



Stour Valley Educational Trust

Health and Safety Policy

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PART ONE : STATEMENT OF INTENT

Stour Valley Educational Trust Limited's Board of Trustees and Senior Leadership Teams recognise and accept their responsibilities under law. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The Trust is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.

In compliance with the Health and Safety at Work etc Act 1974, Stour Valley Educational Trust Limited' Board of Trustees will ensure so far as is reasonably practicable that:

- the premises are maintained in a safe condition – this includes implementing a risk assessment for COVID-19;
- safe access to and egress from the premises is maintained;
- all plant and equipment is safe to use;
- appropriate safe systems of work exist and are maintained including offsite visits;
- sufficient information, instruction, training and supervision is available and provided;
- arrangements exist for the safe use, handling and storage of articles and substances at work;
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Board of Trustees also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public (this includes students), contractors, etc, are or may be affected by the school activities, the Board of Trustees will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its students, this commitment is seen as especially important.

The Board of Trustees will allocate financial resources for the policy statement to be properly implemented.

The Board of Trustees is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to support the Board of Trustees' commitment to continuous improvement in our health and safety performance. For the policy to be effectively implemented schools must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:

- to take care of their own safety and that of others; and
- to co-operate with the Board of Trustees and Leadership Groups so that they may carry out their own responsibilities successfully.

All relevant Regulations and Codes of Practice will be complied with as necessary.

Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement is provided to every member of staff. Copies are also posted on staff notice-boards. This policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

Health and Safety Policy
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Next review date: **July 2021**

This policy statement, together with the organisational structure and the following arrangements and procedures, has been approved by the Trust's Board of Trustees.

PART TWO: ORGANISATION

INTRODUCTION

In order to achieve compliance with the Board of Trustees's Statement of Intent, the schools' normal management structure will have additional responsibilities assigned to them as detailed in this part of the Policy.

The Duties of The Board of Trustees

In the discharge of its duty, the Board of Trustees, in consultation with the Local Governing Bodies and Headteachers, will:

- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the schools;
- periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- identify and evaluate all risks relating to:
 - all personnel (students, staff and visitors);
 - the premises;
 - school activities;
 - educational visits;
 - school-sponsored events.

The above would be delegated to the Site Manager and relevant EV Co-ordinator;

- reports on near-misses and accidents will be reviewed by the Board of Trustees;
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others;
- create and monitor the management structures to enable the implementation of health and safety.

In particular the Board of Trustees undertakes to provide:

- a safe place for staff and students to work including safe means of entry and exit;
- plant equipment and systems of work which are safe;
- safe arrangements for the handling, storage and transport of articles and substances;
- safe and healthy working conditions which take into account all appropriate:
 - statutory requirements;
 - codes of practice;
 - guidance.
- supervision, training, information and instruction so that all Trustees, staff and students can perform their school-related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, students and others, the Board of Trustees will ensure that such training is provided. Students will receive information and as considered appropriate to the school-related activities which they are carrying out. All training will be regularly recorded and updated.
- the required safety and protective equipment and clothing together with information on its use;
- adequate welfare facilities.

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So far as is reasonably practicable the Board of Trustees, through the Local Governing Bodies and Headteachers, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

- this policy;
- all other relevant health and safety matters;
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

The Duties of the Headteacher

As well as the general duties of all members of staff, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of departments, senior members of staff, teachers and others as appropriate, in both Primary and Secondary phases.

The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times. In particular, the Headteacher will, on a day-to-day basis, be responsible for:

- ensuring safe working conditions of the school premises and facilities;
- ensuring, at all times, the health, safety and welfare of staff, students and others using the school premises or facilities or services or attending or taking part in school-sponsored activities;
- ensuring safe working practices and procedures throughout the school so that all risks are controlled;
- ensuring the COVID-19 risk assessment, as a 'live' document is continually updated and disseminated with all staff, and that all precautions noted in the document are strictly adhered to by all staff, students and visitors;
- arranging systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Board of Trustees and the Governing Body are made aware of the findings;
- identifying the training needs of staff and students and ensure that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- ensuring that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe in a timescale commensurate with the risk;
- collating accident and incident information and, when necessary, carry out accident, incident and near miss investigations and implement any remedial action to prevent reoccurrence;
- monitoring the standards of health and safety throughout the school, including all school-based activities;
- monitoring the management structure, in consultation with the Board of Trustees; consult with members of staff, including Safety Representatives, on health and safety issues; and encourage staff and others to promote health and safety.

Duties of Supervisory Staff

- In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
- Supervisory staff includes: Headteachers, Deputy Headteachers, Assistant Headteachers, Faculty Leaders, Year Leaders, Heads of Departments, SENDCos, Site Managers, Cover Supervisors, Teaching Assistants, Administration Staff.

As part of their day-to-day responsibilities they will ensure that:

- COVID-19 risk assessment measures are implanted. They will notify Senior Leadership Team of any changes needed to mitigate risk further;
- safe methods of working exist and are implemented throughout their area of responsibility;
- health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- staff, students and others under their jurisdiction are instructed in safe working practices;
- new employees working within their area are given instructions in safe working practices;
- risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
- regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others;
- all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only. Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- they monitor the standard of health and safety throughout the department in which they work and encourage staff, students and others to achieve the highest practicable standards of health and safety;
- all health and safety information is communicated to the relevant persons; and they report any health and safety concerns to the Headteacher.

Duties Of Class Teachers

Class teachers are expected to:

- exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out;
- follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice e.g. CLEAPPS, if issued, and to ensure that they are applied;

- follow specific COVID-19 health and safety measures as given on the risk assessment;
- give clear oral and written instructions and warnings to students where necessary; follow safe working procedures personally;
- require the use of protective clothing and guards where necessary;
- make recommendations to their Headteacher, Head of Department or other Senior Staff on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
- integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education;
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation as they will not have been Portable Appliance Tested (PAT); and report all accidents, defects and dangerous occurrences to their Headteacher, Head of Department or other Senior Staff.

Duties of All Employees [including temporary and volunteers]

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- follow specific COVID-19 health and safety measures as given on the risk assessment;
- act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons;
- observe all instructions on health and safety issued by the DfE, LA, School or any other person delegated to be responsible for a relevant aspect of health and safety;
- act in accordance with any specific H&S training received;
- report all accidents in accordance with current procedure;
- co-operate with other persons to enable them to carry out their health and safety responsibilities;
- inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger;
- inform their Line Manager of any shortcomings they consider in school's the health and safety arrangements;
- exercise good standards of housekeeping and cleanliness;
- know and apply the procedures in respect of fire, first aid and other emergencies;
- co-operate with the appointed Trade Union Health and Safety Representatives and the Enforcement Officers of the Health and Safety Executive;
- ensure that the health and safety implications are followed for work to be undertaken or authorised or by authorising the purchase of equipment;
- where delegating responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence;
- gain the employee's immediate Line Manager's approval for such re-assignments.

Duties of School's Health and Safety Co-Coordinator

The School's Health and Safety Co-ordinator has the following responsibilities:

- to ensure COVID-19 risk assessment processes are in place and followed by staff, students and visitors;
- to co-ordinate and manage the annual risk assessment process for the school;
- to co-ordinate the annual general workplace monitoring inspections and performance monitoring process;
- to make provision for the inspection and maintenance of work equipment throughout the school;
- to manage the keeping of records of all health and safety activities;
- to advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors;
- to ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally; and
- carrying out any other functions devolved by the Headteacher or Board of Trustees.

Duties of School Health and Safety Representatives

The Board of Trustees and Headteachers recognise the role of Safety Representatives.

Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. (Refer to Safety Representatives and Safety Committees Regulations 1977).

Duties of Students

Students, in accordance with their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others and particularly in following COVID-19 precautionary measures;
- observe standards of dress consistent with safety and/or hygiene;
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency; and use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

Duties of Visitors, Members of the Public and Volunteers

- visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land, and particularly in following COVID-19 precautionary measures;
- Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees. Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

PART THREE : GENERAL ARRANGEMENTS

Health, Safety and Welfare

The following procedures and arrangements have been established to minimise health and safety risks to an acceptable level.

Accident Reporting, Recording and Investigation

The school will report and investigate accidents, incidents and near misses seriously. In line with the procedure, all staff will be encouraged to report accidents, incidents and near misses and Line Managers will investigate such incidents and identify and implement means to prevent a recurrence.

Curriculum Safety

The school recognise that programmes of study require that children should be taught how to identify and reduce risks in the way that they work; this includes the strict adherence to COVID-19 risk assessment enhanced hygiene measures. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All guidance material will be reviewed where available e.g. CLEAPPS, AfPE.

All non-teaching assistants must be informed of the safety procedures and practices relating to any of the activities that they support.

Schemes of work will be reviewed to assess the risk in all activities in order to determine:

- where close supervision is required;
- suitable group size;
- suitability for whole class participation;
- where particular skills need to be taught;
- personal protective equipment (PPE);
- levels of hygiene required.

Drugs & Medications

Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition. Parents, and the child if appropriate, should obtain details from their child's General Practitioner (GP) or pediatrician, if needed. Trained first aiders and specialist voluntary bodies will be approached to provide additional background information for staff.

There is no legal duty requiring school or setting staff to administer medicines. However the school recognises that children with medical needs have the same rights of admission to a school or setting as other children.

First Aid

The school will follow the statutory requirements for first aid and provide suitably trained first aid staff. Refer to the school's First Aid Policy.

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Risk Assessments

Risk assessment is the responsibility of the school's management at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken and recorded for significant activities.

Risks should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk.

The outcome of the risk assessments should be recorded and communicated to those affected and maintained on school records. Risk assessments should be reviewed periodically or where there is a change in circumstances. The COVID-19 risk assessment is a 'live' document and will be updated and disseminated to all staff upon each revision. Risk assessments need to be appropriate to the staff or students concerned.

School Trips/ Off-Site Activities

See the separate School Educational Visits Policy.

School Transport

The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law. Employees who are required to use their private vehicles for official business are personally responsible for ensuring that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger. Drivers of a hired vehicle must hold a current and valid drivers licence.

Drivers of a school minibus are required to comply with DfE guidance, as stated below and valid as at February 2019:

“Under certain circumstances, drivers without a full category D1 entitlement may drive a minibus within the UK provided that it is not being used for hire or reward (i.e. provided there's no payment from or on behalf of the passengers).

Those who passed their driving test before 1 January 1997 automatically received category D1(101) (not for hire or reward) entitlement. So school staff with such a licence can drive a minibus carrying up to 16 passengers with no maximum weight limit.

Those who passed a driving test on or after 1 January 1997 may drive a minibus with a gross vehicle weight not exceeding 3.5 tonnes, and not for hire and reward under certain conditions outlined in the document.

Non-profit-making organisations including schools may provide transport for their own members or for the local community on a hire and reward basis under a section 19 permit.”

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Staff Consultation

The Board of Trustees, through the Local Governing Bodies and Headteachers, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

Staff Health and Safety Training and Development

Line managers within the school will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held centrally. This training needs analysis will be reviewed on an annual basis or on the introduction of new legislation. Where new jobs or tasks come on stream or where there are changes in health and safety legislation training and competency issues Line Managers will be addressed as a matter of priority.

Smoking

Stour Valley Educational Trust Limited and its schools operate a no-smoking policy. This policy includes the use of e-cigarettes.

Staff Well-being / Stress

Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc and implement appropriate control measures, so far as is reasonably practicable.

Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means to manage stress and assist staff. A confidential counselling service through Occupational Health may be considered appropriate; full information of this service can be obtained by contacting the Human Resources (HR) department. Staff may also wish to self-refer to Suffolk Wellbeing service; this is a confidential, free of charge, service available at www.wellbeingsuffolk.co.uk, or by phone (0300 123 1781).

Use of VDUs / Display Screens

The majority of staff within the school are not considered to be Display Screen Equipment (DSE) users. Stour Valley Educational Trust Limited will adhere to Working with Display Screen Equipment (DSE) guidelines and procedures.

All employees who are classified as users of Display Screen Equipment will have an assessment made of their workstations and may be entitled to a regular eye test (reimbursed by the school) and up to £50 contribution towards corrective spectacles should they be required specifically for DSE use, subject to the findings of the risk assessment. A user is defined as someone who spends at least 2 hours **continuous** use of a VDU in the school day.

Vehicles on Site

Stour Valley Educational Trust Limited will endeavour to ensure its schools:

- segregate vehicular and vulnerable (pedestrians & cyclists) traffic;
- prevent vehicular and vulnerable traffic route conflicts, both at access and on-site.

Violence to Staff / School Security

Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of the Headteacher, and Board of Trustees will liaise with their local Crime Prevention Officer.

Managers are responsible for assessing the risks of violence to staff. Where violence is identified as a significant risk Line Managers will ensure that appropriate control measures are put in place.

Staff must report and monitor incidents of violence and aggression in the same manner as accidents.

Working at Height

Line managers will ensure that working at height is risk assessed in accordance with HSE guidance and that appropriate control measures are put in place to mitigate those risks. Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety. Care should be taken not to allow students to work at height. Students should not stand on benches, stools etc.

Work Experience

Work experience co-ordinators will ensure that the working practices outlined below is followed at all times:

- Work-related learning and the law – Guidance for schools and school-business link practitioners; and
- Work experience – A guide for secondary schools.

Workplace Inspections and Premises Risks

Line managers responsible for premises/departments are to undertake workplace inspections every half term.

The asbestos register and management plan will be maintained and shared with others whenever appropriate. The Health & Safety file for the premises (when issued) will be maintained in accordance with the CDM Regulations.

PART FOUR: SITE MATTERS

Contractors

- A copy of all relevant insurance documents will be requested from Contractors who will work on site, a check will be made to ensure that these are in date and adequate cover is in place.
- Details of Contractors safety history (whenever considered appropriate) will be reviewed via the HSE website prior to appointment.
- An approved and maintained Contractors list will be established.
- Contractors who may be undertaking works will have access to the School Asbestos register and will be required to sign to confirm they are aware of such materials before works are carried out.
- A copy of the school COVID-19 risk assessment will be given to all contractors and measures will be explained to them.
- Any necessary Permits to work will be issued by the Site Manager before works commence and rescinded as soon as that shift has come to an end. The Site Manager will then inspect the work area. Permits to work are required for all hot work by contractors and work to electricity systems by contractors.
- Provisions for secure storage of equipment will be made when appropriate.

Electrical Equipment (Fixed and Portable)

All works will be carried out in accordance with the recommendations of a qualified and registered electrician:

- PAT (Portable Appliance Testing);
- register of dates tested and findings are filed in accordance with appropriate guidance, each individual item will be clearly marked with a sticker displaying date of inspection;
- test sheets will be displayed next to each distribution board;
- auditing of equipment will be carried out on a six monthly basis in order to take into account high usage, age of equipment and environment;
- fire precautions & emergency procedures;
- weekly testing of the emergency lighting and all fire points will be carried out by the Site Manager or other authorised and trained person, all findings are recorded and any faults acted upon immediately;
- only trained personnel to use fire fighting equipment;
- an emergency escape plan has been formed and is regularly updated in line with the current building programme. The emergency evacuation point is located at the rear of the school on the tennis courts, or to the road side of the Swimming pool on the school field if necessary. Personal emergency evacuation plans will be established whenever needed;
- handling & lifting;
- any activity that involves manual handling and therefore risk of injury shall be risk assessed;
- site staff are to audit equipment to ensure their own and others safety.

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Glass and Glazing

All glass on site to be suitable Safety Glass for compliance with the Workplace Regulations. Safety = adequate thickness, laminated, Georgian wire and minimal surface area.

COSHH

- A dedicated COSHH file is kept for reference in respect to all chemicals used on site.
- The Science labs are to maintain their own file which is to be kept in the Science department.
- Lone Working.
- An alert system is to be maintained.
- PPE.
- Each task is assessed individually and suitable Personal Protective Equipment provided relevant to the job.

Legionella Testing

- Six monthly testing will be carried out by a competent body.
- Weekly shower head testing will be carried out to minimise legionella risk.

Tree Inspections

These are carried out by competent bodies and appropriate action will be taken whenever necessary.

Catering and Food Hygiene Procedures

The School meals are prepared on site by the hired catering group, Vertas. Their staff are trained and fully adhere to hygiene regulations. Records of training and procedures can be accessed upon request.

Lift Maintenance & Inspection

Safety inspections or whenever material matters arise will be carried out by a competent body at intervals required by statute, regulations or insurers.

Ratified by Board of Trustees	
Date	

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