



HEALTH AND SAFETY POLICY

Last review date	June 2023
Date approved by the Trust Board	June 2023
Date for next review by Trust Board	June 2024

Document Control

Document version numbering will follow the following format. Whole numbers for approved versions, eg 1.0, 2.0, 3.0 etc. Decimals will be used to represent the current working draft version, eg 1.1, 1.2, 1.3 etc. For example, when writing a procedural document for the first time the initial draft will be version 0.1.

The table below provides details of the changes made to this document, to inform those reviewing and approving the document.

Document Edition	Section	Details of Change
1.0	All	New policy

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1. Introduction

Leading Edge Academies Partnership (the 'Trust') is a team of school leaders that aim to be Leading Edge and pioneering in their approach to education and well-being. We are a growing family of like-minded schools that offer a values-based education to the communities we serve and welcome staff, trustees, governors, pupils, parents/carers and volunteers from all different ethnic groups and backgrounds.

The term 'Trust Community' includes all staff, trustees, governors, pupils, parents/carers, volunteers, and visitors.

We are a values-based Trust, which means all actions are guided by our three 'Es' as follows:

- **Excellence** – 'Outstanding quality'
- **Evolution** – 'Continuous change'
- **Equity** – 'Fairness and social justice'

2. Aims

Our schools aim to:

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

3. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

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

The Trust follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Schools with Early Years Foundation Stage (EYFS) provision add:

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

4. Policy Statement

The Trust:

- Recognises its legal and moral responsibilities to persons who may be adversely affected by the Trust's activities.
- Is committed to ensuring, by all reasonably practicable means, the health and safety of its pupils, visitors, employees, and contractors involved with its activities.
- Will seek to ensure that its legal duties and policy objectives are complied with at all times.
- Will ensure that all foreseeable risks associated with the Trust's activities are identified and removed or controlled through a process of risk assessment and management.
- Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
- Will seek to inform pupils' parents or carers of any health and safety issues relevant to their child or children.
- Will have detailed the arrangements for health and safety across the Trust and arrangements associated with this policy statement.
- Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up to date.

It is recognised that individuals and groups of individuals have responsibilities for health safety within the Trust Community. The individuals and groups identified below are expected to have read and understood the Trust's policies and procedures for ensuring the health and safety and to conduct their duties in accordance with them.

5. Roles and responsibilities

The employer

As the employer, the Trust has ultimate responsibility and must ensure arrangements are in place for the health and safety of pupils, staff, visitors, and contractors.

Board of Trustees

The Board of Trustees is responsible for ensuring that mechanisms and procedures are in place for health and safety. The Trustees will receive regular reports to enable them, in collaboration with the CEO, to prioritise resources for health and safety issues.

The Board of Trustees have appointed a Chief Operations Officer (COO), to oversee the management of health and safety across the Trust.

Principal

The Principal has responsibility for:

- Day-to-day management of all health and safety matters in the school in accordance with the Health and Safety Policy.

- Implementing the Health and Safety Policy.
- Ensuring there is enough staff to safely supervise pupils.
- Ensuring that the school building and premises are safe and regularly inspected.
- Submitting regular health and safety reports to the employer.
- Ensuring that action is taken on health and safety issues.
- Passing on information received on health and safety matters to appropriate people.
- Carrying out accident investigations.
- Identifying and facilitating employee training needs.
- Liaising with the employer on policy issues and any problems in implementing the Health and Safety Policy.
- Co-operating with and providing necessary facilities for trade union safety representatives.
- Providing necessary facilities for all employees to be consulted on health and safety matters.
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so.
- Monitoring contractors to ensure that the Health and Safety Policy is complied with.
- Act where any contractor is found to be working in a manner which is unsafe.

In the Principal's absence, the Business Manager will assume the above day-to-day health and safety responsibilities. The Headteacher can delegate the management of health and safety to an appropriately trained person within the school but responsibility and accountability remains with the Headteacher.

Senior Management

Senior management have responsibilities for:

- The day-to-day management of health and safety in accordance with the Health and Safety Policy.
- Drawing up and reviewing departmental procedures regularly.
- Ensuring that suitable risk assessments have been carried out for all activities where there is a significant risk.
- Carrying out regular inspections and making reports to the Principal.
- Ensuring action is taken on health and safety issues.
- Arranging for employee training, information, and instruction.
- Passing on health and safety information received to appropriate people.
- Acting on reports from employees, the Headteacher/Principal, Trustees, and the Local Authority.

All Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health and safety of themselves and others who may be affected by anything they do or fail to do. In particular employees have a responsibility for:

- Checking that classrooms/work areas are safe.
- Checking equipment is safe before use.
- Ensuring safe procedures are followed.
- Ensuring protective equipment is used when needed.
- Bringing problems to the relevant manager's attention.

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

Volunteers

Volunteers (such as parent-helpers, etc) have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Pupils and Parents/Carers

Pupils and parents/carers 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 will agree health and safety practices with the Principal or a delegated member of staff before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work and will sign to acknowledge Trust or school policy or procedure.

6. Managing defined Health and Safety hazards

The following pages contain the specific arrangements and details for ensuring that the Trust's Health and Safety Policy is fulfilled.

6.1 Asbestos

The Academy will seek information regarding any Asbestos Containing Materials (ACMs) within premises occupied by, or under the control of, the Academy and take appropriate measures to protect employees, visitors, clients, contractors, and other persons who may be affected by the Academy's activities from unsafe exposure to ACMs within those premises. The Academy will maintain an up-to-date Asbestos Register and will ensure that appropriate risk assessments are completed by a competent person.

Where necessary, employees will be provided with adequate training to ensure that they are aware of the properties of asbestos and its effects on health; the types, uses and likely occurrence of asbestos and ACMs in buildings and plant; the general procedures to be followed to deal with an emergency; and how to avoid the risks from asbestos.

The Academy will develop adequate procedures for the discovery of any previously unknown suspected ACMs and emergency procedures for the disturbance of suspected ACM's which may have resulted in the release of asbestos fibres into the air.

Contractors working on premises occupied by, or under the control of, the Academy will be provided with adequate information regarding the location and type of any known ACMs on the premises, and will be required to take all necessary precautions to prevent the disturbance of known and previously unknown ACMs.

All Contractors' staff working in areas or premises where there is a reasonably foreseeable presence of ACMs will be required to have received adequate asbestos awareness training, and to report any previously unknown ACMs to the Academy as soon as practicable.

For all construction and refurbishment projects, a Refurbishment and Development (R&D) survey will be undertaken. The Asbestos Register should not be relied upon alone to determine the presence of ACMs as it is non-evasive.

The information relating to the management of Asbestos is controlled by the Business Manager and is located in the Business Manager's Office.

6.2 The Control of Substances Hazardous to Health (COSHH)

Hazard Assessment

All substances which may be considered hazardous to health under the Control of Substances Hazardous to Health (COSHH) Regulations have been assessed using the Cornwall Council facility.

The exception to this is for substances and preparations used in Science. These substances and preparations are used in accordance with the Hazcards provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

A central copy of COSHH assessments, including safety data sheets, is kept by the Business Manager.

Staff Responsibilities

Staff shall not use any hazardous substance without first having read the COSHH Assessment (or Hazard in Science).

Staff shall inform the COSHH Coordinator of any new hazardous substance purchased in order that an assessment can be made prior to use.

COSHH Coordinator

The Business Manager is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from an appropriate source.

The coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the substance/preparation and that the COSHH file is kept up-to-date.

The coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.) where persons may be affected by their use on site, or the storage of such substances/preparations may need to be controlled.

In addition, any hazardous substances or preparations being used by visiting artists, crafters, etc, must have appropriate COSHH assessments before being used in the school.

6.3 Display Screen Equipment

Workstation Assessment

The Business Manager is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding student workstations) to ensure that it is suitable for the task and complies with legislation and the relevant British Standards.

Equipment

Appropriate DSE equipment will be provided as identified by workstation assessments.

Eye Tests for Display Screen Equipment Users

All school employees who are defined as display screen equipment (DSE) users are entitled to a free eye test and special glasses for use with DSE.

DSE users are defined as:-

- Employees who use display screen equipment as a significant part of their normal work; and
- Use DSE for continuous or near continuous spells of an hour or more at a time; and
- Use it in this way more or less daily; and
- Have to transfer information quickly to or from the display screen equipment; and
- A requirement to apply high levels of attention and concentration; or are highly dependent on DSE or have little or no alternative means of completing the work/task.

An eye test can be requested and arranged through the Business Manager.

6.4 Electrical Safety

School owned, hired or loaned portable appliances

The school will undertake to inspect and test all its portable electrical appliances by a competent person on the following basis:

New, permanent, or temporary electrical appliances for use on-site.

The Business Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Tests will be carried out by Kernow Facilities Management

All test Certificates will be kept in the Business Manager's Office for the duration of the life of the appliance.

Personal and privately owned portable appliances

Personal items of electrical equipment may only be bought into the school by prior agreement. Equipment must be presented to Kernow Facilities Management for testing prior to use.

All personal items of electrical equipment must only be used in conjunction with a residual current device.

Fixed wiring inspection

Five year fixed wiring inspections will be carried out across the school.

The Business Manager is responsible for arranging the inspection of fixed wiring and reporting the findings of this inspection to the Trust.

6.5 Fire Safety

Fire Officer

The person responsible for organising the school's fire precautions is the Business Manager The Principal will deputise/delegate this duty to S Ranson when the Fire Officer is not present.

The Fire Officer is responsible for: -

- Arranging a fire evacuation drill at the beginning of the academic year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Feeding back the school's performance during evacuation drills to school management and the Trust
- Ensuring that Parago and any other Fire Log is kept up to date (arranging from alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- Ensuring that a full fire risk assessment is carried out by and appropriately qualified person and kept up to date.
- Reporting to the Headteacher/Principal on issues of significance.

All Staff

All staff are responsible for ensuring that students and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Staff are also responsible for ensuring that they: -

- Do not store combustible materials in escape routes or against sources of combustion.
- Do not leave fire-doors wedged open.
- Do not misuse any equipment provided for fire safety.
- Report any defect in equipment provided for fire safety.
- Report any fire hazard.

Fire Fighting Equipment

Firefighting equipment has been positioned at appropriate positions around the site.

In accordance with the Regulatory Reform (Fire Safety) Order the following staff have been given training in the use of firefighting equipment, as follows:

S Lyne

Evacuation and Registration Procedures

The Assembly Point is the bottom playground for pupils and for staff, visitors and contractors.

- Exit routes are clearly marked and direct everyone to the quickest exit point in the building (this is not necessarily the quickest route to the Fire Assembly Point).
- Fire Exit Signage is positioned above all main Fire Exits.
- Contingency arrangements if quick return to the building is prohibited will be detailed in a separate emergency procedures document.
- Registers are taken for each year group, staff, visitors and contractors at the Assembly Point. Completed registration is reported to the Fire Warden, (insert name) or the Headteacher/Principal in their absence.
- A list of Emergency contacts and mobile phone numbers is kept in the front office.
- The emergency services will be called by any senior member of staff (or any delegated administrator) if it is established there is a fire or emergency within the school.
- A Safe Refuge Point is designated the front car park and should be used where a person's mobility makes evacuating the building a danger to themselves or others.
- Arrangements for evacuating any person with limited mobility will be outlined in school specific procedures and communicated appropriately to staff within the school. Where a Personal

Emergency Evacuation Plan (PEEP) is required, these are produced by the Business Manager and SENDCo and will be located in the front office. PEEPs will be made available to the Fire Service in the case of an emergency.

- Should there be an evacuation during an examination period, the top playground will be used to keep examinees separate until such time as they can re-enter the examination hall.

6.6 First Aid

The school has assessed the need for first aid provision based on the size and complexity of the school site and buildings and its curriculum. Any person designated as a First Aider by the school will hold as a minimum, the Emergency First Aid at Work Certificate and will have completed a suitable training course by an accredited provider. The school will ensure that the requirements of the Health and Safety (First Aid) Regulations, 1981 are fully met.

Coordination

The Business Manager is the appointed person responsible for overseeing the training arrangements for First Aid within the school and ensuring that enough personnel are trained in first aid procedures and that first aid qualifications are, and remain, current.

The first aiders' duties include ensuring that: -

- First aid equipment is available at strategic points around the school site.
- The correct level of first aid equipment is maintained in each first aid box.

The Business Manager in conjunction with the Headteacher/Principal will check first aid activity reports termly for indications of recurrent or frequently reported types of injury.

First Aiders

The first aiders will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for:

- Trips and visits
- Activities organised by the school (e.g., sports events, after school clubs, parents' evenings, fund raising events, etc)

First aid cover is not provided for: -

- Contractors
- Events organised by third parties (fetes, evening clubs, etc)

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents or near misses (see Reporting of Accidents and near misses section).

Treatment of Injuries

The school will rely on the knowledge and experience of its trained first aiders to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the Health Service helpline **NHS Direct on 111** and in the case of pupil injuries, with the parents or carers.

The school has a room to be used for medical treatment, the front office when required during the day and at other times as appropriate. The room is located next to the Disabled toilet providing access to water.

Suspected Head, Neck, and Spinal Injuries to Pupils

In the event of a suspected head, neck, or spinal injury to a pupil, it is the policy of the school, in addition to the normal first aid procedures, that the pupil's parent/carer is contacted and informed of the injury.

The attending first aider, in consultation with the parent/carer, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/carer.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact NHS Direct for advice or call emergency services for an ambulance as appropriate.

Other Significant Injuries to Pupils

Any other serious injury will be notified to the parents/carers by the quickest means possible (normally by phone).

In addition to the procedures above, the school will notify parents/carers of any other significant injury by way of:

- a telephone call
- a letter
- a form (any head injury must be recorded on the Head Injury Form)

Escorting Pupils to Hospital

When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff, unless the pupil's parent or carer is in attendance.

The member of staff may travel to the hospital in their own vehicle (rather than in the ambulance with the child) unless the child is overly distressed or confused. This decision should be made in consultation with the attending paramedics and the parent/carer if he or she is immediately contactable. The member of staff should ensure that they arrive promptly at the hospital to meet the pupil as they are admitted to casualty.

The member of staff will stay with the pupil until a parent or carer arrives and responsibility is 'handed over'.

6.7 Gas Safety

The Academy will ensure that all gas installations and equipment are tested, inspected and maintained by competent persons in accordance with the Gas Safety (Installation and Use) Regulations 1998 and other relevant legislation and standards.

The Academy will ensure that only appropriately qualified and competent engineers install, adjust, maintain, repair & service gas installations, and that evidence of such competence is obtained and stored by the Academy.

6.8 Legionella

Where appropriate, Kernow Facilities Management undertake temperature monitoring as part of the legionella testing, as required. Flushing is completed where there is limited use and widespread flushing is completed during the holiday periods.

Water tanks are tested for Legionella by approved contractors.

Approved contractors provide advice and assist with the preparation of the school's legionella risk assessments and sample water as per the risk assessment.

The person responsible for the management of Legionella on site is the Business Manager.

6.9 Manual Handling

Manual handling training will be provided for appropriate members of staff including, if necessary, how to lift students safely.

Students and staff must avoid lifting equipment unless they receive appropriate training. If required to do so, staff and pupils must only lift equipment and furniture within their own individual capability.

6.10 Playground Equipment

Where applicable, playground equipment and its use is supervised during all breaks during the school day. If the equipment is used during lesson time supervision is again maintained.

An annual inspection of PE equipment is completed by a DTGS. This is organised by the Business Manager

6.11 Slips, trips, and falls on the level

The Business Manager is responsible for managing the school site and for minimising the risk of slips, trips and falls. Any identified risks should be reported to the Business Manager verbally or by email.

Precautions such as a regime of cleaning, are in place to prevent slips and trips on wet or contaminated floors. Precautions will be taken to ensure surfaces are kept safe during periods of ice or snow i.e., absorbent floor mats near entrances. Premises will be suitably maintained and well-lit to prevent slips and trips on loose floor coverings, trailing leads, or other obstructions on the floor. In areas of higher risk, such as food preparation, flooring will be provided that is suitable for the environment.

6.12 Snow and ice

A plan has been produced outlining the main pedestrian routes that the estates site staff will strive to keep open during snowy and icy conditions. If it becomes impossible to keep these routes clear, the Principal is informed immediately, and this information contributes to any decision to close the academy.

6.13 Working at Height

Work at height will be avoided and where it cannot be avoided the risks will be assessed, precautions taken and work will be properly planned and supervised.

Roof work – Safe access will be provided, and access will be restricted to competent persons to prevent falls from edges and openings.

Fragile surfaces will be identified and avoided and where they cannot be avoided, access will be strictly controlled.

Ladders – where there is a requirement to use ladders staff will be trained and supervised and equipment inspected and maintained.

Estates staff who undertake working at heights will receive certified training as appropriate.

Teaching and other staff who assist in putting up displays in school, will be given appropriate in-house training.

7. Additional systems and processes for managing Health and Safety

7.1 Accidents/Incidents

Reporting Officers

The following members of staff have authority to record and report accidents and incidents: The Principal and the Business Manager

Staff are required to report all accidents/incidents to a reporting officer within a reasonable timescale.

Students are required to report all accidents/incidents to a member of staff.

Accident/Incident Reporting Systems

The school records all significant accidents and incidents in the following way: All staff have access to the Incident Record Form which should be completed as soon as possible following the incident. This will then be forward to both the Principal and the Business Manager.

A significant accident is: -

- Any incident resulting in an injury to a member of staff
- Any incident resulting in an injury to a visiting member of the public
- Any incident resulting in an injury to a contractor on the school site
- Any incident resulting in an injury to a student which was (or might be) due to
 - The condition or layout of the premises or facilities
 - The condition of any equipment in use
 - The level (or lack) of supervision
 - The level or quality instruction or training provided
- Any 'Dangerous Occurrence' as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Any 'Occupational Disease' as listed in RIDDOR.

Further guidance on what should be reported is available from the Principal or the Business Manager

Where the description of the accident/incident meets the criteria set out in RIDDOR a report will be sent to the Health and Safety Executive by the Business Manager.

Any minor accident/incident which does not meet the above criteria will be recorded on My Concern and by way of the general accident reporting slips.

7.2 RIDDOR reporting

Reporting officers should familiarise themselves with HSE Guidance for Employers *Incident Reporting in Schools (accidents, diseases and dangerous occurrences)*. This guidance outlines HSE expectations of:

- What needs to be reported?
- Who should report?
- Who to report to.
- What records should be kept.

7.3 Near Misses

Where an incident occurs that could have resulted in injury but did not, a record will be kept in a log the purpose of recording near misses.

This log is kept by the Business Manager.

The log will be reviewed periodically by the Principal and the Business Manager to identify any themes, trends or areas of concern which may require attention.

7.4 Reporting Timescales

	Timescale
Students will report accidents/incidents to a member of staff.	Straight away if possible and in any case on the same day as the incident.
Staff will report accidents/incidents to a reporting officer.	Straight away if possible and in any case on the same day as the incident.
Reporting officers to record accidents/incidents internally and report appropriately as required.	Within 48 hours

7.5 Accident/Incident Investigation

All incident reports will be reviewed by the Principal who will decide whether an internal investigation is necessary. Investigation reports will be held in the Business Manager's office. Significant incidents (as determined by the Principal) will be reported to the COO.

The COO will decide whether an independent investigation of the accident/incident is required and will support this to take place.

8. Induction

The Academy will ensure that all new employees are provided with induction training appropriate to their role. Employees transferring to a new role within the organisation will be provided with induction training appropriate to their new role.

Induction training will include:

- Overview of the Academy Health & Safety Policy.
- Responsibilities and lines of reporting relating to health & safety.
- Information regarding the hazards and risks associated with the role.
- Procedures for serious and imminent danger e.g. fire
- Accident reporting procedures and first aid arrangements

- Procedures for consultation in matters of health & safety.

The health and safety induction will be carried out by the Principal or Business Manager.

9. Personal Protective Equipment

School Responsibilities

Personal protective equipment (PPE) will be supplied to control hazards only as a last resort – i.e., where the hazard cannot be removed or reduced to an acceptable level of risk by other means.

Where provided, the school has a duty to ensure that PPE is used effectively. Managers will be expected to monitor the use of PPE and enforce its use where necessary.

Assessment of Need

The need for PPE will be determined during the Risk or COSHH Assessment process. Where identified as necessary PPE will be provided without cost to staff or students.

Purchase and Storage of PPE

The Business Manager will be responsible for the purchase of PPE in consultation with the relevant head of department or subject leader, ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer and takes account of any health or medical conditions.

In addition, the Business Manager will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

Staff and Pupil Responsibilities

When issued with PPE; staff and pupils are required to wear it correctly. Staff must take all reasonable precautions to ensure that PPE is stored and maintained properly.

10. Risk Assessment

Risk Assessment

The school will seek to identify all activities and situations where there is a likelihood of significant risk. Significant risks will be assessed, and controls will be introduced to remove or reduce those risks.

Risk Assessment Process

The school will carry out risk assessments by completing the Risk Assessment forms to be found on the Staff Shared Google Drive.

The Business Manager is responsible for managing the risk assessment process and producing relevant reports for the Headteacher/Principal.

Copies of risk assessments are available on the Staff Shared Google Drive or from the Business Manger.

Risks should be recorded on the school risk register which is located on the Management Shared Drive and is managed by the Principal. Significant risks should be escalated to the COO to be recorded on the Trust risk register.

Staff Responsibilities

Staff identified with responsibility for activities are required to carry out or lead the risk assessment process for those activities, as they have the best overview of the planned event/ activity and as the students are known to them, any special requirements individuals participating may have.

Headteachers/Principals are responsible for ensuring that risk assessments have been completed for all activities where there is a significant risk.

Safe Working Procedures

Where appropriate risk assessments will be used to develop safe working procedures, these safe working procedures will form the basis of the school's normal operating procedures. Copies of safe working procedures are available from the Business Manager.

11. Training

Identification of Training Needs

The school will carry out an evaluation of the health and safety training needs of staff based on roles and responsibilities.

A prioritised plan for delivery of training will be put in place where the evaluation identifies a need. The Business Manager is responsible for carrying out the evaluation of training needs and presenting recommendations to the Principal.

Staff Responsibilities

Staff must attend health and safety training provided by the school.

12. Management of Contractors

The Business Manager is responsible for overseeing the management of all contractors on site.

Selection of Contractors

The school will only select contractors to carry out work who have demonstrated:

- Competence to carry out the work required (by way of training, knowledge, and experience)
- Assessment of the risks associated with the work.
- A safe scheme of work.
- Appropriate management of the work.
- Appropriate vetting procedures for their employees where appropriate.
- Appropriate insurance.

Management of Contractors

Supervision of contractors will, to an extent, depend on the type of work being carried out:

- New contractors or contractors visiting the site on a one-off basis will be directly supervised by a member of school staff.
- Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from the employer.

All contractors will be required to carry visible identification.

Direct supervision will not be necessary where the area of work is physically separate from the school (for example: where there is construction on site).

Construction Works

For all construction works (other than minor maintenance works) the area under construction will be physically separated from the rest of the school and will be out-of-bounds to all non-construction workers except for the purposes of contract management.