

The Auriga Academy Trust

HEALTH and SAFETY POLICY

PRINCIPLES
 STATEMENT OF INTENT
 AIMS
 OBJECTIVES

Appendix 1: Organisation
 Appendix 2: Arrangements
 Appendix 3: Health & Safety Template Report for Governors

AURIGA Academy Trust Document Control System	
Name of document	Health and Safety Policy
Status	FINAL Review December 19
Date Approved	April 21
Approver	MAT Health and Safety Committee following sign-off by LGBs
Owner	MAT Health and Safety
Author	Finance Director
Anticipated Review date	September 22
Location	S:Staff/POLICIES/MAT/WEBSITE POLICIES / H&S Policies / AAT Health and Safety Policy

Please note that all Trust policies are reviewed annually. Should you have any queries regards this policy, note an omission or wish to propose an amendment, please email sconnor@strathmore.org.uk

PRINCIPLES

As the employer of staff, The Auriga Academy Trust (“the Trust”) has overall responsibility for the health, safety and welfare of staff and students in its schools (academies). The Trust recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

The 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, the Audit & Effectiveness Committee (a sub-committee of the Trust Board) will maintain a trust-wide level overview which will cover all the schools within the 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 the Trust, day-to-day responsibility for the health and safety of staff and students in individual schools is delegated to the Headteachers, who in turn will delegate particular functions to other staff, in particular the Premises / Site Managers and School Business Managers.

The local governing bodies of schools within the Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Headteacher and Senior Leadership Team of the school and relevant staff of the trust to support good health and safety management.

The Trust fully supports the aims and objectives of the London Borough of Richmond upon Thames to achieve the highest possible levels of health and safety at work. All schools within the Trust subscribe to the Royal Borough of Kingston Health & Safety Service Level Agreement (Action>HR) to ensure all schools maintain consistent high health and safety standards in order to protect pupils, members of staff, visitors or others who may be affected by school activities.

STATEMENT OF INTENT

The Trust recognises that health and safety has positive benefits and effects within its organisation and as is committed to ensuring it provides a high level of safety, good practice and strives towards excellence.

The Trust recognises that health and safety forms part of an essential function of the health, safety & welfare of our students, employees, contractors, visitors and company property. Therefore, all employees should be committed to making continued progress and demonstrate a willingness to adapt to change.

Each Local Governors Body will make a positive commitment to their school in achieving high standards of the school’s health, safety and welfare arrangements. Details of how this will be achieved are given in the **Arrangements** section of this policy.

The Local Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, the Local Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Local Governing Body will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all school activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the Arrangements section.

AIMS

Each school and the Trust will review the Trust Policy Health & Safety Statement and the arrangements annually, or if events or legislation necessitate a review of individual policies and procedures. The Head Teacher and other Health and Safety representatives such as Health and Safety Coordinators will be responsible for ensuring the policy and arrangements are implemented and followed. Where necessary they will be supported by safety experts and consultants.

The school will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the school. This will include communications regarding health, safety and welfare through newsletters, emails, team meetings, management meetings and health and safety committee meetings.

The school will provide the necessary information, instruction, training and supervision to employees and others, including temporary employees and volunteers, to ensure their competence with respect to health and safety. The school, through its training policy and its Health and Safety procedures, will determine mandatory and desirable training. Information will be provided by or via the Health & Safety Coordinator, Human Resources Manager, Head Teacher, Governing Body, Safety Representatives, Consultants, along with information briefings.

The school has determined that health and safety is of equal importance to all other functions and will strive to achieve health and safety targets. Health, Safety and Welfare will be discussed during all employees annual performance management review meeting, induction and any team or management meetings.

The School will devote the necessary resources in the form of finance, equipment, personnel and time to ensure adequate provision of health and safety. All equipment (including plant equipment) provided for employees, students and non-employees will be fit for purpose and maintained in line with manufacturers' guidelines and instructions and legal guidelines. The assistance of expert help will be sought where the necessary skills are not available within the organisation. Safety allocations will be discussed with the Board of Governors and Finance and Resources Meetings and Health and Safety Committees.

The school will liaise and work with all necessary persons and organisations to ensure their health and safety whilst working. The school must ensure that adequate arrangements are in place for the health and safety of visitors, site contractors, volunteers and those affected by its acts or omissions. This will include providing induction and/or information when they come on site and ensuring that they have the necessary documents to work safely. Please see the Trust Policy Monitoring and Managing Contractors and the Trust Contractors

Code of Conduct.

The school will constantly strive to improve health and safety standards and performance. The minimum standards that will be adopted are those required by law, although the school will always seek to exceed these where there is a demonstrable benefit to its employees, students and external partners. Improvement will be monitored through auditing.

The school recognises that safety is the responsibility of everyone within the organisation. Managers, Senior Leaders and middle leaders will have specific duties and responsibilities to comply with the policy. The school will ensure that health and safety management is integral in the manager's function and will monitor their performance, along with their other duties, as part of their staff appraisal. This will be achieved by Line Managers being familiar with safety arrangements and ensuring that they are implemented and by discussing safety in management and senior team meetings and relevant committees.

Employees have specific legal responsibilities to take reasonable care of themselves and others who could be affected by their activities and to co-operate with management in achieving the standards required. Employees' safety performance will be monitored with their other duties as part of the staff appraisal. All employees must attend health and safety training sessions so that they become familiar with hazards, how to manage or reduce the risks and promote safety awareness with others.

As a result of the school approach to health & safety management, there should be continual improvement in health & safety performance including:

- developing a health and safety culture and increasing the awareness of all the school employees
- commitment to, and recognition of the need to incorporate health & safety into management procedures
- regular review of the policies
- systems for ensuring corrective action is dealt with efficiently

The school governors will ensure that health and safety is systematically integrated into the management and decision-making processes within the organisation through discussions at Committee Meetings and other decision-making forums.

Accidents and "near-misses", damage to property and equipment will be appropriately reported and investigated with suitable action taken to reduce the likelihood of their occurrence. The school will report all accidents and near misses via the Action>HR Health and Safety Accident Management System ("AMS"). Managers and/or Health and Safety Coordinator will investigate incidents in accordance with the policy and as necessary. Statistical data will be collated each term and annually and then discussed at the appropriate committee meeting.

OBJECTIVES

The objective of each school is:

- To ensure that all of the school staff understand, promote and implement its policies and procedures.
- To ensure that all of employees are using all Health and Safety tools supplied to them.
- To promote and raise awareness of Health and Safety to ensure it is truly embedded into the work we do.
- To ensure steady progression and improvement is seen through audits. Annual audits will assess how the school are implementing the Health and Safety aims and objectives and their compliance.

ORGANISATION

The roles and responsibilities for all employees, the Health and Safety Committee arrangements and safety procedures are set out in **Appendix 1**.

HEALTH and SAFETY PROCEDURE ARRANGEMENTS

The arrangement of procedures are set out in Appendix 2.

RATIFICATION

This policy is required under the Health and Safety at Work etc Work 1974. Any breaches of those duties could lead to the prosecution of the School Trust, Governing Body or individual employees.

Failure to comply with safety requirements could also lead to disciplinary action.

Each school is requested to review and adopt the Trust policy on Health and Safety and evidence by signing below.

Approved and ratified on behalf of

[Name of School]

Name:

Signature:

Approved and ratified on behalf of The Auriga Academy Trust

Name:

Signature:

APPENDIX 1: ORGANISATION

The Auriga Academy Trust has a duty to ensure the health, safety and welfare of employees and others. The day-to-day management of Health and Safety will be discharged through the provision of a suitable management organisation.

Every person employed by the School carries some responsibility for health, safety and welfare (see Employees' Responsibilities) but where specific duties are given, these are recorded in the following pages.

Individuals are encouraged to draw to the attention of the appropriate manager any gaps or omissions which they believe would improve the Health and Safety Arrangements.

The school will ensure it implements and follows all policies and procedures.

1. Responsibilities of the Local Governing Body

The school governors have responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified the governors have responsibility for ensuring that corrective action is taken. The governors also have particular responsibility for:

- ensuring that Health and safety is a standing item on all meetings of the Governing Body.
- ensuring that decisions of the governing body take account of, and comply with, the health and safety advice of the Trust Health & Safety advisors (Action>HR);
- ensuring that the school's risk register is updated with all premises and health and safety identified risks and the ranking thereof.
- ensuring that health and safety standards in the school are monitored and reviewing the standards achieved by considering reports from the headteacher and site management team at least every term;
- ensuring that school premises, buildings and equipment for which they are responsible, are adequately maintained and inspected so as to ensure the health and safety of staff, pupils, visitors and contractors who may visit, use or work on the premises;
- ensuring that where contractors are engaged to undertake work on school premises or buildings, an adequate assessment of the prospective contractors involved is undertaken in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractor's employees, or school staff, or pupils at risk. Please refer to the Trust Policy Monitoring and Managing Contractors and the Trust Contractors Code of Conduct.
- ensuring that where volunteers are used to give assistance to the school activities, or undertake work in school premises, such work is adequately planned, organised and supervised, and the volunteers used have sufficient competence so as to ensure the health and safety of both of those undertaking the work and anyone who may be affected by it.
- Ensuring a positive health and safety culture is established and maintained.

2 Responsibilities of the Headteacher

The Headteacher is responsible for day to day overall management of health and safety in the school.

In particular, the Headteacher has the following responsibilities:

- To ensure there is co-operation with the Trust in meeting its legal requirements in respect of the monitoring of health and safety practices and procedures.
- To ensure that the health and safety standards as recommended by the Trust's Health and Safety advisers (Action>HR) are implemented and maintained at the school.
- To ensure that an annual general Health and Safety review / update and Fire Risk Assessment review / update is undertaken by campus by the Trust's Health and Safety advisers (Action>HR).
- To ensure that half termly Health & Safety walk around inspections are undertaken by campus / site ensuring that
 - HSE compliance checklist are utilised (available from Action>HR and SafeSmart).
 - the Head of Site / Campus, Premises / Site Manager and School Business Manager is also in attendance and / or aware of the issues noted.
 - Issues noted are reported by exception to the appropriate committee of the Local Governing Body.
- To ensure that school staff are competent to undertake the tasks required of them and receive adequate health and safety training appropriate for their responsibilities and, in particular, that minimum staff training, as recommended by the Trust's Health and Safety advisers (Action>HR), is implemented for relevant staff.
- Information and advice on health and safety is acted upon and circulated to staff and governors.
- To ensure that staff are adequately consulted on health and safety matters either through the school safety committee, or directly, and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties allocated.
- To ensure that staff are provided with equipment or other resources to enable their work to be undertaken safely
- To ensure that the standards of health and safety are formally monitored and that a health and safety report covering the minimum items specified in the Health and Safety Handbook for Schools is presented to the Governors at least every term.
- Attend any required health and safety training provided by the school or the Council.
- To ensure that health and safety monitoring and inspection arrangements, meeting the minimum standards as recommended by the Trust's Health and Safety advisers (Action>HR), are implemented.
- To ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive.
- To ensure for any off-site event or trip, organised by, or on behalf of, the school, that adequate arrangements are made for the supervision of the pupils involved and the safety of the staff and pupils, and that these arrangements at least meet any minimum standards specified by the LA.
- To ensure that, where required, school specific risk assessments are undertaken and recorded. That a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances. Please refer to the Trust Policy on Risk Assessments.
- To ensure that the health and safety requirements identified are implemented.
- To ensure there are adequate arrangements for first aid, both on school premises and on school outings, or activities, as recommended by the Trust's Health and Safety advisers (Action>HR).
- To chair the school health and safety committee. Or to delegate that responsibility.
- Those who receive delegated responsibilities are competent; their responsibilities are clearly defined; they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.

- Appropriate tasks are delegated to the School's Premises / Site Manager and other premises staff.

3 Responsibilities of the Senior Leaders

Deputy and Assistant Headteachers may be required to undertake any of the Headteacher's duties which have been reasonably delegated to them which may include responsibility for health and safety management. Heads of department / faculty may be expected to oversee health and safety matters relating to their curriculum areas. In particular, Senior Leaders are responsible for:

- Receiving accident, incident and near miss information and check the information is fully completed. All incidents and near misses must be recorded using the Trusts Accident Management System ("AMS") recording procedure.
- Support the investigation of all RIDDOR reportable incidents as identified by Action>HR and regularly a summary of non RIDDOR reportable incidents. This will assist in identifying patterns and trends and ensure that the correct procedures are being implemented.

4 Responsibilities of the Teaching Staff

Teachers within the school have a responsibility for the health and safety of themselves and pupils under their control. In particular teachers are responsible for:

- undertaking lessons and school activities in accordance with any national or school guidelines relevant to the health and safety of the staff and pupils;
- ensuring that they are familiar with the school fire procedure and their role in it, including maintaining Pupil Emergency Evacuation Plans ("PEEPs");
- maintaining good standards of housekeeping and cleanliness in the activities under their control;
- ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced;
- ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used;
- ensuring that where there are health and safety considerations in relation to a particular lesson or activity, planning addresses these issues and is adhered to;
- ensuring that any off-site outing or activity for which they are responsible, only takes place following written authorisation by the Headteacher or Head of School and in accordance with a plan which specifies an adequate level of supervision and health and safety arrangements to ensure that pupils or others are not put at risk. Outings involving overnight stays, hazardous activities or trips abroad are also subject to approval with details and risk assessments submitted to the RBK Outdoor Education Adviser.
- attending any required health and safety training provided by the school or the Council;
- undertaking, as required by the Headteacher, any formal health and safety monitoring or inspections, in order to assist the school maintain adequate health and safety standards;
- reporting, promptly, any deficiencies in health and safety standards they are not able to correct, either to the Headteacher, or the Premises Manager as appropriate.

5 Responsibilities of the Premises / Site Manager

The Premises Manager is responsible to the Headteacher (or nominated person) for:

- arranging and attending the annual general Health and Safety review / update and Fire Risk Assessment review / update undertaken by campus by the Trust's Health and Safety advisers (Action>HR).
- attending half termly Health & Safety walk around inspections are undertaken by campus / site
- ensuring that fire equipment and systems are adequately maintained and tested in accordance with the standards as recommended by the Trust's Health and Safety advisers (Action>HR) and that records are kept;
- ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises;
- ensuring adequate security arrangements are maintained;
- acting as the school representative in any dealings with contractors who are to work at the school;
- assisting the school to assess the competence of any contractors who it is intended to use for undertaking work at the school, and monitoring the standards of health and safety whilst the work is undertaken (please refer to the Trust Policy Monitoring and Managing Contractors and the Trust Contractors Code of Conduct).;
- ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the headteacher;
- ensuring that statutory inspections of school plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors in accordance with the recommendations of the Trust's Health and Safety advisers (Action>HR) and that any corrective action identified as necessary is promptly implemented and the required records are kept;
- ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with HSE requirements and that records are kept;
- ensuring that any necessary statutory inspections of lifting tackle, pressure vessels and exhaust ventilation equipment are undertaken and records kept;
- arranging any necessary corrective action identified by health and safety inspections detailed above;
- maintaining a register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up to date material safety data sheets;
- ensuring that COSHH assessments are available for materials used or generated in the maintenance and cleaning of the school and for the control of legionella in school water systems;
- ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments;
- ensuring adequate systems are in place for the management of asbestos (where applicable) and control of legionella.
- ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the Headteacher and Head of Campus;
- ensuring all premises-related accidents/incidents are recorded and investigated using AMS.
- ensuring that he/she only undertakes work which is within his/her training or competence and, in particular, that he/she does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he/she is both trained and authorised to do so.

6 Responsibilities of the Health and Safety Coordinator

The Health and Safety Coordinator is usually the Premises / Site Manager however, in some cases this role is nominated to another role, for example the Head Teacher / Business Manager / Caretaker etc. The Health and Safety Coordinators specific duties include:

- Attending the annual general Health and Safety review / update and Fire Risk Assessment review / update undertaken by campus by the Trust's Health and Safety advisers (Action>HR).
- Attending half termly Health & Safety walk around inspections are undertaken by campus / site.
- Assisting the Head Teacher in the implementation and ongoing use of the Health and Safety Procedures
- Dissemination of health and safety information to staff
- Ensuring adequate first aid provision and cover.
- Ensuring that an appropriate level of first-aid cover is in place throughout the school opening hours - including pre and post school sessions
- Ensuring every department has suitable and sufficient risk assessments in place, and that these have been reviewed by a competent person, for example, the Head of PE or Science
- Processing accident, incident and near miss reports and providing statistical data on the Health and Safety recording procedure (AMS)
- Dealing with health and safety issues raised by staff, others (eg. HSE, visitors etc.), contractors are dealt with directly, via a manager; or the Health and Safety Committee; or a TU/Employee Safety or Head Teacher Representative.
- Ensuring all health and safety procedures and forms remain valid and up-to-date and are used appropriately
- Ensuring defects, unsafe conditions, unsafe acts, hazards and dangerous occurrences are promptly dealt with and, as necessary, discussed with the Governing Body and Head Teacher / Head of Campus.
- Ensuring contractors, visitors and employees comply with the health and safety arrangements through monitoring and observing behaviour and work activities as required by the Health and Safety Policy and procedures
- Attending the Health and Safety Committee Meetings and provide data on accidents and incidents, etc
- Produce an annual report for the Schools Health and Safety Committee on how the health and safety policy objectives and School safety actions plans have been achieved.

7 Responsibilities of the Schools Administrator

The school administrator is responsible for:

- ensuring that a list of first aiders is maintained, together with the dates for refresher training;
- arranging necessary refresher training for first aiders;
- reporting to the Headteacher and Head of Campus the need to train further first aiders in order to meet the minimum required for the school;
- ensuring that notices displaying the name and location of first aiders are kept up to date;
- maintaining records of health and safety training undertaken for school staff;
- maintaining a list of staff trained to undertake risk assessments required for manual handling, display screen equipment, the use and storage of hazardous substances and general risk assessments;
- ensuring all staff are trained on the use of the Accident Management System and arranging for statutory accident reports to be completed in accordance with the

- procedure in the Health and Safety Handbook for Schools;
- ensuring that there is a nominated person and deputy for calling the fire brigade in the event of fire and that a clear notice of the procedure for calling the fire brigade is displayed;
 - ensuring that assessments are undertaken of display screen equipment workstations used in the school by employed staff and that records of the assessments are kept;
 - ensuring that eye and eye sight tests are offered to school staff who are regular users of display screen equipment;

8 Responsibilities of the Trips Coordinator

Responsibilities include:

- ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils; (currently delegated to School Finance Assistant acting as Trips Co-ordinator)
- ensuring that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.

9 Responsibilities of all Employees

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

All staff employed by the academy will act responsibly to ensure that:

- They are familiar with, and comply with, the Health and Safety Policy.
- They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- They report immediately, to the Head Teacher / Head of Campus or to their line manager any serious or immediate danger of which they become aware.
- They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Headteacher or to their line manager.
- There is no misuse of anything that has been provided for health and safety purposes.
- They use the correct equipment and tools for the job and any protective equipment that may be supplied.

10 Responsibilities of all Students

All students will be encouraged to follow safe working practices and observe safety rules. Where appropriate, depending on cognitive and physical ability of students, all students will:

- Follow all instructions issued by any member of staff in case of emergency.
- Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- Inform a member of staff of any situation which may affect their safety or that of other students or staff.

SAFETY SEPECIFIC ROLES

11 First Aiders

Duties include:

- The administration of First Aid, up to but not exceeding the level of her/his training
- Ensuring that any incident and treatment given is recorded on the appropriate forms
- Report immediately to the Headteacher and Head of Campus and Health and Safety Coordinator all incidents requiring the attendance of a student, member of staff or other person to hospital.
- Ensuring that all spillages of body fluids are cleared up promptly using the appropriate equipment
- Maintaining stocks in First Aid kit/box
- Ensure that appropriate documentation is completed and that reportable accidents are reported to the appropriate using AMS or Responsible Person as soon as possible after dealing with the immediate effects.
- Ensuring her/his own recommended immunisations/injections are up to date
- Report to HR any illness or injuries which would preclude her/his ability to administer First Aid, in order that alternative cover can be arranged

12 Fire Wardens/Emergency Controller/Fire Manager

The duties of Fire Wardens, the Emergency Controller and Fire Manager are detailed in the Auriga Academy Trust Fire Safety Policy.

APPENDIX 2: ARRANGEMENTS

1. STANDARDS AND GUIDANCE

The Trust's Health and Safety advisers (Action>HR) prescribe mandatory common Health and Safety Executive ("HSE") standards and guidance thereon is readily available on a number of health and safety issues of relevance to all schools within the Trust. Where guidance does not cover a specific issue, the school will adopt the practices or standards recommended by the HSE, or Department of Education publications, or relevant British or European Standards.

HEALTH AND SAFETY COMMITTEE

Each school will have a committee responsible for health and safety and premises related matters. This committee is responsible for reviewing and maintaining the relevant sections of the school's risk register that relates to premises and health and safety matters. The committee will be chaired by the Headteacher and meet at least once per term. The committee will consist of 2 Governors (one of who must be a non-staff governor), other members of the teaching and non-teaching staff and, if available, an appointed trade union safety representatives.

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the school will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The Trust and / or school will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. The Trust and / or school will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

2. FIRE SAFETY AND FIRE PROCEDURE

The fire procedure is displayed on the notice boards and next to fire alarm call points. New members of staff will be instructed in the fire procedure and their responsibilities by the fire safety manager, or a member of staff nominated to deputise for the fire safety manager, on their first day of employment.

Fire evacuation drills will be held at least once a term. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Site Manager.

Self-closing fire doors are provided in the school to delay the spread of fire and smoke and must not be wedged or left open. Such doors are labelled "fire door keep shut". Automatic fire doors are also provided which will shut in the event of the fire alarm being actuated. Such doors are labelled "automatic fire door keep clear".

A copy of the fire safety risk assessment for the school is held by the Health & Safety Coordinator and Site Manager. A hard copy is held on the site premises file. Included with the fire safety risk assessment is the overall fire safety plan for the school, which designates responsibilities to individual members of staff.

3. ACCIDENTS AND FIRST AID

The school has a minimum 3 first aiders per site, the names of whom are displayed on the standard first aid signs. Any injuries to pupils or staff must be reported to a first aider, who will ensure that appropriate action is taken. Records of such injuries must be entered on

to the Accident Management System (“AMS”). The contents of first aid boxes are maintained by the first aiders to whom they are allocated. Accidents, ill health conditions and dangerous occurrences which fall within statutory reporting requirements, must be reported using the AMS.

4. CONTRACTORS

Standard arrangements exist for the assessment of competence and the control and monitoring of contractors. The Trust also has a standard set of rules for contractors which are notified to the contractor and form part of the contractual arrangements. These arrangements are documented the Trust policy ‘Monitoring and Managing Contractors’ and the Trust ‘Contractors Code of Conduct’ and are operated by the Site Manager, or another member of staff, who has been allocated to deputise for this role. Where staff or pupils become aware of dangers caused by contractors, these should be immediately reported to the Site Manager.

All contractors will follow the safeguarding arrangements in place for each school.

5. HEALTH AND SAFETY TRAINING

Minimum standards of health and safety training are specified by the Trust's Health and Safety advisers (Action>HR). Training courses are available from by the Trust's Health and Safety advisers (Action>HR) or, in some instances, can be completed online using SafeSmart. A record must be kept of all training undertaken.

6. SCHOOL TRIPS AND VISITS

Off-site visits and trips will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the Headteacher or Head of School. Outings involving overnight stays, hazardous activities or trips abroad are also subject to RBK approval with details and risk assessments submitted to RBK's Outdoor Education Adviser. Adventure holidays organised by the school will only be undertaken at centres holding a current licence under the Adventure Activities Licensing Regulations. Further advice regarding off site visits are contained in RBK's Guidelines for Educational Visits and Outdoor Activities.

7. SCHOOL AND PUPIL SECURITY

A risk assessment has been undertaken for the school to establish the necessary security measures required for pupil safety. All staff and pupils are required to assist in maintaining good standards of security on school premises.

8. SMOKING

Smoking is not permitted on any school premises.

9. MEDICAL SUITABILITY FOR WORK AND MEDICAL ARRANGEMENTS

Pre-employment medical surveillance is undertaken for all new staff, usually by means of a confidential questionnaire, by the Occupational Health Medical Adviser. Confidential medical details are held in the strictest confidence and will only be disclosed to the school with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the school to avoid putting the employee or others at risk. Where a staff member becomes pregnant or suffers from an ill health condition which is likely to effect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented.

10. EVENING EVENTS AND USE OF SCHOOL PREMISES BY EXTERNAL BODIES

Where events are planned to take place out of normal school hours, within school premises, this must be authorised by the Headteacher and a health and safety plan for the

event will be drawn up by the Site / Fire Safety Manager, in conjunction with the teacher responsible for the event, or with the external body responsible for the activity. The health and safety plan will particularly address fire safety issues, requirements for the use of swimming pools, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food. Where a number of events of the same type are held, one plan covering all the events may be used. Where external bodies are responsible for the event, or activity, then the relevant requirements of the health and safety plan will be agreed, in writing, with the body concerned as a condition of using or hiring the premises.

11. ELECTRICAL SAFETY

The safety and maintenance of the school electrical installation is of great importance in order to ensure the health and safety of pupils and staff. The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every five years with pool plant electrical testing being undertaken annually due to the corrosive environment. This will be organised by the Site Manager who will keep records of the inspection. Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated.

All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket, will be subject to a combined electrical inspection and test and a regular formal visual inspection. Portable Appliance Testing ("PAT") will be undertaken annually. Such equipment will be labelled with the date of inspection and a date of the next inspection due. The Site Manager will be responsible for organising these tests, using an NICEIC electrical contractor. Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been electrically inspected and tested.

Work on the electrical installation, or minor repairs such as fitting or changing plugs, or changing bulbs or tubes in lighting units, will be organised or undertaken by the Premises Manager. Such work will only be undertaken when the relevant part of the installation has been isolated.

Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an NICEIC approved contractor and can provide a Certificate of completion when the work is finished. Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building.

Where pupils are involved in arranging lighting or stage electrical equipment (including electrical supplies for amplifiers or musical instruments) for school plays, discos or similar events, then such equipment must have been subject to a combined electrical inspection and test during the past twelve months and the electrical supply to the equipment must be routed via a 30mA residual current circuit breaker. Pupils must only change bulbs in such equipment when they have been authorised to do so by a teacher responsible for the activity and then only when the equipment has been electrically isolated.

Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment has been approved by the Premises Manager as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is in any case protected by a 30mA RCD.

Work on the school electrical installation by contractors will be undertaken in accordance with the school's standard rules for contractors.

12. WORK AT HEIGHTS

Work at heights, necessitating the use of ladders, step ladders exceeding 3 metres in height or in areas where there is a risk from falling, will only be undertaken by, or when approved by, the Site Manager. School pupils must not be permitted to undertake work at heights (for example when arranging lighting for plays or similar events) unless there is safe and secure access to the area where the work is undertaken and guard-rails and toe boards are provided to physically prevent a fall.

13. WORK ON MAINTENANCE OR IMPROVEMENT OF SCHOOL PREMISES OR FACILITIES BY VOLUNTEERS

The school relies on, and greatly appreciates, assistance from parents and other volunteers in support of school activities. Where, however, work on school buildings or facilities is proposed to be undertaken by volunteers, a health and safety plan will be developed in conjunction with the Site Manager, to ensure the work can be undertaken safely. The health and safety plan must show how the work is to be supervised, the competence and experience of those involved and any necessary health and safety arrangements for the work.

14. HEALTH AND SAFETY INSPECTION, MONITORING AND AUDITING

In order to ensure that health and safety standards are maintained and deficiencies are identified, a system of regular monitoring and inspection operates at each school within the Trust and is co-ordinated by the school's School Business Manager and / or Site Manager.

Inspections will be undertaken twice a term and will cover each area of the school. The inspections will be undertaken by a team consisting of the Head of Site, the School Business Manager and the Site Manager. The inspection reports will be reviewed by the committee responsible for premises matters and necessary actions followed up. A summary of the results of inspection reports are also reviewed by the governors. Where problems identified by inspections cannot be satisfactorily resolved at school level the headteacher will raise the matter with the school's Health & Safety advisors (Action>HR).

The governors meeting will also receive from the School Business Manager a health and safety report including details of at least the matters specified for such reports as recommended by the Trust's Health and Safety advisers (Action>HR). The format of reports will be consistent across the Trust and a template is provided in **Appendix 3**.

The school's Health & Safety advisors (Action>HR) will undertake annual health and safety audit of each school campus these may take the form of an update of full review. Reports Action>HR audits will be provided to the committee responsible for premises matters for consideration and action.

15. Health & Safety Executive (HSE) / London Fire / Emergency Planning Authority (LFEPA) visit

In the event the Health & Safety Executive (HSE) or the London Fire and Emergency Planning Authority (LFEPA) request to visit the school, the school should contact the **Action>HR**. This is in order that the Health & Safety Team can assist the school during a visit by one of these Enforcing Authorities. All school reception staff must be made aware of this arrangements.

APPENDIX 3: HEALTH & SAFETY TEMPLATE REPORT

Premises & Health and Safety Report for Governors

_____ School

Date (Term 1 /2)

This report is provided to update the Governors on key health and safety issues and outline any issues of which the Governors should be aware.

PREMISES

Include any items that Governors should be made aware of, for example buildings development, outstanding leases and ongoing snagging issues.

HEALTH & SAFETY

1. Health & Safety – General

The school subscribes to a Service Level Agreement with [Action>HR](#), Royal Borough of Kingston Shared Service with London Borough Sutton Occupational Health, Safety & Wellbeing. Strathmore’s designated consultant is Tamara Clare CMIOSH, Health & Safety Consultant.

2. Health & Safety – Policies & Procedures

Trust Health and Safety Policy – the school reviewed and adopted this policy on XXX.
 Critical Incident Policy – Model policy adopted by Trust (on website). The school reviewed and implemented the model on XXX.
 Fire Safety Policy – Model policy adopted by Trust (on website). The school reviewed and implemented the model with campus specific procedures on XXX.

3. Health & Safety Reviews - External

Health & Safety Please see Appendix 1 for Summary Results. All detailed reports are available on request.

[School] Campus	Report Date	Review

4. Health & Safety Reviews - Internal

Health & Safety reviews are undertaken by campus every half term. Playground inspections are undertaken weekly.

[School] Campus	Report Date	Review date

5. Accidents & Incidents

The school uses / is in the process of implementing the RBK Accident Management Reporting System (AMS).

During the period there were [_____] school related accidents or incidents which resulted in pupils or staff being away from school and no incidents reportable to the Health and Safety Executive under RIDDOR.

6. Fire Safety

Please see Appendix 2 for Fire Safety Risk Assessment Summary Results. All detailed reports are available on request.

[School] Campus	Visit Date	Review date

Issues to note:

7. Statutory Inspections

Please see Appendix 3.

8. Risk Assessments

Please see Appendix 4.

9. Training

Please see Appendix 5.

APPENDIX 1 – Health & Safety Issues Reported by Campus

H&S Review [Date] – [School / Campus]

Issue Identified	Action	Completed

APPENDIX 2 – FIRE SAFETY

Fire Alarm Activations – [Term 1/2]

[School / Campus]	Activations	Date and Cause

Fire Evacuation Drills – Autumn 2

[School / Campus]	Drills	Date and Cause

Fire Safety Risk Assessment [Date] – [School / Campus]

Issue Identified	Action	Completed

APPENDIX 3 – Mandatory Statutory Obligations

TITLE	DESCRIPTION	Site 1	Site 2	Site 3
Dust and Fume Extraction - Annual Test	Exhaust ventilation plant should be examined and tested by a competent and qualified person. A certificate should be displayed			
Dust and Fume Extraction - Inspection	Regular inspections of equipment are required. Records of any remedial work should be kept for 5 years			
Local Exhaust Ventilation	Around every 14 months or less in accordance with Control of Substances Hazardous to Health Regulations 2002 (COSHH) and manufacturer's guidance. timescale as required - annual or less			
CDT & Science Room Extract Systems	Inspections required in accordance with BS EN 14175 and HSG54			
Portable Appliance Testing	All portable appliances must be tested on the correct frequency and labelled and dated to confirm the test according to The Electricity At Work regulations 1989, and in accordance with the IEE Code of Practice for Service Inspection and Testing of Electrical Equipment			
Fixed Electrical Wiring Installation Test	Wiring is required to be tested, installation checked, certificate completed and displayed and any remedial work completed			
Emergency Lighting - Monthly Test	Emergency Lighting should be tested and where remedial work is identified this work should be completed			
Emergency Lighting - 3 Month Test	Emergency Lighting should be tested and where remedial work is identified this work should be completed.			
Emergency Lighting - 6 Month Test	Emergency Lighting should be tested and where remedial work is identified this work should be completed.			
Emergency Lighting - Annual Test	Emergency Lighting should be tested and where remedial work is identified this work should be completed.			

Emergency Lighting - 3 Year Test	Batteries are required to be renewed			
Lightning Conductors	Inspect and test lightning tapes and earthing pits and report defects and/or damage. Lightning conductors are required to be checked in accordance with BS 6651: 1999. Where remedial work is identified this should be carried out. A certificate is required to be completed and displayed			
Powered Pedestrian Doors - 6 Month Service	Powered Pedestrian Doors where applicable require to be serviced every 6 months and tested on an annual basis in accordance with BS7036: 1996 Parts 1, 2 and 3.			
Powered Pedestrian Doors - Annual Test	Powered Pedestrian Doors where applicable require to be serviced every 6 months and tested on an annual basis in accordance with BS7036:996 Parts1,2 & 3.			
Display Energy Certificate	The DEC (valid for 1 year) is accompanied by an Advisory Report (valid for 7 years) and both must be produced by an accredited energy assessor.			
Portable Fire Fighting Equipment -Annual service	Fire fighting equipment requires an annual service in accordance with BS 5306: Part 3: 1985 for fire extinguishers, BS EN 1869 for fire blankets and BS 5306 part 1 1976 for hose reels. A certificate is required to be displayed			
Fire Safety Risk Assessment	A Fire safety risk assessment is required and a copy kept available for inspection			
Audible Fire Alarm Weekly Test	Audible fire alarm tests should be carried out			
Fire Alarm Devices 3 Monthly Test	All devices, smoke and heat detectors, call points and sounders are required to be tested and where remedial work is identified this should be completed. Fire escape routes should be kept free from obstructions and certificate of testing should be completed and displayed			
Comprehensive Fire Alarms Test	A comprehensive test of all fire alarm equipment and system wiring is required in accordance with BS 7671: 1992 Requirements for Electrical Installations			
Fire Fighting Equipment - Service	Service fire fighting equipment. Inspection, testing and replacement.			
Fire Drills	Fire & Rescue Services recommend Fire Drills are conducted at least once per term in schools.			
Fire Safety Staff Training & Instruction	Fire & Rescue Services recommend Staff Training & Instruction is conducted at least twice a year in schools.			
Fixed sports and gymnasium equipment	Service contract with manufacturers or specialist supplier to check, inspect and repair defects/damage.			
External play equipment - Inspection	Periodic inspection and ad hoc repairs to children's play equipment			

	and adventure areas. Can be undertaken by premises manager or nominated representative.			
PE/ Gymnasium Equipment and Playground Equipment	An inspection is required to establish the overall safety of equipment, foundations and surfaces			
Kitchen Equipment - Annual Inspection	Annual inspection by the supplier or manufacturer.			
Gas Boilers - Annual Service	Gas boilers require an annual service by a Gas Safe registered contractor.			
Gas Appliances - Safety Check	All gas appliances are required to have an annual gas safety check carried out by a Gas Safe registered contractor			
Gas Catering Equipment - Service and certification	A check is required to confirm that appliances have been serviced and a GasSafe certificate is displayed			
Legionella - Risk Assessment	Written Risk Assessment by competent person, which must be reviewed annually or after change. Risk Assessments also applies to mains fed systems.			
Legionella - Water Quality Sampling	Annual Water Quality Sampling by approved company. Satisfactory test certificates needed.			
Lifts (Passenger) - Insurer Inspection	Passenger lifts require an insurers inspection in accordance with current legislation.			
Lifts (Passenger) - Planned Maintenance Inspection	Passenger Lifts require a monthly planned maintenance inspection in accordance with the following: BS EN 81 Part 1 or 2 1988.			
Lifts (Passenger) - Safety Gear Test	Passenger Lifts require examination and tests carried out in accordance with the 'Safety Assessment Federation' (SAFed) the examination and tests are to be undertaken at 1, 5 and 10 yearly intervals and the relevant LG1 document submitted.			
Fume cupboards	Inspection and testing of fume cupboards including extractor fans and duct work. Tests fume cupboard performance, physical condition and service pipe connections. Related standards: BS EN 14175-2:2003			
Heating Installation - Half Yearly Servicing	Servicing of boilers, controls, burners and associated pumps, pipes and equipment within boiler house as well as hot water calorifiers, pumps, controls.			
Heating Installation - Periodic Inspection	Period inspection of pipes, valves, insulation and general surfaces within boiler house and report defects/damage.			
Heating Installation - Annual Servicing	Specialist cleaning and servicing of boiler flues and chimneys. Pressure testing of gas pipework, check and service heat emitters, convectors etc.			
Air conditioning and ventilation	Service and clean plant, equipment and duct work. Internal surfaces of ductwork – inspect and possible clean			

Kitchen Equipment - Check and Service	Service gas cooking equipment, water softeners, water boilers etc. Check safety valves. Clean and service kitchen canopy. Degrease canopy filters and clean stainless steel hood. Annual service of fan motor and duct work.			
Caretakers/Site Managers Cottage	Inspection of residential accommodation			

APPENDIX 4 – RISK ASSESSMENTS

Risk Assessments are reviewed annually. []

General Risk Assessments

Water Management Risk Assessment (undertaken by water management company)

Manual Handling Risk Assessment

Playground Risk Assessment

COSSH Risk Assessments – (annual review + add to school general risk assessment review arrangements.)

Car Park Risk Assessment –

Staff Driving Minibuses -

etc

APPENDIX 5 - Training & Development

Training Undertaken	Who	When	Refresher
Evacuation Bed & Chair Training			
Fire Safety Awareness with use of Fire Extinguishers			
Fire Safety for Management of Premises			
H&S Training for Head Teachers and Chair of Governors (attend every 3 years)			
H & S for Management of Premises			
Fire Safety – Personal Emergency Evacuation Plans			
Understanding H&S Day to Day Running of Buildings			
Risk Assessments			
Legionella Awareness			
Construction Design Management Regulations			
COSHH			
Manual Handling			
Ladder Safety			
Education Visits Coordinator			
Playground Inspection			
Pool Plant Operators			