



RYECROFT C. E. MIDDLE SCHOOL

POLICY STATEMENT

**HEALTH, SAFETY & WELLBEING
AND ARRANGMENTS**

Part of the Uttoxeter Learning Trust



The Vision of the Staff, Pupils and Governors of Ryecroft C.E. Middle School

Ryecroft CE Middle School aims to enable every pupil to achieve their God-given academic and personal potential, so they can make a positive impact in the world.

We seek to be a community built on knowing God's love. Our values underpin all we do; we welcome all into our loving, happy and safe school.

Loving and Learning Together

'Love each other as I have loved you' (John 13, v34-35)

“When you build a new house, then you shall put a railing around your (flat) roof, so that no one may fall from there and bring guilt of blood upon your house”

Deuteronomy 22:8 (Amplified version)

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Health, Safety & Wellbeing Policy Statement

Uttoxeter Learning Trust has overall responsibility for the health, safety and wellbeing of staff and students in the Academy schools. It will ensure that risks are managed effectively and that the Trusts' schools are compliant with the relevant legislation and guidance. They will ensure so far as is reasonably practicable that all staff, students, contractors, and visitors who work or visit the school or are involved in activities are safe.

The Uttoxeter Learning Trust will support its schools by putting in place clear policies and arrangements and in checking that control measures have been implemented and remain appropriate and effective.

The Trust will ensure that arrangements are in place in the schools to ensure:

- All plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- Appropriate risk assessments / safe systems of work exist and there is sufficient information, instruction, training, and supervision available and provided to ensure a safe environment.
- Non-employees are not adversely affected by the Schools' activities.
- Consultation on health and safety with employees and employee representatives occurs on a regular basis.
- Ensure that procedures exist which allow the implementation of the health and safety policies and any arrangements through procedures.
- Health and Safety responsibilities are defined for staff and governors.
- A system for monitoring, reviewing, and auditing of the procedures takes place and any actions arising from this review are acted upon, as necessary.
- Health and safety targets are set each year and communicated to all staff.
- School activities (including residential visits and any school-led adventure activities) are planned, risk assessed and have sufficient supervision to be carried out in a safe manner, appropriate to the nature of the activity.
- All injuries to staff, students, contractors, and visitors who visit the school or are on a school trip are recorded. Significant incidents are also recorded and reported appropriately to the School Governors.
- A healthy working environment is maintained with adequate welfare facilities.
- Ensure that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware.
- A formal management review of health and safety performance is conducted to monitor and report performance and the effectiveness of the health and safety policy.

MANAGEMENT ARRANGEMENTS

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

The Uttoxeter Learning Trust

The Multi School Trust, Uttoxeter Learning Trust as the employer has ultimate responsibility for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending the school and for other people who are users of the school.

The Uttoxeter Learning Trust will appoint a Trustee who has overall responsibility for H&S for the schools and who provides a strategic direction for the Trust.

Health, Safety and Wellbeing will be an Agenda item on each meeting of the Trust's Finance and Auditing Committee.

Local Governing Body

Each school have a Local Governing Body which has a delegated responsibility for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending the school and for other people who are users of the school.

The Local Governing Body will take reasonable steps to fulfil this responsibility, to provide suitable facilities, equipment, adequate health and safety training, and safety arrangements for the provision of a healthy working environment and adequate welfare facilities. They will work closely with the Headteacher, and the senior management team and relevant staff of the Trust to support good health and safety management.

For each local Governing body, a Governor will be appointed to oversee health and safety. They will be named on the Health and Safety Notice board.

The Local Governing Body will delegate day-to-day responsibility for health and safety matters to the Headteacher.

Health, Safety and Wellbeing will be:

- Included in the Headteacher Report distributed for each meeting of the Local Governing Body held termly.
- An Agenda item for each meeting of the Local Governing Body designated sub-committee, Management & Resources, which are held termly.

Headteacher

The Headteacher has primary responsibility for Health and Safety matters within each school. In the Headteacher's absence, the Business Manager, a member of the Senior Leadership Team, will assume this responsibility.

Responsibilities:

- To produce a Health, Safety and Wellbeing Policy and Arrangements that is approved by the Governing Body and to ensure that all the aspects of this Policy are implemented and enacted.
- To ensure a copy of the Health, Safety & Wellbeing Policy and Arrangements document is communicated and made available to all staff.

- To set up arrangements to cover all health and safety legal requirements.
- To develop a Health, Safety and Wellbeing Plan as an integral part of the school's Improvement Plan.
- To appoint or assume responsibilities of the Premises Manager.
- To arrange for suitable health and safety induction training to be provided to new employee's and that every assistance is given to them to perform their duties in a safe manner.
- To ensure arrangements are in place to provide cover for staff with key health and safety responsibilities and that there are enough staff to safely supervise pupils
- To ensure the safety and physical condition of all areas of the school is maintained.
- To ensure staff receive the necessary health and safety training and supervision
- To report to the governing board on health and safety matters
- To ensure appropriate evacuation procedures are in place and regular fire drills are held
- To ensure that in their absence, health and safety responsibilities are delegated to the Deputy Headteacher or another nominated member of the Senior Leadership Team.
- To ensure all risk assessments are completed and reviewed

Staff

All staff are responsible for:

- Ensuring they are familiar with and conforming to the School's Health, Safety and Wellbeing Policy and Arrangements.
- The safety of any children under their charge by effectively supervising their activities.
- Performing their job in a safe manner, observing and following all safety procedures and instructions and not interfering with or misusing anything that has been provided for their health, safety or wellbeing.
- Informing their line manager of any condition or concern that might affect their ability to work safely.
- Reporting all injuries or health and safety incidents or safety concerns. Stop and seek guidance if they believe what they are doing is unsafe.
- Taking care of their own health and safety and that of others who may be affected by their actions at work and co-operate with others to help everyone meet their legal requirements.
- Attending appropriate Health and Safety training as directed by the Headteacher or Uttoxeter Learning Trust.
- Contributing ideas to help continually improve the effectiveness of health and safety risk management within the School.
- Co-operating with the school on health and safety matters.
- Informing the appropriate person of any situation representing a serious and immediate danger so that remedial action can be taken.
- Modelling safe and hygienic practice for pupils.
- Understanding emergency evacuation procedures and implementing them when needed.

In addition to the above, Heads of Departments are also responsible for ensuring:-

- Health, Safety and Wellbeing is an agenda item on all Departmental Meetings.
- *Where required, defined areas e.g. Science / D&T / PE* a Health, Safety and Wellbeing Plan is in place to ensure a continuous monitoring of relevant issues within their area of responsibility. This plan to be updated termly.
- All staff within their area of responsibility have received appropriate Health Safety and Wellbeing training, including induction training in order to carry out their role within the school in a safe manner.

Premises Manager (at Ryecroft this delegated to the Business Manager) is responsible for:

- Maintaining an understanding of the Health, Safety and Wellbeing Policy and Arrangements and the premise manager responsibilities detailed within them.
- Maintaining an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
- To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
- Ensuring adequate security arrangements are maintained;
- Ensuring the general cleanliness of the premises and that adequate Wellbeing facilities are provided;
- Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
- Ensuring that plant and equipment is adequately maintained;
- Arranging for the regular testing and maintenance of electrical equipment;
- Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
- Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
- Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise;
- Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
- Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
- Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
- Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
- To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Strategic/Entrust Property Services as a result of a maintenance contract visit.

The Premises Manager may delegate duties to the school's maintenance team.

Pupils and parents

- Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors

- Contractors agree health and safety practices with the Headteacher or their representative before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment and have adequate controls in place to mitigate any risks for of all their planned work.

Health and Safety Coordinator.

- Will be familiar with the responsibilities as defined in the County Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety, the planning and organisation having been carried out by the Planners and Policy makers.
- Will keep up to date with Health and Safety issues by making use of all the resources provided by the County Council.
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Headteacher.
- May collate and produce an annual report on Health and Safety performance including essential KPIs

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the local governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or Wellbeing at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and wellbeing of employees;
- to carry out workplace health, safety and wellbeing inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Competent Health and Safety Advice

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| The Trust obtains competent health and safety advice from: | Occupational Health Unit, Tipping St. Stafford Tel. 0300 111 8000 Association for Science Education, College Lane, Hatfield, Herts Tel. 01707 283000 Association for Physical Education, Building 25, Ling Hs, London Road, Reading, Berkshire Tel. 0118378 6240 |
| In addition to providing competent health and safety advice, the school will also contact in an emergency: | SCC Health, Safety and Wellbeing Service Duty Officer shss@staffordshire.gov.uk 01785 355777 Charlotte Evans - 01785 355777 charlotte.evans2@staffordshire.gov.uk |

Monitoring Health and Safety and Key Performance Indicators

The Uttoxeter Learning Trust monitors Health, Safety and Wellbeing in each of the Academy schools.

Each of the Local Governing Bodies completes a termly Health, Safety and Wellbeing report to the Finance and Audit Committee for the school within their area of responsibility.

This report comprises:-

- Accident and Incident analyses – Identifying number minor, major and serious incidents by areas, i.e. classroom, PE lesson, playground and school premises
- If applicable:
 - any accidents/incidents reportable under RIDDOR
 - any accidents/incidents involving staff/ adults
- Audits and Evaluations:
 - Reports and Action Plans from internal annual Health, Safety and Wellbeing Self-Audits
 - Reports and Action Plans from external Health, Safety and Wellbeing Audits conducted by external agencies
- Site update – identified works, D1's
- Training relevant to Health & Safety
- Inductions conducted
- Staff Wellbeing

Each school within the Uttoxeter Learning Trust will also provide the following information to the Local Governing Body:-

- Termly report to include H&S issues arising at the school
- Reports from school's annual Health and Safety Evaluation Checklist
- Update of the school's Health, Safety and Wellbeing Plan
- Accident and Incident Analysis – Identifying number minor, major and serious incidents by areas, i.e. classroom, PE lesson, playground and school premises
- If applicable:
 - any accidents/incidents reportable under RIDDOR
 - any accidents/incidents involving staff/ adults
- Audits and Evaluations:
 - Reports and Action Plans from internal annual Health, Safety and Wellbeing Self-Audits
 - Reports and Action Plans from external Health, Safety and Wellbeing Audits conducted by external agencies
- Site update – identified works, D1's
- Training relevant to Health & Safety
- Inductions conducted
- Staff Wellbeing

Each school implements:-

- Personal Performance Appraisal Process including a review of Health, Safety and Wellbeing targets.
- Regular Line Management meetings with the Health and Safety Officer (where appointed) and the Premises Manager.
- Regular inspections of the premises carried out by the Headteacher and the Premises Manager and Heads of Departments

Detailed Health and Safety Arrangements

Each of the Uttoxeter Learning Trust schools will establish arrangements for addressing the following areas:-

1. Accidents, Incidents and Near Miss Reporting, Recording & Investigation

Each member school ensures a procedure is in place for ensuring all accidents, incidents and near misses involving pupils, staff, visitors, contractors or members of the public on the site are recorded and investigated in accordance with all applicable Health and Safety Law.

This will include the following arrangements:-

- Parents/carers are informed as soon as is possible of any accident involving their child where considered necessary due to the nature of the injury.
- A Head Injury Procedure, appropriate for the age of the students is in place.
- A BI510 Accident book is used to record details of any accident affecting an employee of the school.
- The BI510 Accident book is kept securely to ensure full Data Protection for personal details of employees who have an accident on site.
- An Accident Book is used to record accidents to pupils, visitors and contractors and employees. This will record all details related the incident including the date, time, details of the incident and or injury, any first aid administered, name of first aider, contact with parents/carers, follow up information from parent, subsequent actions i.e. referral to H&S Officer, MyConcern or other member of staff.
- Accidents, Incidents and Near misses are be investigated where required to ensure the health, safety and wellbeing of the users of the school.
- Post-accident/incident risk assessments are carried out where required to ensure the health, safety and wellbeing of the users of the school.
- Violent incidents are reported and investigating and taking further action if necessary.
- Any accident where the injured party needs external medical help, or is reportable under RIDDOR is reported to SCC using the "Info exchange" link to MyH&S.
- Accidents will be analysed termly in order to identify any trends or areas of concern and a report made to the Headteacher and Governors.
- All Accident books are archived for at least 10 years.

2. Asbestos

Ryecroft being of a new build construction has no asbestos.

- Despite the absence of asbestos on-site, the school is still required to have an Asbestos Record Book which is kept in the main school office.
- The Business Manager is responsible for keeping the book updated.
- The book is shown to all contractors before they begin work on site

3. Communication

The Headteacher for each member school ensures the effective communication of health and safety wellbeing in the school. This should include:-

- Regular full staff meetings
- Weekly staff briefings
- E-mail

- Personal communication with Line Manager and Headteacher
- Personal communication between Line Managers and their teams
- Use of the Staff Notice Board

Staff are encouraged to make suggestions to improve the health and safety performance of the school by talking to their Line Manager, Health and Safety Officer or to the Headteacher

4. Consultation

The Headteacher has overall responsibility for consulting on health and safety in the school with duties delegated to other members of staff as appropriate.

Arrangements for consulting on health and safety matters where staff are encouraged to raise any issues of concern are:-

- Regular full staff meetings
- Staff briefings
- E-mail
- Personal communication with Line Manager and Headteacher.
- Discussion with Trade Union Representative(s)
- Consultation in risk assessments and sharing of outcomes and control measures required.

5. Contractor Management and Construction Work

The designated Premises Manager for each school is responsible for Contractor Management and any construction work.

Each school ensures that arrangements for contractor management are in place which include:-

- Competent contractors are employed. The Premises Manager determines competence of contractors. If applicable/available SCC approved contractors are used in preference or selected via an auditor-approved procurement process.
- If work comes under the CDM Regulations, a Duty Holder is appointed.
- Staff engaging contractors ensure that they have completed the Hazard Exchange Form (HSF46) with the contractor.
- Risk Assessments and Method Statements for the operations are provided by the contractor and checked by the Premises Manager before any work takes place.
- The interface of contractor operations and staff and pupils on site is considered in the risk assessment and appropriate control measures will be put in place.
- Any changes to emergency evacuation routes due to contractor operations are relayed to staff and pupils and are clearly signposted.
- The Asbestos Register is seen by the contractor and signed.
- Where large areas of the site are involved, the fire risk assessment is taken into consideration and if amended if required.
- The Premise Manager or appointed deputy carries out an H&S Induction for the contractor staff.
- Contactors' staff are required to sign in and out of the premises.
- Any incidents or unsafe practices are reported to the Premises Manager.
- The Premises Manager or appointed deputy oversee the work and ensure that safe practices are being employed and surrounding areas kept free from hazards.

- Where work takes place when staff or students are on site, an appropriate safe operating procedure are followed i.e. closure of areas, movement of equipment and materials only allowed at designated times etc.
- Hot Working – where any hot work is taking place the Premises Manager or appointed deputy ensures the contractor signs a Hot Work Permit which states the safety procedures needed for this work and will check, before the contractor leaves, that all sources of heat have been extinguished and that there are no hot spots on the area worked on. This must be completed at least 1 hour before the site is vacated.
- Any electrical equipment used by contractors must be their own and have been suitably PATested.
- All equipment used must belong to the contractors – they must not borrow school equipment.

6. Curriculum areas – Health and Safety

Each member school ensures:-

- Heads of Department ensures risk assessments are carried out for the curriculum activities for their areas of responsibility.
- Heads of Department are responsible for implementing control measures and communicating these control measures where required in order to control the risk to staff and students.
- All staff are required to undertake additional risk assessments before they commence any activity outside of the scope of the department risk assessments.
- The Science Department consults CLEAPSS where applicable.
- The PE department follow the safe working practices detailed National Governing Bodies for each sport undertaken and by the Association for Physical Education.

7. Display Screen Equipment use (including PC's, laptops and tablets)

Each member school ensures:-

- The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using DSE regularly for over one hour. The Line manager is responsible for making necessary changes to the work area.
- Users are notified of their entitlement to free eye testing and prescribed corrective glasses.
- The Trust recommends that all DSE users have regular breaks from their workspace (10 minutes / 2 hours)
- All staff receive appropriate training for the hardware and software used in their role.
- DSE assessments are reviewed every 2 years unless problems arise.
- Staff are made aware they must report any defects in their equipment to their Line Manager.
- Staff are made aware of the need to report any health conditions that may affect them when using the DSE.
- Staff are aware of the need to report any health problems they think are associated with their job; in this case a thorough risk assessment of the job and workspace must be carried out and any control measures actioned immediately.

8. Early Years Foundation Stage

Each member school ensures:-

- Appropriate consideration is made due to the age of the children to ensure that risk assessments, first aid provision (including paediatric first-aid), staff training, area inspections,

infection control, equipment and premises specification and condition include the increased risk to students due to their age.

9. Educational Visits / Off-Site Activities

Each member school ensures:-

- An appropriately trained Educational Visits Co-ordinator (EVC) is appointed to assist and oversee student visits off the school premises.
- All visits are led by a trained/experienced member of staff (Visit Leader) who has knowledge of the venue and as such will be able to plan, risk assess and lead the visit safely in accordance with the Outdoor Education Advisers' Panel National Guidance.
- The EVOLVE system of visit planning is used to ensure that all visits are correctly planned, staffed, insured and assessed as safe.
- The Visit Leader completes the risk assessment with the assistance of the EVC.
- The Visit Leader and EVC will ensure that the staff: student supervision ratios take account the venue visited, the nature of the activity, the experience of the teaching staff accompanying, the age of the students, expected behavioural issues, ability of students, medical issues etc. to ensure that the staff: student ratio is adequate to ensure the safety of the students on the trip and will include a contingency should a member of supervising staff become unable to continue on the visit.
- The Visit Leader will consult the EVC to determine if a qualified First Aider should accompany the trip. This assessment will take into consideration the nature of the activities, the students attending, whether qualified First Aiders are available at the venue etc.
- Control measures required are shared with all staff and volunteers accompanying the visit and roles and responsibilities are clearly defined and communicated.
- The advice of the Entrust Educational Visits Advisor is sought as required.
- All staff accompanying the visit are DBS checked – including volunteers.
- Low Risk visits/Activities: Final approval for the visit is given by the Headteacher; the EVC is responsible for preliminary checking the planning of the visit.
- Higher Risk and Residential Activities: after approval by the EVC and Headteacher the visits are sent via Evolve to the Entrust Educational Visits Advisor for final approval.
- Insurance covering school visits is in place at all times.
- Visits use transport from companies assessed as competent by the Educational Visits Coordinator.
- Parents have given permission for their child to take part.
- A list of all students taking part is available at the school.
- The visit is appropriate for the age and ability of the students and is of benefit to them.
- All staff accompanying the visit know their role and responsibilities.
- Visit Leaders will ensure that any parent volunteer relationship with students are taken into account when considering the supervision ratios.
- The Visit Leader and Headteacher ensure that there is a robust emergency plan in place and a member of senior staff is designated as emergency contact. If the incident is outside of the coping mechanism of the school's Emergency Plan, school SLT will call the County Emergency number (07623 910065) which will connect them with the on call director for use if a major incident/accident occurs. If this number does not provide response in reasonable time – call 08451 213322 and ask Fire Control to page the CUU Duty Officer.
- Visit Leaders ensure that all necessary medications likely to be necessary during the day are carried.
- All accidents, incidents and near misses are reported on return to the school as part of the normal school reporting and investigation procedures. In addition, the Educational Visits Coordinator will be informed to ensure that any implications can be included in future trip planning.
- Following the Educational Visit, the Visit Leader will complete an evaluation of the trip to ensure that any learning outcomes can be of use to future trips.

10. Electrical Equipment (fixed & portable)

The Premises Manager is responsible for Electrical equipment and supply on site.

Each member school ensures:-

- A full site electrical inspection and test is carried out every 5 years by an approved County Council Contractor and the reports are passed to the Premises Manager who is responsible for ensuring that any repair or renewal work is carried out.
- No alterations to the fixed electrical wiring are made by anyone other than an approved electrical contractor who appears on the County Council list of approved contractors.
- All portable electrical equipment is tested for electrical safety (PATested) every twelve months apart from computers and office equipment which is tested every 2 years and records are kept and held.
- Staff must not bring in personal devices and/or charges unless they have been PAT tested
- Visitors are permitted to bring in:-
 - Laptops
- Staff, visitors and contractors must ensure that any personal equipment they bring into school is in a safe condition by verifying the following:
 - Any equipment is visually inspected before use for defects.
 - The cable and body of the equipment and/or charger do not show any signs of damage.
 - Any damaged or faulty equipment is removed from use immediately.
 - Staff must not carry out any electrical fault finding or repairs, unless trained and authorised to do so.
 - All equipment will be switched off at the mains when not in use.
- Staff, visitors and contractors are not permitted to bring into school any other privately-owned electrical equipment that requires a mains supply to run or charge the equipment unless authorised by the Premises Manager.
- Students are not permitted to bring into school any privately-owned electrical equipment that requires a mains supply to run or charge the equipment unless authorised by the school's Premises Manager with the exception of laptops/tablets authorised for use by school staff. Students are informed of the requirement to visually check the safe condition of these item before use. Students are not permitted to charge mobile phones on the school site.
- Any equipment which fails the PATest is marked with a red FAIL label and taken out of use until repair by a competent person can be arranged or failing this the equipment is scrapped and removed from the Asset Register.
- All staff are aware of the need to visually check electrical equipment before they use it or allow students to use it.
- Staff remove any faulty or damaged equipment from use and will report this to the Premises Manager.
- School kitchens are inspected and checked by the catering provider where applicable and the Catering Manager on site keeps all records of these tests and inspections.
- Science equipment is checked before it is used and any broken or damaged equipment is taken out of use to await repair or replacement. The equipment is always counted in and out by staff and students are encouraged to report any faults.
- In D&T the Head of Department ensures that all equipment is checked before it is used and any damaged equipment is taken out of use until it can be repaired by a competent person. Each year the main saws, drills and cutting benches are checked for safety by a Technician employed by Staffordshire County Council; this report is passed to the Head of Department, who arranges for any repairs or alterations to be made.

11. **Fire Precautions & Procedures - Evacuation and Invacuation (e.g. for terrorist threat, local pollution incident, dangerous animal on the premises etc.)**

Each member school ensures:-

- A Fire Risk Assessment is completed every 12 months or sooner should there be any substantial changes to the law, staff or site i.e. building works may necessitate an earlier risk assessment.
- The Fire Risk Assessment process is managed by the Premises Manager and external authorised contractors are consulted as required.
- A copy of the Fire Risk Assessment is kept in the main entrance to the school for use by the Fire Services in an Emergency situation.
- Comprehensive Evacuation and Invacuation Procedures are in place.
- Personal Emergency Evacuation Plans (PEEPs) are in place for any student or member of staff who may need assistance to evacuate the building safely.
- Evacuation and Invacuation Procedures are tested to ensure they are comprehensive and effective for all scenarios.
- Registers of pupils are taken each day. Staff, contractors and visitors sign in and out of the building to ensure an accurate records of who is in school.
- Evacuation Practices are carried out each half-term.
- Time for evacuation is recorded by the Business Manager and the efficiency of the drill is assessed. Any required amendments to the procedures are implemented and shared with all staff.

The Fire Log Book is located in the main entrance to the school includes:-

- Contact numbers for key staff on site, i.e. Premises Manager, Maintenance team, Asbestos Team at SCC, SCC Property Managers
- Latest Fire Risk Assessment
- The location of any hazardous materials stored on site – i.e flammable stores, flammable gases etc.
- The location of firefighting equipment.
- Records of maintenance of firefighting equipment, emergency lighting etc.
- Records of relevant training, i.e. Fire Warden training, Use of Fire Extinguishers.
- Records of Fire Evacuation Practices / evacuation times.

Early in September an evacuation practice is performed to ensure that new student entrants to the school are aware of the procedures in place.

All contractors are made aware of procedures before they begin work as part of the hazard exchange system.

- Staff designated as Fire Marshalls are given appropriate training. This training is updated annually.
- Induction training includes Evacuation and Invacuation Procedures
- Staff are aware that evacuation of visitors is the responsibility of the member of staff they are visiting to ensure they evacuate the building when alarm sounds.

Site Management for Fire protection

- The school is protected by a fire alarm, emergency lighting and appropriate fire extinguishers which are maintained regularly by outside contractors and checked weekly. Records are kept in the Fire Log Book.
- The site is kept in a clean condition with rubbish removed daily. Particular care is taken during holiday periods to ensure rubbish bins are emptied and moved indoors and skips are situated away from the building and secured in place.
- Corridors and escape routes are kept clear and clear of obstructions and evacuation routes and fire exits are clearly marked by appropriate signs.

- Fire doors are checked regularly and they will never be left propped open for any length of time. Where fire door holdbacks are in use they will deactivate and close fire doors in the event of the alarm sounding.
- Fire exits are checked regularly and the area around them, both inside and out, is kept free from obstructions.
- Each room/office has a Fire Action Notice which details the procedures for evacuation and action to take if a fire is found.
- Flammable liquids and substances – minimum amounts are kept and used; they are stored in secure flammable cabinets with access only allowed to designated staff. They are stored away from sources of heat and any combustibles.
- D&T and Science Departments maintain department procedures for isolation of gas supplies prior to leaving the building in the event of an evacuation and also at the end of every school day.

12. First Aid *see also Medication / Medical Conditions

Each member school ensures:-

- There is an assessment of the First Aid requirements in the school to ensure adequate and appropriate first equipment, facilities and trained personnel on site to deliver First Aid to all employees, visitors, contractors and pupils when needed. This assessment is reviewed annually.
- Extra emphasis is placed on areas considered at higher risk i.e. DT, Science, Art and PE where activities are more likely to lead to injury.
- Provision is adequate whenever there are persons on site i.e. after hours, holiday when contractors are working.
- First Aiders receive training and retraining which meets all the latest HSE Guidelines.
- First Aiders receive appropriate training for the provision of first aid to children and also for any medical conditions affecting students in the school, i.e. paediatric first aid, use of epipens, anaphalactic shock etc. as applicable.
- First Aid boxes are kept stocked with in-date equipment and sundries and a member of staff is designated for checking these and re-stocking as necessary.
- Appropriate PPE is be made available to First Aiders.
- Spills kits and disposal facilities are available for bodily fluids.
- All First Aid and accidents will be logged in the Accident Books
- A First Aider in consultation with a SLT member, will determine whether parents/carers (or next of kin for adults) are informed of the injury taking a precautionary approach at all times if Emergency Services are called.
- Lists of First Aiders are located in the Staff Room, the School Office and at other key locations around the school.
- Emergency services are called as required, coordinated through the main office using '999' communication with emergency services and the staff attending the injured party – if not in the school office is via the use of school, mobile phones, walkie talkies as required.
Emergency Services are called as required, coordinated through the Reception Office using "999". Communication with emergency services and the staff attending the injured party (if not in the School Office) is via the use of school and mobile phones as required.
- All staff are aware of the procedure for summoning the assistance of First Aid or the Emergency Services. This is communicated in the H&S Induction and on Staff Notice Board.
- A member of school staff or parent/carers will always accompany a student whilst in the care of the Emergency Services.
- Where required by a personal risk assessment, additional information may be retained in the school

office for communication to the Emergency Services.

- Records of all accidents and first aid treatment are analysed for trends of issues of concern and a report provided for Governors every half term.

13. Forest School

Each member school ensures:-

Forest School Leaders have attained the Level 3 Forest School Leader Training provided by a Forest School Association endorsed training provider.

All Forest School activities will be appropriately supervised.

Comprehensive risk assessments have taken place for all forest school activities including contingency measures for weather conditions – particularly wind.

Regular inspections (before each use and weekly) take place to ensure the safety of students using the forest area.

14. Glass and Glazing

Each member school ensures:-

- The site has undergone a glazing survey carried out by SCC approved contractors.
- All glass in school meets minimum safety standards.
- All glass in doors and side panels is safety glass.
- When glass has to be replaced it is replaced with the appropriate safety glass.
- The site undergoes a regular safety check.
- Staff report damage to windows or other glazing and the area is made safe until repairs are organised.

15. Hazardous Substances (COSHH)

Each member school ensures:-

The school follows the rules and guidance provided by CLEAPSS, Health and Safety Officer and the HSE.

The school uses CLEAPSS as a resource. A Chemical Catalogue has been prepared on the intranet site which has links to the Hazard and Safety Data Sheet for each chemical available in the main science department.

Only those chemicals recommended by CLEAPSS for use in the school are used for curriculum activities.

COSHH Assessments for curriculum activities are the responsibility of the relevant Head of Department for that subject area.

Chemicals in use by the site maintenance and cleaning teams are subject to separate COSHH Assessment which is the responsibility of the Premises Manager to maintain.

Material Safety Data Sheet are held for all chemical materials on site.

All chemicals are appropriately labelled and kept in their original containers unless diluted for use.

Minimum amounts of chemical substances are stored on site.

Where possible, lower hazard and less environmentally hazardous materials will be purchase in preference.

Chemical substances are stored in defined chemical storage areas that are appropriate for the substances stored, i.e. ventilated flammable store, locked metal poisons cabinets etc.

Chemical Storage areas are appropriately signed.

All chemical storage areas are locked when not in immediate use.

Students are not permitted to enter science prep rooms or chemical storage areas.

Extreme care is taken to ensure that all hazardous chemical substances are kept out of the reach of students at all times unless in use under supervision of trained staff as part of a curriculum activity.

Staff ensure that the distribution of chemical substances during a lesson activity is strictly controlled to minimise the chance of any being removed without authorisation.

Chemical spills are dealt with immediately, in accordance with procedures laid down by CLEAPSS.

Chemical waste is disposed of in accordance with the advice given in the CLEAPSS Hazards or the manufacturers' instructions and by authorised waste disposal contract.

16. Health and Safety Law Poster

Each member school ensures:-

The statutory Health and Safety Law poster is displayed prominently in school where it is easily viewed by staff.

The poster is annotated with appropriate contact names and also, if applicable, the name of the school's appointed Governor with health, safety and wellbeing responsibilities.

17. Housekeeping, cleaning & waste disposal

Each member school ensures:-

The school is maintained in a clean and tidy state and is cleaned regularly.

The school provides information, instruction and site orientation training to ensure the site cleaners can operate safely.

COSHH and risk assessments for all activities carried out are maintained and reviewed annually or where required for post-accident or a change in process or staff risks.

Staff and pupils endeavour to keep the site as clean as possible by ensuring that litter is picked up and rubbish is placed in the appropriate bins.

Waste bins are situated in all areas of the site included lidded pedal bins where required for reasons of

hygiene, and these are emptied daily into a waste skip which is located at the side of the site, well away from buildings. Waste skips / containers are emptied on a regular basis by approved waste disposal contractors.

Toilets are maintained in a clean and hygienic condition.

Liquid spills onto floors are dealt with immediately and warning cones are placed around wet areas until it is dry.

Glass and other sharp objects are disposed of into a glass or sharps bin. The glass is then wrapped and/or double bagged and placed in the skip along with the contents of the sharps bin.

Clinical waste is collected in special bins which are collected by a registered contractor on a regular basis.

Chemical waste is dealt with in accordance with COSHH Regulations and advice given by CLEAPSS and removed by a registered waste disposal contractor.

18. Infection Control

Each member school ensures:-

Procedures are implemented for the minimisation of transmission of infectious diseases where required by risk assessment (for example COVID-19 and other transmissible infections). Controls may include:-

- Hand washing promotion / posters / instruction
- Sanitisation of hands and regularly touched surfaces
- Ventilation of shared rooms
- Exclusion of students and staff with transmissible infections according to the UK Health Security Agency guidelines (formerly Public Health England).
- Communication to staff of particular transmissible infections they may have been exposed to according to the UK Health Security Agency guidelines (formerly Public Health England).

Controls are implemented and additional information is communicated to staff via email and Departmental and Whole School Meetings.

Students are informed of control measures required by verbal communication from form teachers during form time, posters and communications with parents.

19. Lettings

Each member school ensures:-

- Contractual arrangements for lettings include the health and safety considerations for the letting and these are reviewed annually.
- Hirers have provided their own risk assessment and are responsible for their own first aid, fire and evacuation procedures.
- Hirers are responsible for following all health and safety procedures required by the school and for ensuring all instructions regarding health and safety, access arrangements and site security are followed.
- Hirers are responsible for obtaining any necessary local authority licences and these must be provided on request.

20. Lone Working

Each member school ensure:-

- A risk assessment is carried out for staff who work alone on the school premises to ensure required control measures are identified and implemented.

21. Maintenance / Inspection of Equipment and Site (including selection of equipment)

Each member school ensures:-

- All staff maintain vigilance for any damaged or defective furniture or equipment in use in the school and before issue for use by students.
- Any damaged equipment that could result in injury to pupils or staff is removed from use immediately.
- Staff are informed of the requirement to report any defective equipment immediately to the Premises Manager or maintenance team in order that the defective equipment can be repaired or disposed of.
- The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance.
- All inspection and maintenance of school equipment must be carried out by competent persons or authorised contractors.
- Where required for safety in use, school equipment will be inspected and maintained by approved contractors.
- Items of mechanical D&T equipment in use is inspected by staff for general condition and safety before use and annually by authorised contractor.
- Local Exhaust Ventilation systems in inspected every 14 months by authorised contractor.
- +Items of portable electrical equipment are inspected by staff for general condition before use and annually (unless considered by risk assessment that this inspection should be carried out more or less frequently) by authorised contractor.
- The site fixed electrical system is inspected every 5 years by authorised contractor (unless considered by risk assessment or incident, that this inspection should be carried out more or frequently).
- The site gas systems are inspected annually or more frequently if required by risk assessment.
- Gas taps in laboratories re visually inspected before use.
- Gas and Electricity Isolation and trip switches present for example in kitchens, D&T and Science areas are checked every half term as a minimum.
- Emergency Lighting is checked at intervals as defined by Fire Risk Assessment and serviced by authorised contractor annually (or at intervals defined by Fire Risk Assessment)
- Fire extinguishers undergo regular routine checks (at intervals defined by Fire Risk Assessment) and are annually serviced by authorised contractor.
- Fire alarms are checked for operation weekly.
- Smoke alarms are serviced every 3 months (or at intervals defined by Fire Risk Assessment)
- Fire alarm systems are serviced every 3 months (or at intervals defined by Fire Risk Assessment)
- Glazing undergoes regular inspection for damage and a 5 year check by SCC Property Services.
- Ladders / stepladders are inspected annually by competent person and a ladder register maintained (or at intervals defined by risk assessment).
- PE equipment is inspected annually by approved contractor
- A Water Quality risk assessment is carried out every 2 years by authorised contractor

- The water system is serviced every 6 months by approved contactor
- The water system is flushed where required by the Water Quality Risk Assessment (weekly)
- The water temperature is checked where required by the Water Quality Risk Assessment (monthly)
- Descaling of the water system takes place quarterly or more frequently as required by the Water Quality Risk Assessment.
- Lifts and other lifting equipment is inspected every 6 months by authorised contractor.
- The site perimeter fences / boundaries are inspected regularly at intervals defined by risk assessment for safety and security.
- The internal and external areas of the site are inspected at regularly at intervals defined by risk assessment.

Maintenance / Inspection of Equipment (including selection of equipment)

| Item | Inspection cycle months | Responsibility |
|------------------------------------|--------------------------------|---|
| D+T equipment – general | Before issue to pupils | D+T Staff |
| Electrical equipment [portable] | 12 | Business Manager / External Provider |
| Electrical fittings [site] | 60 | School |
| Electrical sockets – lab/prep room | 1 | Science technician |
| Fire alarms - servicing | 12 | Business Manager |
| Fire alarms [site checks] | Weekly | Site Technician (Dove First) |
| Fire extinguishers | 12/weekly | Business Manager /Dove First Site Technician |
| Fire risk assessment | 12 | H+S Coordinator |
| Glazing | 60 1 | School Part of site inspection – Headteacher/Business Manager/Site Technician |
| Ladders/steps | 12/1 | Site Technician |
| Fixed Outdoor Play Equipment | 12 | Business Manager / External Provider PE Lead conducts and records a monthly inspection |
| PE equipment | 12 | Business Manager / External Provider |
| Science equipment – general | Before issue to pupils | Science staff + technician |
| Water quality | 6 | External Provider sourced via Entrust Property Services |
| Water temperature | 1 | External Provider sourced via Entrust Property Services |
| Whole site inspection | 1 | Headteacher/Business Manager/Site Technician |

22. Manual Handling

Each member school ensures:-

Manual handling risk assessments are carried out on all staff involved in this process according to HSE guidance.

Where possible mechanical aids i.e. trolleys, are used in preference to manual handling.

Staff whose job involves frequent manual handling will receive training.

Pupils are not used to carry heavy loads.

Pupils where pupils are involved carrying items they receive instructions from staff before they begin.

Loads are matched to the physical capability of the pupil.

Arrangements for manual handling of loads by staff and avoidance of risk are included in the H&S Induction information summary document shared with all staff.

23. Medication / Medical Conditions

Each member school will refer to the Department for Education document:

[Supporting pupils at school with medical conditions \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

- Information will be obtained from parent/carer and if applicable previous school/childcare setting, of the medical and health needs of the students prior to or at admission.

Health Care Plan:

- Where required a Health Care Plan is in place for students in order that their medical needs are managed in order for their access to education to be maintained as far as possible.
- The Health Care Plan is drawn up with medical support by school staff, teachers, first aiders, parents/carers and the student to identify the level and type of support required.
- The Health Care Plan is reviewed according to an agreed time plan.
- The medical information in the Health Care Plan is treated with confidentiality; the Head Teacher seeks agreement from both the student and parents regarding which staff will be allowed access to this information.

Medication on premises:

- Any medication used/kept on the premises is kept secure and students will not have access to it without an appointed member of staff being present. (NB/ exception asthma inhalers, epipens, insulin etc. which may be required in an emergency or self- administered as part of the Health Care Plan).
- Unused medication and sharps are returned to parents.

Records

- Students' records include notes on any outstanding medical conditions, any need for medication and also the name and address of their GP. Emergency contact numbers are also in these records. These records are made known to staff responsible for the students concerned.

Administering medication:

- Whilst there is no legal duty which requires academy staff to administer medication, staff may volunteer to do this. In such cases the staff involved have been trained, have all necessary information concerning the medication/treatment, have had information concerning their legal liabilities and been given the support of both parents and the Head Teacher.

Analgesics – non-prescribed:

- At no time will staff administer non-prescribed medication i.e. aspirin, paracetamol or other analgesics. There is a danger that an individual may have an allergy to any one of these.

Parental consent/information:

- If parents request that their child is to be medicated during the day, a signed note from them must be given to the main office, along with clear information regarding the type of medication, prescribed or non-prescribed, dosage, expiry date and frequency of administration. These details will then be passed to relevant staff and to the First Aiders. Wherever possible, all medications will be secured by

school staff and the student concerned requests access to obtain their medication. Students must be supervised when taking medication. [NB/exception asthma inhalers].

- Parents/Carers are advised via text, time and dosage of medication received by student

Refusal to medicate:

- Students who refuse prescribed medication are not be forced; parents are contacted at once and if necessary the emergency services are contacted.

School Trips/Work Experience:

- Students' medical needs are evaluated and a member of staff or will be designated to ensure that medication is taken.

Sport

- Any restrictions on a student's ability to take part in sport is included in their health care plan. Some students may need to medicate either directly before or after sports activities i.e. asthmatics, PE staff are aware of these students and will supervise if necessary.

Asthma

- Students' records show this condition.
- Students with asthma are allowed constant access to their inhaler
- If a student is considered unable to take responsibility for their inhaler then it will be kept in the main office and marked with the student's name.
- Students are not allowed to share inhalers.

Epilepsy

- Records are kept of "triggers" for each affected student i.e. flickering lights, VDUs.
- The Health Care Plan details the type and duration of seizures involved
- Medical assistance is called in all cases where a seizure is longer than normal or where one seizure is immediately followed by another.

Diabetes:

- Students affected are allowed to eat regularly throughout the day and to carry glucose tablets or sugary drinks with them.
- PE staff are aware that blood sugar levels may fall dramatically [hypoglycaemia] after strenuous exercise; they are aware of the need for a sugary drink or glucose tablet to rectify this.
- Parents/carers are always be contacted if their child suffers a hypoglycaemic episode.

Anaphylaxis:

- This is an extreme allergic reaction which will require urgent medical attention. The most common cause is a reaction to some sort of food, i.e. peanuts, shellfish, and dairy products, but it may also occur after a bee or wasp sting. The condition may be life threatening.
- Each student's symptoms may vary and these will be discussed when the health care plan is drawn up.
- Normally the student will be prescribed an "Epipen" which will deliver a measured dose of adrenaline into the thigh muscle. Normally more than one pen will be prescribed, and these will be stored in the main areas where the student is taught.
- Staff will volunteer and be trained to use the Epipen, should the need arise.
- Special care will be taken with students suffering from food allergies during food technology lessons and at break and lunch times.

- An EpiPen and a trained staff member will accompany the student on any school trips.

HIV:

- HIV+ children and their parents are treated with sensitivity and confidentiality.
- Support is given to the student, parents and all those involved in his/her care.
- Only those who “need to know” will be told of the student’s status.
- First Aiders are provided with gloves and aprons, which will be double-bagged and incinerated after use.
- A supply of “Fluid-proof” mouth masks is available in the Medical Room should mouth to mouth resuscitation be needed.
- In cases where the student’s blood or vomit is deposited, the area is saturated with a 1:10 solution of domestic bleach and left for 30 minutes before being wiped up with disposable paper towels – these are then be disposed of via a toilet or incinerated.
- If an individual is “splashed” with either blood or vomit from an affected student the area affected will be washed with copious amounts of soap and water; if the eyes or mouth is contaminated, then tap water will be used as a substitute. Medical advice is sought at once.
- Science –students are not allowed to give samples of blood or saliva. When epithelial cheek cells are swabbed and smeared onto a microscope slide, all swabs and slides are placed in a 1% solution of Virkon [an antiseptic/antiviral/anti-fungal agent] and then double bagged in polythene before being placed in a sharps container prior to disposal.

Staff taking medication

- Where a member of staff is taking a medication that may impair their ability to carry out their normal work, they are required to inform their line manager in order that a personal risk assessment may be carried out.

24. Personal Protective Equipment (PPE)

Each member school ensures:-

PPE is provided free of charge to all staff and pupils where they are involved in an activity where risk assessment requires PPE to reduce risk.

PPE is purchased from a recognised supplier and will conform to the relevant British and EN safety standards for purpose.

Staff and pupils are taught how to use/wear PPE properly by a competent person.

PPE is correctly stored, cleaned/disinfected and inspected and replaced where necessary.

PPE is worn when necessary.

25. Reporting Hazards or Defects or Concerns

Each member school ensures:-

There is a mechanism for staff to report hazards or defects on the school premises to staff with responsibilities for site maintenance.

Staff are aware of the mechanism and requirement for reporting hazards or defects.

Hazards or defects are promptly assessed and rectified.

Where a structural fault is found the Premises Manager is informed and appropriate action is taken.

Staff report any Health and Safety concerns to their Head of Department who then ensures further consideration or referral as applicable.

Staff are informed of their requirement to report hazards, defects or dangerous situations in the H&S Induction training and regularly during Department or whole school meetings and email.

26. Risk Assessments

Each member school ensures:-

Risk assessments are in place in order to identify and assess risks and to identify control measures required to eliminate or reduce risk in all areas of the school including, but not exclusively:-

- Internal premises
 - External premise and grounds
 - Site Maintenance
 - Cleaning
 - Curriculum activities
 - Classroom activities
 - Office activities
 - School events
 - Fire or other Emergency
 - Lettings
 - COSHH
 - Manual handling
 - Display screen equipment
 - Pupil welfare
- Heads of Department are responsible for:
 - Ensuring risk assessments are carried out for their areas of responsibility.
 - Relevant staff are involved / consulted in the assessment process.
 - That associated control measures are practicable and effective.
 - Risk assessments are reviewed annually or more frequently if required by changes in regulation, process, staff, post-accident etc.
 - Personal risk assessments take place as required including for example for
 - medical conditions that may affect staff or students in school, including stress
 - medication that may affect staff or students in school
 - return to work following a period of absence due to illness
 - pregnancy (new and after 28 weeks gestation)
 - staff or students who are assisted by the use of crutches or wheelchairs

27. Smoking

Each member school ensures:-

- Uttoxeter Learning Trust sites are non-smoking areas and notices are displayed around the site stating this. Staff and students and contactors are not be allowed to smoke or bring E-cigarettes on site at any time.

28. Stress and Staff Wellbeing

Each member school ensures:-

A Stress and Wellbeing risk assessment is been undertaken and control measures are communicated, discussed and implemented. This risk assessment is reviewed annually or earlier should this be considered necessary by the school's leadership team

All staff have the opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.

Staff can ask to be referred to the Occupational Health Service where work and health problems are thought to coincide.

Where workplace stress is proved to be involved in the illness an individual risk assessment must be performed.

A notice board in the staff room is used to publicise and highlight staff well-being issues.

29. Supervision of Students – including out of school learning and study support

Each member school ensures:-

- Where required due to their age or risk assessment of the activity, students are supervised at all times by trained staff.
- All staff working in school must be checked for Disclosure and Barring Service clearance before they begin work.
- The requirement for DBS check for volunteers, guest speakers etc. will be assessed on an individual basis by the school's safeguarding lead.

30. Training and Development

Each member school ensures:-

All new staff receive health and safety induction training when they begin work; health and safety procedures in school will be explained along with emergency procedures in the event of e.g. a fire, pupil accident etc.

Head of Department provide/ensure provision of department specific H&S training

Training needs are identified by the process of risk assessment and records of training are maintained.

Staff are encouraged to bring up Health and Safety matters and Health and Safety training as part of their performance management review each year.

31. Vehicle movements on site

Each member school ensures:-

- Arrangements for the safe access and movement of vehicles on site are subject to risk assessment.
- Controls in place include allocated entrance for vehicles and pedestrians, defined parking areas, safe access routes and walkways for pedestrians, segregation of vehicles from pedestrian areas, supervision of pupils arriving and departing at the start and end of the school day and supervision of coach and minibus arrival and departure and contractors' vehicles.
- Reversing vehicles for deliveries etc. are supervised.

32. Vehicles owned or operated by the school

Each member school ensures:-

- Where vehicles are owned by the school the vehicle is maintained in good, roadworthy condition and conforms to all regulatory requirements related to vehicles e.g. MOT, servicing and insurance. Records are kept.
- Vehicles are only driven by drivers qualified in driving the vehicle type.
- The vehicle is inspected before every journey and each driver completes a written checklist which details checks he has completed on the vehicle i.e. state of tyres, water, windscreen wipers etc.
- A First Aid kit is carried on the vehicle at all times.
- Drivers always have access to an emergency contact number for the school, in the event of an emergency/accident.

33. Violence and Aggression and School Security

Each member school ensures:-

- The school provides a safe and secure place of work and education and is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.
- A risk assessment of school security has taken place and control measures implemented to control risks.
- Visitors to the school sign in at Reception and are given a visitor's badge; they then wait for the member of staff they are visiting to come and collect them from reception – they do not access the school alone. It is the member of staff's responsibility to look after their visitor whilst they are on site and then return them to reception to sign out as they leave.
- Recreation areas on site are all fenced and gated for security reasons.
- Acts of violence of any kind in school are not accepted and staff work to ensure that violence does not occur and if it does they will take all necessary lawful steps to prevent it happening again. Advice and counselling will be provided to those who have been affected.
- The school requires all staff to report any incidents of either physical or verbal violence to a member of the Senior Leadership Team.
- A risk assessment is carried out where staff are at increased risk of injury due to their work.
- Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.

34. Volunteers

A volunteer working within the school will be treated as a member of staff and it is the responsibility of the appropriate Head of Department to ensure adequate safeguarding, induction training and supervision takes place.

35 Work Experience

Each member school ensures:-

- Should work experience be organised, it is the responsibility of the Head of Department to ensure a full risk assessment, induction training and supervision of the student whilst on the placement takes place.
- Placement risk assessments and insurance checks are arranged by the Head of Department.
- Copies of these documents along with a letter and medical form are sent to parents so that they can consent to their child taking part with full knowledge of where they will be working and what they will be doing.
- A copy of the medical form and the risk assessment is then sent to the placement.

36. Water System Safety

Each member school ensures:-

The water system on site is maintained and monitored according to regulatory requirements for the site and in accordance with the Water Risk Assessment which is performed by approved contractors.

Records are maintained in the Water Hygiene Manual.

Information, instruction and training is provided for the staff in school with responsibilities for maintaining the water system.

Drinking water is clearly labelled in school and warning notices are placed on any supplies of water which are not fit for drinking.

All taps used by pupils are fitted with TMVs.

Warning notices are placed to identify where taps provide water that is sufficiently hot to present a risk of scalds.

37. Working at Height

Each member school ensures:-

Working at height is avoided wherever possible but where required it is subject to risk assessment.

Where it is not possible to avoid working at height, suitable equipment, e.g. ladder or stepladder is used.

Stools, chairs and tables and window ledges are never be used in place of ladders.

Staff are informed of their requirements to work safely at height in the H&S Induction training.

Ladders and stepladders are of the appropriate industrial standard and are inspected visually each time they are used.

A full safety inspection of all ladders and step ladders takes place annually. Records are kept on the Site Check List. Ladders are all numbered.

Staff do not bring in their own steps or ladders for use in school.

Contractors are not allowed to use school ladders and stepladders.

Pupils are not allowed to work at height.

All staff make visual checks of ladders/stepladders before they use them.

Staff who regularly need to work at height have received all appropriate training; staff who occasionally work at height for very short periods of time have received information on the correct, safe methods to be used when working at height i.e. positioning of ladder, choosing, checking ladder etc.

38. Jewellery

Pupils:

- Rings and necklaces must not be worn in school.
- Stud –type earrings may be worn but not “dangly” earrings.
- In PE, no jewellery may be worn as it presents a significant risk during lessons

HEALTH AND SAFETY KEY PERFORMANCE INDICATORS (KPIs)

The Uttoxeter Learning Trust member schools monitor the health and safety performance in order to determine where progress is being made and where further actions and resources may be required.

The schools will allocate individuals or teams of staff to complete the following KPIs:-

- Monitoring and analysing accident, incident and near miss reports
- Annual Health, Safety and Wellbeing Self-Audit
- Annual Health and Safety Evaluation Checklist
- Action plans arising from results of H&S Self Audit and Evaluation Checklist
- Results of staff surveys undertaken in school

IMPLEMENTERS

| | |
|---|--|
| Headteacher | Mrs A. Grattage |
| Deputy Headteacher | Mr M. Hall |
| Senior Leadership Team | Mrs A. Grattage, Mr M. Hall, Mrs T. Evans, Mr A. Hughes, Miss F Simon & Mrs R Davis |
| Premises Manager / Health + Safety Coordinator | Mrs T. Evans |
| Lead Teacher for Design and Food Technology | Mrs D. Alston |
| Lead Teacher for Science | Mr M. Hall |
| Catering Manager | Mrs A. Carr |
| Site Technician | Mrs L. Halsey |

Signature Chair of Governors

Name Chair of Governors

Signature Headteacher

Name of Headteacher