



Estates Department

Health & Safety Policy

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POLICY DOCUMENT - HEALTH AND SAFETY HEALTH AND SAFETY AT WORK ETC ACT 1974

1. INTRODUCTION

1.1 Health and Safety at Work etc Act 1974

The Laurus Trust has various obligations under the Health and Safety at Work etc. Act 1974 and other associated laws. These include taking all reasonable steps to ensure the health, safety and welfare of all staff, including teaching, support and temporary staff. We also have a duty to ensure that pupils, visitors, contractors and others are not put at risk by our activities or the condition of our buildings and equipment.

Health and safety laws and associated School rules (*orders, regulations or instructions*) all have the same purpose - to minimise the likelihood and severity of injury, ill-health and damage which can arise from incidents and conditions within or connected with our school. Injury and ill-health can consume considerable amounts of valuable time and money as well as causing pain, distress, inconvenience, disruption of education and lowering of morale and reputation. Therefore, all of us should aim to follow the principle that "prevention is better than cure".

The Trust Directors retain the above responsibilities nevertheless, it is important to realise that all employees have legal duties, under the Health and Safety at Work etc. Act, to co-operate with their employer so far as is necessary to ensure a safe and healthy place of work. This Statement of Intent details our Arrangements and Organisation for Health and Safety.

1.2 General Statement

The Laurus Trust accepts its responsibilities under the Health and Safety at Work etc Act 1974, for providing a safe and healthy work place and working environment for all its employees, pupils, visitors and other persons who maybe affected by its activities.

As well as meeting our obligations to provide a safe and healthy teaching environment for pupils while in school or during educational activities, we have the opportunity to do much more for them. We should set a good example to them while they are in school and actively encourage them to think about recognising hazards, assessing risks and then taking appropriate precautions within many contexts. By doing so, we will provide them with valuable lifelong knowledge and attitudes which will benefit them and others, both now and in the future, whether at home, at work or during leisure activities.

The Head teacher, Trustees and Directors will take all reasonable steps to ensure that the Safety Policy is implemented and that Policy and Guidance Documents are followed and monitored throughout all of the Trusts' Schools

It is essential for the success of this Safety Policy that all employees recognise their responsibilities under Section 7 of the Act in co-operating with management on health and safety issues and taking care of themselves and other persons whilst at work.

2. ORGANISATION

To achieve successful implementation of the safety policy there should be clear lines of communication throughout the Trust.

Whilst the ultimate responsibility for health and safety remains with the Chief Executive of the Trust a wide range of functions may successfully be delegated to the individual school Headteachers and Directors, but the duty to comply with statutory requirements cannot be delegated away from the employer.

2.1 Management Chain

If you are a line manager, you:

- a. Are responsible for the health and safety of employees under your control and for pupils, visitors and others within the areas and/or activities under your control.
- b. Should meet these responsibilities by routine visual checks and discussions to enable you to identify and assess potential and actual health and safety problems. After this, you should ensure that suitable precautions are provided, understood and followed. As explained in more detail later in this policy, this role encompasses carrying out, recording and acting upon risk assessments.
- c. Should investigate or arrange for the investigation and reporting of accidents and “near miss” events concerning areas, employees, students and others for whom you are responsible. Where appropriate, you should identify, record and instigate measures which should be taken to avoid or minimise similar incidents in future.
- d. Should consult a more senior manager if you require more information or advice or are unable to resolve problems using your own resources.
- e. Should consider whether the introduction of new systems of work (including practical lessons), machines, substances or the significant alteration of existing arrangements will create new health and safety problems.

The following forums are in place at which Health and Safety issues can be raised by any employee associated with the trust:

2.2 Trust

- (i) The Trusts Resources Committee will discuss this as a standard item each term;
- (ii) Staff will be informed of new guidelines as and when they occur. Any staff concerns can be raised by bringing this to the attention of the Head teacher, Chief Financial Officer or Member of Senior Leadership Team.
- (iii) New staff will be informed as part of their induction.

All Health and Safety Information, Policy and Guidance Documents and associated literature are kept in the Chief Financial Officer / Estates Director Office.

2.3 Responsible Persons

The following people have been identified to carry out a number of Health and Safety functions:

1. Holding Health and Safety Documents, Guidance.	Headteacher, Estates Director
2. Accident Reporting, Incident Reporting	Chief Financial Officer
3. First Aid	First Aiders
4. Fire Precautions; Drills, Exits, Extinguishers	Headteacher, Estates Director and Estates Staff
5. Building Maintenance (Control of Contractors)	Chief Financial Officer and Estates Director
6. Safety Inspections	Estates Director, and Chair of Resources Committee
7. Manual Staff (information, instruction)	Chief Financial Officer
8. Purchasing Equipment and Products	Finance / Estates Director
9. Security, Out of Hours Lettings	Estates Staff and Security Company / Estates Director
10. Trips, Visits and Overnight Stays	Cover Manager, Headteacher and teachers
11. Risk Assessment Management	Chief Financial Officer, Estates Director and Governors
12. Departmental Health and Safety Policies	Head teacher and Chief Financial Officer
13. Technicians; responsibilities, roles etc.	HOD Departments via Chief Financial Officer.
14. Purchasing; chemicals, art materials etc	Headteacher and specific departments.
15. Protective Clothing	Departments, Contractors, Estates Director.
16. Disposal of Chemicals	Departments, Contractors, Estates Director

2.4 Schools Incidents Management Team Emergency Contacts

The names and telephone numbers of organisations and individuals who may be useful to the Trust in an emergency can be found in the relevant schools Critical Incident Plan:

Other useful numbers:

Health & Safety Adviser	07770 345 733 (Mr. Turek)
Buildings & Premises	0161 217 6922 (Robertson Stockport)
Stepping Hill Hospital	0161 483 1010
Spire Hospital Didsbury	0161 447 6677
Tameside Hospital	0161 922 6000
Health and Safety Executive	0161 952 8200

For a full directory of useful numbers, please refer to The Laurus Trust overarching Critical Incident Plan for all premises which is held in the Estates Directors office.

2.5 Responsibilities of employees

All members of staff, including all managers in their personal capacity, have responsibilities which are imposed by law. Therefore, if you are employed by the Trust in any of its schools in any way, you should:

- a. Take reasonable care for your own health and safety while at school or during school activities. You also have a duty to take reasonable care for the health and safety of other persons such as colleagues and students who may be affected by how you work or behave;
- b. Co-operate with the school as far as is necessary to enable the school to comply with its legal obligations regarding health and safety.
- c. Tell your line manager or other appropriate managers of any known or suspected unsafe equipment, substances, system of work or other situation, including those of contractors, of which you become aware.
- d. Tell your line manager about any injury, known or suspected ill-health or violence which arises through your work for the school. You should also report any “near-miss” events which could have caused injury but fortunately did not do so.
- e. Not deliberately or recklessly interfere with or misuse anything provided for the purposes of health, safety and welfare.

2.6 Responsibilities of Students

At the beginning of each academic year (and at other times) students and their parents/guardians are given written guidance about their obligations regarding health and safety. Although the content of the guidance may vary slightly from year to year, an outline of it is given below for information:

“As a student you must take reasonable care for your own health and safety and that of other students and other people who may be affected by how you behave while at school or during school activities. This includes following safety rules and information given to you and wearing appropriate protective equipment and clothing, and using safety devices whenever you are advised to do so. Failure to do so could result in harm to you and the risk of disciplinary action by the school. If you are injured while at school or during a school activity, or spot any defect or damage to equipment or school property, you must tell a member of staff.

If you have doubts or queries about your health and safety at school do ask a relevant member of staff. If you have any suggestions to make about matters of health, safety or student facilities at school, do raise them with your form tutor, head of year or a member of the school student council”.

3. Common health & safety matters

Different activities pose different types of hazards. Detailed guidance about health and safety arrangements for school departments with their own particular hazards such as Science, Art, Design & Technology and Physical Education is contained in special departmental supplements and made available to all relevant staff within those departments. However, the following matters are common to most or all parts of our school.

4. Risk assessment

Along with other employers the school is obliged by law to apply the risk assessment process to all of its activities and situations, and then to take action where appropriate. For activities and situations which are identified as posing **significant** risk to staff, students and others, the school has to ensure that appropriate precautions are provided and followed in order to avoid or minimise the likelihood and severity of harm occurring.

If your work involves or may involve activities or situations which could pose significant risk, you and/or your colleagues should be consulted during the risk assessment process. By law, records should be kept of risk assessments and you should be shown copies of or have ready access to ones which are relevant to you. Risk assessments should be reviewed at regular intervals, usually once a year, or whenever activities or situations which have been risk assessed undergo significant change and could render the existing assessments invalid. Records of general risk assessment will be kept by the Estates Director. Assessments for specialist subject departments (*including science, Art and craft, Design & technology, physical education, Engineering and ICT*) will be kept by the respective heads of those departments. If you think that any aspect of your work involves significant risk and does not appear to have been subject to risk assessment, do ask your head of department or manager. The same applies if you have any queries,

comments or suggestions about any existing risk assessments or think that an assessment is no longer valid because circumstances or arrangements have changed for example.

All out-of-school visits are discussed in detail with the Head teacher/Deputy as part of the planning.

5. Hazardous Substances

The Control of Substances Hazardous to Health Regulations, often known as the "COSHH" Regulations, require the school to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as sewage and by-products of processes) which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. The school will do this by:

- a. identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm;
- b. Providing suitable precautions to protect persons against the hazards, and;
- c. Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. In some cases exposure to hazardous substances is controlled by means of appliance such as fume cupboards and dust extraction equipment. As required by law the school, via the Estates Director will arrange for such appliances to be tested and examined every 12 months. Records are in the D&T file / Estates Directors Office.
 - (i) Heads of Science and D&T use CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services). Please refer to their Departmental Health and Safety documents.
 - (ii) Schools should ensure that their purchasing policy requests Health and Safety Data Sheet on the order form.
 - (iii) Staff should be instructed to purchase non-hazardous products wherever possible.

Please see the separate Guidance on COSHH; Data sheets & copies of COSHH Assessments that is held & maintained by the Trusts' Estates Department for all schools.

6. Protective equipment and clothing

The school will provide suitable protective clothing and equipment for staff and pupils whose work is liable to involve hazardous substances or excessive levels of noise. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, you should report it and obtain a replacement before continuing with any work which requires it.

7. First Aid Regulations

The Health and Safety (First Aid) Regulations 1981 apply to all teaching and non-teaching employees in schools and education establishments.

Although pupils and students are not covered by the Regulations, in line with Dfe Guidance, first aid facilities and appointed first aid persons will be available in schools colleges and academies.

Each of the Trusts' schools will have Appointed Personnel Trained First Aider(s) and each school will as an appendix to this policy list these and update annually.

Location of First Aid Boxes will be notified to all staff as appropriate in each of the Trusts' schools.

Functions of First Aiders

- To ensure first aid boxes are stocked, regularly checked and refilled.
- To ensure that records are kept of all first aid treatment via Accident Report Form.
- To administer treatment in accordance with the first aid training they have received.

First Aid away from School Premises

A travel first aid kit is taken by an appointed member of staff when taking a group of students out of school.

Associated First Aid Guidance

Code	Title
H004/98	A Management Guide to Childhood Illnesses and Communicable Disease
H006/97	First Aid at Work – Policy and Guidance
H003/97	A Guide to the Reporting of Illnesses, Disease and Dangerous Occurrences Regulations 2013
Booklet	HIV & AIDS – A Guide for the Education Service

7.1 Clinical Waste

In accordance with the 'Duty of Care' - Code of Practice, all swabs, tissues etc used for first aid treatment will be placed in the medical bin provided by the Academy.

Items such as needles, syringes and other sharps will be placed in the 'sharps bin' provided by the Academy.

7.2 Medical Policy

The Trust has a medical policy a copy of which is on moodle and is part of staff induction training.

Detailed instructions on how to deal with certain emergencies e.g. Asthma attacks are detailed within this document.

Staff training via, inset sessions continually take place to update skills and knowledge.

8. Accident Reporting Procedures

The Trust will follow the accident reporting procedures as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Further advice & guidance on these requirements is available from the Estates Director or Health and Safety Advisor.

Also, complete an appropriate Academy Accident Form on line on the day of the accident.

Note: *Pupils' accidents not resulting in a major injury but involving an unsafe condition or other cause of concern should be reported to the Estates Staff via the Estates Support on moodle.*

9. Fire Precautions

The Fire Regulations place a duty upon Academies to carry out a fire safety risk assessment. Full details of these requirements are contained within the fire procedures document.

By following the fire precautions listed below this school can demonstrate compliance with the Regulations.

Although instances of fire within schools during the school day are relatively rare, fire can pose a serious potential hazard when it does occur. The main danger posed by fire is smoke because it obscures vision, is toxic and can induce panic. Although the main aim of fire precautions is to protect human life, they have the additional purpose of avoiding or minimising disruption to the education process which can arise through loss of or damage to school buildings and contents.

Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring, e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end all internal parts of the school buildings are designated as "no smoking" areas at all times.

As preventative measures can never be fool proof, reactive measures are also important and include:

a. Physical measures which include fire doors, smoke detectors, alarm systems and fire fighting equipment. These will be provided, tested and maintained where necessary in accordance with legislation.

b. Organisational measures which include regular fire evacuation practices and the use of fire fighting equipment. Detailed information about fire evacuation procedures is provided within a handbook to regular and temporary members of staff, including supply and trainee teachers. Details about fire evacuation routes will be displayed in teaching rooms and other rooms where staff regularly work. You should familiarise yourself with such details for the rooms which you use.

Records will be kept of any tests and examinations of alarm systems by the Estates Director or other nominated person on any of the Trusts' Sites.

The same applies to all evacuations for whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed and action can be taken regarding any problems which have occurred.

9.1 Fire Precautions Check List.

Daily	Check exit doors & emergency routes are free from obstruction. Fire alarm panel is operational and not showing faults.
Weekly	a) Test fire alarm via different call alarm point on Wednesday afternoons after 16:00. The call points are numbered for identification purposes. The call point used should be logged. b) Ensure automatic doors release correctly, and fire door mechanisms are functioning. c) Means of escape are clear.
Monthly	a) Check smoke/fire detectors are free from damage/dirt b) Ensure fire extinguishers are in correct location and that their tamper devices have not been disturbed c) Check fire signs are in place d) Check emergency lighting.
Termly	Fire drill/evacuation
Six-Monthly	Check batteries for smoke alarms and torches Check battery systems for emergency lighting Carried out by external contractor. (The Estates Director or equivalent will arrange for the formal checks by external contractor)
Annually	Check: hose reels, fire extinguishers, fire blankets Carried out by external contractor. (The Estates Director or equivalent will arrange for the formal checks by external contractor)

9.2 Fire Action Notices

These are placed in every classroom, service area, reception, etc, details provided on these are:

1. Instructions on raising the alarm and calling the fire service.
2. What to do on hearing the alarm.
3. Details of assembly points.
4. Reporting procedures

9.3 Fire drills

A schedule of fire drills is established, of one drill per term. The Head teacher and Estates Director organise fire drills and keep a record of the drill.

10. Storage

Care should be exercised when storing combustible materials; e.g. paper, cardboard and wood. Combustible materials must not be stored under stairs, electrical intake cupboards, and boiler rooms. Flammable products must be stored in a locked and identifiable metal cabinet.

All staff have a responsibility for the safe storage of materials used in school. Flammable products are stored in the locked metal cabinets in the workshop. All combustible materials are carefully controlled and excess disposed of.

11. Display Policy

The Trusts' policy on displaying students' work is as follows:

Display is carefully monitored, particularly in corridors and emergency routes.

A limited amount is recommended by the Fire Authority, i.e. up to a maximum 20% display of the total surface area, limiting display to 3m in length with a 1m firebreak. No display is allowed on protected fire routes, i.e. schools having classrooms on the 1st floor with only one escape route. Signs indicating "Do not display work here" and "No storage here" are available from the Estates Director or equivalent. No display should be hung from light or other electrical fittings, obscure fire-fighting equipment, safety signs, fire alarms or placed near to heaters etc.

12. Electrical Safety

Electricity has the potential to kill without warning. Therefore, all electrical appliances which operate at over 50 volts must be maintained in a safe condition. To achieve this,

the School keeps an inventory of all appliances and the Estates Director or equivalent arranges for them to be tested at appropriate 12 monthly regular intervals by an electrician and/or a suitably trained and equipped technician.

As such tests comprise the electrical equivalent of a vehicular MOT; users of appliances should be vigilant for defects such as damaged plugs and flexes. If you know or suspect any appliance to be defective, you should take prompt action to take the appliance out of use and store it securely until it has been repaired or destroyed.

Regulations

The Electricity at Work Regulations 1989 apply to school premises and place a duty on the employer to ensure so far as is reasonably practicable that electrical installations and all electrical appliances are constructed, maintained and used so as to prevent danger.

12.1 General Guidance

- No appliance will be used within the school if it has been deemed unsafe by either the Estates Staff or an approved contractor; a red label will identify these appliances and the plug removed.
- All staff will be made aware of the school system for removing defective equipment.
- A contractors test label will identify all appliances passing the electrical inspection.
- All staff will carry out a visual check of any electrical appliance prior to use.
- No repair will be carried out (including changing a plug) unless the person is deemed competent to do so.
- Electrical equipment used by pupils will be restricted to close supervision only.
- Staff must not bring personal electrical equipment into school.
- Basic electrical safety instructions will be made known to staff and students.
- Only new or tested electrical equipment is to be used by students in school.

12.2 Visual Inspection Checklist

- Check equipment casing/body for signs of damage, i.e. cracks, holes, etc that may give to breakdown of insulation.
- Check mains supply cable for signs of damage or wear.
- Check mains supply plug for damage to the pins, cover or cable clamp.

- Check the point of cable entry to the equipment, i.e. grommet or clamp entry or plug and socket.
- Check on/off switch for signs of damage or malfunction.

13. HSE

HM Inspectors of Health & Safety, from the HSE are authorised by law to inspect any part of the school, its activities or those of contractors to check that health and safety laws are being obeyed. They have numerous powers which include stopping any dangerous activity, requiring an unsatisfactory situation to be rectified or improved within a certain time, and to carry out investigations of accidents and other circumstances. They can also take the Academy and/or any individual manager to court for prosecution for not obeying health and safety law. They can also prosecute any member of staff who recklessly or wilfully ignores health and safety law.

Any manager or other member of staff who recklessly or wilfully fails to follow the law or School rules concerning health and safety is liable to discipline by the Trust.

14. Sources of Advice and Information

Information about health and safety matters is available in various forms from different sources. These include publications by the HSE, CLEAPSS, DfCS, relevant trade unions and other bodies, and guidance from the Health & Safety Adviser.

For specialist advice about health and safety the School has contracted to use the services of a Health & Safety Consultant.

This meets the requirement of the Management of Health and Safety at Work Regulations 1999 for the Trust as an employer, to appoint one or more competent persons to assist and advise regarding health and safety matters.

Advice is also available from Fire Officers of Greater Manchester Fire & Rescue Service, Environmental Health Officers from relevant Councils, HSE Inspectors, subject advisers, and from various other organisations.

15. Communications

Serious accidents and matters at school or involving school activities should be notified directly or by telephone to any member of senior management. After completion all reports concerning accidents, dangerous occurrences, ill-health, violence and fire evacuations should be promptly sent to the Headteacher / Estates department who will arrange for appropriate action to be taken about them.

This includes copying such reports to the Estates Director. As already noted in Section 8, the Academy is obliged by law to notify certain types of injury, dangerous occurrences and occupational disease to the HSE.

16. Monitoring of health and safety and this Policy

The Headteacher / Estates Director will monitor the adequacy and content of completed report forms and also arrange for accident statistics to be compiled for and reviewed by the Governing Body, the Senior Leadership Team and the Resources Committee. Among other things this should enable the Trust to identify significant causes of injury, to note any trends and consider whether any changes to existing health and safety precautions are required.

The Trustees and Directors will review this Policy at regular intervals, at least once a year, and extend or modify it as necessary.

17. Health and Safety Reporting Procedures

If you have a concern over a particular area within school or you think a repair is necessary to prevent injury from occurring please log onto the Moodle page on the relevant schools web sites and report the issue via Estates Support Tracker.

These reports are checked daily and logged as a job for the Estates department to action with progress updates.