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THE LOXFORD SCHOOL TRUST

Health, Safety And Welfare Policy

Policy Authorisation:

On behalf of the Loxford School Trust, the **undersigned** being duly authorised thereto, hereby endorse the adoption of this Health, Safety and welfare Policy.

This document will be reviewed annually or when significant changes in legislation are notified.

Signed by:

Date:

Chair, Board of Directors

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Health, Safety and Welfare Policy

0.0 Introduction

This policy is written within the framework of the Health and Safety at Work etc. Act 1974, and its subsequent Regulations. It is to be used in conjunction with the HANDSAM system which is in place across the Trust.

In accordance with the above, Loxford School Trust (hereafter referred to as the 'LST') accepts its health and safety responsibilities to provide a safe place of work and safe environment for stakeholders. All stakeholders have a legal obligation to cooperate with their line manager and management of the Trust and to take reasonable care of themselves and those who may be affected by their acts and omissions.

This Policy sets out the organisation and the arrangements for health and safety that will be managed by the LST, its Board of Trustees, the Premises Committee, the Health and Safety Sub-Committee and its employees. The LST is committed to continuously improving the way health and safety is managed and to liaise with recognised trade union representation as necessary for the purpose of consultation.

The Health and Safety Sub-Committee will pro-actively monitor the requirements of this Policy to ensure full compliance in all aspects. In the unlikely event of any near miss incident, accidents and ill health so that corrective measures can be taken in order to prevent reoccurrence. Employees have been made aware that failure to comply with statutory requirements can lead to disciplinary actions by the line management and/or sanctions from the Enforcing Authority/The Health and Safety Executive (HSE). Sanctions may vary from an improvement/prohibition notice to unlimited fines/imprisonment and reputational damage to the organisation. It is therefore important that the responsibilities outlined in the Policy are reiterated to staff and stakeholders on a regular basis.

This policy will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the Service Area. Copies and subsequent amendments will be made available to all employees on the shared drive.

For the purpose of this policy, "stakeholders" are students, staff, contractors, visitors and the general public and the phrase 'employee' includes all paid staff whatever their function.

The success of this policy depends on the active support of all employees to achieve its objectives.

1.0 Policy Statement

In accordance with its duty under Section 2 (3) of the Health and Safety of Work Act (1974), and in fulfilling our obligations to stakeholders who may be affected by our undertakings, Loxford School Trust (hereafter referred to as 'The LST') has developed this Policy statement in respect of the health, safety and welfare provision within the Trust.

The aim of the Trustee's, Directors, Senior Management and staff alike (so far as reasonably practicable), is to provide a safe and healthy working and learning environment for staff, pupils and visitors, this will be achieved by implementing the health and safety objectives detailed in this policy.

This establishment attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors. This establishment aims to provide for its employees when working on the premises or elsewhere:

- Instruction, training and supervision to enable employees to work safely without risk to their health;
- Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health & safety;
- Where vehicles are used, to ensure that they are well maintained, safe and without risk to health;
- Safe systems and methods of work that are without risk to health & safety;

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- Machinery and equipment that is safe and without risk to health & safety;
- Articles and substances for use at work that are safe when properly used, stored, handled and transported;
- Suitable safety clothing and equipment when required by regulation, approved code of practice, departmental instruction or when considered necessary by the Key Manager or member of staff;
- Any other suitable protection, where appropriate, where staff might be at risk;
- For the safety of visiting contractors, members of the public and authorised visitors;
- Control of emissions into the atmosphere of toxic, noxious or offensive substances

The Chief Executive Officer has the responsibility for **directing** the implementation of this Health and Safety Policy arrangements and associated procedures on a day to day basis.

Stakeholders are reminded of the legal requirement to comply with the Trust's Policies, arrangements, associated procedures and to report any concerns.

In particular, they are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their acts or omissions as required by the Health and Safety at Work Act (1974)
- Co-operate with the employer to ensure that they comply with any duty or requirement for health and safety, imposed upon their employer by law, and contained in this statement
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare

1.1 Professional Advice

The Loxford School Trust employs a dedicated Health and Safety lead on each site. This role is merged into the role of either the Business Leader or the Site Manager on site. Health and Safety is overseen by the Directors of Finance and Operations of the Trust. In addition, The Trust has implemented the HANDSAM Health and Safety Management System across the Trust. The site leads and appropriate management have been trained in this system and the appropriate functions have been delegated.

In addition some elements of the health and safety works and monitoring schedule e.g. water testing, are outsourced by the Trust in order to mitigate risk and bring in the right professional skills. We regularly undertake statutory and non-statutory inspections in order to ensure we are compliant with Health and Safety Regulations.

1.2 Data and GDPR Compliance

Loxford School Trust adheres to Data Protection in Schools – Guidance for the Education Sector and complies with the Data Protection Act 1998 (c 29). This enacted the EU Data Protection Directive 1995's provisions on the protection, processing and movement of data with recent affiliation to the General Data Protection Regulation 2018 (GDPR) which came into force on May 25, 2018.

A recent ICO report found that over half of all data breaches were due to data being “disclosed in error”. **Human error plays a huge role in data breaches**, and that's why LST finds it so vitally important that everyone is trained not only to understand the GDPR but to understand its importance and the importance of basic cyber essentials.

The Data Protection Act 1998 was a United Kingdom Act of Parliament that is designed to protect the privacy of individuals in form of personal data stored on computers or in an organised paper filing system. It requires that any personal information about an individual is processed securely and confidentially. Everyone, adults and children alike, has the right to know how the information held about them is used.

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Loxford School Trust (LST) notifies the Information Commissioner's Office (ICO) of the purpose for which the school holds personal data, what data it holds, the source of said data and to whom they intend to disclose the data.

LST applies strict confidentiality to the handling personal health and safety records of both formal and informal discussions held electronically and/or on paper for staff and pupils.

LST methodology on how sensitive and private information is obtained, stored, shared and used is strictly confidential. The scope of responsibility in protecting health and safety records, assessments and compliance matters cover the following procedures:

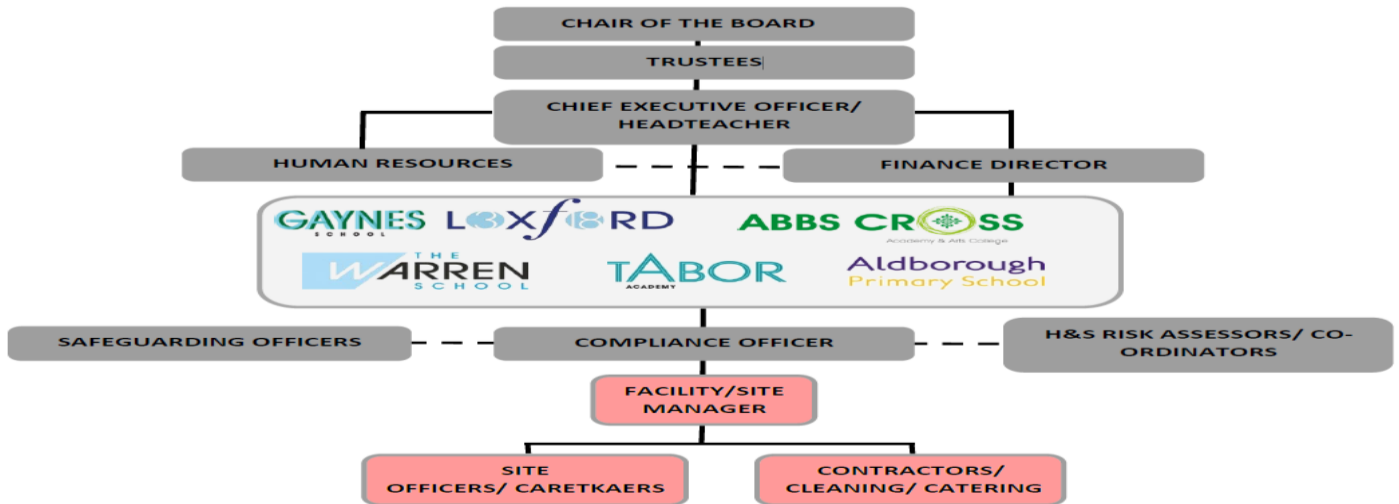
- Holding and using confidential Information as per how to manage and share sensitive information and how to store confidential personal information securely
- Managing personal data as per the retaining or destroying and passing on personal data to other
- Privacy and confidentiality management as per Exposure of confidential information and third-party access to personal data.

2.0 Organisation

Health and Safety within the school is the responsibility of all staff.

- Accidents are investigated and reported using the established procedures;
- Safety Representatives can carry out their functions including inspections and accident investigations and, where appropriate, that consultations take place with them. Where Safety Representatives are not appointed by the staff side association, adequate arrangements exist for consultation with all staff on health, safety and welfare issues;
- Safety Representatives inspection report forms are dealt with in an appropriate manner;
- Training needs are identified and met;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken;
- New employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, Health & Safety Manual, fire and other safety procedures;
- Fire precautions and procedures are implemented (including fire drills);
- Liaison is carried out with contractors;
- Appropriate arrangements are made with regard to lettings, where appropriate;
- Health and safety performance is monitored as specified in paragraph 3.24;
- Monthly health and safety inspections of the School are carried out.

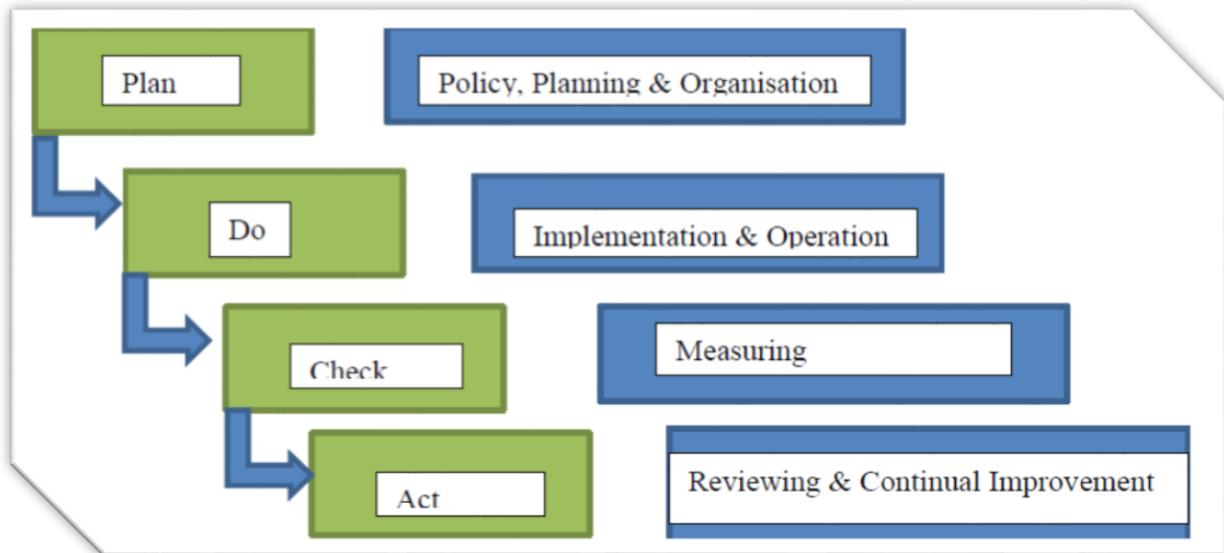
Health and Safety Responsibility Structure Chart for LOXFORD SCHOOL TRUST



2.1 Roles and Responsibilities

The Loxford School Trust (LST) will manage the health and safety within the Trust in accordance with Health and Safety Guidance 65 (HSG65).

Health and Safety Guidance 65 Flow Chart



PLAN: Determine the policy- What should be included, who is the best placed to write it, consulting on the policy with unions &/staff and planning for its implementation.

DO: Arrangement in place to deal with any hazard that may arise in the work or in connection with the work place e.g. risk assessment, competence and training; information dissemination and communication.

CHECK: Monitor policies/procedures, measure performance and investigating accidents.

ACT: Reviewing performance, identify key actions, learning lessons for future planning and reference

Specific Health and Safety Responsibilities are given below for the following:

2.1.1 Chair of the Board of Directors

The Chair of the Board of Directors has overall responsibility to ensure that the Trust complies with the health and safety legislation and its own health and safety management system.

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The Chair of the Board of Directors will ensure that significant risks are assessed and where possible eliminated or adequately controlled through the provision and/or maintenance of the following:

- A safe and healthy place to work including safe access and egress;
- Adequate welfare facilities ;
- Health and safety arrangements;
- Emergency arrangements;
- Plant, equipment and systems of work which are safe and without risks to health;
- Safe systems of work for the use, handling, storage and transport of articles and substances; and
- Sufficient information, training and supervision to enable all employees to avoid hazards and to contribute positively to their health and safety and to that of others whilst at work.

The Chair of the Board of Trustees will delegate/agree the operational delivery of these duties to the Chief Executive Officer, Heads of Department and Health and Safety staff.

2.1.2 Chief Executive Officer

The Chief Executive Officer delegates responsibility to the CFO for the **directing** the delivery of health and safety management system, which will be shared along with the Senior Leadership Team and Heads of Department and health and safety staff to ensure implementation of the above.

The Chief Executive Officer and the Leadership Groups will **ensure** that a robust organisational structure and arrangements for managing health and safety in respective of each school in the Trust are maintained and supported.

The Chief Executive Officer will direct the Leadership Groups to ensure compliance with the health and safety legislation and the Trust's health and safety management system.

The Chief Executive Officer will appoint a senior manager as Health and Safety Co-ordinator in each LST school to act as the focus for co-ordinating their health and safety arrangements.

The Chief Executive Officer will meet with the Health and Safety Co-ordinators at the beginning of each financial year to set health and safety priorities and targets for the Trust and to receive/analyse the Annual Health and Safety Reports submitted.

They may do this by means of:

1. A health and safety policy which sets out the management structure and arrangements;
2. A health and Safety Sub-Committee for Heads of Department, managers, staff and Trade Unions to raise health and safety concerns and monitor local health and safety performance; and by
3. Consideration of the health and safety implications in school development planning, in changes to processes or structures or wider organisational changes.

The Chief Executive Officer will ensure that contractors are adequately vetted, selected and monitored with regard to their health and safety performance.

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2.1.3 Health and Safety Governor

The Health and Safety Governor will be an ex officio member and will advise on health, safety and welfare arrangements for the Trust.

2.2 School Health and Safety Leads

The School Health and Safety Leads are responsible for:

- Establishing arrangements for dealing with health and safety matters such as:
- Dissemination of health and safety information to all staff;
- Involvement in accident reporting;
- Emergency evacuation procedures;
- Ensuring accidents are investigated;
- Ensuring health and safety matters raised by staff are dealt with;
- Maintaining a central file of health & safety information relevant to the establishment;
- Liaising with Safety Representatives or other means of consulting with employees;
- Ensuring the implementation of the Safety Policy is monitored;
- Co-ordinating all aspects of Health, Safety and Welfare Policy and practice;
- Ensuring 'reportable' accidents are reported to the Borough

2.3 Line Managers

Line Managers are responsible for implementing the Health, Safety and Welfare Policy within their area of control. In particular they will need to ensure that:

- Appropriate health & safety information is held within the Department/Section;
- The Health & Safety Manual is complied with and appropriate safety signs or notices are displayed;
- Assessments for all risks to health and safety are carried out, the significant findings recorded, and the control measures as detailed in the risk assessment are implemented;
- Relevant health and safety information is communicated to staff;
- All accidents occurring in the Department/Section are reported; the causes are investigated and an accident report form is completed;
- Reasonable arrangements for allowing Safety Representatives to carry out their functions are complied with;
- Health and safety training needs of staff within the Department/Section are identified and met, or reported to Head Teacher;
- Staff are aware of the fire procedures;
- New employees receive appropriate health and safety information, instruction and training, including Departmental safety procedures

2.4 Curriculum Team Leaders

Curriculum Team Leaders are responsible for implementing the Health, Safety and Welfare Policy within their Department.

In particular, Curriculum Team Leaders will need to ensure that:

- Equipment within the Department is maintained in a safe condition. To achieve this Curriculum Team Leaders will ensure that the equipment is subject to regular inspections by competent staff and an annual maintenance programme.
- Termly inspections are undertaken to identify hazards and unsafe acts and omissions within the Department, and that an action plan is produced to ensure that any issues identified are resolved;
- New employees receive appropriate health and safety information, instruction and training,
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- including Departmental safety procedures;
- Records are maintained of the Department's health & safety activities.

2.5 Class Teachers

The health, safety and welfare of students in classroom, laboratories and workshops are the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- Be aware of, and follow, health and safety guidance;
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary.
- Maintain the Staff Health and Safety notice board
- Integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give staff training on health, safety and welfare;
- Follow safe working procedures personally;
- Ensure protective clothing, guards, special safe working procedures etc. are used when necessary;
- Make recommendations on health, safety and welfare matters to the Curriculum Team Leader or team leader

2.6 Technical Staff

Technical staffs are responsible for ensuring health and safety within the practical areas in the Departments, in which they work, including Science laboratories, Design & Technology workshops, Art or Drama studios, PE, preparation rooms and other named designated areas.

In particular, Technicians are responsible for:

- Undertaking regular workplace inspections of their area to identify hazards and ensure good housekeeping.
- Undertaking regular equipment inspections, keeping equipment in good working order and keeping relevant inspection/maintenance records.
- Ensuring all hazardous substances are used, handled, transported and stored in accordance with the information outlined in COSHH assessments and other information sources (e.g. CLEAPSS).
- Using the in department CLEAPSS systems and working with the school health and safety system and creating/following school process and procedure and completing risk assessments where appropriate

2.7 The Site Manager

The Site Manager is responsible for ensuring the health and safety of the site, in particular the Site Team who are responsible for:

- Trust policy and procedure with respect to daily site inspection ~~walks~~ procedures and site policy are adhered to
- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system and sprinkler system;
- Undertaking the monthly test of the emergency lighting system;

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- Undertaking the monthly test of the magnetic door release mechanisms;
- Use the premises support reporting system to prioritise and resolve issues quickly and effectively;
- Undertaking termly inspections of the communal areas of the School to identify hazards;
- Liaising with lettees to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures.
- Liaising with the SLT lead for accident reporting in order to resolve issues raised following incidents/accidents
- Reporting to the Governing Board/Directors Board/Trustees Board regarding alarm alerts and security issues

2.8 Facilities Manager

The Facilities Manager is responsible for ensuring the health, safety and welfare of the School Staff; in particular the Facilities Manager is responsible for ensuring that:

- A record is maintained of all premises related maintenance and inspection reports;

Control and safety management systems must include the following:

- Ensuring that only appropriately accredited and competent contractors work on site and where work involves working with asbestos, the contractor must be licensed by the Health and Safety Executive;
- Contractors must be given access to any relevant information from the asbestos
- That complete and effective risk assessments are in place for all areas and all trips

2.9 COSHH Co-Ordinator (The Site Manager)

The COSHH Co-ordinator is responsible for ensuring that: Managers consider whether the hazardous substance they are intending to use could be eliminated altogether or replaced by a safer alternative prior to considering other control measures;

- Suitable & sufficient COSHH assessments are completed for all the hazardous substances used on site;
- No new hazardous substance is used by the School's employees or students until a suitable & sufficient COSHH assessment has been completed

2.10 Fire Wardens (or Fire Stewards)

Fire wardens are responsible for:

- Familiarising themselves with their areas of responsibility, the escape routes and any problem areas;
- On hearing the fire alarm they are responsible for:
 - Ensuring the safe evacuation of everyone in their area(s) of responsibility
 - Checking all rooms in their area(s) of responsibility; including toilets, rest rooms and store rooms; to ensure that everyone has safely left the building
 - Where possible, closing windows and doors as each room is checked;
 - Reporting to the Facilities Manager to inform them that everyone has safely evacuated the building, or to report any problems;
 - Ensuring that nobody re-enters the building until the Facilities Manager has been given

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permission from the Head teacher stating it is safe to do so;

- Ensuring they are available, after the evacuation, to attend a debrief meeting to discuss the evacuation, identify any problems and share information
- Monitoring to ensure that fire routes and exits are kept clear at all times

2.11 First Aiders

First Aiders are responsible for:

- Taking charge when someone is injured or falls ill;
- Administering first aid in the event of an injury;
- Calling for an ambulance, if required;
- Keeping up to date with first aid training and ensuring they attend refresher training prior to the expiry of their first aid certificate

2.12 All Employees

All employees also have responsibilities. Employees are required to:

- Take reasonable care for their own health, safety and welfare and that of other persons affected by their acts or omissions;
- Co-operate with their employer, so far as is necessary, to enable it to meet its responsibilities for health, safety and welfare;
- Be aware of, and follow, health and safety guidelines;
- Use work equipment provided correctly, in accordance with instructions and training;
- Inform their line manager of any work situations that represent a serious and immediate danger to health, safety and welfare. The establishment has a formal hazard reporting system, details of which are contained in Section 3.42;

In addition, female workers must notify their employer as soon as possible after they become pregnant in order that a risk assessment can be carried out to ensure the safety of the mother and unborn child.

2.13 Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations 1977, recognised trade unions can appoint Safety Representatives who will, if necessary, take up matters on behalf of employees. The names of workplace representatives are to be displayed on the premises. The training of Safety Representatives is the responsibility of the appropriate trade union. The Establishment will provide its Safety Representatives with reasonable time off to undertake any training necessary and to undertake their duties.

3. General Arrangements for Implementing the Health, Safety and Welfare Policy

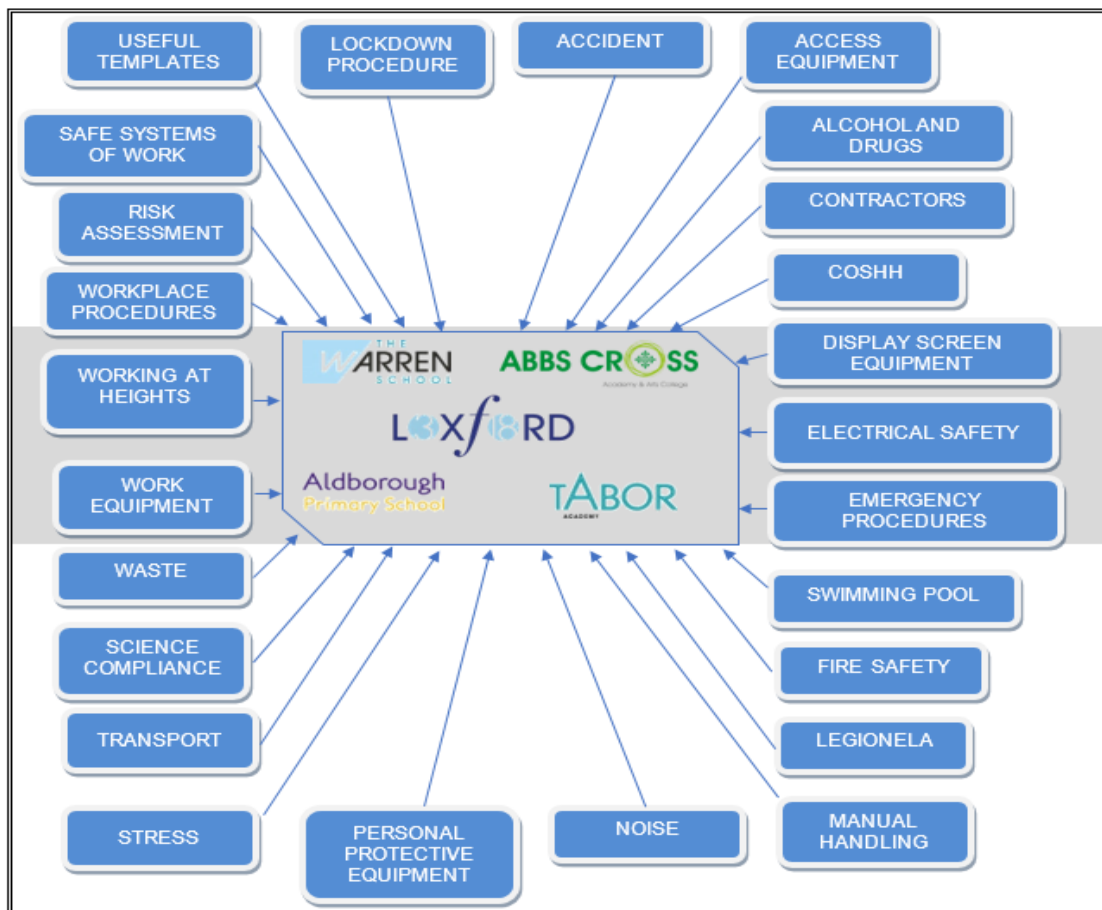
The following procedures and arrangements have been established within the Trust to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The **arrangements section** of the health and safety policy stipulates the detail of what need to be done in practice to achieve the aims set out in the LST **health and safety policy statement**. It incorporates information on what you are going to do to eliminate or reduce the risks of the hazards in your workplace

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It is everybody’s responsibility to make these arrangements work. Any member of staff noticing a failure to comply with the policy should immediately report the circumstances to their line manager. If no action is taken, then, guidance should be sought from the Health and Safety Co-ordinator.

HEALTH AND SAFETY SYSTEM STRUCTURE



3.1 Radiation Compliance Matters

Loxford School Trust as a multi-academy trust (MAT) in conjunction with the HANDSAM system which is in place across the Trust adheres to the new *Ionising Radiation Regulations 2017 (IRR17)* which came into force since the 1st January 2018, replacing Regulations IRR99.

The key change from former regulation is around how you tell the HSE about your work with ionising radiation. What you notify and apply for will depend on the level of risk of the work you do with radiation, known as the graded approach. LST schools have consultant Radiation Protection Advisor (RPA), Radiation Protection Officers and Radiation protection supervisors in place to ensure compliance.

Loxford School Trust use radioactive materials for educational purposes and the radiation sources are controlled, maintained, recorded and limited to exposure. LST also follows the CLEAPSS safety guidance when handling radioactive sources in order to maintain compliance with legislations and regulations. Radioactive materials secured in sealed sources and periodically checked in order to prevent contamination and risks for children.

Loxford School Trust applies the following safety principles which apply to schools when handling radioactive materials:

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- There are designated employees responsible for the safety, security and correct usage of the radioactive sources.
- LST records of all radioactive materials should be kept with details of their location, purchase date, usage and disposal are kept updated.
- The LST have a suitable radioactivity detector that is correctly functioning.
- Radioactive sources are only be used for the benefit of educational purposes.

3.2 Accident/Incident Reporting and Investigation

An accident is an unplanned event that results in injury or damage.

A near miss is an unplanned event that does not result in injury or damage.

All incidents should be reported to the appropriate SLT lead and where required, the Trusts internal report form completed.

Blank copies of the [Accident/incident report forms](#) are located in the General Office

All completed Accident/Incident forms, after completion to be returned to SLT Lead, who will file them ready to produce to The Governors/Directors/Trustees

Please note, the report form has a section 'action taken to prevent a recurrence'. All accidents are required to be investigated, and this section should be completed to reflect any action taken. Where no further action is required this should be entered into the form to demonstrate that management have considered this.

Incidents which fall within the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 e.g. major injuries, accidents resulting in employees being absent from work for more than 3 days, or members of the public going to hospital from the scene of the accident etc. will be reported to directly to RIDDOR by the Trust lead in this area.

3.3 Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committees Regulations 1977 an employer has a duty to consult with employees on matters of health and safety.

Employees will be consulted on the following:

- The introduction of any measure which may substantially affect their health and safety at work;
- Arrangements for getting competent people to help them comply with health and safety laws;
- Information on risks arising from their work, measures to reduce or get rid of those risks and what employees should do if they are exposed to a risk;
- The planning and organisation of health and safety training and the health and safety consequences of introducing new technology;

This establishment will consult with staff in the following ways:

- Daily Briefing Meetings
- Inset Meetings
- Where needs be, one to one

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3.4 Control of Contractors Procurement, Commissioning, Contractor Vetting and Monitoring

The Trust recognises its' responsibilities in relation to the use of contractors.

In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors, to carry out some or all of the work, all parties will have some health and safety responsibilities.

The Trust needs to satisfy itself that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

Adequate vetting and monitoring of performance must always be in force to ensure workplace protection under health and safety Regulation 1997 section 3(2) through contractor's insurance liability certification. This instrument must always be in place before any such work/service purchase order is approved.

A permit system of operation is in place to ensure contractors are fully vetted, well briefed and signed off on their awareness of LST code of health and safety site conduct and the asbestos register status.

The Trust and contractor are required to agree the risk assessment for the contracted work and the preventative and protective steps that will apply when work is in progress. Consideration should be given to those risks from each other's work that could affect the health and safety of the workforce or anyone else.

The Trust are required to manage and supervise the work of the contractors. The more impact the contractor's work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities of the client. Clients therefore need sufficient knowledge and expertise to manage and supervise the contracted work.

The Trust will ensure that contractors visiting their premises do not pose a risk to their own health and safety or that of others present within the establishment.

The Catering/Cleaning staff are responsible for the safety of the kitchen & cleaning areas and must notify the Facilities Manager of any hazards.

All contractors should report to the establishment office on arrival.

3.5 Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 impose duties on employers to protect employees who may be exposed to substances hazardous to health at work, and others who may be affected by such work.

COSHH covers chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on the packaging then the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases, biological agents that cause diseases such as Leptospirosis or Legionnaires Disease; and biological agents used in laboratories.

COSHH doesn't cover lead, asbestos or radioactive substances because they have their own specific regulations.

This Establishment will ensure that COSHH assessments will be carried out on all hazardous substances prior to use. The COSHH assessment, which provide information on specific hazards, first aid

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measures, personal protective equipment etc. will be reviewed as appropriate, or every five years, whichever is the sooner.

A COSHH assessment can be obtained by contacting the school's COSHH Co-ordinator.

The COSHH Co-ordinator-is: The Site Manager

A copy of the ["COSHH Do's and Don'ts "poster](#) should be displayed wherever hazardous substances are used or stored, including the cleaners' cupboards.

The COSHH Do's and Don'ts Poster is displayed in Staff Rooms (SP/PH) and Science Areas (SP)

3.6 Display Screen Equipment

The Display Screen Equipment (DSE) Regulations 1992 require employers to minimise the risks to employees who habitually use display screen equipment as a significant part of their normal work.

Other people, who use DSE only occasionally, are not covered by the requirements of the Regulations, however, employers still have general duties under other health and safety at work legislation.

'Users', as defined by the Regulations, can be identified by completing the [DSE User Questionnaire](#).

Where users are identified, the following must be ensured:

- Workstations are assessed using the [HSE workstation assessment checklist](#) and the risks reduced, as applicable;
- Workstations meet the minimum requirements as outlined on the HSE checklist;
- Work is planned to allow adequate breaks or changes of activity;
- On request, eye tests are arranged, and a contribution made towards spectacles if they are required for DSE use; and
- Health and safety training and information is provided.

Staff identified as responsible for carrying out DSE assessments will attend the LBR in-house DSE assessors training course.

The DSE Assessor for each Establishment is;

- The Facilities Manager or Equivalent

Completed User forms and DSE assessment checklists are located in the Caretakers Office.

3.7 Electricity at Work

The Electricity at Work Regulations 1989 set out specific requirements on electrical safety. These Regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained so as to prevent danger. 'Systems' includes all apparatus as well as the mains supply.

All portable electrical appliances should be visually checked before use. In particular, attention should be paid to the condition of power cables and of their terminations, as these are often damaged, wrenched and jerked, which may loosen their connections.

All portable electrical equipment such as drills, irons, kettles etc. should be subject to a detailed inspection and test by a competent person at least every 36 months. A written record of the tests, in

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the form of a logbook or register, should be maintained and be available for examination and the equipment itself should be marked with some form of identification and the date of the most recent test.

Annual Portable Appliance Testing was carried out by Schools Office Services Summer 2013. We also have PAT testing machines in house and **more** staffs are **been** trained. We have introduced a rolling testing programme for PAT testing to ensure each item is tested every 36 months.

Fixed electrical installations should be inspected by a competent person at least every five years.

Mains Electrical Testing was carried out in August 2011 and the records are maintained by Reds10 and held by the school.

Staff and pupils may not bring their own personal electrical appliances into the Establishment/ unless they have had their earth-bond and insulation checked by a competent person.

3.8 Educational Visits

The Health and Safety at Work Act 1974 places a duty on employers to ensure the health, safety and welfare of employees and others (pupils) who may be affected by the work activities. This includes all educational visits, whether local, national or international.

In order to safely manage educational **visits**, *the* Establishment follows the guidance provided in the HANDSAM system.

In accordance with this guidance each establishment within the Trust has appointed an SLT lead for trips, has a trained and named risk assessor and the Head Teacher signs off all trips. Trust Trip policy and guidance is also approved and freely available.

No educational visit will be allowed to proceed unless an educational visits risk assessment has been completed and the visit has the approval of the Head Teacher.

3.9 Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 places duty on employers to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire.

Each establishment should have a "Responsible Person" who is ultimately responsible for fire safety and who may have other competent people to assist them to carry out their duties. These include undertaking a fire risk assessment, Emergency Evacuation Plan, and Personal Emergency Evacuation Plans (PEEPS) for staff or pupils with impaired mobility.

The competent people for fire safety are:

- Calling the Fire Brigade is the responsibility of The Facilities/Site Manager (where there is no automatic alert link to the fire station)
- Liaising with the fire brigade is the responsibility of The Head Teacher on site
- Collecting class registers, staff book and visitors book is the responsibility of The Office Manager and/or the Head Teachers PA
- Fire wardens are; Head Teacher, The Facilities Manager, The Site Team, The Office Staff and other named, trained and designated staff
- Organising fire drills is the responsibility of the Head Teacher
- Organising fire safety training is the responsibility of the Facilities/Site Manager
- Quarterly inspections of the fire alarm (external contractor) and fire alarm test (weekly internal),

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emergency lighting (monthly internal), fire door magnetic holders (monthly internal) and sprinkler tests (internal weekly) and bi-annual checks are carried out by Tyco

- A monthly site walk has been devised to ensure that these checks take place. These site walks are return to the DOFO by the last working day of every month.
- Annual inspection of the fire extinguisher and firefighting equipment is carried out by Clymac.

The current fire risk assessment, Emergency Evacuation Plan and Personal Emergency Evacuation Plans (PEEPs), if applicable, and fire safety folder are located the Caretakers Office.

It is the responsibility of The Facilities/Site Manager to ensure that the fire risk assessment, Emergency Evacuation Plan and PEEPS are undertaken and reviewed as **necessary and** keeping the contents of the fire safety folder up to date.

A [Fire Risk Assessment Package](#) is available to assist with undertaking a fire risk assessment.

Blue Dot 'Fire instruction notices' are displayed throughout the premises advising the actions to be taken on discovering a fire/on hearing the alarm.

The Facilities Manager/Site Manager is responsible for ensuring the "Blue Dot Fire Instruction" notices are appropriately displayed.

Fire Drills are conducted on a termly basis and a record of the time taken to evacuate the premises and any comments are reported to the Governing Board/Directors.

All staff have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective or damaged firefighting equipment, such as fire extinguishers to the premises team.

Any fire that occurs within the premises, however minor, must be reported to the Head Teacher and the DOFO using the Trust incident report.

3.10 First Aid

The Health and Safety (First-Aid) Regulations 1981 set out a duty of care on employers to provide adequate and appropriate first aid provision for employees.

The Health and Safety (First-Aid) Regulations 1981 do not oblige employers to provide first aid for members of the public. However the Trust recognises that pupils and public members are on site and hence will make first aid assessments and treat these members as appropriate in line with first aid needs.

It is usually necessary to ensure that there is at least one first aider available at all times, taking into consideration; staff absence, holidays, lunch breaks, before and after hours, etc.

Staff nominated to administer first aid will attend one of the following courses: first aid at work, emergency first aid, and/or paediatric first aid.

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The nominated persons with first aid responsibilities for this Establishment are:

Loxford School

Name	Qualification FA, EFA, PFA,dfib	Expiry Date	Location	Extension Number
Katarzyna Butler	FA, Dfib	02-10-2020	Main Office (SP)	1010
Lisa Yarwood	FA, Dfib	08-07-2019	Main Office (SP)	1011
Lubna Khan	FA, Dfib	14-09-2020	Main Office Reception(SP)	1007
Paul Cox	FA, Dfib	13-09-2019	Main Office	1001
Theresa Gilbert	FA, Difib	12-09-2020	Main Office	1046
Mayussa Abbas	FA, Dfib	12-09-2020	Main Office	1060
Yolanda Kao	FA, Dfib	31-01-2020	Main Office	1000
Jenine Gardner	FA	26-02-2019	Main Office (SP)	1005
Jaskiran Lard	FA, Dfib	25-02-2020	YCL year 8	3014
Tanya Hoque	FA	22-02-2019	Maternity leave	6000
Rhya Jeffers	FA	17-09-2021	Primary Office	6001
Gulnaz Khan	FA	17-09-2021	Cover supervisor	Mobile
Anam Munir	FA	18-10-2019	Primary School	
Lily Begum	FA	18-10-2019	Primary School	6000
Roha Qureshi	FA	18-10-2019	Primary School/ Maternity leave from 18/11/2018	
Fatima Hajinur	FA	18-10-2019	Primary School	6000
Simon Hardy-Richards	FA	18-10-2019	Primary School	6000
Shaneena Isaac	FA	18-10-2019	Primary School	6000
Meram Bibi	FA	18-10-2019	Primary School	6000
Kathy Whitefield	FA	18-10-2019	Primary Sch. Midday period	6000
Nazish Hussian	FA	18-10-2019	Primary School	6000
Monwara Ali	FA	26-02-2020	Primary School	6000
Susan Kenne	FA	01-09-2021	Primary School	6000
Vanisha Patel	FA	01-09-2021	Nursery Nurse	6000
Debs Munroe	FA+ paediatric	15-10-2021	SENCO	6000
Zahida Shah	FA + Paediatric	15-10-2021	Nursery Nurse	6000
Iqra Ajaz	FA	15-10-2021	TA	6000
Surinder Kaur	FA	15-10-2021	TA	6000
Kimberly Bridgtman	FA +Paediatric	15-10-2021	Primary School	6000
Samia Mahmood	FA	17-09-2021	TA	6000
Navied Saleem	FA	17-09-2021	TA	6000

Abbs Cross Academy

Name	Faculty/Area	Expiry date
Mrs N. Newman	School Office	February 2021
Mrs T. Blakes	School Office	February 2020
Mrs N. Broomfield	School Office	February 2021
Miss C. Dooner	Reprographics	December 2020
Mr N. Anfrews	D & T	June 2019
Mr N. Bellinger	P.E.	October 2020
Ms C. Carrington	Designated Safeguarding Officer	March 2020
Mrs A. Culling	P.E.	December 2019
Miss D. McCarthy	Site Team	November 2018
Mrs L. Matthews	Science Tech	June 2019
Mr J. Ricketts	MFL	December 2020
Mr B. Scaysbrook	P.E.	February 2021
Mrs S. Trezise	SENCO	December 2020

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Aldborough Primary School First Aiders

Teachers	Role	Emergency First Aid	AED Defib Training	Paediatric First Aid	epi-pen Administration	Evacuation Chair
Lauren Smartt	Teacher Chipmunk			21/09/2020		
Felix Odutolu	Teacher Otter	05/09/2021			05/09/2021	
Keeley Vickers	FS2 Firefly			27/11/2020		
LSAs						
Lindsey Stubbs	HLTA	04/12/2020				
Khurshid Abbas	LSA			22/06/2020		
Elina Rahman	LSA			20/09/2021		
Manjit Chana	LSA	02/09/2019				
Sheryl Carter	LSA	05/09/2021			05/09/2021	
Tahmina Juma	LSA	04/12/2020				
Tyleen Augustin	LSA			21/09/2020		
Aisha Malik	LSA	04/12/2020				
Ludmila Andries	LSA	05/09/2021			05/09/2021	
Dawn Ewin	LSA	05/09/2021			05/09/2021	
Anupa Mathur	LSA	05/09/2021			05/09/2021	
Ruzwana Hnif	LSA	05/09/2021			05/09/2021	
Roolie Begum	LSA	05/09/2021			05/09/2021	
Jaswinder Sabharwal	LSA	04/12/2020				
Mrugashri Chudasama	LSA	05/09/2021	12/07/2020		05/09/2021	
Nexhmije Cahani	LSA	04/12/2020				
MLSs						
MLSs	Role	Emergency First Aid	AED Defib Training	Paediatric First Aid	epi-pen Administration	Evacuation Chair
Sufia Choudhury	MLS	10/10/2019				
Pinar Gonul	MLS			29/09/2020		
Alberta Lartey	MLS	24/09/2020				
Maida Khan	MLS	05/09/2021			05/09/2021	
Munnawar Chishty	MLS	08/10/2020				
Radha Rani	MLS	18/09/2020				
Vanya Catterick	MLS	20/04/2020				
Anita Sharma	MLS	04/12/2020				
Yasmin Mauthoor	MLS	19/09/2019				
Other Staff						
Yasmin Ayub	E.H. Leader			20/09/2021		
Waveney Jones-Spencer	Office	07/01/2019		27/11/2020		
Kellie Burley	Office		12/07/2020	22/06/2020		
Kevin Warren	Finance					
Paul St Pier	Site manager					28/09/2019
Ugonwa Ohiaeri	PPA Cover	05/09/2021			05/09/2021	
Sue Bruno	Year care team/CP	04/12/2020	12/07/2020			

Gaynes School Qualified First Aiders

Name	Location/Area	Expiry date
Mr A Johnson	English – C Block	January 2019
Mrs J Curtis	PSO – A Block	Nov 2019 (Full Course)
Miss C Bowen	Site	March 2021
Mr A Carver	Geography B Block	March 2021
Mr J Clark	History/PE	March 2021
Miss A Cole-Fallon	English C Block	March 2021
Mr L Hardy	Science/PE	March 2021
Mrs S Hunt	Science – A Block	March 2021
Mr P Ingram	Science – A Block	March 2021
Mrs J Kears	Science – A Block	March 2021
Mr R Lucas	Science – A Block	March 2021
Mrs J Richardson	Finance – A Block	March 2021
Miss R Richardson	English – C Block	March 2021
Miss K Staab	Drama – B Block	March 2021
Mrs S Trezise	SLT	March 2021
Mr P Whiteman	Maths – C Block	March 2021

The Warren School First Aiders						
Name	Dept	Tel Extn	St. Date	End Date	Renewal needed	Date Booked
Mylene Duke	ARP	None	03/12/2015	03/12/2018	Nov-18	
Srabjit Lall	Business Studies	1109	14/03/2013	14/03/2016	Jan-19	
Eleanor Doo	Science	4516	26/04/2016	26/04/2019	Mar-19	
Susie Lyus	Music	4511	25/11/2016	25/11/2019	Sep-19	
Paul Wheeler	Sports Cen	4488	11/11/2016	11/11/2019	Sep-19	
Talveer Bansal	Sports Cen	4488	11/11/2016	11/11/2019	Sep-19	
Claire Weston	Admin	4489	13/01/2017	13/01/2020	Dec-20	
Gary Walker	Art	4503	18/01/2017	18/01/2020	Dec-20	
Angela Annison	Front Office	4525	06/12/2017	06/12/2020	Nov-20	
Bev Martin	Sports Cen	4488	08/01/2018	08/01/2021	Jan-21	
Tracey Stacey	Front Office	4520	18/01/2018	18/01/2021	Jan-21	
Sabrina Symons	YCT	Mobile	18/01/2018	08/01/2021	Jan-21	
Murshida Alom	Front Office	4499	26/02/2018	26/02/2021	Feb-21	
Fiona Sullivan	Cover Supervisor		08/03/2018	08/03/2021	Feb-21	
Ajay Patel	Premises	Mobile	17/04/2018	17/04/2021	Apr-21	
Lisa Lawless	YCT	Mobile	17/04/2018	17/04/2021	Apr-21	
Shazna Akhter-Khan	Sixth Form	4515	20/04/2018	20/04/2021	Mar-21	

Tabor Academy Qualified First Aiders

Name	Faculty/Area	Qualification/Date	Expiry date
Karen Ditzel (extension 267)	CTL DESIGN	Emergency First Aid At Work /11-07-2016	10-07-2019
Amanda Ford	CTL Geography	Emergency First Aid At Work /11-07-2016	10-07-2019
Debbie French (extension 239)	P.E.	Emergency First Aid At Work /11-07-2016	10-07-2019
Guy Welton (extension 270)	ATL KS4 P.E.	Emergency First Aid At Work /11-07-2016	10-07-2019
John Pennington(extension 285)	ATL KS3 MFL	Emergency First Aid At Work /11-07-2016	10-07-2019
Tina Burns (extension 270)	Year Care Team	Emergency First Aid At Work /11-07-2016	10-07-2019
Nicola Challis (extension 281)	Admin	Emergency First Aid At Work /24-03-2017	23-03-2020

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Nicola Driver (extension 238)	Performing Arts	Emergency First Aid At Work /24-03-2017	23-03-2020
Lilla Jack (extension 239)	P.E.	Emergency First Aid At Work /24-03-2017	23-03-2020
Jullian Poulter (extension 272)	IT Technician	Emergency First Aid At Work /24-03-2017	23-03-2020
Kevin Winstanley (extension 263)	Site Team	Emergency First Aid At Work /24-03-2017	23-03-2020
David Wiles(extension 254 SD019)	Estate	Emergency First Aid At Work /24-03-2018 Defibrillator Training 27-06-2018	23-03-2021 26-06-2021
Lesley Street (extension 236)	Admin	Emergency First Aid At Work /04-09-2018	03-09-2021

Location of First Aid Boxes

- Science (Secondary Phase)
- D & T (Secondary Phase)
- PE
- Medical Room (Secondary Phase)
- Medical Room/General Office (Primary Phase)
- First Aid Points (Primary Phase)

The person responsible for maintaining the First Aid boxes:

- All staff to advise the Office Manager when requirements needed.

Notices are displayed throughout the premises advising of the locations of first aid boxes and the names of first aiders.

Any accidents requiring first aid must be reported using the accident reporting procedure.

3.11. Gas Safety

Under the Gas Safety (Installation and Use) Regulations 1998 and the Gas Safety Regulations 2001, any work on gas systems and appliances could only be carried out by persons registered with the Council of Registered Gas Installers (CORGI). Since 1st April 2009 CORGI has been replaced by the [Gas Safe Register](#).

Work on gas systems and appliances can only be undertaken by persons who are Gas Safe Registered.

CLC/Clymac Limited is responsible for ensuring that gas appliances will be regularly serviced by competent persons.

Annual servicing will be carried out by CLC Limited records are maintained by CLC Limited.

If you smell gas:

- Do not use any naked flames/other ignition sources
- Open doors and windows
- Contact the gas board
- Do not switch on or off the lights or any portable switch appliance switch
- Shut off the gas
- Evacuate the premises, if appropriate

3.12 Health and Wellbeing (Including Employee Assistance Programme)

The Health and Safety at Work Act 1974 establishes a duty for employers to ensure the health, safety and welfare of employees, whilst at work. This includes not only their physical health, but also their mental health and wellbeing. The Management of Health and Safety at Work Regulations 1999 require

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a general risk assessment of all risks in the workplace, and this will include the risk to staff from stress.

The HSE defines stress as *“the adverse effect people have to excessive pressure or other types of demand placed on them”*.

This Establishment recognises that stress per se is not an illness but can result in stress related illness such as anxiety or depression. Accordingly, a risk assessment has been undertaken to identify the main potential stressors and the control measures required in order to reduce the risks to staff.

The Trust [“Employee Assistance Programme”](#) 24-hour confidential telephone helpline is available for staff to use. This is accessed by telephoning 0800 282 193, or Online Service through www.livewell.optum.com

- Access Code
- Click Login
- The Access Code is detailed below – please note this is case sensitive.

Access Code: loxford

Where necessary, the Establishment can refer the employees to the Trusts Occupational Health Unit via Judicium (HR and Payroll Provider).

3.13 Information, Instruction and Training

The Health & Safety at Work Act 1974 establishes the duty of the employer to supply employees with such information, instruction, training and supervision as necessary to ensure their health and safety at work.

This establishment is committed to providing all staff with the appropriate information, instruction, training and supervision to enable them to undertake their duties safely and without risk to themselves or others.

[Induction training](#) will be provided to all new employees appropriate to their role and each employee has access to this policy on the shared staff drive. Health and Safety references and direction is also included in The Staff Handbook – a copy issued to all new employees as part of the induction process.

Health and safety training and/or refresher training will be organised for staff as appropriate, and training records (including induction) will be kept.

3.14 Legionella

The Control of Substances Hazardous to Health Regulations 2002 relates to the risk from hazardous microorganisms, including Legionella. Under these Regulations, risk assessments and the adoption of appropriate control measures are required to be put in place.

The school will ensure that an adequate risk assessment of the water systems in its buildings is carried out; and will identify and assess the risk of exposure to Legionella bacteria from work activities and water systems on the premises and any necessary precautionary measures.

The Legionella risk assessment has been undertaken by Osiris

All water systems are subject to monitoring, inspection and testing at regular intervals by a competent person. The written records of the risk assessments, monitoring, inspection and test, in the form of logbook or register, should be maintained and should be retained for at least 5 years.

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Regular monitoring, inspection and testing will be carried out by Osiris and a member of the Site Team.

Records will be maintained Osiris and held in the Site/General Office.

Any queries regarding Legionella risk management should be referred to the appropriate manager, who will consult Osiris.

3.15 Letting of the School Premises

Employers have a general duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of their employees at work, and others who are not employees but use their premises.

The Act also requires that when parts of the building are used by other organisations that there is "co-operation and co-ordination" between the two parties for the purposes of health and safety.

This Establishment will ensure that the appropriate health and safety information is passed to the hirer as part of their contract.

The CFO/Senior Finance Officer alongside the Site Team is responsible for providing the hirer with appropriate health and safety information and ensuring they sign a copy of the lettings checklist. Completed checklists are located in The Finance Office.

Where the hirer is undertaking activities that require personal qualification or proficiency (for example martial arts), the school will check to ensure competence of the instructor prior to the letting being agreed.

Lettings are organised by the CFO/Senior Finance Officer onsite.

Lettings documents are located The Finance Office.

3.16 Lone Working

The Health and Safety at Work Act 1974 places a duty on employers to ensure the health, safety and welfare of employees. The Management of Health and Safety at Work Regulations 1999 requires employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work. This will include the risks to staff from lone working.

Lone workers have been defined by the HSE as 'those who work by themselves without close or direct supervision'. Lone workers are found in a wide range of situations, and can be divided into those who work at fixed establishments (where only one person is on site, where people work separately from others, or where people are working out of normal working hours), and those who are mobile workers, working away from their main working base.

This Establishment will ensure that all lone working activities are identified, and the risks from such lone working activities are assessed and control measures identified and implemented to minimize the risk to the health and safety of staff.

There are 2 members of the Site Team that open and 2 members of the Site Team that close the building, however, on some lettings there may only be one member of staff to lock the facilities, once they have completed this they have been instructed to text the CFO/Facilities Manager to advise that they have left site safely.

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3.17 Lockdown – Contingency Plan

Employers have a duty of care to ensure a robust and tested school lock down procedures which is dynamic, sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school.

This school's contingency full and partial lockdown procedures are in place in order to abide to:

- The Health and Safety Work at Act 1974 and Management of health and Safety Work at Act 1999
- The department of Education obligations in relation to section 547 of the Education Act 1996: makes it a criminal offence for a person who is on school premises without lawful authority to cause or permit a nuisance or disturbance.
- The National Counter Terrorism security Office NaCTSO Guidance Note 1/2015 which provides guidance to develop procedures to dynamically lockdown their sites in response to a fast-moving incident such as a firearms or weapons attack, either directly at the site or in the vicinity.
- The Public Order Act 1986 (S5) makes it an offence to use threatening, abusive or insulting words or behaviour, or disorderly behaviour, within the hearing or sight of a person likely to be caused harassment, alarm or distress thereby.
- The Criminal Justice and Public Order Act 1994 – makes it a criminal offence to cause harassment or distress, defined as using threatening, abusive or insulting words or behaviour, or disorderly behaviour, or displaying any writing, sign or other visible representation which is threatening, abusive or insulting. Updated by the Criminal Justice Act 1998 – to cover common assault.

3.18 Manual Handling

The Manual Handling Operations Regulations 1992 apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Employers are required to:

- **Avoid** the need for manual handling, so far as is reasonably practicable;
- **Assess** the risk of injury from any hazardous manual handling that can't be avoided; and **Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

The Facilities Manager/Site Manager will be responsible for carrying out risk assessments for all manual handling activities, which constitute a significant risk of injury to staff and to update and review as necessary.

Employees are required to:

- Follow appropriate systems of work laid down for their safety;
- Make proper use of equipment provided for their safety;
- Co-operate with their employer on health and safety matters;
- Inform the employer if they identify hazardous handling activities;
- Take care to ensure that their activities do not put others at risk.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed.

It is the responsibility of the CFO/Facilities/Site Manager to identify the need for and provide 'Manual handling for employees' and 'manual handling for managers' training courses.

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Training records will be maintained by the CFO/Facilities Manager/Site Manager.

If a member of staff develops any medical/physical condition, the responsible person should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

3.19 Medicines

In general, medicines must not be brought into school. However if a pupil has a medical condition that requires regular medication during the school day or medicine in the event of an emergency, then arrangements for administration must be made between the Establishment and the pupil's parent/guardian. These arrangements must be in the form of an agreed Care Plan.

A list of pupils with medical conditions and their care plans can be found on SIMS and in paper student files held in the General Office.

Prescribed medicines are stored in Fridge in the Medical Rooms (SP/PP) – Access to this area is with a member of staff or the Facilities Manager/Site Manager.

All staff involved in the administering of medicines should be appropriately trained, e.g. epi-pen training.

Appropriate records in relation to the administration of medicines should be maintained at all times. A [Medication Administration Permission Form](#) must be completed and signed by the parent or guardian, and a [Medication Administration Record Sheet](#) completed each time medicines are administered.

3.20 Monitoring – Audits and Inspections

Maintenance and Inspection of Equipment (planned preventative maintenance schedule)

In order to ensure health and safety arrangements are working and that risk control measures are effective and are being maintained, it is necessary to monitor health and safety performance. Monitoring also ensures that lessons are learnt from any incidents, accidents or causes of ill health.

The Site Managers are responsible for arranging the periodic inspection, examination and testing of plant and equipment by external competent persons as per the school's planned preventative maintenance schedule.

They are also responsible for retaining all records of inspection, service and testing in a central location.

Any serious deficiencies from any competent person reports should be reported to the Premises Committee.

Users of equipment should carry out a visual check before each use and report any defective equipment to the site team and not use this equipment until repaired and replaced.

Pressurisation plant/equipment e.g. gas boilers are inspected annually. In addition, the school's insurers carry out their annual statutory inspection of all pressurisation units on site.

Heads of Departments must ensure that all staff under their control is competent to use any machinery/equipment. Otherwise they should arrange appropriate training.

Line management must ensure that health and safety training is provided for their staff working with specialist equipment e.g. lathes/circular saw etc.

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Staffs are responsible for checking machinery and equipment for health and safety hazards prior to use e.g. those guards are in place etc.

Therefore, staff must inform their line manager if they have not received adequate instruction and safety training on equipment/machinery etc.

Teaching staff must ensure that students are supervised at all times when using any tools/machines/equipment including any hazardous substances and/or materials. They may do this directly or indirectly by the management of Teaching Assistants.

This Establishment will carry out the following monitoring:

- Daily checks on the intruder and fire alarm system by the Caretakers. In addition to detailed monthly inspections of the school (these could be in conjunction with inspections by establishment safety representatives). An electronic record of identified items must be kept;
- Routine equipment maintenance checks either carried out by staff of the establishment or by external contractors, as appropriate, including access equipment, fire extinguishers, fume and dust extraction systems, portable electrical appliances, PE equipment including climbing frames etc.;
- A Planned preventative maintenance programme (PPM) is in place in all the Loxford Trust schools for the whole year to cover all scheduled preventative & cyclical maintenance services.
- Investigations of incidents, accidents, causes of ill health and complaints as appropriate to the circumstances;
- Reviewing accident statistics by governing board/directors to identify causes of accidents; and
- Reviewing audit reports detailing the performance of the School’s health & safety management.

An external Health and Safety Audit will carry out a formal audit at Trust Establishments on a periodic basis.

Records of maintenance checks, inspections etc. are located in:

Record Type	Location	Responsible Dept/Person
Building	All Areas	Caretakers Office
LEV Inspections	Science	Science Department
Maintenance Schedules	Boiler House	Caretakers Office

3.21 New and Expectant Mothers

The Management of Health & Safety at Work Regulations 1999 place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their employees, to which they are exposed whilst at work in order to identify the measures that need to be taken to comply with health and safety legislation.

In addition, the Regulations identify two groups of workers; new and expectant mothers and young persons; for whom a specific risk assessment must be undertaken, or an existing risk assessment must be reviewed in order to identify any additional control measures that may need to be taken.

A “new or expectant mother” is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding.

When a member of staff notifies the Establishment in writing that she is any of the above, then a specific risk assessment must be carried out to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of her work.

It must be noted that any statutory change will supersede any areas of this document.

The main areas of concern for new and expectant mothers fall into three main categories of physical, biological and chemical.

3.22 Noise at Work

The Control of Noise at Work Regulations 2005 are in place to ensure that worker's hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or suffer from tinnitus.

It is the responsibility of the employer to assess and identify measures to eliminate or reduce risks from exposure to noise. Where the risks are low, the actions taken may be simple and inexpensive, but where the risks are high, they should be managed using a prioritised noise-control action plan.

As a general rule in this Establishment noise will be considered to be a hazard if:

- Staff have to raise their voices to carry out a normal conversation when about 2 m apart for at least part of the day
- Staff use noisy powered tools or machinery for more than half an hour each day
- Staff are exposed to high levels of noise for a significant part of their working day.

Where noise is perceived to be a risk to staff the Establishment will:

- Assess the risks to employees from noise at work;
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if the noise exposure cannot be reduced enough by other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction, training and health surveillance

Some staff will be given particular consideration when making a noise risk assessment, for example people with a pre-existing hearing condition, those with a family history of deafness (if known), pregnant women, children and young people.

Further information and advice about noise at work can be found on the HSE website <http://www.hse.gov.uk/>

3.23 Personal Protective Equipment

The Personal Protective Equipment Regulations 1992 are designed to protect people from risks to their health.

The Personal Protective Equipment should be properly assessed before use to ensure it is suitable; be maintained and stored properly. Employees should be provided with instructions and training on how to use it safely and supervised to ensure the equipment is being used correctly.

PPE is defined in the Regulations as "all equipment (including clothing protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety", e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

All Personal Protective Equipment should be identified through risk assessment, but only if the control measures cannot be reduced by other means.

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3.24 Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work, and any others who may be affected by their undertaking.

The risk assessment must be recorded, and reviewed if it is no longer valid, if there have been significant changes in the matters to which it relates, or annually, whichever is the sooner.

The Facilities Manager/Site Manager will be responsible for ensuring that risk assessments are undertaken, recorded and reviewed within the establishment.

The responsibility for carrying out risk assessments lies with the following staff:

- The Head Teacher
- Members of SLT (depending on the Risk)
- The Facilities Manager/Site Manager
- Other staff as trained and delegated

Copies of current risk assessments are located

- D&T Office
- Science Office
- PE Office
- Art Office
- The Caretakers Office

Employees' have a duty to cooperate with their employer when they are conducting risk assessments and for cooperating with them in implementing any remedial action or control measures to reduce the risk.

Staff involvement and consultation will be ensured during the risk assessment process.

3.25 Safety, Signs and Signals

The Health and Safety (Safety Signs and Signals) Regulations 1996 places duty on employers to use and maintain appropriate health and safety signs, in order to make persons aware of risks, where the risk to health and safety cannot be avoided or adequately controlled by other means.

This Establishment will ensure that where the requirement for the posting of a safety sign has been identified, such signs are posted at suitable locations, conform to the relevant standards and are adequately maintained.

It is the responsibility of the Facilities and Site Manager to ensure that health and safety signs are displayed and adequately maintained.

Staff will be provided with appropriate instruction, information and training in the use and understanding of safety signs, as applicable.

Staff should report missing or damaged safety signs to the Facilities/Site Manager.

3.26 Security

Specific responsibility for school security is not set down in legislation. However, school security is

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related to health and safety, therefore whoever has responsibility for health and safety should consider what security measures are necessary to ensure, as far as reasonably practicable, the safety of the staff and pupils.

The health and safety co-ordinator within the school may assume the responsibilities for school security.

The Headteacher holds overall responsibility, however, they will be advised of any issues via all staff.

The two principal aspects of security in an education setting are the security of school premises both during school hours and out of school hours and secondly the personal safety of staff and pupils.

There are a number of methods for enhancing security. Knowledge of previous incidents and seeking advice from relevant internal and external agencies will be considered when determining the most appropriate security measures.

Examples of security measures:

- Controlled entry system at gates and main entrance.
- Fencing around perimeter
- Intruder alarm system
- Outsourcing key holding
- Visitors signing book and badge system
- Procedures for dealing with trespassers
- Appropriate recording procedures for incidents relating to security

Internal/External Agencies:

- SGS Security – Key Holding
- Police – in particular, Crime Prevention and School Officers
- Fire and Rescue Services – in particular, Fire Safety Officers

3.27 Slips and Trips

The Health & Safety at Work Act 1974 requires employers to ensure the health, safety and welfare of employees and others who may be affected. The Act also requires the provision of a place of work that is maintained in a safe condition and a means of access and egress that is safe and without risk.

This establishment recognises that good housekeeping is essential to preventing slip and trip accidents. Accordingly the following measures will be taken to ensure good housekeeping:

- Formal recorded workplace inspections will be undertaken by the Facilities Manager/Site Team monthly.
- Informal workplace inspections will be undertaken by members of the Site Team on a daily basis.

All staff are responsible for undertaking informal daily checks of their own work.

3.28 Swimming Pool

Whilst there are no specific health and safety regulations governing swimming pools, under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, pool owners and managers (including head teachers and governors) have a responsibility to manage health and safety in swimming pools. The Vision contractors are responsible for managing the daily Health and Safety of the swimming pool and they give termly report every term to the school

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authority. Quarterly PPM should be forwarded to the school Site manager by vision as per the service agreement contract in place.

A copy of the Pool Safety Operating Procedures (PSOPs) should be written, specific to the establishment's pool and consist of Normal Operating Procedures (NOPs) and an Emergency Action Plan (EAP).

It is the responsibility of the Facilities and Site Manager to maintain the PSOPs and ensure relevant staff are advised of the contents.

Copies of the PSOPs and NOPs are held in The Caretakers Office.

The operation, maintenance and use of swimming pool plant and water treatment processes is the responsibility of the contractors VISION and should only be carried out if the person in charge of the operation has been adequately trained and has the requisite knowledge and experience of such operations.

3.29 Violence/Personal Safety of Staff

The Health and Safety at Work Act 1974 places a legal duty on employers to ensure the health, safety and welfare of employees at work.

The Management of Health and Safety at Work Regulations 1999 places duty on employer to consider and assess the risks to employees. This would include the risk of reasonably foreseeable violence.

Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally, in circumstances relating to their work.

Physical or verbal abuse of staff within this school will not be tolerated. Consequently a risk assessment will be undertaken to identify and minimise the risk to staff from potentially violent persons or situations.

The Facilities Manager/Site Manager is responsible for undertaking a risk assessment to cover potential violence at work. A copy of the current risk assessment is located the Caretakers Office and the Shared Drive.

Staff will, where appropriate, receive information, instruction and training on the risks from potential violence and aggression, and how to avoid or minimise potential violent or aggressive situations.

It is the responsibility of the Facilities Manager/Site Manager to ensure that staff are provided with appropriate information, instruction and training.

All acts of physical or verbal abuse must be reported using the appropriate report procedures. See the relevant section of this policy for further information.

As an employer the school will support any employee who is assaulted or threatened in the course of their duties.

In addition, there is an Employee Assistance Programme available to all staff, which offers a [24-hour confidential helpline](#).

3.30 Waste including Waster Electrical and Electronic Equipment (WEEE) Regulations

All waste generated by this Establishment will be disposed of responsibly.

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General waste will be disposed of in the wheelie bins provided by the Borough.

Any hazardous waste will be disposed of in accordance with the Hazardous Waste Regulations 2005.

This may be via LA facilities or through a specialist licensed contractor.

Any waste being stored on site must be stored in such a way so as not to pose a risk to staff or pupils.

Waste is considered 'hazardous' under environmental legislation when it contains substances or has properties that might make it harmful to human health or the environment. Examples of hazardous waste include, fluorescent tubes, car batteries, insulating oils.

Any electrical or electronic waste must be disposed of in accordance with the Waste Electrical and Electronic Equipment (WEEE) Regulations.

Any third party taking either hazardous waste or WEEE must be a registered waste carrier. The waste must be accompanied by a waste transfer note or hazardous waste consignment note (as appropriate) and taken to a suitable facility.

A record of all waste documentation (transfer notes, copies of licenses) must be kept by the Establishment. Waste disposal from the Establishment will be organised by the relevant departmental manager.

Details of waste collection contracts:

Type of Waste Material	Frequency of Collection	Name of Collector
General Waste	Weekly	LBR
Recycling	Weekly	LBR
Specialist Waste	As needed	LBR/Other

Members of staff must not take waste in their own private vehicles or in any other vehicle unless they are a registered waste carrier (i.e. it is no longer possible to take waste directly to a municipal refuse site).

3.31 Workplace (Health, Safety and Welfare)

Employers have a general duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of their employees at work, and others who are not employees but use their premises.

The Workplace (Health, Safety and Welfare) Regulations 1992 expand on these duties and are intended to protect the health and safety of everyone in the workplace and to ensure adequate welfare facilities are provided for people at work.

The Regulations require employers to make provision for the following:

- Maintenance of a safe workplace, equipment and systems of work;
- Suitable and sufficient ventilation, lighting and indoor temperature;
- A clean workplace and furnishings with easy to clean surfaces;
- Sufficient work space with suitable work stations and seating;
- Floors and traffic routes of suitable condition and free from damage or hazards;
- The prevention of people falling from height, or being struck by falling objects;
- Windows (and other transparent/translucent surfaces) made of safe materials, that do not expose people to risks to their health & safety, and are able to be cleaned safely;

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- Traffic routes organised to allow pedestrians and vehicles to circulate in a safe manner;
- Suitable and sufficient toilets and washing facilities;
- An adequate supply of drinking water;
- Accommodation for personal or work clothing, and adequate facilities for changing clothing where necessary;
- Facilities for rest and to eat meals.

Workplace inspections will be undertaken by the Facilities Manager on a monthly basis.

Workplace inspection records will be kept by the CFO/Facilities Manager/Site Manager.

The responsibility for building and equipment maintenance lies with the Site Team.

Any building or equipment defects or hazards should be reported by The Facilities Manager/Site Manager.

4. Access to Policy Statement

A copy of this Statement is to be made available to all employees.

5. Names of Key Staff

Trust Level

Designation	Name	Extension No
Headteacher Loxford/CEO	Mrs A Johnson	3333
CFO	Miss Amy Loveng	1003
HR Manager	Mr J. Glassman	1048
Executive Headteacher (Primary)	Ms T. Hart	6004
Trust Compliance Officer	Mr C. Anomneze	1037
Trust Insurance Coordinator	Mr D. Wiles	01376 323701

Loxford School

Designation	Name	Extension No
Senior Deputy Head Teacher	Mr A Bainbridge	1015
Senior Deputy Head Teacher	Mr O. Curcio	1019
Site Manager	Mr D. McNeish	1066
Educational Visits Co-ordinator	Mr K Madhani	1023

The Warren School

Designation	Name
Headteacher	Mr R Micek
Site Manager/Facilities Manager	Mr A J Patel

Tabor Academy

Designation	Name
Headteacher	Mrs S. Spelling
Estate Manager	Mr D. Wiles

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Abbs Cross Academy

Designation	Name
Headteacher	Mrs N Jethwa

Aldborough Primary School

Designation	Name
Executive Headteacher (Primary)	Mr T. Hart
Headteacher	Mrs S. Mullaney

Gaynes School

Designation	Name
Headteacher	Mrs E Robinson
Facilities Health & Safety /Finance/Welfare Coordinator	Mrs J. Richardson