, pupils and visitors within our family of academies. The Trustees recognise that the key to successfully managing workplace health and safety is by taking into account the views and priorities of our staff, stakeholders and management.

The Trustees will support all its academies with the management of health, safety and welfare by providing clear policies that focus on key risks and checking control measures have been implemented. The Trustees will provide support to Local Governance Committees and their headteachers to ensure a safe place of work is provided to all school workplaces within the Trust, and providing external professional advice and support.

The Trustees are committed to:

- Compliance with all applicable legislative and regulatory requirements.
- Ensuring health and safety roles and responsibilities are understood and communicated to all stakeholders, and those with these responsibilities are suitably trained and supported.
- Ensuring the Trust has a suitably qualified 'Competent person' to meet the legal responsibility.
- Providing suitable forums for consultation with employees, trade unions, enforcing authorities and other stake holders on all health and safety issues.
- Supporting with the identification of health and safety risks and ensuring the provision of suitable and sufficient risk control measures.
- Providing a healthy and safe work environment.
- Ensuring appropriate emergency arrangements and support are established for all academies.
- Supporting with Trust wide processes and procedures for the safe management of asbestos, fire and property defects as far as is reasonably practical.
- Continual improvement in all areas of health and safety management.



## Statement of Intent

The Sigma Trust and its Board of Trustees are committed to complying with the Health and Safety at Work Act 1974 and all subsequent legislation. The Board of Trustees are supported with this essential remit by the delegation of day to day oversight for health, safety and wellbeing at each of the Trusts' institutions to the Local Governance Committees and headteachers\*

The Local Governance Committees (LGCs) are committed to taking effective action, so far as is reasonably practical, to ensure the health, safety and welfare of all our staff, pupils and visitors.

The Local Governance Committees 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.

Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Ensuring compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Signed on behalf of \_\_\_\_\_ School:

Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_

Chair of Governors: \_\_\_\_\_

Date: \_\_\_\_\_

\*The term 'Headteacher' is used to identify the most senior employee within each Sigma institution, who may be referred to locally as Executive Principal, Principal or Co-Headteacher

## 1 Legal framework

1.1. This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015

1.2. This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2014) 'Health and safety: advice on legal duties and powers'
- DfE (2015) 'Health and safety for school children'
- DfE (2016) 'Keeping children safe in education'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

1.3. This policy should be used in conjunction with the following associated supporting documents:

- COSHH Policy
- Asbestos Management Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Infection Control Policy
- Risk Assessment Policy
- Educational Trips and Visits Policy
- Manual Handling Policy
- Working at Heights Policy
- Lone Working Policy
- Adverse Weather Policy
- Invacuation, Lockdown and Evacuation Policy
- Fire Risk Assessment
- Personal Emergency Evacuation Plan
- Fire Evacuation Plan
- Accident Reporting Procedure Policy
- Visitor Policy
- Contractors Policy
- Minibus Policy

## 2. Responsibilities

### 2.1 Responsibilities of the Board of Trustees:

The Trustees will ensure that:

- Sufficient knowledge and resources are available to keep informed about the requirements of the appropriate legislation and codes of practice.
- Monitor the management structure implemented for health and safety across the Trust and provide management information within Audit and Risk reports and Estates reports
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- Ensure that health and safety is a standing item on any Joint Consultative Committee agendas, and that information received via the LGC health and safety committees are considered and monitored
- Ensure the CEO and appointed senior officers are empowered to implement and oversee the implementation of this policy and associated supporting Documents.

### 2.2 Responsibilities of the Local Governance Committees:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a local management structure responsible for health and safety in the academy.
- Ensure the Trust's Health and Safety Policy and associated supporting documents are accessible and implemented by all.
- Periodically assess the effectiveness of the policy including the associated supporting documents and ensure any necessary changes are brought to the attention of the Trustees.
- Provide for effective joint consultation on Health and safety matters with safety representatives.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

In achieving the above, the LGC endeavours to provide:

- A safe place for all users of the site including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice, Risk Assessments and guidance.

- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Detailed 'RAG' rated dashboard reports on a termly basis to review compliance across the estate.
- Provide an annual health and safety report to the Trustees.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.
- Ensuring a positive health and safety culture is established and maintained throughout the academy.

### 2.3 Responsibilities of the headteacher:

- The headteacher has the overall responsibility for the day-to-day management of safe working practices and conditions for all staff, pupils and visitors within their academy.
- Ensure all Trust and local health and safety policies and associated supporting documents are established and implemented within their academy.
- Support the Trustees and Local Governance Committee to achieve their responsibilities listed above by ensuring complete co-operation and transparency on all health and safety matters.
- Identify and delegate specific responsibilities for areas of health and safety to specialist staff with clearly defined remits, appropriate training and ensure these staff are provided with the necessary equipment and resources in order to fulfil such responsibilities.
- Designate a local Health and Safety Officer to be responsible for the day-to-day implementation of the Health and Safety Policy. This person will also be the designated contact with the Trust and the HSE where necessary.

### 2.4 Responsibilities of senior managers/department heads:

- Ensure senior managers are familiar with the requirements of health and safety legislation within their area of operation.
- In addition to general duties, senior managers will be responsible for the implementation and operation of the Trust's Health and Safety Policy and associated supporting documents in their department, and for areas of responsibility delegated by the headteacher.
- Supervisory staff are responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.



- Supervisory staff will take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

## 2.5 Responsibilities of all members of staff:

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their Line Managers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the Line Manager or headteacher of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the Local Governance Committee.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the Line Manager or designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the academy can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

## 3 Construction/maintenance of the premises

When undertaking construction or maintenance work, the Trust will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

Construction work means:

- The carrying out of any building, civil engineering or engineering construction work and includes:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal or mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Chief Operations & Finance Officer will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.

The Chief Operations & Finance Officer will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

The Chief Operations & Finance Officer will ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
  - What the academy wants built or maintained
  - The site and existing structures
  - Hazards such as asbestos
  - Timescales and budget for the build
  - How the academy expects the project to be managed
  - CDM appointments of principal contractor/principal designer
  - Welfare arrangements
  - Details of nearest A&E department

- The principal contractor draws up a [Construction Phase Plan](#) that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the Chief Operations & Finance Officer, kept up-to-date by the local health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The Chief Operations & Finance Officer will hold pre-arranged progress meetings with the project team to ensure that all members are carrying out their roles as required.

Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

## 4 Pupils

### 4.1 Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to the instruction of staff given in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

## 5 Training

- 5.1 The academy will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school. A Trust catalogue of training courses will be provided, of which all staff will complete 4 courses annually

(including GDPR, stress at work and fire awareness). Centrally the trust will also ensure all statutory training for the site lead is in place (H&S, asbestos management, legionella management, PASMA, etc.).

- 5.2 The headteacher will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.
- 5.3 The headteacher will ensure that there are an appropriate number of first-aid trained staff members working within in each academy.
- 5.4 Staff members will be provided with regular training opportunities and have access to support where needed.
- 5.5 Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the Trust and its academies.

## **6 First aid**

- 6.1 All Academies will act in accordance with the Trust First Aid Policy at all times.
- 6.2 The academy will ensure ample provision is made for both trained personnel and first-aid equipment on-site. The trained first-aiders are listed in Appendix A:
- 6.3 First-aid boxes are located as listed in Appendix A, and the named staff members are responsible for their secure storage and use:

## **7 Contacting the emergency services**

- 7.1 Following an accident/injury, the first-aider will contact the emergency services as necessary, or direct a staff member to do so while they tend to the victim.
- 7.2 If there is no first-aider immediately available, a common-sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.
- 7.3 In the event that the emergency services are contacted to attend the academy, the Headteacher or nominated deputy will be informed at the earliest opportunity.

## **8 Fire safety**

- 8.1 All staff members fully understand and effectively implement the Fire Evacuation Plan.
- 8.2 The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.

- 8.3 The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- 8.4 The school will test evacuation procedures on a termly basis.
- 8.5 The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 8.6 Firefighting equipment will be externally checked on an annual basis by an approved contractor.
- 8.7 Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the designated area.
- 8.8 Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the designated area.
- 8.9 Fire awareness training will be completed annually by all staff.

## 9 Accident reporting

- 9.1 All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated local health and safety officer using the standard Accident Report Form Appendix B. Where appropriate (or significant) these incidents will be reported on the Trust's accident reporting module platform by the designated administrative staff at each estate. This supports record keeping, instructive support in reporting requirements and triggers any necessary investigation (supported centrally by the Trust).
- 9.2 The local health and safety officer will be responsible for informing the headteacher if the accident is fatal or a "major injury", as outlined by the HSE.
- 9.3 The headteacher will report all significant accidents or near misses to the Chief Operations & Finance Officer as soon as practically possible.
- 9.4 More in-depth information concerning reporting accidents and near-misses can be found in the Accident Reporting Procedure Policy.

## 10 Significant accidents

- 10.1 Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.
- 10.2 The 'specified injuries' which must be reported include the following:
  - Accidents to employees causing either death or major injury

- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

#### 10.3 Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents

- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

## 11 Reporting procedure

- 11.1 Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the local health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible.
- 11.2 The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.
- 11.3 The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).
- 11.4 A copy of the RIDDOR report should be emailed to the Chief Operations & Finance Officer as soon as reasonably practical.

## 12 Reporting hazards

- 12.1 Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.
- 12.2 In the main, reporting should be conducted verbally to the site manager or local health and safety officer as soon as possible, who will then inform the headteacher as appropriate.
- 12.3 Serious hazards will be reported using the appropriate form available in the school office and staff room.

## 13 Accident investigation

- 13.1 All accidents, however small, will be investigated by an appointed party and the outcomes recorded.
- 13.2 The length of time dedicated to each investigation will vary on the seriousness of the accident.

13.3 After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

13.4 The local health and safety officer will undertake half-termly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

## **14 Our active monitoring system**

14.1 It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.
- Scheduled examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Half-termly reports and updates to the headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.
- The continual monitoring of the Trusts H&S platform both centrally and locally via the administration users.

## **15 Bomb threat procedure**

15.1 All staff members fully understand and effectively implement the school's Bomb Threat Policy.

15.2 In the event of an emergency, the procedures outlined in the Bomb Threat Policy, Invacuation, Lockdown and Evacuation Policy will be followed.

15.3 All staff members are trained in handling bomb threats and have easy access to instructions of the procedure.

15.4 Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):

- Where is it?
- In which building is it and on what floor?
- What time will the bomb go off?
- What does the bomb look like and what colour is it?
- What type of bomb is it and what type of explosive?
- Who are you?
- Why are you doing this?
- Do you have a code word?



- 15.5 The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.
- 15.6 Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.
- 15.7 Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police.
- 15.8 Where possible, recording devices will be used whilst receiving a bomb threat.
- 15.9 The staff member receiving the call will contact the headteacher immediately, who will then alert the police and the Trust.
- 15.10 The headteacher will decide whether or not to evacuate the building.

## 16 Evacuation

- 16.1 The academies will follow the procedure outlined in their Personal Emergency Evacuation Plan in the event of a crisis.
- 16.2 In the event of a fire, the Fire Evacuation Plan will be implemented.
- 16.3 If an evacuation is deemed necessary, the following procedure will take place:
- All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
    - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
    - Take all personal items with them, to avoid unnecessary searching.
  - Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
  - Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
  - Once the police have arrived, staff will await further instruction from the emergency services.

## **17 Visitors to the school**

- 17.1 The procedures outlined in the Visitor Policy and the Contractors Policy will be implemented by relevant staff when receiving visitors to the school.
- 17.2 All visitors will sign in to reception.
- 17.3 Once signed in, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the academy concerned.
- 17.4 No contractor will carry out work on the site without the express permission of the headteacher, other than in an emergency or to make the site safe following theft or vandalism.
- 17.5 Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.
- 17.6 Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- 17.7 Visitors and contractors will wear a visitor's badge at all times while on academy grounds.
- 17.8 Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- 17.9 Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.
- 17.10 Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 17.11 Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

## **18 Personal protective equipment (PPE)**

- 18.1 The academy provides employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.
- 18.2 PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards.
- 18.3 All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

- 18.4 Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. They will also report any loss or defects to their line manager or class teacher.
- 18.5 The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.
- 18.6 PPE will not be worn if the hazard that is caused by wearing it is greater than the hazard it is intended to protect the wearer from.
- 18.7 PPE includes laboratory and workshop equipment such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment.
- 18.8 Clothing which is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.
- 18.9 Thorough risk assessments are carried out by the activity leader to determine the suitable PPE to be used for each hazard and these are reviewed on an as required basis.
- 18.10 Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.
- 18.11 Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.
- 18.12 Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

## 19 Maintaining equipment

- 19.1 When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or trained technicians, will inspect the following equipment for health and safety issues at least annually:
- All electrical appliances
  - All fixed gymnasium equipment
  - Any workshop equipment, e.g. lathes and kilns
  - All fume cupboards
- 19.2 It is the responsibility of the department manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

## 20 Hazardous materials

- 20.1 All academies will act in accordance with the academies' COSHH Policy at all times.
- 20.2 No chemicals or other hazardous materials will be used without the permission of the headteacher or designated person.
- 20.3 The academy will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.
- 20.4 The academy will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.
- 20.5 The site manager is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.
- 20.6 The site manager will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.
- 20.7 Control measures will be checked and reviewed by the site manager on an at least annual basis to ensure continued effectiveness, even when they are known to be reliable.
- 20.8 All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.
- 20.9 Hazardous substances will be labelled with the correct hazard sign and contents label.
- 20.10 Storage life will be considered by department managers. All COSHH and ionising radiations regulations will be adhered to.
- 20.11 Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- 20.12 Dust and fumes will be safely controlled by local exhaust ventilation regulations.
- 20.13 No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

- 20.14 Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- 20.15 The site manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the academy.
- 20.16 A termly audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with academy procedures.

## **21 Asbestos management**

- 21.1 In accordance with HSE guidance, an asbestos management survey was undertaken as identified on Appendix A.
- 21.2 As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.
- 21.3 Further details concerning the management of asbestos can be found in the specific academy's Asbestos Management Plan, as provided centrally by the Trust and amended to be site specific by the site manager.

## **22 Medicine and drugs**

- 22.1 The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to by all staff.

## **23 Smoking**

- 23.1 The school is a non-smoking premises and no smoking will be permitted on the grounds.
- 23.2 The school's Smoke Free Policy will be read, understood and adhered to by all staff.

## **24 Housekeeping and cleanliness**

- 24.1 Cleaning services will be monitored by the site manager. The standard required will be clear in the service level agreement held with the contracted cleaners or job descriptions for in-house operations.
- 24.2 Special consideration will be given to hygiene areas.
- 24.3 Waste collection services will be monitored by the site manager.

24.4 Special consideration will be given to the disposal of laboratory materials and clinical waste.

24.5 The headteacher is responsible for ensuring that the academy is at a safe temperature for staff and pupils to work in.

## 25 Infection control

25.1 The academies actively prevent the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

25.2 All academies employ good hygiene practice in the following ways:

- Displaying posters throughout the academy, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the sites
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

25.3 Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.

25.4 Keeping up-to-date with national and local immunisation scheduling and advice.

- 25.5 Promotes NHS immunisation programmes.
- 25.6 All cuts and abrasions should be covered with waterproof dressings.
- 25.7 Wall-mounted hand sanitiser is available in toilets and the medical room.
- 25.8 Further information concerning our policies and procedures addressing infection control can be found in our Infection Control Policy.

## **26 Risk assessment**

- 26.1 The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in their academy.
- 26.2 Termly assessments of high risks areas, such as laboratories, will be undertaken.
- 26.3 Annual risk assessments will be conducted for all other areas of the school.
- 26.4 Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- 26.5 The Local Governance Committee will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- 26.6 The headteacher will ensure an Educational Visits Co-ordinator is appointed in their academy and will ensure risk assessments are completed by staff leading day trips or residential stays.

## **27 Slips and trips**

- 27.1 In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The academy utilises the following procedure:
  - Identify the hazards – risk factors considered include:
    - Environmental (floor, steps, slopes, etc.)
    - Contamination (water, food, litter, etc.)
    - Organisational (task, safety, culture, etc.)
    - Footwear (footwear worn for evening events may not be in line with the school's Uniform Policy)
    - Individual factors (rain, supervision, pedestrian behaviour, etc.)
  - Decide who might be harmed and how

- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

## **28 Security and theft**

- 28.1 Policy and procedures to reduce security risks are addressed in the Security Plan.
- 28.2 Where appropriate, CCTV systems will be used to monitor events and identify incidents taking place.
- 28.3 CCTV systems may be used as evidence when investigating reports of incidents.
- 28.4 Money will be held in a safe and banked in line with the Trust's Finance Regulations to ensure large amounts are not held on-site.
- 28.5 Money will be counted in an appropriate location, to ensure staff are not placed at risk of robbery.
- 28.6 Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- 28.7 Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- 28.8 All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.
- 28.9 Missing or believed stolen equipment will be reported immediately to a senior staff member and reported to the Chief Operations & Finance officer.

## **29 Severe weather**

- 29.1 The headteacher, in liaison with the Chief Executive Officer, makes a decision on academy closure on the grounds of health and safety.
- 29.2 If a closure takes place, the Local Governance Committee will be promptly informed.
- 29.3 All academies will act in accordance with the Adverse Weather Policy at all times.



### **30 Safe use of minibuses**

- 30.1 Health and safety policy and procedures concerning school minibuses, are contained in the Trust's Minibus Policy.
- 30.2 The local health and safety officer is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.

### **31 School trips and visits**

- 31.1 Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the academy's Educational Trips and Visits Policy.
- 31.2 The headteacher will ensure the academy Educational Visits Co-ordinator (EVC) is suitably qualified and refresher training is undertaken in line with Essex County Councils specified guidelines.

### **32 Manual handling**

- 32.1 Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.
- 32.2 In order to manage these risks, we have adopted policies and procedures. Further information concerning the safe management of manual handling can be found in the Manual Handling Policy.

### **33 Working at heights**

- 33.1 Policy and procedures concerning employees working at heights are addressed in the Working at Heights Policy.
- 33.2 Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

### **34 Lone working**

- 34.1 Policy and procedures concerning employees' lone working are addressed in the Lone Working Policy.
- 34.2 Staff members are required to sign statements confirming that they have received, read and understood the relevant policy, prior to being allowed to undertake lone working.

**35 Workplace health and safety: stress management**

35.1 Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

**36 Workplace health and safety: display equipment**

36.1 Display screen assessments will be carried out by the designated staff as listed in Appendix A for staff who regularly use laptops or desktops computers.

**37 Monitoring and review**

37.1 The effectiveness of this policy will be monitored continually by the Trustees, Trust Executive Group and Local Governance Committees.

37.2 The next scheduled review date for this policy is summer term 2020.

**Appendix A - Responsible Person List 2019 (Sigma Trust)**

Name of establishment:	
Head Teacher:	
Assigned Competent Person:	HANDSAM (External)
Schools' Health & Safety Coordinator:	
Radiation Protection Officer:	
ICO School Lead:	
ICO CCTV Operator:	
Safe Asbestos Manager (if applicable):	
Safe Water Manager:	
Safeguarding Lead:	
SenCo:	
Head of Tech:	
Head of Science:	
Head of PE:	
Site/Operations' Manager:	
First Aiders:	
First Aid Box Locations:	

**Appendix B - Responsible Person List 2019 (School Site – *INSERT Name of school*)**

Name of establishment:	
Head Teacher:	
Assigned Competent Person:	HANDSAM (External)
Schools' Health & Safety Coordinator:	
Insurance Provider:	
Accident Investigators:	
First Aider/Appointed Person(s):	
Name(s) of establishments Trade Union safety representatives:	
Evacuation Officer:	
Radiation Protection Officer:	
ICO School Lead:	
ICO CCTV Operator:	
Safe Asbestos Manager (if applicable):	
Safe Water Manager:	
Workstation Assessor:	
H&S Training Administrator:	
Safeguarding Lead:	
SenCo:	
Head of Tech:	
Head of Science:	
Head of PE:	
Site/Operations' Manager:	

## Appendix C to H&S Policy

### **The Sigma Trust Health & Safety Working Party Constitution and Terms of Reference**

#### **1) Introduction**

This working party shall report to the Local Governance Committee of the XXXXXXXX School.

#### **2) Terms of Reference**

The aim of the committee shall be to actively promote cooperation between the local governance committee and the employees of the Trust in instigating, developing, monitoring and carrying out measures to ensure the health, safety and welfare at work of employees and the health and safety of other users of the site. Its main function will be:

- a) The Headteacher and the Site Manager are responsible for the day-to-day management of the school's Health & Safety matters.
- b) To receive reports and factual information provided by Inspectors of the enforcing authorities appointed under the Health & Safety at Work Act;
- c) To consider matters raised by the Site team and staff representative(s);
- d) To determine arrangements for safety inspections and to consider reports;
- e) Assisting in the development of safe working practices and Codes of Practice;
- f) To receive reports on accidents and consider the need for appropriate action;
- g) To monitor the implementation of the Health & Safety policy;
- h) To review the effectiveness of health and safety communication, publicity and training within the school;
- i) Site Manager and a member of the SLT will undertake a half termly inspection of the entire building and site following an agreed set of criteria to identify any issues and report these into the subsequent committee meeting. In practice this inspection should normally be undertaken approximately one week before the scheduled committee meeting. The Site Manager is responsible for organising the inspections.

### 3) **Membership**

The membership of the Working party will be as follows:

- a) Management
  - SLT Representative
  - Link Governor Representative
  - Site Manager
  - Assistant Site Manager (if applicable)
- b) Staff Representatives
  - Min. three support staff
  - Min. one technology representative
  - Min. one Science representative
  - Min. one PE representative
- c) Any Unions

### 4) **Chair**

The working party shall nominate the Chair of the working party.

### 5) **Decisions**

It is intended that decisions will be reached on the basis of consensus to reflect the shared commitment of management and staff to maintain high standards of health and safety. However, where this cannot be achieved the matter will be raised with the Headteacher for consideration by the Local Governance Committee. All reports will be circulated to the Local Governance Committee at every meeting and the item will remain as a standing agenda point on all meetings.

### 6) **Quorum**

The quorum for a meeting will be four staff side and two management side.

### 7) **Secretarial Arrangements**

The Chair will arrange for minutes to be taken at the meeting.

### 8) **Record of attendance**

Attendance at meetings will be recorded in the minutes.

### 9) **Attendance of Specialists/Advisors**

External specialists and other members of staff or management may be invited to attend meetings to advise on particular matters as and when considered necessary by the working group.

### 10) **Procedures**

- a) The committee will meet termly, at minimum. But other meetings will be arranged as necessary.

- b) Agenda items giving adequate written details must normally be submitted to the Chair at least one week prior to the next meeting. Matters brought to the attention of the working group by staff representatives shall have already been raised through established reporting procedures.
- c) Agenda and related papers will normally be sent to members at least one week before each meeting.
- d) Draft minutes of the proceedings of each meeting shall be circulated to all members of the working group as soon as possible after each meeting and posted on a shared drive.