



Learning in
Harmony
Trust

Health & Safety Policy

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LEARNING IN HARMONY TRUST

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HEALTH AND SAFETY POLICY

REVIEW PROCEDURES

The Health and Safety Policy for the Learning in Harmony Trust will be reviewed annually and revised as necessary.

Any amendments required to be made to the policy as a result of a review will be presented to the Board of Directors for acceptance.

Health and Safety Policy Statement

I recognise that developing a high level of health and safety management has benefits for the protection of our staff, our property and our business performance. My responsibility is to ensure that all employees have a safe workplace and the duties they perform do not place them at undue risk. To become a High Performing Trust, I commit all Headteachers to agreeing and implementing the Trust safety management system within the services they manage, which identifies and minimises risk to staff and others to whom we have a duty of care.

The Trust will have lead responsibility on all matters concerning safety, developing strategies that reduce the risks to staff and others. The following principles will apply throughout the organisation:

1. **A positive safety culture**, which is actively and visibly supported by elected members of the Trust, senior management and safety reps and their committees, will be encouraged throughout the organisation.
2. **Health and safety management is an integral part of the managers' function and will be integrated into management duties and the decision-making processes.** Managers have specific duties and responsibilities to comply with this and all other Trust policies to ensure that systems of work and supervision are designed to take account of all health and safety risks.
3. **Equal importance will be given to achieving health and safety targets**, as with all other business targets and its performance will be monitored. Adequate resources will be provided and arrangements for ensuring the health and safety of visitors will be developed with external agencies being consulted where necessary.
4. **Where possible, we will adopt systems that exceed the requirements within statutes, regulations, codes of practice, guidance and best practice.** Ensuring the continual improvement to health and safety performance is a mandatory requirement for all staff.
5. **Systems will be developed and maintained for the effective communication of health and safety matters.** Employees will be positively engaged and consulted in the decision-making process, normally via their representatives.
6. **Appropriate information, instruction and training will be provided to employees**, including induction training for all staff and training or information for temporary staff and volunteers to ensure competency and safe performance of their duties.
7. **Incidents and 'near-misses' will be reported, analysed and investigated**, to provide information for future planning and ensure that current policies and procedures are being followed and remain adequate.
8. **Equipment and machinery will be safe for use and fit for purpose.** Managers are responsible for ensuring that adequate servicing arrangements are in place to maintain equipment and machinery, ensuring that it is fit for purpose at all times.
9. **Employees have specific responsibilities to support management in their activities.** Employees have a key role in supporting management by complying with policies and procedures and alerting management to any hazards, physical or procedural and must take care of themselves and anyone that could be affected by their activities.
10. **Arrangements for the effective planning, development and review of this policy statement** and other safety arrangements will be clearly stated in supporting documents.

Safety is the responsibility of everyone within the organisation.

Effective management of health and safety can only be achieved by a cooperative effort from all levels in the organisation. I am personally committed to making Learning in Harmony Trust one of the safest places to work and I expect total commitment from all employees in helping me achieve this.

Gary Wilkie,
Chief Executive Officer

1st September 2017

There is nothing we do that warrants someone's safety being placed at undue risk

ORGANISATION

1.0 INTRODUCTION

1.1 The Trust is a Multi-Academy Trust. The Trust as the employer has overall responsibility for the policies, procedures and the implementation in the trust;

1.2 The Trustees are responsible for the overall health and safety policy, it is a trust wide policy and applies to each member academy.

An organisational chart for H&S Management is attached at Appendix 1.¹

1.3 The Local Governing Bodies will consider and make recommendations on overall health and safety issues affecting each Academy and will report to the Head Teacher / Health & Safety nominated person / Principal and Chief Executive Officer through LGB minutes or through the Premises Advisory Group;

1.4 The Head Teacher / Health & Safety nominated person/ Principal has responsibility for the internal management of the Academy policies and procedures, and reporting to the Local Governing Body;

1.5 The Head of Governance, Risk and Compliance assumes responsibility for health & safety matters across the Trust and reports directly to the Chief Executive Officer and local Academy Head Teacher / Health & Safety nominated persons/ Principals on such matters;

1.6 Each Academy appoints an appropriate Health & Safety nominated person at each site and has the responsibility for the day-to-day management, coordination and implementation of the policy and for liaising with contractors, and reporting to the Principal;

1.7 Heads of Areas/Departments have responsibility for Health and Safety within their areas and for reporting to the HSM; Regular (at least termly) Department and Team meetings with reports going to the HSM;

1.8 Union Safety Representatives have the right to participate in the Academy Health and Safety Working Group, where in existence, and to discuss health and safety issues as necessary with the HSM and/or the Principal;

1.9 Staff who are not in a union have a right to elect a representative who will also participate in the Health and Safety Working Group and to discuss health and safety issues with the HSM and/or Principal;

¹ School to insert organisation chart

2.0 THE BOARD OF DIRECTORS

2.1 The Trustee Board is responsible for ensuring that:

- a) The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils.
- b) The Chief Executive Officer and Head Teacher / Health & Safety nominated persons / Principals are aware of their health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- c) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.
- e) Health and safety performance is monitored, failures in health & safety policy or implementation recognised, and policy and procedure revised as necessary.

3.0 THE CHIEF EXECUTIVE OFFICER

3.1 Reporting to the Board of Trustees, the Chief Executive Officer (CEO) has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.

- a) The CEO will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- b) The CEO provides the final authority on matters concerning health and safety at work.
- c) The CEO will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner.
- d) The CEO delegates specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Head of Governance, Risk and Compliance, the Business & Infrastructure Manager, and individual Head Teacher / Health & Safety nominated persons.

4.0 THE BUSINESS & INFRASTRUCTURE LEAD OFFICER

4.1 The Business & Infrastructure Lead Officer (BILO) working in conjunction with The Trust's Health & Safety Consultants, Judicium, will advise the CEO on health and safety policy. Acting for and on behalf of the CEO, the BILO has the responsibility for implementing and monitoring the policy, principally through the Head Teacher / Health & Safety nominated persons.

The BILO achieves this by ensuring that:

- a) This Policy is clearly communicated to all relevant persons.
- b) Arrangements are in place to inspect the premises and monitor performance.
- c) Accidents are investigated and any remedial actions required are taken or requested.

5.0 HEALTH & SAFETY NOMINATED PERSON

The Head Teacher can delegate day to day management of Health & Safety to a nominated person. The Head Teacher / H&S nominated person is responsible for:

- a) Appropriate information on significant risks is given to visitors and contractors
- b) Appropriate consultation arrangements are in place for staff and their safety representatives.
- c) All staff are provided with adequate information, instruction and training on health and safety issues.
- d) Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Emergency procedures are in place.
- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition, including maintenance undertaken by Bellrock.

- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- j) The activities of contractors and service providers are adequately monitored and controlled, including reviewing risk assessments, insurances and qualifications (if required).
- k) A report to the Board of Trustees on the health and safety performance of the trust is completed termly.

6.0 SITE MANAGER

The Site Manager is responsible for:

- a) The formal maintenance and regular testing of the fire alarm and emergency call points,, and emergency lighting and door entry systems
- b) The maintenance and inspection of the fire fighting equipment
- c) The maintenance of exit/escape routes and signage
- d) Supervision of contractors undertaking hot work
- e) Legionella related testing
- f) Outdoor play equipment inspection
- g) Ladder/other equipment safety checks
- h) Extractor fan cleaning
- i) visual checks on fire extinguishers
- j) Hazardous substance assessments and storage

7.0 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

7.1 This includes the Deputy Head Teacher / Health & Safety nominated person, Early Years Manager, Curriculum Coordinators, Clerical Managers/Supervisors, and Site Manager. They must:

- a) Apply the Trust's Health and Safety Policy to their own department or area of work and be directly responsible to the Head Teacher / Health & Safety nominated person for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Head Teacher / Health & Safety nominated person.

- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Head Teacher / Health & Safety nominated person any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately.
- h) Include health and safety in the annual report for the Head Teacher / Health & Safety nominated person.

8.0 SPECIAL OBLIGATIONS OF CLASS TEACHERS (INCLUDING NURSERY AND BEFORE/AFTER SCHOOL CLUB STAFF

Staff are are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Head Teacher / Health & Safety nominated person or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.

Regularly check their classrooms or work areas for potential hazards and report any observed to the Site Manager.

Report all accidents, defects and dangerous occurrences to the Head Teacher / Health & Safety nominated person or Site Manager.

9.0 OBLIGATIONS OF THE CATERING MANAGERS

The Kitchen Manager is responsible for the safe operation of the catering facilities and must:

- a) Be familiar with the school Health and Safety Policy.
- b) Prepare risk assessments and operate safe systems of work procedures for all catering activities.
- c) Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- d) Inform the Head Teacher / Health & Safety nominated person and Health & Safety nominated person of any potential hazards or defects.
- e) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.
- f) Ensure that all catering staff have received appropriate health and safety training for their role.

School staff must not use the catering facilities and equipment without the prior agreement of the Head Teacher / Health & Safety nominated person and Kitchen Manager.

10.0 OBLIGATIONS OF ALL EMPLOYEES

10.1 All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Board of Directors, Academy or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Cooperate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in the trust's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Cooperate with the any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.
- l) Wear personal protective equipment that is provided and to dress appropriately for the activities being undertaken.

11.0 OBLIGATIONS OF CONTRACTORS AND SERVICE PROVIDERS NOT DIRECTLY EMPLOYED BY THE SCHOOL

- 11.1 When the premises are used for purposes not under the direction of the Head Teacher / Health & Safety nominated person e.g. the provision of school meals and cleaning (in Newham schools), or external after school activities, then ***subject to the explicit agreement of the Board of trustees***, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 11.2 All service providers must be aware of the Trust's health and safety policy and are required to identify and control any risk arising from their activities and inform the Head Teacher / Health & Safety nominated person of any risks that may affect the school staff, pupils and visitors.
- 11.3 All building maintenance contractors must be aware of the Trust's health and safety policy, where applicable 'Permit to Work' policies, emergency procedures and have been fully inducted into the school and to comply with these at all times.
- 11.4 In instances where the contractor or service provider creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher / Health & Safety nominated person or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

12.0 PUPILS

- 12.1 Pupils, in accordance with their age and aptitude, are expected to:
- a) Exercise personal responsibility for the health and safety of themselves and others.
 - b) Observe standards of dress consistent with safety and/or hygiene relevant to the activity being undertaken.
 - c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
 - d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

PROCEDURES AND ARRANGEMENTS

Introduction

The following procedures and arrangements have been established within our Trust to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to the Appointed Person who will work in conjunction with the Business & Infrastructure Lead Officer to ensure that the accident is investigated and reported to the Local Governing Body, Board of Directors and the Health and Safety Executive as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious re-occurrence.

The LiHT First Aid and Intimate Care Policy and the LiHT Managing Incidents Policies set out the relevant procedures for reporting and investigating accidents, injuries and near misses.

Asbestos

The Site Manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Head Teacher / Health & Safety nominated person/Site Manager.

Staff must report any damage to asbestos materials immediately to the Head Teacher / Health & Safety nominated person.

Where damage to asbestos material has occurred the area must be evacuated and secured. The Head Teacher / Health & Safety nominated person will immediately notify the Business & Infrastructure Lead Officer.

Contractors

The Trust employ the services of a building consultancy company who are responsible for the selection and management of contractors. Where schools appoint their own contractors for minor works the appropriate Health and Safety compliance checks will be undertaken by

the Health & Safety nominated lead.

Curriculum Safety (*including out of school learning activities*)

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

Display Screen Equipment

The Head Teacher / Health & Safety nominated person is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. Assessments must be completed for new staff and for all staff annually.

Educational Visits and Journeys

The Head Teacher / Health & Safety nominated person and the Educational Visits Coordinator are responsible for ensuring that all school trips are managed in accordance with the LIHT Educational Visits policy for Educational trips which all teachers must be familiar with.

Electrical Safety

The Health & Safety nominated person/ Site Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay. School swimming pool hard wiring must be inspected annually.

The Health & Safety nominated person/Site Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to the Site Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the Head Teacher / Health & Safety nominated person.

Fire Precautions and Emergency Procedures

The Head Teacher / Health & Safety nominated person is responsible for ensuring:

- a) That a Fire Risk Assessment is completed and reviewed annually.

- b) That the school emergency plan and evacuation procedures are regularly reviewed.
- c) The provision of fire awareness training to all staff.
- d) That an emergency fire drill is undertaken every half term.
- e) The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

All staff must be familiar with the school emergency plan and evacuation procedures.

First Aid

The LiHT First Aid and Intimate Care Policy sets out the trust's requirements for minimum numbers of First Aid at Work qualified staff and staff with additional Paediatric First Aid certification; along with the requirements for recording First Aid and intimate care provision.

All staff must be familiar with the local school arrangements for First Aid as displayed prominently in key areas of each school building (refer to the LiHT First Aid and Intimate Care Policy).

Hazardous Substances

The Site Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Head Teacher / Health & Safety nominated person. A risk assessments should be completed and signed off by H&S nominated person. The Risk assessment should be shared with relevant staff using the products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area.

Inclusion

All teaching and support staff should be familiar with the individual school's policies on Inclusion.

The Head Teacher / Health & Safety nominated person is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEN.

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEN. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Head Teacher / Health & Safety nominated person.

Lettings/shared use of premises/use of Premises outside School Hours

The Head Teacher / Health & Safety nominated person is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the trust's health and safety policy and academies individual lettings policies.

Each school is responsible for identifying and managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times. A lone working risk assessment must be completed.

Any member of staff working after hours must notify the Head Teacher / Health & Safety nominated person and Site Manager of their location and intended time of departure. The

Site Manager should notify the Head Teacher or School Business Manager if they are lone working and a local procedure for confirming arrival and departure will be established. A lone working risk assessment should be completed when required.

Lone workers should not undertake any activities which present a significant risk of injury.

Managing Medicines

No pupil is allowed to take medication on to the school site without a letter of consent from his/her parent/carer.

Staff must notify the Head Teacher / Health & Safety nominated person if they believe a pupil to be carrying any unauthorised medicines/drugs.

The school policy for managing medicines provides detailed guidance and all staff should be familiar with this policy.

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the School Business Manager or Health and Safety nominated person.

All faulty equipment must be taken out of use and reported to the Site Manager. Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

The Head Teacher / Health & Safety nominated person will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment (e.g paper deliveries) themselves but must ask the Site Manager for advice and assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

Outdoor Play Equipment

The outdoor play equipment and safety surfacing complies with BS/EN standards and is formally inspected annually by a competent contractor.

The Site Manager undertakes weekly checks of the play equipment and play areas

Supervisory staff should make a visual check of all play equipment before it is used.

Risk assessments have been completed for each item of equipment and all staff supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment should not be used.

Pupils and pupils' siblings are not permitted to use the play equipment after school hours. Any member of staff who observes unauthorised use of the play equipment must report it to the Head Teacher / Health & Safety nominated person or Site Manager immediately.

PE Equipment

The nominated Health & Safety person / PE Coordinator is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments have been completed for all PE activities and all staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Head of Department or Health & Safety nominated person.

Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the Head Teacher / Health & Safety nominated person's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Head Teacher / Health & Safety nominated person.

Risk Assessments

It is the Head Teacher / Health & Safety nominated person's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Head Teacher / Health & Safety nominated person is responsible for undertaking general risk assessments with the exception of the areas listed below.

Curriculum Coordinators will undertake risk assessments for their specialist areas.

The Site Manager will undertake risk assessments for maintenance and cleaning.

The EVC will ensure that risk assessments are completed by all staff who organise and lead school visits.

Security/Violence

The Site Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Site Manager is also responsible for the security of the site during after school use and lettings.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the school where assistance is available. The Head Teacher / Health & Safety nominated person should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Head Teacher / Health & Safety nominated person.

Site Maintenance

The Site Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

They will undertake routine inspections of the site and report any hazards that cannot be

dealt with immediately to the Head Teacher / Health & Safety nominated person.

All staff are responsible for reporting any damage or unsafe condition to the Site Manager immediately. The Site Manager job log is kept centrally and office staff will contact them by mobile if the matter is urgent.

Site maintenance logs must be centrally stored at the school and available for inspection.

Smoking, Drugs and Alcohol

It is illegal to smoke (including e-cigarettes and vaping) anywhere on school premises at all times. Drinking alcohol and the taking of illegal substances is prohibited on school premises at all times (please refer to Code of Conduct).

Staff Training & Development

The Head Teacher / Health & Safety nominated person is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training, the LiHT First Aid and Intimate Care Policy requires that an annual assessment of First Aid trainers is undertaken.

All new staff will receive specific information and training as part of the school induction process.

All staff will receive fire awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

Stress

The board of directors and Head Teacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

Swimming

Some Trust schools operate their own swimming pool and swimming programme during the summer and autumn terms. The schools are responsible for ensuring the swimming pool operating procedures and risk assessments are compliant and reviewed on an annual basis.

Visitors

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

Working at Height

The Site Manager is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

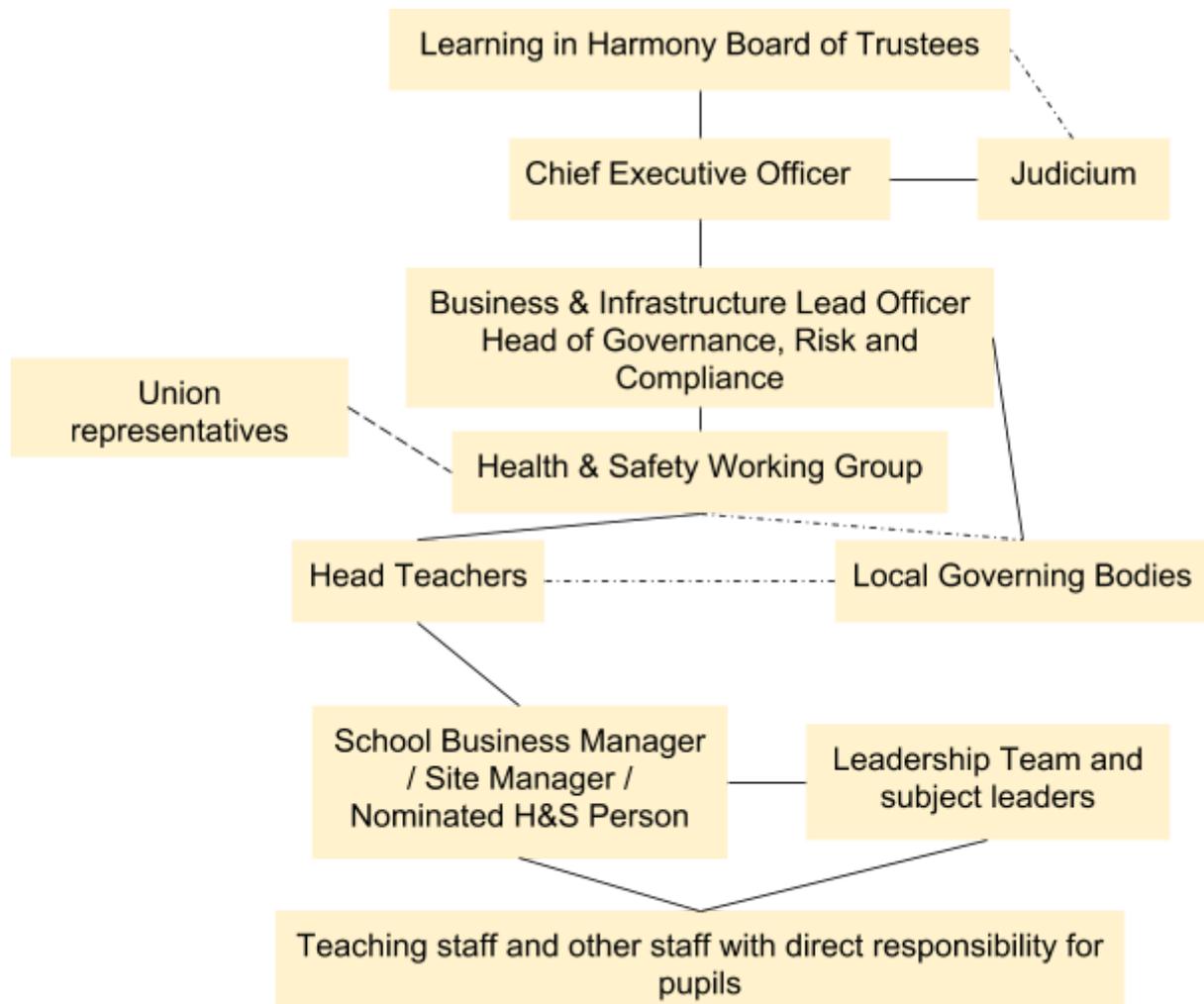
The Site Manager is also responsible for completing risk assessments for all working at height tasks in the school.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

When hanging decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Staff must not work at height when alone. If planning to use a step ladder staff must ask the Site Manager for help to erect it properly and have an assistant to hold the ladder steady and pass the materials needed.

Appendix 1 – Organisational Chart



Appendix 2 – Supporting Policies and Procedures

Supporting Policies and Procedures in Health and Safety Management Folder and on Intranet

1. LiHT Educational Visits and Journeys Policy
2. LiHT First Aid & Intimate Care Policy and Procedure
3. LiHT Managing Incidents Policy and Procedure
4. LiHT Managing Critical Incidents Policy (Business Continuity Planning)
5. **Managing Contractors (sarah to create a procedure based on blenheim)**
6. LiHT Safeguarding Policy
7. **Curriculum Specific Risk Assessments (school specific)**
8. Behaviour Policy (school specific)
9. LiHT Code of Conduct
10. Fire risk assessment and procedures (school specific)
11. LiHT Manual Handling (JFK policy to be circulated)
12. Managing medicines/supporting medical conditions in schools (school specific)
13. Lettings policies (school specific)
14. Lone working procedure (school specific)
15. LiHT Stress Management (to be drafted)
16. Inclusions policy (school specific)
17. Positive handling (school specific)