LINK LEARNING TRUST

Health & Safety Policy

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Table of Contents

Contents *4*

1. Introduction **4**

2. Statement of Intent **4**

3.0. Organisation **6**

3.1. The Trustees 6
3.2. The Executive Headteacher 6
3.3. Heads of School/ Deputy Heads of School/ Business Managers 7
3.4. Senior Leadership Teams 7
3.5. Caretakers 7
3.6. First Aiders 8
3.7. Class Teachers 8
3.8. Employees 9
3.9. Health and Safety representatives 10

4.0. Arrangements **10**

4.1. Risk Assessments 10
4.2. Training 10
4.3. First Aid 10
4.4. Administration of medicine 11
4.5. Harmful substances 12
4.6. Fire precautions 12
4.7. Smoking and fire hazards 13
4.8. Electrical Safety 13
4.9. Use of machinery 13
4.10. Gas Safety 14
4.11. Legionella 14
4.12. Lifting Equipment and Lifting Operations 14
4.13. Lockdown Procedures 15
4.14. Alcohol, drugs, smoking and vapes 15
4.15. New and Expectant Mothers 15
4.16. Personal and Protective Equipment (PPE) 16
4.17. Violence to Staff 16
4.18. Control of Contractors and Visitors 17
4.19. School Managed Projects 18
4.20. Personal safety 18
4.30. Pupil safety 18
4.40. Vehicle movement 18
4.50. Icy Conditions and winter weather 19
4.60. Wet and decaying leaves 19
4.70. Rain water 19
4.80. Ice, frost and snow 19
4.90. Gritting 19

5.0. General Safety 20
5.1. Infection 20
5.2. Lone working 20
5.3. Safeguarding – Access to school 20
5.4. Safeguarding – Collection of children 20
5.5. Safety on school visits 21
5.6. Cash handling 21
5.7. Manual handling 21
5.8. Tree safety 21
5.9. Asbestos 21
5.91. Hirers, contractors and others 22
6.0. Emergency Planning 22
7.0. Monitoring 23
8.0. Review 23
9.0. Codes of safe working practice 23
9.1. Aims 23
9.2. Classroom safety 23
9.3. Playground safety (including lunch and breaks) 24
9.4. Large playground equipment 24
9.5. Staff and pupil safety 25
9.6. Manual Handling 26
9.7. Work at height 26
9.8. Staff training and information 26
10. Staff and workplace safety 27
11. Stress 27
12. Health and Safety Incident Reporting 28

Appendix A Critical Incidents and Business Continuity Plans* (on LINK Drive)
Appendix B Safeguarding Procedures during the school day*(kept on each school Drive)
Appendix C Classroom Checklist – 2 pages
Appendix D External Inspection Checklist – 2 pages
Appendix E Internal Inspection Checklist – 2 pages
Appendix F Daily Inspection Checklist – 1 page
Appendix G Accident and Injury Report Form – 2 pages
Appendix H Flowchart for reporting accidents and incidents
Appendix I First Aid Box content checklist
Appendix J Fire Log Book
Appendix K Contractors H & S information

*Individualised for each school

Contents

1. Introduction

As the employer of staff, LINK Learning Trust has overall responsibility for the health, safety and welfare of staff and pupils in the schools. LINK Learning Trust recognises that decisions about workplace health and safety should take account of the views and priorities of all staff as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

LINK Learning Trust will support its schools in putting in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective. In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, a RAR committee has been established at trust level which will cover all the schools within LINK Learning Trust. This will operate under the terms of the Safety Representatives and Safety Committees Regulations 1977.

Although overall accountability for health and safety lies with LINK Learning Trust, day to-day responsibility for the health and safety of staff and pupils in individual schools is delegated to the Head of School and/or Executive Headteacher who in turn will delegate particular functions to other staff, in particular the School Business Manager. The Academy Councils of schools within LINK Learning Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Head of School and/or Executive Headteacher and senior management team of the school and relevant staff of the trust to support good health and safety management.

2. Statement of Intent

LINK Learning Trust will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. The Trust and its schools will also ensure, so far as is reasonably practicable, that non-employees such as visitors, pupils and contractors are not exposed to health and safety risks from the work activities of the schools.

The Trust and its schools are committed to achieving compliance with the minimum requirements of the Health and Safety at Work etc Act 1974 (HASWA) and associated Regulations.

The Trust and its Schools will, so far as is reasonably practicable ensure:

- that adequate resources are made available to ensure the effective implementation of this policy and to ensure the health and safety of staff and others affected by the schools activities;
- that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- that suitable and sufficient assessments are undertaken and record all significant health and safety risks to staff, visitors and other third parties;

- provide and maintain plant and systems of work that are safe and without risks to health;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- maintain any place of work under its control in a condition that is safe and without risks to health;
- provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees, pupils, trustees governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working on school premises;
- provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- give special consideration to employees or visitors (including pupils) with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- monitor health and safety performance to verify that The Trust's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;
- develop and maintain a positive and proactive health and safety culture;
- the Executive Team affords health and safety matters equal priority to other management functions;
- provide an organisation structure that ensures that this Health and Safety Policy will be implemented in full, regularly monitored, reviewed and revised to ensure its objectives are achieved in respect of legislation or organisational change;
- regularly monitor, inspect and audit our systems and procedures to ensure continuous improvement;
- the co-operation of all staff in the operation of this policy;
- that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters;
- provide appropriate systems to develop and maintain effective communication of health and safety matters throughout the trust and its schools.

The Trust and its schools are committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Head of School of each school alongside the Executive Headteacher and Business Managers.

This Policy requires the commitment, co-operation and active involvement of all employees to ensure its success and effectiveness.

All contractors and consultants working for the school or trust are required to comply with this policy. Each school will ensure that procedures are established for appointing and monitoring the competency of contractors.

The Trust will review this Policy Statement every 2 years. The schools will ensure that this policy is effectively communicated to all staff.

Failure on the part of any employee, irrespective of their position, to comply with this policy, including any safe system of work, may render that employee liable to disciplinary action.

3.0. Organisation

3.1. The Trustees

The Trustees have overall responsibility for ensuring compliance with this Health and Safety Policy document. In particular the trustees are responsible for:

- ensuring a health and safety policy is in place;
- monitoring the application of the health and safety policy including consideration of inspection reports;
- prioritising actions where resources are required;
- ensuring actions are taken;
- including health and safety on trustees meeting agenda;
- producing regular reports on health and safety;

3.2. The Executive Headteacher

The Executive Headteacher has day to day responsibility for ensuring compliance with the policy statement and that all staff endeavour to ensure the safety of others; be they staff, pupils, parents, visitors or contractors. Specifically the Executive Headteacher will be responsible for:

- ensuring that the Health and Safety Policy is prepared and, together with the Academy Council and Trustees, is regularly reviewed;
- ensuring that an emergency evacuation procedure is in place and is regularly tested;
- ensuring that a 'lock down/controlling access to school premises' procedure is in place
- day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- passing on information received on health and safety matters to appropriate people;
- ensuring whole school analysis of risk throughout the school day is carried out and reviewed at least annually;
- procedures and systems reviewed and communicated to all stakeholders;
- liaising with trustees and he Health and Safety Executive on policy issues and any problems in implementing the health and safety policy;
- where they exist, co-operating with and providing necessary facilities for trades union safety representatives.

3.3. Heads of School/ Deputy Headteacher/ Business Managers

The Heads of School/ Deputy Headteacher/ Business Managers are responsible for:

- carrying out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by the trust board and when appropriate Health and Safety Executive (HSE);
- ensuring regular inspections are carried out.
- submitting inspection reports to the trust board.
- ensuring remedial action is taken where appropriate.
- arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced.
- identifying staff safety training needs.

3.4. Senior Leadership Teams

The Senior Leadership Teams are responsible for:

- day-to-day management of health and safety in accordance with the health and safety policy and the direction of the Exec Head/Heads of Schools;
- exercising effective supervision over those for whom they are responsible;
- being aware of safe working practices and setting a good example personally;
- carrying out regular inspections (classroom checks) and making reports to the Heads of Schools;
- ensuring remedial action is taken where appropriate;
- passing on information received on health and safety matters to appropriate people;
- acting on reports from the Heads of Schools or support staff.

3.5. Caretakers

The Caretakers (with support from the School Business Managers) are responsible for:

- inspecting the buildings and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe (for example by removing snow and ice in the Winter);

- inspecting the buildings and equipment on a termly basis and relaying findings to the SBMs and /or Heads of Schoolsl so that any reporting to the trust board can be made;

- recording all defects noted and, if minor, effecting immediate repair;

- reporting major defects to be repaired by outside contractors/authorities to the Business Managers;

- ensuring that the fire alarm system is kept in a serviceable condition and for testing the system each week by operating a manual call point;

- assisting with the termly fire drill and recording the date of the drill, the evacuation time and the number of persons evacuated in the Fire Log Book;

- ensuring fire appliances are properly maintained, checked and kept in designated positions and that fire signage is correctly displayed;

- all external contractors working within the school, reminding them of their obligations under this Policy and notifying them of any existing hazards;

- notifying the Heads of Schools or deputy Headteachers of any hazards introduced by contractors on site;

- the correct storage of all equipment, tools, etc.;

- annually undertaking a risk assessment relevant to his/her work environment; and

- annually checking all stock with the stock book; adding new items on receipt and ensuring all electrical appliances are Portable Appliance Tested as required and a record of testing is kept.

3.6. First Aiders

First aiders are responsible for:

- the first aid equipment found in boxes in the school's specified rooms.
- recording when medicines are given to any person;
- recording any accident and subsequent treatment in the appropriate accident book
- immediately informing the SLT of accidents involving bumps to the head and face, fainting fits, severe cuts, bruises, broken teeth and bones, etc.;
- completing an Accident Form for all accidents which involve hospital treatment and passing this form to the SLT. Completion must be within one day of the accident; and
- notifying parents of any case recorded in the accident book.

3.7. Class Teachers

The safety of pupils in all learning environments on and off site is the responsibility of the class teacher. In addition to the general responsibilities of an employee a class teacher is expected to:

- Raise any health and safety concerns outside their control related to their class area with their Assistant Headteacher
- Exercise effective supervision of pupils and where appropriate, ensure they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;

- Comply with the particular health and safety measures (including risk assessments) to be adopted in their own teaching areas and to ensure they are applied;
- Ensure that appropriate and direct supervision is provided for pupils;
- Give clear instructions and warnings to pupils as often as necessary;
- Ensure that the School's Behaviour Policy is followed in all activities;
- Assess risk when planning activities and ensure that measures are in place to minimise the risks identified;
- Integrate all relevant aspects of safety into the teaching process and if necessary, give specific lessons on safety and specific guidance to members of staff;
- Set a good example and follow safe working procedures personally;
- Ensure the use of protective clothing and guards where necessary; for themselves, pupils and other participants
- Ensure that staff, volunteers and visitors within their teaching jurisdiction are familiar with and follow all relevant aspects of this Health and Safety Policy, and other policies, procedures and guidance documents;
- Alert senior leaders to any health and safety concerns;
- Build and record safety education in curriculum planning;
- Not bring any personal items of equipment or substances that may cause unacceptable risk in their use. Personal items can only be brought into the School with the permission of the Head of School

NB. Supervisory Teaching Assistants and Teaching Assistants in charge of groups are responsible for the safety of pupils and for carrying out the duties noted above, even when under remote direction from a teacher.

3.8. Employees

All staff are responsible for:

- taking care of themselves and others who may be affected by their acts or omissions;
- co-operating with the Heads of Schools/ Executive Headteacher and the trust board to ensure that statutory requirements are met;
- not interfering with or misusing anything provided in the interest of health, safety or welfare;
- checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed;
- checking equipment is safe before use;
- ensuring they are aware of safe procedures and that these are followed;
- ensuring protective equipment is used when needed;
- participating in inspections as appropriate;
- bringing problems to the attention of the relevant assistant Headteacher
- reporting any accident involving children in classroom areas for which they have responsibility.

3.9. Health and Safety representatives

The Trustees, Executive Headteacher and Heads of Schools recognise the role of Health and Safety Representatives, where they exist, who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential

hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Executive Headteacher/ Heads of Schools or trust board.

4.0. Arrangements

4.1. Risk Assessments

The Heads of Schools will ensure that suitable and sufficient risk assessments are carried out where appropriate. Risk assessment will follow the following steps:

- Identify hazards;
- Evaluate the risk that these hazards present and to whom;
- Identify suitable measures to reduce and control the risks;
- Record the significant findings;
- Monitor the effectiveness of the control measures;
- Review the risk assessment on a regular basis.

Specific risk assessments are required for violence, lone working, etc. where such a risk exists.

4.2. Training

Safety induction training must be given to all staff on commencement of work at the school.

All staff must be competent to perform their duties thus specific training is required where, for example, additional hazards exist or if specialist duties are required.

A record of all training courses attended by staff should be maintained, preferably in their Personnel File or held electronically.

4.3. First Aid

The Heads of Schools will ensure that a suitable number of staff are qualified to administer first aid in an emergency, including paediatric first aiders. First Aider staff will undertake relevant training. A record will be kept as to when that training took place and this will be reviewed annually.

First aid boxes are situated throughout the school and are clearly identified. The contents will be checked on no less than a monthly basis by a nominated first aider and all deficiencies made good.

A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity.

4.4. Administration of medicine

The Supporting Pupils at School with Medical Conditions Policy is to be followed at all times. In summary:

Parents must complete Form Request for Administration of Prescribed Medication before any medicines are administered on site.

Medicines must be provided in the original container as dispensed by a pharmacist and include: name of child, name of medicine, dose, method of administration, time/frequency of administration, any side effects, expiry date.

The form and the medicine are stored in a secure and confidential space within each school. This area is not accessed by children.

Controlled drugs must be kept in a locked non-portable container.

All medicines including controlled drugs must be returned to the parent/ carer after use to arrange safe disposal.

Only trained designated staff can administer medicine to a child.

On administration the designated member of staff must write the name of the child, medicine administered, and time on the medical log and form and initial it.

If a child refuses to take medicine, we will not force them to do so, but will note this in the records and contact the named contact on the medicine record form. If a refusal to take medicines results in an emergency then our emergency procedures apply.

Parent/Carer should make arrangements to collect the medicine from the school office at the end of the day unless alternative arrangements are made with the school staff. Medicines will not be handed to a child to bring home.

The school will accept inhalers and epi-pens/ adrenaline pens. These will be stored in a designated space within the school office or in the named child's classroom where they are easily accessible to children. They must be clearly labelled with the child's name. The office will keep a register of children with inhalers and epi-pens in school.

4.5. Harmful substances

A COSHH assessment concentrates on the hazards and risks from hazardous substances in individual schools.

Remember that health hazards are not limited to substances labelled as ‘hazardous'.
Some harmful substances can be produced by the process you use,
eg wood dust from sanding.
Staff will identify which substances are harmful by reading the product
labels and safety data sheets (SDS).
A risk assessment will be carried out.

This will include plans for the storage and disposal of materials, and use of appropriate containers, keeping flammable liquids stored separately from any source of ignition.

4.6. Fire precautions

4.6.1 Every employee must ensure that:

- they know what to do in the case of fire;
- they are familiar with the sound of the alarm;
- all classrooms and other areas are vacated immediately on hearing the fire alarm;
- hazardous electrical appliances are disconnected and all doors shut when vacating the premises; and
- staff always check for any potential fire hazard at the end of the day.

4.6.2 Further, every employee must

- NEVER ignore a fire alarm or disregard any notice on fire prevention.
- NEVER smoke in the school buildings.
- NEVER be untidy and leave waste materials laying around.
- NEVER leave obstructions in passages or stairways
- NEVER leave any temporary heating appliances burning when unattended.
- NEVER move or interfere with fire fighting appliances.
- NEVER leave electrical appliances plugged in when not in use.
- NEVER leave furniture etc. by fire exits or placed directly in front of electrical heaters.

4.6.3 In the event of a fire, children will be escorted from the buildings by the nearest exit, in silence and will follow the individual school’s fire procedures.

4.6.4 Alarm sounders and flashing beacons are located throughout the school.

4.6.5 Fire extinguishers are located throughout the school and the appropriate signage displayed.

4.6.6 All staff should know where the nearest fire fighting appliances are and the alarm sounding points around the school. The fire alarm is tested weekly. Fire drills take place termly.

4.7. Smoking and fire hazards

Smoking is not allowed in school buildings or in the school grounds at any time
Cigarettes and matches should not be on site at any time.
If teachers light candles for any reason (e.g. religious services, scientific experiments, etc.) they should not be left unattended.

4.8. Electrical Safety

The main hazards of working with electricity are:

- electric shock and burns from contact with live parts
- injury from exposure to arcing, fire from faulty electrical equipment or installations
- explosion caused by unsuitable electrical apparatus or static electricity igniting flammable vapours or dusts, for example in aerosol canisters (air freshener etc) not stored in boiler room.

Electric shocks can also lead to other types of injury, for example by causing a fall from ladders or scaffolds etc.
You must ensure an assessment has been made of any electrical hazards.
You must make sure that the electrical installation and the electrical equipment is: suitable for its intended use and the conditions in which it is operated only used for it intended purpose.
In wet surroundings, unsuitable equipment can become live and make its surroundings live too. Fuses, circuit-breakers and other devices must be correctly rated for the circuit they protect. Isolators and fuse-box cases should be kept closed and, if possible, locked.
Cables, plugs, sockets and fittings must be robust enough and adequately protected for the working environment. Ensure that machinery has an accessible switch or isolator to cut off the power quickly in an emergency.

PAT testing is completed annually by competent persons. All staff must know that they do not bring in any device from home.

4.9. Use of machinery

Care should be taken when using all machines. If anyone does not know how to use a particular machine they should ask for help and advice before attempting to use it.

If there is a fault with any electrical equipment, the staff member who notices the defect should inform the Head of School or SBM immediately. If the appliance is dangerous then the Head of School or SBM should mark the appliance so other staff do not attempt to use it.

All staff members must visually check all appliances prior to each use. If staff members are in any doubt as to whether the appliance is faulty or not, they should not use it.

Staff should not use their own electrical appliances unless these have been checked and authorised by the Head of School. All electrical appliances are checked annually in line, with the trusts Portable Appliance Testing policy.

Computers - No adult or child should work with a computer for more than 20 minutes without a short break. The school office has appropriate lighting for employees to work with computers.

Photocopying machine - Instructions as to how toner is to be replaced in the machine are to be followed exactly. The machine should be switched off each evening.

Solvent abuse - Children should not be allowed to use corrections fluids, Copydex and other solvent based products. They must be used only by an adult and stored with care.

4.10. Gas Safety

The Gas Safety (Installation and Use) Regulations and related legislation require standards of competency and care which seek to ensure that everyone is protected from injury, fire, explosion or other damage arising from work on a gas installation fittings or appliances. Therefore, the School will only employ competent GAS SAFE registered engineers to undertake work on gas appliances, fittings or to install new gas appliances.

All gas appliances will be periodically serviced to ensure that it is safe for use at all times and an appropriate service certificate will be retained on file for future reference. Wherever possible the school will ensure that the Servicing Engineer will suitably mark the appliance with the date of the service for ease of identification. Where necessary, appliances and meters will be adequately protected and guarded to prevent access by pupils or unauthorised persons.

4.11. Legionella

The trust will take all reasonable steps to identify potential legionella hazards in the workplace and will endeavour to prevent or minimise the risk of exposure to such hazards. Where employees are concerned about the risk of an outbreak of legionnaire's disease, they should report their concerns to a senior member of staff so that the School can take the appropriate measures to eliminate or reduce the risk.

A suitable and sufficient assessment has been undertaken where necessary to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the Schools premises. The assessment will be completed by a person who is competent to do so. Regular water and temperature checks are completed and recorded as identified in the legionella risk assessment

4.12. Lifting Equipment and Lifting Operations

The Trust defines lifting equipment as any plant certified for lifting or lowering loads and any operation thereto, this includes, Passenger lifts, scissor lift, etc.

Regulations require that lifting equipment be:

- Suitable for the activity it is to perform

- Adequately strong and stable and marked to indicate safe working loads
- Positioned and installed to minimise any risks
- Used safely, i.e., the work is planned, organised and performed by competent people
- Thoroughly examined and inspected by competent people

The School may use equipment of this type for various activities to be carried out during the course of the work; therefore, the School will ensure that:

- Competent people carry out all lifting operations in a well-planned and supervised manner
- Lifting equipment used to lift people is clearly marked and safe for such a purpose
- All lifting equipment is thoroughly examined before being used for the first time
- Equipment used for lifting people, e.g. Scissor Lift, is thoroughly examined every six months. Any lifting accessories must also be examined within this timeframe.
- All other lifting equipment is examined annually

Where necessary, the School will also develop safe working procedures for the use of this equipment and all relevant employees will be trained in and adhere to these procedures. Should changes in legislation or practice occur or should a reportable injury occur, risk assessments and/or safe working procedures will be reviewed, and employees will be informed of any changes.

4.13. Lockdown Procedures

In the event of an intruder or other threat to safety within school, the school will go into Lockdown. Each school has its own local procedures and an annual drill is held which is advertised to staff and pupils in advance to avoid any unnecessary panic or distress in staff, pupils or visitors. Unlike fire drills, no 'surprise' lockdown drills are held. The lockdown procedures for each school can be found on the staff shared area and in the staff handbook.

4.14. Alcohol, drugs, smoking and vapes

All staff, pupils and visitors will observe smoking restrictions and are not permitted to smoke or vape anywhere within the School grounds. Drug and/or alcohol abuse in School or affecting performance, will be considered by the School to be a disciplinary matter**.**

4.15. New and Expectant Mothers

It is the policy of the school to establish and maintain, so far as reasonably practicable, non-hazardous working conditions for all aspects of health and safety at work including the commitment to allocate appropriate resources. The school is committed to ensuring that new and expectant mothers are not exposed to any significant risk. Risks include those to the unborn child or child of a mother, who is breastfeeding, not just risks to the mother herself.

Until the school has received written notification from the member of staff, they are not obliged to take any action other than those resulting from the risk assessment for all their employees. The school can also ask for a certificate from your GP or your midwife showing that you are pregnant.

Upon written notification the school will carry out a specific risk assessment. The member of staff will be asked to help with this, and it is important that any advice they have received from their doctor or midwife, that could impact on the assessment, is passed on to the School.

Some of the more common risks might be:

- lifting/carrying of heavy loads;
- standing or sitting for long lengths of time;
- exposure to infectious diseases;
- workstations and posture;
- threat of violence in the workplace;
- long working hours;
- excessively noisy workplace

Risk assessments will be reviewed throughout the pregnancy, and on return to work (if it is within 6 months of having the baby) or if the mother is breastfeeding.

4.16. Personal and Protective Equipment (PPE)

The Trust will risk assess tasks that are undertaken and in turn will assess the need to provide for use, suitable and sufficient personal protective equipment/clothing to all appropriate employees and children. All PPE provided will be evaluated to ensure that it complies with current standards of suitability, appertaining to the foreseeable risk exposure, and will be affixed with the CE conformity mark, which denotes manufactures standards.

All employees and children who are required to wear personal protective equipment will be provided with suitable recorded instruction and training on how to correctly use the equipment along with the procedures for replacing any damaged or defective equipment. Employees are not to use PPE, which has been identified with patent defects, or is inappropriate for the task. The Business Manager will be responsible for replacing any defective PPE upon request.

4.17. Violence to Staff

Violence is defined by the HSE as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Verbal abuse and threats are the most common type of incident. Physical attacks are comparatively rare. The school does not accept any form of violence or aggression against their employees and will take appropriate action.

The school will attempt to reduce the risks of such incidents by the following means:

- Taking into account personal safety during specific risk assessments.
- Keeping detailed records of all past incidents
- Asking staff whether they feel threatened
- Being aware of the area where work is to be carried out
- Considering physical security measures such as CCTV or personal alarms.
- Discouraging employees from carrying large quantities of cash or wearing expensive jewellery.

Any injuries sustained as a result of non-consensual physical violence are reported in accordance with the accident reporting procedure.

4.18. Control of Contractors and Visitors

The Health and Safety at Work etc. Act 1974 places a duty on the Trust, as well as the contractors that it employs, to protect the health, safety and welfare of employees, contractors, visitors and anyone else who may be affected when contractors are working at the Schools premises.

All contractors and visitors must report to reception, sign in and wear a visitor's badge. Coloured lanyards will be used for visitors that need to be supervised (red) or not supervised (green) Contractors and visitors will be issued with relevant information such as emergency procedures, accident procedures etc, through the visitor leaflet. .

The Business Manager is responsible for monitoring areas where the contractors work may directly affect staff and pupils. Work by contractors will be carried out, where possible, out of school hours.

Precautions should be taken to ensure the safety of visitors to the site as far as is reasonably practicable. Suitable precautions will be put into place to prevent access to the site by unauthorised persons. The School will carry out the following precautions: -

- All visitors will be required to sign in on the inventory system indicating the time of arrival and departure.
- Sites display the appropriate warning and information signs prominently.
- All vehicle and pedestrian routes will be kept clean and clear of obstructions and will be regularly inspected
- All electrical equipment will either be securely locked away or effectively locked off.
- Materials should not be stacked too high and should be stable.
- Lighting will be used where required to ensure the safe movement around the site during darkness.

In order to ensure that competent contractors are appointed, the school will

- Review all contract companies who undertake work by issuing contractors questionnaires, which must be returned along with other relevant health and safety information e.g. safety policy, method statements, risk assessments etc. before any work is commenced. When this action has been completed and the documents assessed, the contractors will be placed on an approved list for future consideration.
- All work that is undertaken by contractors will be supervised on a day-to-day basis by the Business Manager in order that health and safety standards are monitored.
- The overall performance of contractors will be reviewed on a regular basis by management, and individual contractors whose standards do not meet those of the Trust will be removed from the approved list.
- After a contractor has undertaken work, the relevant member of the management team will check that the work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.
- All electrical equipment that is brought onto the premises by contractors must be suitably marked and hold the appropriate test certificates.

4.19. School Managed Projects

The Construction Design and Management Regulations applies to all building, demolition, repair and maintenance or refurbishment work. Where the School undertakes projects direct, the Trust board are considered the 'client' and therefore have additional statutory obligations.

Where works fall within the scope of the Construction Design and Management (CDM) regulations 2015, the Business manager will co-operate fully with the Contractor/Service Provider and their appointed safety co-ordinator and will ensure that the School's safety manual is made available at the start of the Project. The Business Manager will also ensure that the Contractor/Service Provider updates the safety file on completion of the works and conducts an appropriate handover. Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

4.20. Personal safety

Staff are to be made aware of trusts safeguarding, staff code of conduct and health and safety policy. Training on safeguarding and health and safety takes place at least annually and is part of new staff induction training. Refer to school's code of conduct.

4.30. Pupil safety

No child is to be left unattended anywhere in the school buildings, and should be escorted in an orderly fashion with no running.

All children should be escorted when moving around the school, for example, to assembly, a P.E. lesson, etc. The teacher should remain with their class at all times unless they hand that responsibility over to another adult i.e. when the teacher has non-contact time or when the lunchtime organisers or coaches are in charge.

No child is to carry glass or crockery and are to be reminded to take care when using scissors, compasses, etc.

4.40. Vehicle movement

Key messages:

Roadways and footpaths should be separate whenever possible.
Protection for children and families is paramount when vehicles enter school grounds.
Traffic routes must also keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead on to them, so the safety of pedestrians is not threatened.

Ensure that fumes do not affect pupils and families in the vicinity of school, making sure that engines are turned off and engine idling is challenged.

4.50. Icy Conditions and winter weather

Regularly used walkways are promptly tackled with daily gritting.
There is enough lighting so that all hazards can be seen.

4.60. Wet and decaying leaves

Procedures are in place for removing leaves at regular intervals.

4.70. Rain water

In dealing with rainwater:

External paved areas, when replaced, need to use materials that will be slip resistant when wet.
Staff will discourage people from taking shortcuts over grass or dirt which are likely to become slippery when wet.
Where funding is available canopies of a good size over building entrances can be planned or if this is not possible large, absorbent mats or entrance flooring which is non-slip to be installed.

4.80. Ice, frost and snow

Outdoor areas used by pedestrians that will most likely to be affected by ice, for example: - building entrances, car parks, pedestrian walkways, shortcuts, sloped areas and areas constantly in the shade or wet, will be risk assessed and site staff will monitor the temperature, as prevention is key. Site staff will take action whenever freezing temperatures are forecast, keeping up to date by visiting a weather service site such as the Met Office or the Highways England.
Signs will be used to alert pedestrians and grit will be used on areas prone to be slippery in frosty, icy conditions. As appropriate, pedestrians will be diverted to less slippery walkways and barrier off existing ones. If warning cones are used, site staff will remember to remove them once the hazard has passed or they will eventually be ignored.

4.90. Gritting

Rock salt (plain and treated) will be used by site staff as it stops ice forming and cause existing ice or snow to melt. Where possible, gritting should be carried out when frost, ice or snow is forecast or when walkways are likely to be damp or wet and the floor temperatures are at, or below freezing, for example early in the evening before the frost settles and/or early in the morning before employees arrive. Salt doesn't work instantly; it needs sufficient time to dissolve into the moisture on the floor.

5.0. General Safety

All staff should ensure that working areas are sufficiently ventilated.

No hot drinks are to be walked around the school or taken onto the playground (see staff Code of Conduct)

All staff should be aware of the procedure for moving and assembling P.E. apparatus as listed in the P.E. policy. The apparatus should be stored safely after use.

All staff will be given a copy of the Staff Handbook including Health and Safety procedures at the commencement of their contract. Induction training will be delivered and this will include Health and Safety and fire safety procedures. .

5.1. Infection

Updated guidance on infection control from Public Health England needs to be followed. Regular briefing needs to be issued for all staff including good hygiene practices to prevent the spread of infection. Report as required to Health Protection Team or Infection Prevention and Control Team.

(www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities)

5.2. Lone working

A specific risk assessment will need to be carried out in order to establish specific hazards and control measures required to reduce the risk.

Lone working may occur in the case of a member of staff working late in the evening or where the Premises Facilitator is required to work during a weekend or school holiday.

Locking and unlocking the school will be considered and forms part of the risk assessment.

5.3. Safeguarding – Access to school

Parents and carers are requested to deliver their children to the areas defined according to their year group, Breakfast Club and After School Club protocols.

Parents must not take late children into the classroom but deliver them to the school reception or playground points. Any persistent problems should be reported to the Head of School/ Deputy Headteacher who will speak to the individuals concerned.

All visitors and contactors will be instructed to report to the reception and will be given a badge/ coloured lanyard to wear whilst on the premises. The colour of lanyard will show whether the visitor/ contractor should be accompanied by a member of staff or not. This will relate to their DBS clearance.

5.4. Safeguarding – Collection of children

Parents who wish to collect their children during the school day are requested to come to the school reception where a member of the office staff will arrange for the child to be brought to the reception. No child will be allowed to leave school during the day unaccompanied.

If any teacher is unsure as to whether an adult has the legal right to collect a child, they should check with information held in the office.

Safeguarding procedures for the school day must be followed.

5.5. Safety on school visits

The Teacher-in-charge of an outing is responsible for all aspects of health and safety when off the school premises. A specific risk assessment must be completed for each outing. (A generic risk assessment may be used provided all aspects are the same).

When taking children out of school, mobile telephones should be taken so that in an emergency the school can be contacted and contact maintained between groups when travelling.

In the event of a critical incident, the Business Continuity Management Plan must be followed and the Head of School/ Executive Headteaacher alerted to the incident.

5.6. Cash handling

The amount of cash entering and being handled on the premises is kept to a minimum. Cashless procedures are used wherever possible. Any cash must be kept in the school safe and is banked on a regular basis.

Any cash handling is subject to trust financial procedures.

5.7. Manual handling

All staff involved in the lifting, pushing, pulling or carrying of equipment or pupils must receive training prior to being asked to carry out such duties.

Specific risk assessments must be carried out where appropriate.

5.8. Tree safety

All trees in school playgrounds of a particular age and height must be checked for disease and checked to guard against falling branches.

Similarly all low level bushes etc. should be checked to ensure that they do not present a risk to pupils, either of scratches or skin or eye penetration by sharp twigs.

5.9. Asbestos

A copy of the Asbestos Management Plan is to be kept in the school office. All staff must be made aware of the dangers of disturbing asbestos, where they exist.

The School Business Managers should be familiar with the location of asbestos within the premises and must ensure that contractors access the Asbestos Management Plan prior to commencing work in school.

An Asbestos Management Plan is produced detailing how any asbestos containing material on the premises is protected.

5.91. Hirers, contractors and others

When the premises are used for purposes not under the direction of the Head of School then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be of an equal provision to those stated within this Health and Safety Policy. When the activity is a school sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this Policy.

When the premises are hired to persons outside the employ of the trust board, it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of this Policy. They will comply with all safety directives of the trust board and will not, without the prior consent of the trust board:

- introduce equipment for use on the school premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of the Head of School, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Head of School must take such actions as are necessary to prevent persons in his care from risk of injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied.

6.0. Emergency Planning

The Head of School will ensure that a suitable and satisfactory Business Continuity Plan is prepared to cover all foreseeable situations which may place staff or pupils at risk. The Plan will be agreed by the Academy Councils and Trustees and regularly reviewed.

Procedures to deal with fire, bomb, gas leaks, electricity supply failure and natural disasters, for example, flooding should be included in the Plan.

Evacuation points need to be established as far from the building as possible and consideration must be given to an off-site assembly point in the event of the school not being immediately re-accessible following an emergency evacuation, for example in the case of major fire damage. This will provide shelter whilst parents are contacted to collect children.

As part of our Health and Safety policies and procedures the school has a 'Lock Down/Controlling Access Procedure Policy. On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity. Lock down is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

The school will follow critical incident procedures in line with Manchester City Council. (Appendix A)

7.0. Monitoring

The Policy is put into practice and monitored on a daily basis and the results of any monitoring carried out will be reported to the Academy Council and termly to the trust board. An external consultant expert in Health and Safety will deliver a termly check to all Trust schools. This report will be presented to the termly trust board meeting as part of the AO report. The trustee with responsibility for health and safety will carry out an annual audit to complement the work of the commissioned health and safety expert.

A report will be drafted and actions allocated with deadlines. Any items not rectified by the next inspection will be carried forward, items rectified will remain on the report for everyone to note.

8.0. Review

This policy will be reviewed annually or when a significant change has occurred.

9.0. Codes of safe working practice

This Policy will be supplemented by codes of safe working practice. These codes will be followed by all staff and will assist in the application of this Policy.

9.1. Aims

The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the school.

9.2. Classroom safety

Class teachers and support staff have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Head of School.

Examples of items to be checked include:

doors unlocked and free from obstruction

floors kept clear of obstructions

sinks will be kept clear to enable effective cleaning

electrical equipment unplugged when not in use (report frayed or damaged flex)

edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use

orderly sensible movement within the teaching area should be maintained

always ensure children are not left unsupervised

9.3. Playground safety (including lunch and breaks)

Support staff and lunch time staff should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

Examples of items to check include:

climbing equipment should not become overcrowded and children should be wearing suitable clothing, in particular footwear

no child should leave the play areas without the permission of the staff on duty

at the end of the lunch break staff should ensure an orderly return into the school and teaching staff should be ready to receive their pupils

9.4. Large playground equipment

Staff should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

The following rules relate to all play equipment:

- Equipment must only be used under the direct supervision of a member of staff

- Children must only be allowed to use equipment suitable for their age

- Numbers of pupils at any time must be limited such that overcrowding is avoided

9.5. Staff and pupil safety

Teaching and support staff should exercise effective supervision of the pupils and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

Aspects to be considered include:

children should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils, examples include:

suitable footwear for PE;

wearing of ear-rings not permitted for PE;

knives and other dangerous items should be removed from pupils and held by the Head of School.

children should be taught to exercise personal responsibility for safety of self and classmates

children should be taught to observe all school safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency

Specific guidance, which is to be followed by all staff, is given in DfE and CLEAPPS documents on safe working in:

art and craft activities
physical education
electrical equipment
science activities
animals in schools
swimming

- work at height

9.6. Manual Handling

Movement of heavy materials and equipment should only be undertaken by trained staff and, wherever possible, should be undertaken using some mechanical assistance e.g. a trolley. Procedures should be developed and recorded for the movement of items that frequently require such movement:

PE equipment - erection and dismantling of such apparatus must only be undertaken by children under the close supervision of staff. Each piece of equipment should be reduced to its basic parts for ease of carriage using at least two children to transport each part. Staff should check that apparatus has been correctly assembled before use.

9.7. Work at height

The Work at Height Regulations 2005 extend to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

Only the correct equipment is used to work at height, e.g. step ladders. The use of chairs, desks etc. to gain height is expressly forbidden. Staff must not stand or kneel on desks to open or close windows.

Step ladders must be placed at right angles to the task to be carried out and must themselves be in a place of safety. If on a circulation route work must not be carried out if pupils are passing by.

- Step ladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.

- Step ladders must be examined prior to use to ensure that they are safe to use. If there is any doubt the step ladders are not to be used. Step ladders must be inspected by the Premises Facilitator on a 6 monthly basis. Step ladders are to be marked with a unique identifier and a record kept of inspections.

9.8. Staff training and information

It is expected that the Head of School will act in a focal point role and as such obtain such information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher than normal risk e.g. the Caretaker.

Where information and/or advice is not locally available the Head of School should seek such information from the commissioned Health and Safety consultant.

Heather Haworth - 07801 030401 – Compliance education

10. Staff and workplace safety

In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular the following should be borne in mind:

staff should know and apply any special safety measures and arrangements that exist in their working environment e.g. use of ICT equipment, etc.

staff should observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing apron and tying back hair

staff should exercise good standards of hygiene and housekeeping

staff should know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid

staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff should not remove protective covers on powered plant or electrical equipment

staff must co-operate with each other, teaching, non-teaching and support as well as contractors (cleaners, school meals service, etc.) in promoting improved safety measures

staff must report any perceived health and safety failings and any defective equipment to the Head of School immediately such defect is discovered

11. Stress

- We are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

- Head of Schools are responsible for implementation and the trust is responsible for providing the necessary resources.

- Definition of stress: The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between

pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

- The trust will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.

- The trust will consult with Trade Union Safety Representatives on all proposed action relating to the prevention of workplace stress.

- The trust will provide training for all school leaders and work alongside HR professionals as required.

- The trust will provide confidential counselling for staff affected by stress caused by either work or external factors.

- The trust will ensure:
  - ✓ good communication between management and staff, particularly where there are organisational and procedural changes.
  - ✓ Ensure staff are provided with meaningful developmental opportunities.
  - ✓ Monitor workloads to ensure that people are not overloaded.
  - ✓ Monitor working hours and overtime to ensure that staff are not overworking.
  - ✓ That bullying and harassment is not tolerated within their jurisdiction.
  - ✓ Vigilance and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.
  - ✓ specialist advice and awareness training on stress.
  - ✓ Train and support managers in implementing stress risk assessments.
  - ✓ Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
  - ✓ Monitor and review the effectiveness of measures to reduce stress.
  - ✓ referral to occupational workplace counsellors where appropriate.

Employees will:

- ✓ Raise issues of concern with your Safety Representative, line manager or occupational health.
- ✓ Be offered opportunities for counselling.

12. Health and Safety Incident Reporting

The School defines an accident as: -
An unplanned or unforeseen event which causes injury to persons, damage to property or a combination of both, i.e. a fall from height resulting in a fracture; incorrect operation of machinery leading to breakdown or damage.

The School defines a near miss as: -
An unplanned or unforeseen event that does not cause injury or damage, but could have done so, i.e. items falling near to personnel; short-circuits on electrical equipment.

The School defines a dangerous occurrence as: -
An unplanned or unforeseen incident that may not have caused a notifiable injury under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) but it had the potential to do so and must be reported to the enforcing authority. Lists of dangerous occurrences that must be reported are shown the RIDDOR flowchart.

The first priority when an accident occurs is to give the correct first aid treatment to injured parties, if the incident is serious enough to warrant medical intervention the competent person present will dial 999 and request an ambulance/paramedic.

When the casualty has received suitable medical/first aid treatment details of the accident should be recorded on the accident form for future reference. Parents/ guardians should also be informed about accidents and incidents where necessary.

In order to determine what corrective action is necessary to prevent a repetition it is essential to isolate all contributing factors. This can only be done by an investigation. The outcome of all investigations will be communicated to all members of staff who need to take action as a result of an accident.

Accident investigations will be carried out to establish the facts relating to the accident/incident not individual's opinions. Under no circumstances will such investigations be used as a mechanism to apportion blame. Investigations are primarily a management tool to identify suitable measures to prevent a recurrence.

All accident information that is entered onto an accident form will be kept for a minimum of four years for employees and up until the age of 21 for students.

Accidents that occur to contractors on site must be reported to the School office and the contractor company.

Near misses are defined as incidents that almost become accidents, but only missing by a very small margin of error. All near misses should be reported and recorded because a series of near misses could very easily escalate to an accident.

Relevant risk assessments and safe systems of work may require revision following either an accident or a near miss incident.

RIDDOR AND EMPLOYEES

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) require employers to report certain accidents, occupational diseases and specified dangerous occurrences arising out of or in connection with work. Under RIDDOR the responsible person must report the following work-related accidents, including those resulting from physical violence,

if an employee or self-employed person is injured while working at the premises. In cases of a reportable death, specified injury, or dangerous occurrence, you must notify the enforcing authority without delay. You must report within 10 days of the incident. Over-seven-day injuries must be reported within 15 days of the incident.

Specified injuries include: -

- A fracture, other than to fingers, thumbs or toes
- Amputation
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding), which:
    - Cover more than 10% of the body, or
    - Cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
    - Leads to hypothermia or heat induced illness; or
    - Requires resuscitation or admittance to hospital for more than 24 hours

Physical Violence

Some acts of non-consensual physical violence to a person at work, which result in death, specified injury or a person being incapacitated for over 7 days are reportable. In the case of an over 7-day injury, the incapacity must arise from a physical injury and not as a result of a psychological reaction to the act of violence. Violent incidents between students, should be dealt with in accordance with the School's policy for behaviour management

Reportable Diseases

Employers must report occupational diseases (listed at www.hse.gov.uk/riddor) when they have received a written diagnosis from a doctor that they, or their employee, have one of the conditions and the sufferer has undertaken activities that correspond with the condition listed in RIDDOR

Accidents involving contractors working on School premises are normally reportable by their employer.

It is the responsibility of the Business Manager to investigate the accident/dangerous occurrence and report under RIDDOR. If there is any doubt about reporting accidents or dangerous occurrences the Business/Operations Manager will seek advice from the Head of School / EHT/CFO and/or Health and Safety consultant (Heather Howarth) or from the HSE website www.hse.gov.uk/riddor/reportable-incidents.htm

RIDDOR and STUDENTS and other people who are not at work

Injuries to students and visitors who are involved in an accident at School or an activity organised by the School are only reportable under RIDDOR if: -

- The accident results in the death of the person and arose out of or in connection with the work activity; or

- 7The accident results in an injury that arose out of or in connection with a work activity and the person is taken from the scene of the accident to hospital for treatment.

Specified injuries and occupational diseases only apply to employees. If a student is absent from School following an incident this is not reportable.

How to decide if an accident to a student 'arises out of or is in connection with work'?

The responsible person at the School should consider whether the incident is caused by: -

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip),
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc),
- The condition of the premises (e.g. poorly maintained or slippery floors).

The above are only reportable if they occur and if the accident results in a student's death or they are taken from the scene of the accident to hospital for treatment.

PE

Not all sports injuries to students are reportable. The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or as a result of inadequate arrangements for supervision of an activity.

Examples of reportable incidents would include:

- the condition of the premises or sports equipment being a factor in the incident, for example a student slips and fractures an arm because a member of staff had used the wrong polish and left the sports hall floor too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event. For example, a pupil's arm being struck by a trampoline whilst folding the equipment away and a member of staff was not actively involved.

RECORDS MANAGEMENT

All accident information that is entered onto an accident form will be kept for a minimum of four years for employees and up until the age of 21 for pupils. Accidents that occur on the School premises or while undertaking work on behalf of the School must be reported to the Business Manager.

Requests to see the incident form

Once the incident form has been completed a copy is sent to Health Safety Executive and Chair of the trust board.

The incident report is then considered to be the property of HSE and LINK Learning trust Board.

Procedure to view a copy of the report

Any parent/Carer or legal personnel wishing to see a copy of the report must apply in writing to the Chair of the Trustees of the relevant School for a copy of the report.

Appendix A

Critical Incident Procedures

A critical incident is a rare crisis or emergency that may affect a school directly or indirectly. It may happen on the school premises or may involve events outside of the school itself. It may be an event that affects only the school or the impact could be across the community or area. It is an unexpected event which may result in death or serious injury in traumatic circumstances. Such an incident can affect not only those directly involved but also those who witness the event as well. Relatives, friends, staff and others who have not been directly involved may also be affected.

The first priority must be to call the relevant emergency services (999) to ensure the continuing safety of the school community, if this is the most appropriate course of action. In order that the Local Authority can then provide the necessary support including notification to third parties and other agencies please make contact using the following details as a matter of priority.

Between 08.30 and 17.00 pm a working day the Management Support (One Education) can be called - Helpdesk on 0844 967 1112. The school must advise the Management Officer that this is a critical incident and request immediate assistance. Provide a contact number for return calls, usually a mobile telephone number to aid with communication. The LA Officer, Sharon Gardner is then to be called for further advice.

At all other times an out of hours service will operate where the call will be transferred to an out of hours call centre. Details of the critical incident will be taken by the call centre and transferred to a member of the Management Support Team who is on call. They will then contact the school's representative by mobile phone.

Other useful numbers are included in the Manchester City Council Schools Major and Significant Incident Management Framework document which is attached to this policy.

Please be aware that these numbers are for emergency/critical incidents only. The operators will not be able to assist with other Management Support queries.

A Critical Incident can produce a complex emotional response and may overwhelm normal coping strategies in those affected by it. Children and young people are affected in similar ways to adults and may experience traumatic stress reaction. This can lead to depression, low mood and anxiety, memory problems and difficulties in school. What occurs after an event, rather than the event itself, is crucial in determining the eventual impact of the incident on individuals and organisations.

In the case of a critical incident the school would liaise with partners, such as the LA. An early alert to an incident allows rapid communication between the teams and the earliest possible contact with them allows us to establish the facts as far as known.

Each Trust school also has a Business and Continuity Plan that can be referred to in conjunction with this policy.

Appendix B

Safeguarding procedures during the school day:

Procedures for individual schools are kept in School's Health and Safety Files and cover procedures for:

Early morning:

Wet mornings:

End of school day:

Appendix C

Classroom Checklist Page 1 and Page 2

Classroom name/number:				
Check completed by:		Date:		
		Yes	Further action needed	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and egress?			
	Are procedures in place to deal with spillages e.g. water, vomit, blood from cuts etc?			
	For stand alone classrooms: - - are access steps or ramps properly maintained? - Are access stairs or ramps provided with handrails?			
Work at height (falls)	Do you have an 'elephant foot' step-stool or stepladder available for use where necessary?			
	Is a window opener provided for opening high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened e.g. cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable e.g. a TV set on a suitable trolley?			
	Are shelves overloaded with boxes or paperwork etc. that could fall onto staff/pupils)			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual Handling	Have trolleys been provided for moving heavy objects e.g. computers?			
Computers and similar equipment	If you use computers as part of your job (for admin rather than teaching/presentations) has a workstation assessment been completed? (not applicable for most teaching staff)			
	Have pupils been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, e.g. laminators, been visually checked and where necessary, tested at suitable intervals to ensure that its safe to use (there should be a sticker to show it has been tested)			
	Has any damaged equipment been taken out of service or replaced? Are there any overloaded sockets in the teaching area?			
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?			

Appendix C

Classroom Checklist Page 1 and Page 2

	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			
Fire	If there are fire exit doors in the classroom, are they: - Unobstructed? - Kept unlocked? and - Easy to open from the inside?			
	Are displays trailing across the room away from heat sources e.g. projector. and away from fire exit signs			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			
Other	Check cleaning and other substances are not stored in classrooms where they could be accessed by pupils?			
Any other hazards? (please list any other areas of concern)				
Summary of further action required			Completed	
Signed:				

Appendix D

External Inspection Checklist

Car park	Autumn Half Term 1	Autumn Half Term 2	Spring Half Term 1 etc
Are pedestrians and vehicles kept separate (as much as possible)?			
Is external lighting in place and does it work?			
Are surfaces in good condition? Potholes, mud, stones/rocks, roots protruding (car park and pavement)?			
Is the school entrance free of slip/trip hazards?			
Are the steps to the boiler room in good condition, free of moss/debris?			
Are the gutters in good condition?			
Are the exit doors free from obstruction?			
Is the bin storage area tidy and free of clutter/debris?			
Are the pathways next to the building free of moss/debris?			
Is there any rubbish, fly tipping in the immediate area?			
Is the perimeter fence in good condition			
Are there any signs of vandalism or graffiti?			
Around the school building and playgrounds	Autumn Half Term 1	Autumn Half Term 2	Spring Half Term 1
Are gates and the perimeter fence in good condition?			
Is external lighting in place and does it work?			
Are surfaces in good condition? Potholes, mud, stones/rocks, roots protruding?			
Are entrances into/out of school free of slip/trip hazards?			
Are any steps in good condition, free of moss/debris?			
Are the gutters in good condition?			
Are the exit doors free from obstruction?			
Are the pathways next to the building free of moss/debris?			
Are windows in good condition?			
Is there any rubbish, fly tipping in the immediate area?			
Are there any signs of vandalism or graffiti?			
Is the trim trail in good condition?			
Are out door play equipment in good condition?			
Are there any signs of wear and tear on the climbing equipment and is the surface around it in good condition?			

Appendix D

External Inspection Checklist

Boiler room	Autumn Half Term 1	Autumn Half Term 2	Spring Half Term 1	Spring Half Term 2	Summer Half Term 1	Summer Half Term 2
Is the room tidy and free of clutter and flammable's?						
Is the fire extinguisher in place?						
Completed by						
Date:						

Actions to be taken	Action taken (by whom and when)

Persons completing the inspection	Date

Appendix D

External Inspection Checklist

Appendix E

Internal Inspection Checklist

General Areas - Halls				
Are mats stored and other equipment stored tidily?				
Is there a good standard of housekeeping?				
Any trailing cables?				
Is the floor in a good condition? Any contamination food, spills				
Are fixed electrical switches and plug sockets in good repair?				
Is the lighting working correctly?				
Are displays trailing across the room away from heat sources e.g. projector. and away from fire exit signs				
General Areas - Corridors				
Are corridors tidy and free of clutter?				
Any trailing cables?				
Are floors in a good condition? Any slip or trip hazards?				
Are fixed electrical switches and plug sockets in good repair?				
Is the lighting working correctly?				
Is furniture in good condition & not overloaded with boxes or paperwork etc. that could fall onto staff/pupils)				
Are fire evacuation procedures clearly displayed?				
Is the water fountain clean? Any spills?				
General Areas - Cloakrooms				
Juniors Boys cloakroom – Is it tidy? Any trip hazards?				
Juniors Girls cloakroom – Is it tidy? Any trip hazards?				
Any trailing cables?				
Is the floor in a good condition? Any contamination food, spills				
Are fixed electrical switches and plug sockets in good repair?				
Is the lighting working correctly?				
Office, ICT Suite, Staff room, Heads room, photocopier room				
Any trailing cables?				
Are floors in a good condition? Any slip or trip hazards?				
Are fixed electrical switches and plug sockets in good repair?				
Is the lighting working correctly?				
Is furniture in good condition & not overloaded with boxes or paperwork etc. that could fall onto staff/pupils)				
Are the rooms tidy?				
Is excess paper stored away from the photocopier in the cupboard opposite				
Welfare & Statutory				
Are first Aiders names listed/known?				
Is the Health and Safety Law poster displayed?				
Are toilet facilities adequately inspected, cleaned, ventilated and lit?	Infants Girls	Infants Boys	Junior Girls	Junir Boys

Appendix E

Internal Inspection Checklist

Are finger guards in place and in good condition?	
Are fire doors in a good condition? Correctly signed?	
Are their signs of broken or cracked windows?	
Legionella – Rarely used outlets	
Has the external bib tap outside Communications centre been flushed?	
Has the external bib tap outside Nursery been flushed?	
Has the boiler room sink been flushed?	
Has the long office store room wash hand basin been flushed?	
Has the cleaning chemicals store room wash hand basin been flushed?	
Have all outlets been flushed following a closure or holiday period? (only appropriate after closures/holidays)	
Action taken (by whom and when)	Action taken (by whom and when)

Appendix F

Daily Inspection Checklist

Fire	Mon	Tues	Weds	Thurs	Fri	Comments
Does the fire panel indicate NORMAL operation?						
Are all call points available & unobstructed?						
Are all detectors undamaged & unobstructed?						
Are all fire exits open & unobstructed?						
Around the school building & playgrounds	Mon	Tues	Weds	Thurs	Fri	Comments
Are gates and the perimeter fence in good condition?						
Are surfaces in good condition? Potholes, mud, stones/rocks, roots protruding, sharps?						
Is the outdoor, fixed play equipment in good condition?						
Is the bin storage area tidy and free of clutter/debris?						

Actions to be taken	Action taken (by whom and when)

Persons completing the inspection	W/b

Appendix G

Accident Report Form

1. Injured Person	
Forename:	Surname:
Address:	Age:
	Telephone No:
Postcode:	Occupation:

2. Accident/Incident Details			
Location of the accident:		Date & time:	
Description of accident/incident *(continue on separate sheet if needed):*			
If the injured person is an employee were they engaged in work at the time of the accident/incident?	☐ Yes	☐ No	
What was being done at the time of the incident:			
Has the injured person been off or unable to do their normal work for more than 7 days, including weekends, as a result of the accident/incident?	☐ Yes	☐ No	
If yes, date absent from: to: or Still Absent?	☐ Yes	☐ No	

3. Injury Details			
Nature of the injury *(e.g. fracture, sprain, cut, include part of the body injured)*			
First aid given by *(inc job title)*:			
First aid treatment given*(i.e. compress, plaster)*:			
Was the injured person taken to hospital from the scene:	☐ Yes	☐ No	
Were they detained: ☐ Yes ☐ No	If yes how long for in days?		

4. Witnesses			
Name		Name	
Address		Address	
Contact Number		Contact Number	
Are witness statements attached?	☐ Yes	☐ No	

5. Report Details	
Accident reported to *(i.e. Manager, supervisor, 1st Aider (inc name)*:	
Reported on *(date)*:	Time:

Appendix G

Accident Report Form

Signed by injured person (if employee):
Parent guardian informed ☐ Yes ☐ No Date Details: Other – please specify ☐ Yes ☐ No Date
7. Accident Investigation *(to be completed by manager/department head/responsible person)*
Carried out by:
Position/occupation:
Contact No:
How did the accident/incident happen?
What has been done to prevent reoccurrence?
Do general risk assessments require updating? ☐ Yes ☐ No
If Yes, what additional risk control measures are needed / recommended?
Is additional information, instruction and training required? ☐ Yes ☐ No
If Yes, detail what action has been taken:
Signed: Date:

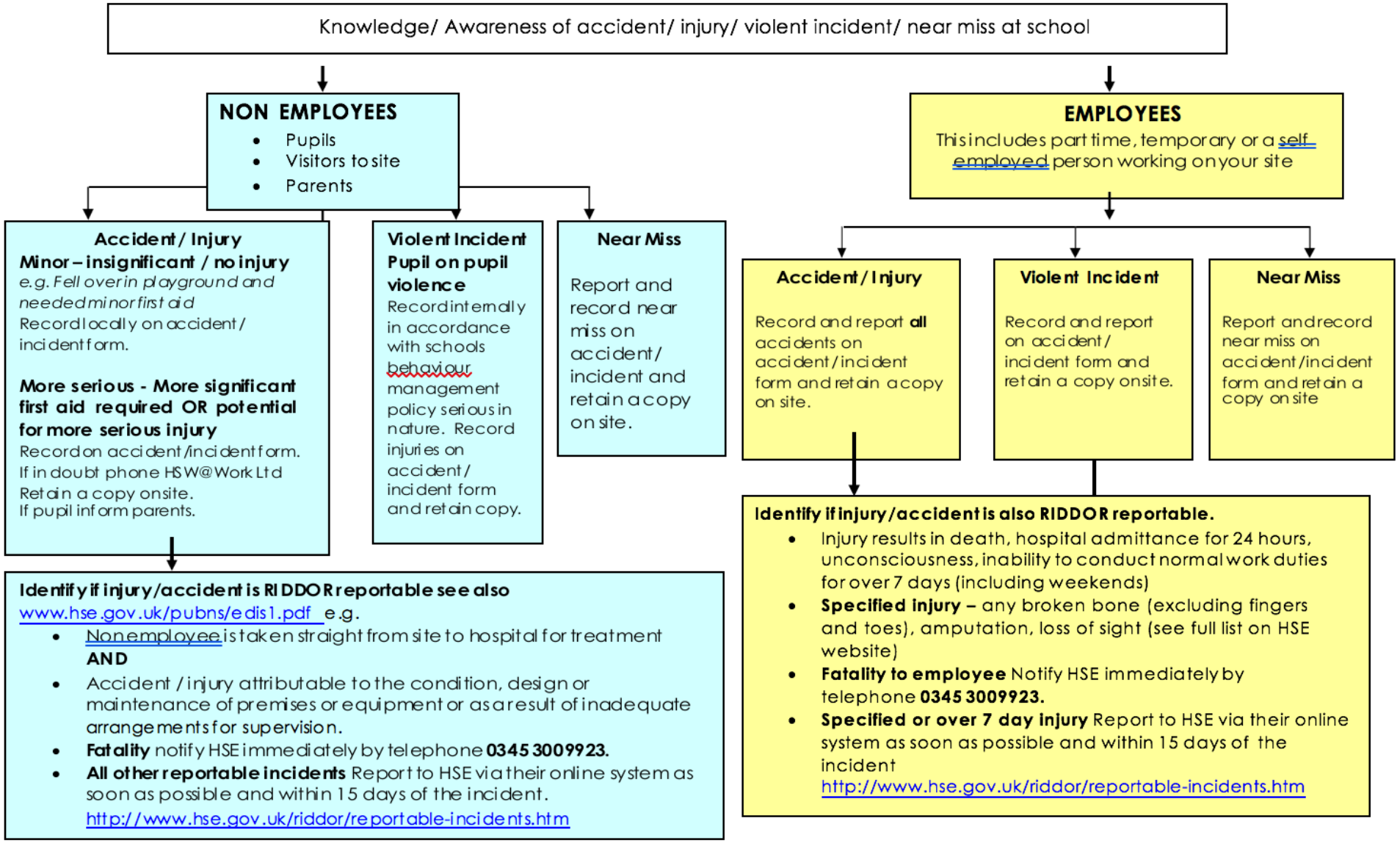
8. For Internal use only
Reported to the HSE: ☐ Yes ☐ No
Reported by: Date:
Comments:
Signed: Date.

Appendix G

Accident Report Form

Appendix H – Accident Reporting Flowchart

Accident reporting procedures



- ***Accident Data needs to be kept for at least three years after the accident if the person is above the age of eighteen.***
- ***If the person who has had the accident was under the age of eighteen then the accident records have to be kept until they are 21.***

This flow chart is intended to provide guidance, for specific advice, please contact HSW@Work Ltd

Appendix I – First Aid Box Contents Checklist

Contents	Sept	Nov	Jan	March	May	July
OR	Box 1	Box 2	Box 3	Box 4	Box 5	Date
A leaflet giving general guidance on first aid (for example, HSE's leaflet)						
Individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);						
Sterile eye pads;						
Individually wrapped triangular bandages, preferably sterile;						
Safety pins;						
Large sterile individually wrapped un-medicated wound dressings;						
Medium-sized sterile individually wrapped un-medicated wound dressings;						
Disposable gloves						
Completed by						
Date						

Appendix I – First Aid Box Contents Checklist

LINK Learning Trust FIRE LOG BOOK

INTRODUCTION:

This logbook is provided as a record of all checks, testing and maintenance conducted on fire protection equipment. It should also be used to record any instance when an inspection takes place or a device or system has been operated, including any occasion when this may have been accidental or maliciously initiated. The logbook will assist you in the management of your equipment maintenance schedule and enable you to demonstrate compliance with the relevant legal requirements to do. Some of your fire safety equipment may have been provided with some form of logbook or service history; it is recommended that all such records are held collectively with your Fire Log Book for ease of reference.

It is currently a mandatory requirement for any premises subject to keep such records.

INSPECTION, TESTING AND MAINTENANCE:

All fire protection equipment is to be inspected and maintained in accordance with the appropriate British Standard and the manufacturer's recommendations by a competent person. A competent person will be anyone who has the required expertise, knowledge and experience to conduct the inspection, testing or maintenance to the required standards; under certain circumstances this may be a specialist service engineer.

Typical inspection, testing and maintenance schedules can be found in your health and safety management system.

SERVICING AND MAINTENANCE DETAILS: checks on: FIRE ALARM EMERGENCY FIRE EXTINGUISHERS LIGHTING SMOKE / HEAT DETECTORS AND FIRE DOORS

EXAMPLE: FIRE ALARM SYSTEMS

DAILY CHECK - Alarm console indicates NORMAL operation.
CHECK – All call points are available and unobstructed.
CHECK – All detectors are undamaged, not accumulating waste and obstructed
WEEKLY TEST - Operate the alarm system by triggering a manual call point, using a different one on each occasion of the test in strict rotation – if you have more than 20 call points, 2 must be tested a week. Ensure that the appropriate signal is received by the system and that the alarm is apparent in all parts of the premises. Ensure that any doors fitted with automatic release devices have operated correctly and are closed.

All instances of the Fire Alarm be sounded should be recorded in the logbook.

Appendix J Fire Log Book

EXAMPLE: FIRE EXTINGUISHERS

WEEKLY CHECK – All portable extinguishers are at their predetermined positions and tags are intact.
CHECK – Ensure that extinguisher is full.
CHECK – Discharge horns and hoses are securely fitted to the extinguisher.
CHECK – General condition of extinguishers for any obvious signs of damage, corrosion, dents and leakage.
Only any observations requiring rectification and the remedial action taken should be recorded.
Whilst your servicing company will usually provide an individual record for each unit (commonly in the form of a sticker on the body of the extinguisher) it is recommended that overall details of the servicing visit are also recorded in the logbook.
In some circumstances it may be necessary for the weekly check to be performed on a more regular basis if there is a risk or experience of the units being abused (for example, open access by the general public, residents and pupils).

EXAMPLE: EXIT DOORS, EXIT ROUTES AND HOUSEKEEPING

DAILY – clear and unobstructed

WEEKLY – check exit doors open and close freely

Appendix J Fire Log Book

LINK Learning Trust CONTRACTOR'S HEALTH AND SAFETY INFORMATION

Name of Company		Tel. No.	
Address			

Name and position of person completing this form	Name Position		
1. Type of services provided			
2. Approx. number of employees			
3. Relevant accreditations e.g. Gas Safe			
4. Relevant qualifications / experience held by company and/or employees			
5. Insurance (Copies of Policies must be included)	Insurer	Maximum Insured £	Date of Expiry
- Public Liability			
- Professional Indemnity			
- Employer's Liability			

Appendix K Contractors Health and Safety Information

6. Do you have a Health and Safety policy? (If YES, please provide a copy)	YES / NO
7. Do you have documented Risk Assessments for the services you provide (If YES, please provide copies relevant to the work undertaken)	YES / NO
8. In the last 5 years, have you - been prosecuted for an offence under health & safety law? - been served with an Improvement or Prohibition Notice? (If YES, please provide details)	YES / NO YES / NO
9. Are staff DBS checked? If yes, please provide details	YES / NO

APPLICATION COMPLETED BY		(Name)		(Signature)		(Date)
For Office Use						
APPROVED BY		(Name)		(Signature)		(Date)