



Transforming Lives
EDUCATIONAL TRUST

Health and Safety Policy

Category:	Health and Safety	
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Version	V.1	
Status:	Under Review:	
	Approved:	✓
	Adopted:	✓
Issue Date:	September 2021	
Next Review Date:	September 2022	
Statutory Policy:	Yes	✓
	No	

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1 – Scope

1.1 This policy applies to all employees across the Transforming Lives Educational Trust. This procedure is aimed to:

- Provide and maintain a safe and healthy environment in all of its sites
- Establish and maintain safe working procedures amongst staff, pupils and visitors to any of our sites
- Have robust procedures in place in case of emergencies
- Ensure that equipment and premises are maintained safely and are regularly inspected

2 – Policy Statement

2.1 This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

Transforming Lives Educational Trust follow national guidance published by Public Health England when responding to infection control issues.

Sections of this policy, where relevant, are also based on the statutory framework for the Early Years Foundation Stage.

This policy complies with our funding agreement and articles of association.

3 – Roles and Responsibilities

3.1 The Board of Trustees and Academy Improvement Management (AIM) Boards

The Board of Trustees has ultimate responsibility for health and safety matters in school but will delegate day-to-day responsibility to the Principals via the AIM Boards.

The AIM Boards have a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to risks on or off the school premises.

The AIM Boards, and TLET as the employer, have a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

Individual schools within TLET will have an appointed health and safety AIM Board Partner.

3.2 The Principals

The Principals are responsible for the health and safety day to day in the Trust's academies. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to supervise pupils
- Ensuring the school building and premises are safe and regularly inspected
- Providing adequate training for all staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate fire evacuation procedures are in place and fire drills are held termly
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed, including those for pupils with physical or behavioural special needs
- Monitoring cleaning contracts

3.3 Staff

TLET staff have a duty of care to all pupils on TLET sites. All 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
- Co-operate with the TLET and individual sites on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3.4 Pupils and Parents

Pupils and parents are responsible for following TLET sites individual health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

4 – Procedures

4.1 Site Security

The Site Services team are responsible for the security of Ashlawn School in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Site Services team are key holders at Ashlawn School and will respond to an emergency. Out of hours Stonewall Security carry out security patrols and will also respond in an emergency.

4.2 Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices at all TLET sites. Fire risk assessments at all TLET sites will be reviewed at least annually.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous bell. Fire alarm testing will take place once a week.

Ashlawn School fire evacuation procedures:

On discovering a fire

- On discovering a fire, break the glass on the nearest call-point;
- Evacuate the students in the affected area by the **nearest** exit;
- If the fire alarm sounds, the Senior Site Service Officer will identify the area and verify the nature of the emergency and if the emergency services are required they will call them;
- Please note that all staff have a responsibility to the students in their care and other visitors/contractors.

On hearing an alarm

- The alarm will be a continuous ringing of the school bells;
- Leave all bags and belongings in the room;
- Gas and Electricity **must** be switched off in labs, kitchens and DT rooms;
- Close all windows and doors as you leave. **Do not lock doors;**
- Everyone **must** leave the building immediately by the **nearest** exit. This exit may require the breaking of a 'fire bolt' on the door;
- **Do not re-enter another part of the building in order to reach the playground;**
- Proceed to the **nearest** exit and line up in TUTOR GROUPS as marked on the playground;
- **Under NO CIRCUMSTANCES should you re-enter the building** until told to do so by the Principal or representative.

East Site

All classes which register on the East Site to assemble on the tarmaced areas opposite the East Yard (Years 10, 11, 12/13).

The area is clearly marked with the year number.

West Site

All classes which register on the West Site to assemble on the tarmaced area opposite the South Block (Years 7, 8 and 9)

Be prepared to move further on to the field if there is evidence of the fire being in close proximity to the area.

Support staff to assemble at the rear end of the dining hall extension.

Each TLET site will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. All Trust schools will write Personal Evacuation Emergency Plans (PEEPs) for those that need them.

4.3 COSHH

All Trust schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease. Staff will also

be provided with protective equipment, where necessary.

TLET School staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

4.4 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas equipment is regularly maintained

4.5 Legionella

- A water risk assessment will be carried out at each TLET site no longer than a two-year period and any remedial recommendations will be actioned where appropriate
- The risks from legionella are mitigated by ensuring a weekly flushing regime is carried out by site service staff

4.6 School minibuses

All staff who will drive the school minibuses will have to pass the defensive driving course and have their licence checked in line with the school minibus policy.

The Trusts minibus policy states that staff will need to inform line managers of any changes to their licences and this must be adhered to.

4.7 First aid

First aid will be carried out in line with the Trusts first aid policy.

4.8 Asbestos

- Staff are aware if there is asbestos on individual sites and have access to the Local Asbestos Management Plan (LAMP) for that site
- Arrangements are in place to ensure that contractors are made aware of any asbestos on TLET sites and that it is not disturbed by their work
- Contractors are advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept on site with the location of asbestos

4.9 Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions.

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to a member of the site team immediately
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person

4.10 Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

4.11 Working at height

Work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Pupils are forbidden to use ladders
- Staff will wear appropriate footwear when using ladders and steps
- Before using ladders, staff are expected to carry out a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

4.12 Manual handling

If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance or not carry out the task.

The TLET site will ensure that proper mechanical aids and lifting equipment are available, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

5 - Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits

6- Lettings

TLET has its own lettings policy which is applicable to all schools. All lettings will be asked to read and sign a copy of the TLET lettings policy and adhere to its contents.

7 - Violence at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Principal immediately. This applies to violence from pupils, visitors or other staff.

8 - Smoking

Smoking is not permitted on any TLET site.

9 – New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies their line manager that they are pregnant. Line managers have a duty of care to inform TLET HR.

Appropriate measures will be put in place to control risks identified.

10 – Accident reporting

10.1 Accident Record Book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

10.2 Reporting to the Health and Safety Executive (HSE)

The Principal/CEO will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Principal will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any 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 requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness

- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

11 – Training

All TLET staff are provided with health and safety training as part of their induction process at any TLET site.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

12 - Links with other policies

This health and safety policy links to the following policies

- First Aid
- Lettings
- Minibus (where applicable)
- Local Asbestos Management Plan (LAMP)
- Building Emergency Evacuation Plan (BEEP)

13 – Equality Statement

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any individual (with due regard to their protected characteristics), and it helps to promote equality across the Trust.

14 – Monitoring of Policy

It is the responsibility of the Board of Trustees, and those they delegate authority, to ensure that the principles and procedures of this policy are adhered to. The use of this policy will be subject to routine monitoring to ensure its fidelity in practice. The evidence gathered from monitoring at regular intervals shall inform any reviews and future revisions to the policy, and no later than that stated on Page 1 of this policy.