Health and Safety manual

This document **must** be read in conjunction with the Health and Safety policy. It covers the arrangements for health and safety including risk assessment, training and evacuation.

Accidents, Incidents, Near Misses and Hazardous Situations reporting

a) Accidents to staff, pupils and visitors will be reported via the online accident form on Smartlog. Certain accidents may need to be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The school will identify if an accident is RIDDOR reportable and refer to the Central Team who will then report the accident to the relevant authority under the RIDDOR regulations.
b) A regular report will be provided to the Local Governing Body (LGB) by the Head Teacher, the report will identify trends, analyse root causes and inform actions and improvements.
c) A regular report will be provided to the Trust Board provided by the Estates and Facilities Manager.

For further guidance please refer to Trust Accident and Incident Reporting policy and procedure

Air Conditioning Units

Under the Energy Performance of Buildings legislation any air conditioning unit with an output of over 12kW must be inspected every 5 years; this applies to smaller units that combine to exceed 12kW

For smaller units it is recommended that they receive regular servicing.

Asbestos Management

a) The Responsible Body acknowledges and accepts its responsibilities under the Health & Safety at Work etc. Act 1974, the Management of Health & Safety at Work Regulations 1999, the Control of Asbestos Regulations 2012 and any other regulations appertaining to asbestos;
b) The Responsible Persons will do all that is reasonably practicable to protect school employees and others from the risk to health from exposure to asbestos fibre when using school buildings;
c) The Asbestos Management Plan can be found in each school's asbestos folder and is updated and actioned annually;
d) The asbestos folders are maintained on the schools' premises. Prior to any work starting on site, the asbestos register **must** be shown to the contractor, and they will sign the contractors' sheet in the folder to confirm they had seen the information.

e) Staff must be made aware if they are working in an area that has asbestos containing material.

For further guidance please refer to Trust Asbestos Management Policy and Procedure

Boilers and associated equipment

The Responsible Body recognises is responsibilities under the Health and Safety at Work Act that it must ensure annual engineering safety inspections on all boilers and associated equipment by a UKAS accredited engineer.

Contractors

a) Prior to the commencement of work on site, if the contractor **has not** been provided via K+S Facilities, the Site Manager will ensure that the contractor has confirmed that staff attending site have an enhanced clear DBS, that the company has relevant professional body accreditations, and that they have the correct skills, knowledge and experience to carry out the work. In addition, they must hold public liability insurance for at least £2 million, however this is dependent on the activity being carried out. For contractors carrying lower liability the school must contact the Competent Person in the central team for advice.
b) Contractors without this confirmation must be always accompanied (As per visitor policy)
c) All contractors to the school will be met by a member of the Site Team, or Nominated Person, and will sign in at the Reception;
d) Contractors will be asked to produce ID and will be required to wear a school contractor's badge. Cleaning contractors' employees must wear an identification uniform or an identity badge at all times;
e) The Site Team member, or Nominated Person, will supply the contractor with information regarding to asbestos on site, site isolation services, on site health and safety and will give a site tour signposting fire exit, advising fire evacuation procedures and how to report accidents, hazards or dangerous occurrences;
f) No contractor may undertake work on the school site without permission from the Site Manager or delegated Responsible Person, other than in an emergency e.g. fire, flooding or to make safe following theft/vandalism;
g) If the works to be carried out by a contractor are considered high hazard/risk, the permit to work procedures must be checked and if applicable a permit to work must be completed prior to commencement of the works;
h) Contractors will supply all relevant risk assessments and method of work statements prior to the work commencing implementing suitable control measures where necessary;
i) Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, pupils and visitors to the school.

Coping with The Sudden Death of a Pupil

The Trust will work closely with Oxfordshire Local Authority and the parents and family of the child. The Designated Safeguarding Lead (DSL) will take the lead

in such a situation recognising the impact on the whole school community. Advice is also available at: https://www.oscb.org.uk/practitioners-volunteers/child-death-overview-panel/bereavement-support

Control of Substances Hazardous to Health (CoSHH), and Dangerous Substances and Explosive Atmospheres (DSEAR) (Regulations)

a) Within curriculum areas (in particular Science, Design and Technology, and Art) Heads of Department have nominated delegated responsibility for the control of substances hazardous to health/dangerous substances and explosive atmospheres and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place;
b) Within the kitchen the Catering lead will have nominated delegated responsibility for the control of substances hazardous to health/dangerous substances and explosive atmospheres;
c) In all other areas, the school's Nominated Person responsible for substances hazardous to health is the Site Manager;
d) Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (the "COSHH" Regulations) and the "Dangerous Substances and Explosive Substances Regulations 2002" (DSEAR). Responsibility for this lies with the Head Teacher or Site Manager, depending on the nature of the substance, with reference to the Heads of Science, Design and Technology and Art.

For further information, please see the Trust CoSHH policy and procedure.

Display Screen Equipment

The Health & Safety (Display Screen Equipment) Regulations apply to staff who use DSE daily, for continuous periods of an hour or more. These identified staff will carry out annual training and DSE workstation assessment. This is available on Smartlog.

Driving for Work

All staff who drive for work will complete/ annually update their Approved Driver form.

For further information, please see the Trust Driving for Work policy and procedure.

Drugs and Alcohol

For staff who require help for drugs and alcohol misuse, please refer to the Trust's Drugs and Alcohol Policy.

Education

The Trust and its schools believe that an integral part of its education of its children and young people includes Health and Safety, including how to keep themselves safe both at school and beyond school.

When working with tools, equipment and materials, in practical activities and in different environments, including this that are unfamiliar, pupils are taught:

a) About hazards, risks and risk control;
b) To recognise hazards, assess consequent risk and take steps to control the risks to themselves and others;
c) To use information to assess the immediate and cumulative risks;
d) To manage their environment to ensure the health and safety of themselves and others;
e) To explain the steps they take to control risks.

One of the aims of each school's PHSE Curriculum is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferrable to other issues.

The subject curriculum plans set out how Health and Safety in relation to science, design and technology, information and communication technology, art and physical education.

Educational Visits

School trips are co-ordinated by the schools' Educational Visits Co-ordinators, and reference documents can be found at each school.

For further information, please see the Trust Education Visits policy and procedure. Local arrangements must be read in conjunction with this policy.

Fire Safety and Evacuation

a) Appropriate procedures for ensuring that Health and Safety precautions are properly managed, will be formulated and disseminated to all staff. These procedures will include fire drills;
b) Each school will have a Fire Emergency Evacuation Plan. This will be updated annually and communicated to all staff appropriately. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for;
c) A fire action notice will be prominently displayed in all teaching rooms, offices and curriculum areas;
d) PEEPs are developed for those that require them, and are reviewed annually;
e) All firefighting equipment and systems will be checked at appropriate intervals by an approved contractor and records maintained. The fire alarm will be tested weekly from different points and records maintained. All emergency lighting will be tested six monthly and records maintained.
f) External fire escape staircases will be inspected annually by the Site Team. Every 5 years an external inspection will be carried out by a structural engineer.
g) An annual Fire Risk Assessment will be carried out by a competent third-party contractor. The results of the assessment will be supplied to the Trust and any actions arising will be dealt with appropriately.

First Aid Equipment

The Health and Safety (First Aid) Regulations 1981 require regular checks to ensure no equipment has expired. Within the Trust a 3 monthly check of First Aid kits, including off-site and vehicle, will be carried out.

For further information, please see the Trust First Aid policy and procedure.

First Aid Needs Risk Assessment

For further information, please see the Trust First Aid policy and procedure

Fixed Electrical Installation tests

The Electricity at Work Regulations 1989 state that all electrical systems and equipment should be in a safe condition.

The Board recognises best practice is to have a Fixed Wire Inspection and testing carried out by a competent person every 5 years.

Good Estates Management for Schools (GEMS)

The estate supports the ALTs educational goals, and as such must be managed strategically. The Board recognises that the following documents should be in place, which are shared and agreed with the Board:

- Estate Vision
- Estate Strategy
- Asset Management Plan
- Strategic review process

Health and Safety Training

Staff will be required annually to complete Health and Safety at Work, and Fire Awareness. This training is available on Smartlog.

For further information, please see the Trust Training profile document.

Housekeeping

a) The External Provider will monitor the cleaning standards of the cleaners. The Site Manager or delegated School Cleaning Contract Liaison, will provide regular feedback on the quality of the service to the EFM and monitor agreed forward plans;
b) The Site Manager will monitor the efficiency of the waste collection service.

Insurance

The Board will ensure there is adequate insurance and that the current Employers Liability (Compulsory Insurance) Act 1969 will be displayed in a prominent position and is available to all employees.

Kilns

The Board will ensure any kilns within the Trust will comply with the BS Standard 7671. BS7671:2008 Requirements for Electrical Installations (IEE Wiring Regulations 17th Edition) and will have an annual inspection carried out by a competent person.

Legionella

a) The Responsible Body acknowledges and accepts its responsibilities under the Health and Safety at Work Act etc.1974, the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Regulations 2002 and any other regulations appertaining to Legionella, to take all reasonable precautions to prevent or control the risks to staff, pupils and others from exposure to Legionella bacteria within school premises;
b) The Responsible Persons will do all that is reasonably practicable to protect staff, pupils and others from the risk to health from exposure to Legionella bacteria when using school buildings;
c) The Responsible Persons will provide the necessary resource and maintain appropriate management systems and controls to protect staff, pupils and others from the risk to health from exposure to Legionella bacteria.
d) Legionella management risk assessments, management documents and compliance checks are maintained on the school's premises.

For further guidance please refer to Trust Water Hygiene policy and procedure.

Lettings

Please refer to the Trust Lettings Policy.

Lightning protection

Each school will have a lightning protection scheme as set forth in the Electricity at Work Act 1989 and BS62305.

The Responsible Body acknowledges that this requires an annual inspection by a competent person.

Local Exhaust Ventilation (LEV) units

The Health and Safety at Work acts 1974 and regulation 9 of the Control of Substances Hazardous to Health state that Local Exhaust Ventilation (LEV's) must be monitored and maintained to ensure it is in good working order including those that remove airborne dust and fumes. This must be done every 14 months.

Within the Trust this covers:

- Kitchen Canopy
- Kiln
- Fume cupboards
- Dust Extraction
- DT

Lone Working

a) A lone worker is someone who spends some or all their working hours working alone. This may occur during normal working hours at an isolated location within the school or elsewhere or working outside normal school hours;
b) The Responsible Body's policy is that lone working should be avoided whenever and wherever possible. In circumstances where lone working

cannot be avoided the Trust's Lone Working Policy should be adhered to and a risk assessment completed for the lone working activity.

Manual Handling

The Responsible Body recognises that it must protect its staff from the risk of injury and ill health from hazardous manual handling tasks in the workplace.

The Manual Handling Operations Regulations sets out a hierarchy of measures that must be followed to prevent and manage risks.

For further guidance please see the Trust Manual Handling policy.

Minibuses

We provide transport within the schools on a 'not for profit' basis. We therefore operate under a Section 19 permit of the Transport Act 1985, which is valid for 5 years.

- This exempts drivers the requirement to hold a PSV licence.
- The permit must be displayed in the vehicle at all times.
- Before the minibus is used a 'pre-use check' must be completed
- A third-party vehicle safety inspection and routine maintenance inspection must be carried out on a regular basis – this is recommended at 10 weeks; for vehicles over 12 years' old this is every 6 weeks. They must provide a safety inspection form declaring the vehicle is roadworthy.
- This is in addition to the servicing and MOT
- Staff who drive a minibus must hold a valid MiDAS qualification and meet all requirements as defined in the Driving for Work policy and procedure.

Monitoring

To monitor the effectiveness of the health and safety policy manual internal monitoring visits of the school take place on a regular basis, at least **once annually**. This is carried out by the Estates and Facilities Manager or delegated person.

This information is then used by the CEO and Trustees, to confirm that the schools are meeting their H+S requirements and are fully compliant with legislation and to hold the Head Teacher to account. This forms part of their duties to discharge the School Leadership Teams' and the Trust's H+S responsibilities and monitor performance against this policy.

New and Expectant Mothers

A risk assessment will be carried out for new, breast-feeding, and expectant mothers as necessary.

Notification of New Hazards or Risks, their Control Measures and Safe Systems of Work

For any new hazard or risk that affects a school, the Head Teacher, staff and pupils, contractors and lettings will be advised (via staff briefings, email, inset days, verbal handover as appropriate) and will be signposted to the relevant school risk assessment for the hazard/ risk, containing control measure and safe systems of work.

Portable Appliance Testing (PAT)

The Provision and Use of Work Equipment Regulations (1998) (PUWER) covers the safe provision and use of all work equipment including portable electrical appliances. The maintenance of this equipment falls under the Electricity at Work Regulations 1989 and is part of the Boards responsibility under PUWER. As such the Board will ensure:

a) All portable appliances that need to be maintained and tested will be identified and an inventory made
b) An inspection and test of all Class 1 apparatus will be carried out annually.
c) Class 2 and 3 will be tested and inspected as needed.

Powered Gates

Powered gates are subject to the Supply of Machinery (Safety) Regulations of 2008 and will need to be checked regularly and maintained to remain safe in use. Considering this the Board will ensure that:

a) There is an inspection and maintenance schedule in place.
b) That this will be carried out every 6 months and the report held on the school site.

Protective Security and Preparedness

a) All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of buildings should only be used in the event of emergencies and kept secure at all other times;
b) Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors;
c) The Site Security and Safety risk assessment will be reviewed annually.
d) Staff will be prepared to response to terrorism and other major incidents
e) A Security Lead will be nominated at each school
f) There will be a Business Continuity Plan at each school
g) A Critical Incident Plan will include bomb threat/ lockdown/ invacuation/ evacuation
h) Each school will have a grab bag

Radiation equipment and substances

All schools that hold radioactive sources are required by the Ionisation Radiation Regulations 2017 to have an appointed RPA so that they can get specialist advice and support. The Responsible Body acknowledges and accepts its responsibilities. These regulations are enforced by the Health and Safety executive and are concerned with the safety of individuals who may be exposed to radiation.

a) The Responsible Body will ensure that the Trust is registered with the Health and Safety Executive.

b) The Responsible Body will ensure a 5 yearly Radiation Protection Advisor audit (currently through OCC H+S buyback contract).
c) The Responsible Person will appoint a Radiation Protection Supervisor (RPS) in a school that keep and use radioactive sources.

The registration certificate and summary will be held in each schools Radiation folder and a copy stored in the central team office.

Radon

Under the Ionising Radiation Regulations 2017 (IRR17) a risk assessment has been carried out at all four schools, and the risk of Radon is LOW.

Reinforced Autoclaved Aerated Concrete (RAAC): Lightweight Concrete Roofs

All schools were requested by the Department of Education to review whether their schools have elements of RAAC in their roofs by April 2022.

Using the guidance published by the DfE in February 2021 this assessment was carried out by Site Managers in March 2022.

The outcome of this was:

- Fitzharrys School: none
- John Mason School: none
- Rush Common School: none
- St Michaels School; none

Risk Assessment Procedures

The Management of Health and Safety at Work Regulations 1999 require all employers to carry out risk assessments for the risks to their employees and others who can be affected by their activities both on and off the school site.

Risk assessments are used to identify potential sources of harm so that they can be minimised or avoided to reduce the risks of injury and ill health.

Head Teachers, as the Responsible Person, have a duty to carry out risk assessments (usually via delegation to a competent person) for all their activities which affect their staff, pupils, visitors and contractors, and to ensure that all relevant staff etc. have read and have acknowledged that they have read and understand the risk assessments.

The Trust, as the Responsible Body, have produced risk assessment procedures to assist the schools in meeting their responsibilities. Please refer to them when planning and managing risk assessment processes.

Recycling and Waste Management

The Responsible Body recognises its requirements under the Simpler Recycling Legislation 2025;

- Schools will separate dry recycling/ general waste and food waste
- Contracts with the collection company will reflect this

Smoke Free Workplace

The Board recognises that it must meet is requirements under the Smoke Free legislation.

For further information, please see the Trust Smoke Free policy.

Sports, Gym and Playground Equipment

The Board recognises that under the Health and Safety at Work Act 1974 and the Provision and Use of Work Equipment Regulation 1998 there should be a systematic and regular inspection.

In line with the guidance produced by the Association for Physical Education the Board will ensure there is an annual inspection and maintenance of all school sport and physical activity equipment, including playground equipment, by an external competent person.

Supporting Pupils with Medical Conditions

Under the Children and Families Act 2014 the Board recognises that schools must support students who have medical needs. The policy will ensure that all students, regardless of their medical condition have access to education and can full participate in school life. This encompasses all children with an allergy and school staff all receive annual training from the start of the 2026/27 school year.

For further information please see the Trust Supporting Pupils with Medical Conditions policy and procedures

Tree Safety

There is a legal obligation to ensure all trees on or within the school are safe. Each school will hold a tree condition survey, completed by an external competent person, which is reviewed regularly.

Visitors to The School (Including Parents)

a) All visitors to the school will sign in at the reception;
b) Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school;
c) Hirers of the school premises must be made aware of their obligations in relation to Health and Safety when making the booking;
d) Whilst on site, all visitors must wear a school visitor's badge;
e) Temporary teaching staff on cover/supply duties will be required to indicate their presence in the school by reporting to reception;
f) If a member of staff meets someone on site who they do not recognise and is not wearing a Visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the school reception or off the site, as appropriate;

If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone.

Wellbeing and Stress Management

a) Each school has a nominated and trained Wellbeing Officer who can be contacted by any member of staff. Please also refer to the Staff Wellbeing and Workload Charter, which details the Trust's commitment to reducing workload and enhancing wellbeing.
b) The Trust also subscribes to Smartclinic which provides all employees with a range of free support services including advice on lifestyle, legal and financial aspects as well as specialist counselling support. Physiotherapy and stress coaching are also available.
c) The Head Teacher's PA or the Trust's Central Team can be contacted for additional support or referral to Occupational Health if required.

For further information, please see the OCC Stress at Work policy.

Work Equipment (including DT equipment)

The Responsible Body acknowledges and accepts its responsibilities under the Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Management of Health and Safety at Work Regulations 1999 and any other regulations appertaining to safe usage of work equipment within school premise.

The Responsible Persons in the school ensure that:

a) Protective clothing/gloves/masks/helmets are provided and used by relevant staff when required or determined by risk assessment when using work equipment. All work equipment is risk assessed annually by designated staff;
b) Staff using work equipment carry out pre-use checks. For small pieces of equipment such as hand tools, these can be visual checks, but for larger pieces of equipment, there should be written checks recorded;
c) Work equipment is routinely maintained and some are maintained and inspected using third party accredited contractors. This includes all electrical appliances, fixed gym equipment, all lifts or lifting equipment, mobile plant and items such as woodwork machinery. The Site Manager holds a list of all equipment requiring statutory testing or inspections and ensures that it is all carried out annually in line with recognised best practice and statutory requirements;
d) When new equipment is purchased, it is the responsibility of the Site Manager to ensure that it meets appropriate standards and that its installation and use conforms to Health and Safety requirements;
e) Equipment is stored in appropriate storage containers and areas;
f) All electrical equipment is PAT tested. When a new electrical item is purchased by the school, the Site Manager will be informed and will ensure that it is included in the next annual PAT test

Working at Heights

The Working at Height regulations 2005 state that its purpose is to prevent death and injury caused by a fall from height.

The Responsible Body recognises its responsibilities within the legislation.

For further guidance please read the Trust Working at Height policy and procedure.