

# HEALTH AND SAFETY POLICY

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### **REVIEW**

Last reviewed: December 2017  
To be reviewed: December 2020

Policies may be subject to review and revision at any time, notwithstanding that the next review date has not been reached. Review dates are for guidance only; all policies will remain in force until a review has taken place and been formally approved by the Trust.

## **PART 1 – INTRODUCTION & STATEMENT OF INTENT**

### **1.1 Introduction**

The Trust is committed to ensuring a safe and healthy learning environment for students, employees and others affected by the Trust's undertakings.

The Trust identifies complying with the health & safety legislation as the minimum level of achievement, and will strive for better than minimum where reasonably practicable. The Trust is committed, so far as reasonably practicable, to ensure the health, safety and welfare of staff, students and others. The Trust is also committed, so far as is reasonably practicable, to ensuring the safety and health of our contractors and any visitor, whether at Trust premises or affected by the Trust's activities.

The Trust believes that it is an important part of everyone's job to try to prevent injury or ill-health to employees, students and visitors, and recognises that managers have a key role in the prevention of accidents and ill-health occurring.

### **1.2 Statement of Intent**

In accepting responsibility for health & safety (H&S), the Trust will, so far as reasonably practicable:

1. provide and keep the school facilities, plant, equipment and systems of work in operation that are safe and suitable;
2. provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees, students and visitors;
3. provide and keep our workplace in a condition that is safe and with minimal risks to health, including means of safe access and exit from the workplace, as well as adequate facilities and arrangements for employees', visitors' and students' welfare at work;
4. ensure that significant workplace hazards have been assessed for risk, and that suitable controls and safe systems of work have been put in place;
5. provide forums for active employee involvement in the continuous improvement of health and safety throughout the Trust's activities, recognising that staff make an invaluable contribution to reducing risks.

The Trust can only achieve the above with the co-operation and involvement of all employees, students, trustees, governors, parents and visitors in fulfilling these policies.

## **PART 2**

### **2 Organisational Responsibilities**

#### **2.1 Trust Board**

The Trust Board is:

- 1 Accountable for health & safety (H&S) across the Trust, determines the H&S Policy and monitors its implementation across the Trust.
- 2 Accountable for ensuring that there are Disaster Recovery and Critical Incident Management Plans in place for each school in the Trust.
- 3 Accountable for the safety of all staff and students on school trips.
- 4 Accountable for determining the Trust Risk Register.

#### **2.2 Local Governing Body (LGB)**

The Local Governing Body (LGB), as a committee of the Trust Board, is responsible to the Trust Board. At each school in the Trust, the LGB is:

- 1 Responsible for monitoring that the school is adhering to the Trust H&S Policy and for supporting the Headteacher in determining any local school procedures, as required;
- 2 Responsible for overseeing the implementation of responses to the annual H&S audit and any actions required;
- 3 Responsible for ensuring that the Critical Incident Management Plans (including disaster recovery plans) for the school are up-to-date and fit-for-purpose;
- 4 Responsible for the approval of all school trips and confirming all the H&S procedures have been followed;
- 5 Responsible for determining the school risk register.

Each LGB may make its own arrangements for monitoring, and in many cases this will involve a 'Link Governor' for Health & Safety. The LGB will report its findings to the Trust Board.

#### **2.3 Chief Executive Officer (CEO)**

The CEO has delegated authority from the Trust Board to oversee strategic health & safety matters across the whole Trust, and through line management of the Trust Director of Finance & Operations (DFO) and the Headteacher in each school, is:

- 1 Responsible for the on-going development of the Trust H&S Policy
- 2 Responsible for monitoring the implementation of the Trust H&S Policy,
- 3 Responsible for auditing the satisfactory implementation of the annual H&S audit and the implementation of any associated recommendations.
- 4 Responsible for co-ordinating the strategic management of H&S issues across the Trust (including standard approaches and templates where applicable).

The CEO will report termly to the Trust Board on health & safety through the CEO's Report. From time-to-time, some or all of these responsibilities may be delegated to the DFO, who is tasked with developing and maintaining the Trust's expertise in this key operational area.

## 2.4 Headteacher

The Headteacher of each school in the Trust has delegated authority from the CEO to oversee operational H&S matters in their school, and is:

- 1 Responsible for ensuring that health and safety is a priority in the school, and that the school adheres to the Trust H&S Policy;
- 2 Responsible for promoting H&S within the school, line managing the School Health & Safety Co-ordinator (Appendix A Contacts), and for attending the school H&S Forum (termly);
- 3 Responsible for ensuring that leadership team members, heads of department and senior managers have systems in place (including procedures and risk assessments as set out in Appendix B) to minimise the risk to staff, students, contractors, members of the public and anyone else affected by the activities of the school
- 4 Responsible for receiving and acting upon (in liaison with the DFO) information from managers, employees, the Trust's health & safety advisors (acting for the school on behalf of the CEO as the Trust's competent health & safety advisor, as noted in the requirement of regulation 7 of the Management of Health and Safety at Work Regulations 1999) and any trade union representatives about health & safety matters in the school;
- 5 Responsible for working with the DFO to co-ordinate H&S management across the school and to ensure that adequate resources are made available for any new and emerging risks;
- 6 Responsible for integrating health and safety into the communications and training strategy so that staff can see the school and the Trust take health and safety seriously.

The Headteacher will report termly to the LGB and CEO on health and safety performance in the school.

## 2.5 Director of Finance & Operations (DFO)

The DFO is responsible for:

1. Supporting the CEO and the Trust Board in the development and management of health & safety across the Trust;
2. Leading on the development of cross-Trust policies and procedures, developing approaches to new health & safety matters as they arise (such as radon), and developing subject matter expertise, as necessary;
3. Supporting each Headteacher in the implementation of the Trust H&S Policy, particularly where new risks emerge and/or a cross-Trust approach is beneficial;
4. Procuring and managing the external H&S advisor;
5. Chairing each school's termly H&S Forum, attended by the Headteacher of that school.
6. Overseeing the annual H&S audit undertaken by the external advisor to ensure that implementation is in line with the Trust H&S Policy.

## 2.6 Health and Safety Forum

The H&S Forum is held at each school and has the function, in consultation with the staff and students it represents, of keeping under review the measures taken to ensure the health & safety of staff and students. The H&S Forum is chaired by, and supports the Headteacher in fulfilling their duties.

Specific functions include to:

- Review of accident, incident, violence and near-miss information for the school, and monitor trends and any issues arising;
- Examine the findings of annual audit inspections;
- Consider input/feedback from staff, students and others on H&S matters generally;

- Assist in developing risk assessments and school safety procedures and safe systems of work;
- Monitor the availability and effectiveness of staff health & safety training;
- Monitor the effectiveness of health & safety communication and publicity within the school.

The agendas and minutes of the H&S Forum will be made available to all members of staff via the shared internet/homepage (VLE).

The H&S Forum will meet as deemed necessary, but not less than once per term.

The H&S Forum will comprise:

- Headteacher
- Trust DFO (in attendance)
- Premises Manager
- IT Manager
- HR Manager
- Department Representatives (specifically Science, Art, PE and Technology)
- Leadership Team Member with responsibility for Child Protection, Student Welfare & First Aid
- Representatives of the First Aid Room staff
- Nominated school governor (e.g. staff governor)
- Others as nominated (e.g. Trips/visits co-ordinator; Careers/Work Experience co-ordinator; etc)

## **2.7 H&S Co-ordinator**

The primary responsibility of the H&S Co-ordinator in each school is to support the Headteacher in fulfilling the requirements of the Trust H&S Policy. The role of H&S Co-ordinator is normally combined with other responsibilities, and the named individual in each school is in Key H&S Contacts (Appendix A).

The responsibilities of the H&S Co-ordinator are to:

1. Support the Headteacher and the DFO in fulfilling the requirements of the Trust H&S Policy;
2. Support the School Leadership Team in planning & practising for a Critical Incident Event, and to act as a member of the core support team called upon in the event of a critical incident (e.g. to help with communications and/or operational issues)
3. Organise and record the H&S Forum meetings, H&S training records, reporting of Accidents/Incidents, Fire Drill records, maintain the school share drive/intranet (for H&S), and help co-ordinate & publish annually updated risk assessments.
4. Work with managers to identify and arrange suitable health and safety training.

## **2.8 School Premises Manager**

The role of the Premises Manager is important for ensuring the building, plant and fabric is in good condition and safe for use. The duties of the Premises Manager are to:

1. Liaise with the DFO and Headteacher to ensure all maintenance and minor work arrangements are suitable and minimise the risk of accidents or ill-health;
2. Ensure all inspections and maintenance of plant and equipment is carried out in line with statutory requirements and guidance, and that adequate records are kept;
3. Ensure the school is kept clean and tidy to reduce the risk of slip and trip accidents;
4. Maintain adequate records for works carried out by the Premises Manager, such as the inspection of water systems and weekly fire alarm tests;
5. Ensure contractors are suitably monitored and have access to relevant information, such as the school's Asbestos Register.

## **2.9 All Staff**

The pro-activity of staff is critical to the Trust's health and safety culture. The duties of staff are to:

1. Work safely for themselves, students and others, helping to create a positive health and safety culture in their work area / activities;
2. Follow safe working practices identified from risk assessments and keep their line manager up to date with any problems arising from the work;
3. Take an active part in carrying out risk assessments and giving practicable suggestions to improve safety and health. Staff experience is an important resource for developing suitable health and safety controls;
4. Attend health and safety training as identified and agreed with their line manager, including induction training;
5. Give all necessary help to students, contractors and members of the public to ensure their safety;
6. Make themselves familiar with all emergency procedures and safety equipment on the premises and not intentionally or recklessly interfere or misuse anything provided for health and safety;
7. Use equipment and materials in the way they are designed to be used;
8. Immediately report to their line manager all illnesses, accidents, unsafe conditions, acts of violence, hazards and any situation that may compromise health and safety;
9. Immediately, if safe to do so and within their level of competence, remove serious hazards where there is imminent danger. Where they are not able to remove serious hazards, they must immediately inform a manager as to the existence of the hazards so that the necessary action can be taken;
10. Set a personal example for colleagues and students.

## **2.10 All Students**

The Trust provides an excellent learning environment. To help maintain this, students are actively encouraged to improve their risk awareness and are supported by the Trust to learn key life skills on managing risks to themselves. The duties of students are to:

1. Follow the guidance & procedures, such as emergency evacuation procedures, explained by staff;
2. Raise any health and safety concern with staff and to report all accidents, incidents, violence and near misses.

## **2.11 Visitors & Contractors**

The Trust welcomes visitors and they are made aware of emergency evacuation guidance when signing in at the Reception of each school. Visitors will not be left unsupervised, especially when students are on site, without suitable safeguards in place and must wear identification at all times. Details for emergency evacuation procedures will be documented in the Emergency Evacuation Procedures for the school (refer to Appendix B).

Contractors working on site will be issued with a copy of the Trust H&S Policy and must abide by the instructions of the School Premises Manager and/or Headteacher, when on site. Trust Managing Contractors Procedures are in place (refer to Appendix B).

## **2.12 Trust Health & Safety Advisors**

At the date of writing, the Trust had appointed the London Borough of Kingston & Sutton Health & Safety Team, as advisors to the Trust and each school. Key named contacts are listed in Appendix A.

## **PART 3 – PROCEDURES FOR IMPLEMENTATION**

### **3.1 Accident, Incident, Violence, Near Miss Reporting**

The Trust will investigate and record all accidents, incidents and near misses as appropriate, following guidance from its external advisors (as listed in Appendix A Contacts). Serious accidents and incidents are reportable to the Health & Safety Executive (HSE) under regulations for the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDORs).

Where a serious accident or incident happens, the Accident and Incident Template must be completed (either in hard copy or electronically).

- A manager (normally a head of department if a teaching situation or the employee's line manager) will conduct an immediate investigation into the accident/incident in order that its cause can be identified and measures taken to prevent a recurrence.
- The report will be seen by a senior member of staff (usually HOD, Headteacher or DFO) and forwarded to our external advisors (as listed in Appendix A Contacts) who will assist the Trust in deciding whether the matter is reportable to the Health & Safety Executive (HSE).
- Findings and appropriate actions resulting from these investigations will be recorded and reported to H&S Forum and the LGB (as needed).

Blank templates can be obtained from the First Aid Room or H&S Co-ordinator in each school. The report must be completed within seven days of the accident or incident.

A template must always be completed where:

- The individual affected needs to go to hospital / doctor/ ambulance called
- The individual sustains a head injury
- The accident/incident is serious and/or has consequences for other staff & students, and where investigation or mitigation is required

The Trust will keep a record of all incidents. This will be held centrally by each school and the Trust will keep hard copies where required. Accidents/incidents involving children must be kept until the young person reaches the age of 21. Records may be kept for longer in line with other legislation (e.g. child protection and SEN students). Report forms will be destroyed after these time scales.

### **3.2 Asbestos**

The Asbestos Duty Holder (as listed in Appendix A Contacts) is responsible for ensuring that the School Asbestos Register is up-to-date, and will carry out the annual Asbestos Duty Holder checks of asbestos containing materials that are safely accessible. The Asbestos Duty Holder will also ensure that relevant asbestos surveys are carried out where required, such as before major renovations.

The School Asbestos Register must be seen by all contractors and staff prior to starting any work on the premises that may damage or disturb asbestos and suspected asbestos conditioning materials. Instructions on this are included in the Trust Managing Contractors Procedures (refer to Appendix B).

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Site Manager. Staff must report any damage to asbestos materials immediately to the Premises Manager .

Where damage to asbestos (or suspected asbestos) material has occurred, the area must be evacuated and secured. The Headteacher/DFO will immediately notify our external advisors (as listed in Appendix A).

### 3.3 Contractors

The Trust is aware that it can delegate its responsibilities to contractors, but cannot remove accountability. Therefore, only competent contractors will be used in line with the Trust's policy:

- Guidance on the selection and monitoring of contractors is set out in the TRUST Procedures for Managing Contractors.
- Where required the Construction (Design and Management) Regulations 2015 will be followed.

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Premises Manager of any risks that may affect the Trust staff, students and visitors.

Contractors who are carrying out invasive work must read the School Asbestos Register before starting.

All contractors must be aware of the Trust Health & Safety Policy and school emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the DFO or Headteacher, or their representative, will take such actions as are necessary to protect the safety of Trust staff, students and visitors.

### 3.4 Electrical Hazards

In each school, members of the premises team have been suitably trained to carry out Portable Appliance Testing (PAT). Plugs of all appliances are checked, labelled and signed. If the premises team does not carry out PAT, then a competent contractor will be used. It is the responsibility of the Premises Manager to ensure that PAT testing is carried out as appropriate for the equipment and its usage.

Electrical appliances from staff/student homes should not be used in school unless they have been PAT tested and approved by the Premises Manager.

It is the responsibility of the Premises Manager to ensure that the school's electrical installations are tested either every five years ('fixed wire testing') or a rolling 20% of the school's electrical installations are tested every year.

### 3.5 Other Premises Matters

The Premises Manager in each school is responsible for undertaking a risk assessment and ensuring that the appropriate maintenance checks and controls are in place to prevent the build up of the legionella pneumophilla organisms in water systems and to prevent the inhalation of infected water droplets.

If the school is in a radon area, the DFO is responsible for undertaking a risk assessment and taking appropriate action. The Trust has appointed external advisors (Public Health England) to assist in this duty.



### 3.6 Use of Vehicles

Only those persons authorised, and in possession of the appropriate licence(s), are to drive vehicles owned by the Trust and only on school business. The Trust requires that each school that owns minibuses, or other vehicles, has a School Minibus/Vehicle Procedure (refer to Appendix B).

Individual's private cars are only to be used on school business, once insured for the purpose (such as business use insurance to cover travel to another school in the Trust or to a training course). Further details are provided in the Trust Expenses Policy.

Private cars should never be used for the transportation of students, unless explicit consent has been obtained from the DFO and appropriate insurances put in place.

### 3.7 First Aid Provision

The Trust must ensure there is a sufficient level of first aid coverage in each school for the activities being carried out by staff and students. This will include suitably trained first aiders.

In order to determine the sufficiency of first aid provision in each school, the school will undertake a **First Aid Risk Assessment**, addressing specific hours of operation, out-of-hours provision, specific medical needs, etc (refer to Appendix B). This will determine the number of first aiders required in school. Details of the first aiders will be published (at a minimum) in the First Aid Room in each school.

Each school is also required to have **First Aid Room Procedures** to guide staff in operating the First Aid Room provision (refer to Appendix B). This will cover the local arrangements for holding/storing medication (epi-pens, asthma medication, short-term medical needs), hours of operation, arrangements for out-of-hours events, provisions the school will/will not issue (eg paracetamol, sanitary towels), first aid kits & their management, and local reporting arrangements. The Trust follows the latest guidance provided by the Department for Education on managing medication in school settings.

#### **Automated External Defibrillators (AED)**

To help ensure the safety of staff, students and others, the Trust has an AED in every school.

First Aid staff will carry out routine checks (and after use) to ensure the AED is in place and usable.

Although AEDs are designed to be used by someone without any specific training by following audible, step-by-step instructions on the AED, in some locations, the Trust also has trained staff.

### 3.8 Fire Safety & Evacuation of Premises

Every school in the Trust will have an **Emergency Evacuation Procedure** (refer to Appendix B). This is the responsibility of the Headteacher, or their delegate.

Every school will also have an up-to-date **Fire Risk Assessment** (refer to Appendix B). The fire risk assessment will be reviewed annually and action plans for improvement will be completed in a timely fashion. This is the responsibility of the Premises Manager in each school.

The Headteacher will ensure that a **Fire Drill** is carried out termly in each school, and the date, time to evacuate and any findings/observations are recorded via the H&S Co-ordinator. Action plans for improvement will be implemented, as necessary.

During an emergency evacuation, the Headteacher will act as the **Fire Marshal** to collect information and keep the Fire Brigade up-to-date with the evacuation of the buildings.

All weekly/monthly alarm tests, emergency lighting, fire alarm panel and other maintenance checks will be carried out and recorded by the Premises Team in each school. The Premises Manager will ensure that competent contractors are used to inspect and maintain fire related equipment and systems.

### **3.9 Risk Assessment**

In the Trust, risk assessments are undertaken for three purposes:

1. To assess the risks to health, safety and wellbeing.
2. To comply with current legislation.
3. To assess the risks of a particular event or outing (e.g. a theatre visit, careers work experience).

Risk assessments ensure that safe working procedures are developed through:

- Assessing the tasks
- Identifying the hazards
- Defining a safe method
- Implementing the system/controls
- Monitoring the system

The Trust requires that the risk assessments identified in Appendix B are undertaken as a minimum in each school. Schools in the Trust may have circumstances that necessitate other risk assessments and this should be discussed with the DFO in the first instance.

The risk assessments must be reviewed periodically (as shown in Appendix B), or when there is a change in activity or a major incident relating to the risk assessment. The Head of Department (HOD) or department/function lead is responsible for approving control measures, documenting procedures, and ensuring the action required is implemented.

Staff who need to undertake a Risk Assessment can discuss it with the DFO or Headteacher, and, when needed, will receive risk assessment training.

### **3.10 Chemicals, Radioactive Materials and Harmful Substances**

All chemicals and harmful substances will be suitably risk assessed and stored to minimise the risk. This will be undertaken in line with the minimum requirements for risk assessments under Appendix B.

In teaching the curriculum, the schools in the Trust will follow CLEAPSS guidance in relation to the use and storage of chemicals. CLEAPSS is an organisation that provides guidance and advice to Science, Art and D&T, and the Trust subscribes on behalf of its schools. The Heads of Department are responsible for risk assessing the curriculum that their department teaches.

The curriculum also includes the use of radioactive materials in science classes. The Trust has a suitably trained Radiation Protection Supervisor in each school. The Trust's external health and safety advisor also provides a Radiation Protection Officer and CLEAPSS provides additional advice as Radiation Protection Advisor.

Other staff, including premises staff and contractors, may bring potentially harmful substances on-site (for example, cleaning, catering, pest control and grounds maintenance contractors). Staff and contractors will be reminded of their responsibilities under the Control of Substances Hazardous to

Health (COSHH) regulations, and the need for suitable controls. Training will be provided for staff, as needed.

### 3.11 Curriculum Equipment

All curriculum equipment and apparatus will be suitably installed, inspected and maintained. Staff members will check equipment before use, and any faults will be reported to the Head of Department, Headteacher and/or Premises Team. It is the responsibility of the HOD to undertake risk assessments of particular pieces of equipment or apparatus (such as PE equipment or fume cupboards) and to determine the appropriate controls to manage such equipment.

Staff will instruct students on the safe use of equipment and students will be suitably supervised dependent on the task and the equipment being used.

Known faulty equipment must **NOT** be used, even for short durations.

### 3.12 School Trips & Visits

Each school in the Trust has appointed an **Educational Visit Co-ordinator** (EVC) (refer to Appendix A Contacts) who manages the school's risk assessments for extra-curricular visits and trips.

The Trust requires that each school has a **Trips & Visits Procedure** (refer to Appendix B).

The Trust has appointed a trained, independent Education Visits Officer (London Borough of Sutton, Mick Bradshaw) and each EVC uses EVOLVE to manage visits. Residential and/or international trips and visits are approved by the Local Governing Body (LGB) for the school.

### 3.13 Critical Incident Management Plan

The Trust requires that each school maintains a **Critical Incident Management Procedure (CIMP)** (following a Trust template) and retains relevant documentation for Disaster Recovery & Business Continuity in a remote, accessible location (in case the school or its systems are inaccessible).

This is the responsibility of the Headteacher. Reviews/drills with the Critical Incident Management Team (including executive team, school leadership team & trustees/governors) should be scheduled annually. The format of the review is at the discretion of the Headteacher, taking into account circumstances at the time.

### 3.14 Security Policy

The Trust tries to achieve a balance between making our schools welcoming and accessible and keeping children and equipment safe. The Premises Manager is responsible for the opening and closing of the site. Visitors are to sign in, read the Health and Safety notices, and wear a badge at all times.

Staff and students are made aware of the safeguarding requirements and are asked to challenge and report any strangers onsite, not suitably 'tagged.'

### 3.15 Violence Against Staff

The Trust will not tolerate violence towards staff, and has a duty to protect staff from violence and aggression. All staff have the right to a safe workplace and be free from the aggression of others.

Violence is behaviour which produces damaging or hurtful effects, physically or emotionally, on people. This definition specifically includes:

- Verbal abuse
- Threatening behaviour
- Anti social behaviour
- Damage to property
- Physical violence
- Online or social media bullying

The above incidents will be reported using the Accidents, Incidents Violence & Near Miss Reporting (see section 3.1). The Trust will follow the guidance on dealing with aggression including that relating to banning parents from site. Staff affected by violence will be supported by the Trust and school leadership teams.

Any staff making home visits to students' homes must check the London Borough of Sutton **Corporate Warning System** before going or have it checked on their behalf. The Headteacher or DFO can supply further details, as needed.

### 3.16 Smoking & E-Cigarettes

Smoking (including E-cigarettes) anywhere on the Trust's school premises and grounds is not allowed. Staff are also not allowed to smoke in any Trust vehicle.

### 3.17 Stress

The Trust is aware that stress can be an issue in all professions. There is a Trust Occupational Stress Risk Assessment (see Appendix B) that is reviewed annually. The assessment gives details of the controls put in place to help all staff manage stressful situations and where further help and guidance can be obtained.

Where an individual member of staff has been identified as suffering from stress, an individual stress risk assessment will be carried out with them.

### 3.18 Working at Height

The Premises Manager at each school is responsible for the purchase and maintenance of all ladders and similar equipment. All ladders must conform to BS/EN standards as appropriate.

The Trust requires that each school has a Working At Height Risk Assessment, specific to the buildings, maintenance requirements and equipment available at each school. The Premises Manager is responsible for ensuring that suitable working at height procedures are in place for the Premises & IT Teams.

Staff are reminded that 'working at height' applies to all activities that cannot be undertaken whilst standing on the floor. Staff are not permitted to 'work at height' without undertaking appropriate training (which will be arranged as needed). If staff need to hang decorations or displays then an appropriate step stool may be used. Standing on desks, chairs or other furniture is not permitted.

Working at height when you are alone (e.g. at weekends) is not allowed.

### 3.19 Manual Handling

Staff are not to lift, drag, push or carry heavy or awkward loads unless training has been completed and risk assessments carried out. The Trust requires that each school has a Manual Handling Risk Assessment.

### **3.20 Health & Safety Behaviours**

The Headteacher of each school in the Trust is responsible for ensuring that all staff are aware of their responsibilities with regards to the supervision and behaviour of the students. All staff have a responsibility to ensure they work in a safe and responsible manner ensure their own and others safety. Staff should report health and safety related concerns (refer to Appendix A Contacts).

The Trust promotes tidiness, cleanliness and efficiency at work. Accidents can be prevented by staff:

- Keeping corridors and passageways unobstructed
- Ensuring shelves are stacked neatly and are not overloaded
- Keeping floors clean and tidy
- Do not obstruct emergency exits.

### **3.21 H&S Training Records**

Where staff require training in order to carry out their responsibilities for health & safety, resources will be allocated to facilitate such training. There will also be a programme of refresher courses for training with a renewal date (such as first aid).

Each school is required to maintain training records for health & safety related training, such as first aid training, working at height training, minibuss driving, etc (refer to Appendix B).

Records will be maintained by the H&S Co-ordinator in each school, and overseen by the H&S Forum. Staff must comply with request to provide evidence of training and/or copies of certificates, as requested from time-to-time.

## APPENDIX A(i) CONTACTS



# NONSUCH HIGH SCHOOL FOR GIRLS

<b>Key H&amp;S Contacts</b>	
School Headteacher	Amy Cavilla
School Premises Manager	Mike Penfold
School H&S Co-ordinator	Kate Gunderson
School First Aid Assistant(s)	Fiona Percival/Elaine Joyce
Trust CEO	Jane Burton
Trust Director of Finance & Operations (DFO)	Helen Latham

<b>Specific H&amp;S Responsibilities</b>	
Fire Marshal	Amy Cavilla
Asbestos Duty Holder	Mike Penfold
Radiation Protection Supervisor	Robert Dunne
Educational Visits Co-ordinator	Amy Cavilla

<b>London Borough of Kingston &amp; Sutton, Health &amp; Safety Team</b>	
Telephone: 0208 770 5023/5018/5026	David Charles (david.charles@kingston.gov.uk) Christine Turner (christine.turner@kingston.gov.uk)
<b>Health &amp; Safety Executive</b>	<a href="http://www.hse.gov.uk/">http://www.hse.gov.uk/</a>

<b>H&amp;S Forum School Representatives</b>	
DFO	Helen Latham (Chair)
Headteacher	Amy Cavilla
IT Manager	Richard Diaz
Premises Manager	Mike Penfold
HR Manager	Natasha Geoffrey
Science Representative(s)	Pat Gray
D&T Representative(s)	Penny Doyle
Art Representative	Jo Cowdery
PE Representative	Laura Scovell
Leadership w/ responsibility for CP & Student Welfare	Jill Southart
First Aid Representative(s)	Fiona Percival & Elaine Joyce
Governor (member of LGB)	Tony Budden

## APPENDIX A(ii) CONTACTS



# WALLINGTON HIGH SCHOOL FOR GIRLS

<b>Key H&amp;S Contacts</b>	
School Headteacher	Richard Booth
School Premises Manager	John Gelling
School H&S Co-ordinator	Jenny Andrews
School First Aid Assistant(s)	Debbie Newell
Trust CEO	Jane Burton
Trust Director of Finance & Operations (DFO)	Helen Latham

<b>Specific H&amp;S Responsibilities</b>	
Fire Marshal	Richard Booth
Asbestos Duty Holder	John Gelling
Radiation Protection Supervisor	Deborah Lowe
Educational Visits Co-ordinator	Sam Collins

<b>London Borough of Kingston &amp; Sutton, Health &amp; Safety Team</b>	
Telephone: 0208 770 5023/5018/5026	David Charles ( <a href="mailto:david.charles@kingston.gov.uk">david.charles@kingston.gov.uk</a> ) Christine Turner ( <a href="mailto:15hristine.turner@kingston.gov.uk">15hristine.turner@kingston.gov.uk</a> )
<b>Health &amp; Safety Executive</b>	<a href="http://www.hse.gov.uk/">http://www.hse.gov.uk/</a>

<b>H&amp;S Forum School Representatives</b>	
DFO	Helen Latham (Chair)
Headteacher	Richard Booth
IT Technician	Dermot Carr
Premises Manager	John Gelling
HR Manager	Natasha Geoffrey
Science Representative(s)	Jamie Parkinson, James Bushell & Deborah Lowe
D&T Representative(s)	Alex Slight
Art Representative	Vanessa Moore (nee Wilkinson)
PE Representative	Sam Collins
Leadership w/ responsibility for CP & Student Welfare	Sarah Barnes
First Aid Representative(s)	Debbie Newell
Governor (member of LGB)	Vicky Watson (Staff Governor)

## APPENDIX B – SCHEDULE OF SCHOOL REQUIREMENTS

Each school in the Trust is required to have the following in place:

### B1. POLICIES & PROCEDURES

These procedures will often be developed in mitigation of health & safety risks, and often comprise part of a suite of measures/controls to manage the risk.

	Responsibility	Frequency of Update
Emergency Evacuation Procedure, Including Personal Emergency Evacuation Plans (PEEPs)	Headteacher	Annually
Lock Down Procedure	Headteacher	Annually
Winter Weather/Snow Closure Procedure	Headteacher	3 Yearly
First Aid Room Procedure	Assistant Head (Student Welfare)	3 Yearly
Managing Contractors Procedure	DFO	3 Yearly
Trips/Visits Procedure	Headteacher/EVC	3 Yearly
Minibus Procedure (if the school has minibuses)	Headteacher	3 Yearly
Critical Incident Management Procedure/Plan	Headteacher	Annually

### B2. RISK ASSESSMENTS

Each school in the Trust is required to maintain appropriate risk assessments in the following areas. Where a new risk arises (such as radon) the school is expected to undertake a new risk assessment.

Category	Specific Risk Assessments (as appropriate to the school setting)	Responsibility (titles vary by school)	Frequency
Art & Photography Department	<u>The required risk assessments will be determined by the HOD.</u> <i>In accordance with CLEAPSS guidance. Examples include: Art Risk Assessment; Kilns/Materials; Photography/Dark Room Risk Assessment, etc.</i>	HOD Art & Photography Director of Faculty	2 Yearly
Design & Technology Department	<u>The required risk assessments will be determined by the HOD.</u> <i>In accordance with CLEAPSS guidance. Examples include (not exhaustive): Band Saw; Craft Knife; Gas Oven; Electric Oven; Iron; Metal Lathe; Milling Machine; Pillar Drill; Sewing Machine; etc.</i>	HOD Design & Technology Director of Faculty	2 Yearly
PE & Dance Department	<u>The required risk assessments will be determined by the HOD.</u> <i>Examples include: Swimming; PE Away Fixtures; Dance Studio; Fitness Suite; Netball Courts; Playing Field; Sports Hall; Changing Rooms; Trampolines; Astro, etc.</i>	HOD PE & Dance Director of Faculty	2 Yearly
Science Department	<u>The required risk assessments will be determined by the HOD.</u> <i>In accordance with CLEAPSS guidance. Additional risk assessments may be required for any activities that do not fall within CLEAPSS guidance.</i>	HOD Biology HOD Chemistry HOD Physics Director of Faculty (Science)	2 Yearly



<b>Category (continued)</b>	<b>Specific Risk Assessments (as appropriate to the school setting)</b>	<b>Responsibility (titles vary by school)</b>	<b>Frequency</b>
First Aid & Medical	First Aid/Medical Room Risk Assessment	Assistant Head (Student Welfare)	2 Yearly
	Minimising Opportunities for Self Harm Risk Assessment	Assistant Head (Student Welfare)	2 Yearly
Visits	Trips & Visits Risk Assessment (via Evolve in line with Visits Procedures)	Educational Visits Co-ordinator	As needed (not published)
Work Experience	Work Experience Risk Assessment (specific to arrangements)	Careers/Work Experience Co-ordinator	As needed (not published)
Entrance/SET Test/Open Days	Specific to arrangements in place at the school	Headteacher / Admissions	As needed
Contractors On Site	Arrangements for Contractors	DFO	2 Yearly
	Catering Fire/ Site Risk Assessment	DFO	2 Yearly
	Catering Environmental Health Officers (EHO) Inspection Reports	DFO	2 Yearly
	Cleaning Hazard/Site Risk Assessment	DFO	2 Yearly
Fire	Fire Risk Assessment	Premises Manager	Annually
PEEPS	Personal Emergency Evacuation Plans	Headteacher	Annually
HR	New & Expectant Mothers Risk Assessment (template to be used)	HR Manager	2 Yearly
	Managing Stress at Work Risk Assessment	HR Manager	2 Yearly
	Lone Working Risk Assessment	HR Manager	2 Yearly
IT	Display Screen Equipment	Head of IT	2 Yearly
	Replace Toner Cartridges	Head of IT	2 Yearly
Minibus	Minibus Risk Assessment	Headteacher	2 Yearly
Premises	Asbestos Management	Premises Manager	Annually
	Water Treatment/Legionnaires	Premises Manager	Annually
	Electrical Installations	Premises Manager	2 Yearly
	Manual Handling (Premises & IT)	Premises Manager	2 Yearly
	Noise & Vibration	Premises Manager	2 Yearly
	Working at Heights (Premises & IT)	Premises Manager	2 Yearly
	Radon	Premises Manager	2 Yearly

### B3. ACTIONS

These actions are routinely required for health & safety, and, as for procedures, comprise part of a suite of measures/controls to manage the school's risk.

	<b>Responsibility</b>	<b>Frequency</b>
Fire Drill	Headteacher	Termly
Lock Down Drill	Headteacher	TBA
Critical Incident Management Plan Review/Drill	Headteacher/CEO/DFO	Annually
H&S Forum Meetings	DFO/H&S Co-ordinator	Termly
H&S Report to LGB (includes Accident statistics)	Headteacher	Termly
Whole School H&S Briefing	Headteacher	3 Yearly
Staff H&S Induction (on joining)	Headteacher/H&S Co-ordinator	As needed
Staff H&S Training Records	H&S Co-ordinator	As needed
Annual H&S Audit (external audit)	DFO	Annually

#### B4. COMMUNICATIONS

Each school in the Trust is required to maintain an emphasis on H&S matters, and as such will have a section of the **school staff share drive** or a **webpage in the school FROG system** where staff can locate all the relevant and up-to-date information about health & safety.

	<b>Responsibility</b>	<b>Frequency</b>
Publication of H&S materials for all staff will include: <ul style="list-style-type: none"> <li>• H&amp;S Policy</li> <li>• Risk Assessments</li> <li>• Procedures</li> <li>• H&amp;S Forum minutes/papers</li> <li>• H&amp;S Bulletins (from external advisors)</li> <li>• Annual H&amp;S Audit.</li> </ul>	H&S Co-ordinator	As needed
Circulation of updates from external advisors: <ul style="list-style-type: none"> <li>• London Borough Kingston/Sutton, H&amp;S Bulletins/Briefings</li> <li>• London Borough of Sutton/Insurance, Workplace Options (occupational stress, etc)</li> </ul>	H&S Co-ordinator  HR Manager	Monthly  Monthly