

KINGSWAY COMMUNITY TRUST

HEALTH & SAFETY POLICY

June 2021

Health & Safety Policy

Date: May 2020

Review date: Summer 2022

General Statement of Health and Safety Policy

This policy is designed to demonstrate the Trust's commitment to achieving good health and safety standards while increasing awareness of the importance of Health & Safety within the workplace. This is highlighted by the each school's commitment to provide a safe and healthy working environment as part of its wider responsibilities to pupils, staff, parents, contractors, and visitors. It also clearly sets out to indicate what is required by the school and its employees and shows how we strive to reduce accidents and ill health within the workplace.

This Health and safety policy is there to provide and maintain safe and healthy working conditions, equipment, and systems of work for all its users. All throughout, activities and responsibilities are assessed and systems and procedures identified and put into place. Furthermore, appropriate information is provided where necessary and the attention of all employees is drawn to their legal responsibility to take reasonable care of themselves and all others who may be affected by their acts and/or omissions and to co-operate with the Trust's Policy with regard to health & safety matters. Responsibility is also accepted for the health and safety of all who may be affected by any activities, as all staffs on premises have a duty not to interfere with or to misuse anything provided by the Trust in the interests of health and safety.

The Trust considers the health and safety of the staff and its users to be of the utmost importance, and is committed to continual improvement in its high standards.

The policy will be kept up to date to take account of changes in activities and legislations. To ensure this, policies and operations will be reviewed continually by the Trust Board. Staff will be notified of any change and addition, and these will be re-examined in the termly health and safety review. The policy is to be reassessed when required to reflect changes to responsibilities and operating procedures. This is to include any issues related to rights, equalities, and possible discrimination.

This represents our basic action plan on health and safety, which all our employees should read, understand, and follow. To facilitate this, the policy and procedures are to be made available to all staff, contractors, and visitors either via the school's web page and/or by request. The policy can also be found on the staff shared drive at each school.

It is the Trust's policy, so far as is reasonably practicable to:

1. Provide and maintain plant, machinery, equipment, and systems of work that are safe and without risks to health.
2. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage, and transport of articles and substances that are inherently or potentially dangerous.
3. Provide and communicate such comprehensive information, instruction, training, and supervision as is necessary to ensure the health and safety at work of employees, pupils and visitors.
4. Provide and maintain any place of work under the Trust's control in a condition that is safe and without risks to health and is adequate as regards to facilities and arrangements for their welfare at work.
5. Provide and maintain means of access to and egress from it that are safe and without such risks.
6. Provide such protective equipment (PPE) as is necessary for the health and safety at work of employees and pupils.

7. Encourage staff to set high standards of health and safety by personal example, in order that other members of staff and pupils should take with them an attitude of mind which accepts good health and safety practice as normal.
8. Monitor the effectiveness of health and safety provisions within each school in consultation with the appointed trade union safety representatives (if applicable).
9. Keep the Trust's health and safety policy under regular review and to duly publish any amendments.
10. Have everyone engaged in Trust activities to exercise responsibility and care in the prevention of injury and ill health to themselves and to others who may be affected by acts and omissions at work.
11. Promote the development and maintenance of sound safety, health, and welfare practices.
12. Promote through consultation and other means, the active involvement of all staff and pupils in the development, promotion, implementation and monitoring of measures provided for health, safety and welfare.
13. Ensure that risk assessments are carried out as required by the regulation 3 of the management of health and safety regulation 1999, etc.
14. Appoint competent persons to provide advice in accordance with the management of health and safety and seek specialist advice on health and safety matters as and when necessary.
15. Investigate thoroughly all accidents and unusual occurrences affecting health and safety.
16. Provide a set of standards and guidance to assist those responsible for the implementation of this policy and monitor compliance with safety measures by regular inspection, monitoring and auditing.
17. Provide adequate resources and facilities to enable the requirements of this policy to be achieved.

Organisation and General Responsibilities

The Trust Board

It is the Trust's policy to take steps within their power to prevent personal injury, health hazards, damage to property and security issues. It is also their policy to extend this protection to staff, pupils, contractors and members of the public from foreseeable risks as far as are practicable.

The Trustees/Governors recognise and accept their responsibilities and duties under Health and Safety Acts, Regulations and any other relevant statutory provisions.

The Trustees/Governors are committed to the provision of safe and healthy working conditions for all staff and Pupils and to the safeguarding of persons entering the premises.

The Trustees/Governors regard health and safety as a core management function and will work to ensure the commitment of all members of staff to the full implementation of the Trust's Health and Safety policy.

Each School's Leadership Team and the Trustees/Governors recognise the need to consult staff on Health and Safety matters and the need to consult individuals before allocating particular Health and Safety functions.

The Trustees are to be advised by the Local Governing Body Committee. The Committee will discuss and act upon reports from the Executive Headteacher and carry out (or get involve with results from) Health and Safety inspections.

Furthermore, the Trustees/Governors may also establish a School Safety Committee with Trade Union Safety Representative input if found necessary.

The Trustees/Governors are to assume responsibility for:

1. Keeping under review the Trust's Health and Safety Policy and the obligations entered in the general statements

2. Ensuring that sufficient funds are available to provide as necessary, protective clothing/equipment to all staff employed in the school for the safe use of machinery, equipment, and substances.
3. Ensuring that school budgets reflect the finance necessary to implement any other Health and Safety matters and allocating resources for health and safety measures.
4. Maintaining a close interest in all Health and Safety matters insofar as they affect activities in the premises under the control of the school.
5. Maintaining the organisation for the successful implementation and monitoring of the Trust Health and Safety Policy.
6. Identifying and allocating the health and safety responsibilities of individual members of each School.
7. Identifying organisational arrangements and policies at the school for implementing, monitoring, and controlling Health and Safety matters.
8. Reviewing the Executive Headteacher's periodic reports on Health and Safety matters in order to determine the strengths and weaknesses and to determine the way forward.
9. Ensuring that the Trust safety policy and any other policies are effectively implemented and understood at all levels.
10. Satisfying themselves in consultation with the Executive Headteacher that the provisions of Health and Safety legislation relating to buildings, equipment, and staff are being met.
11. Recognising that there will be occasions when the Trust will require specialist advice on: air monitoring; ventilation systems; specific inspections; lift Service; etc. The procedures to be adopted and recommendation for outside advice is to be decided and clarified at the Local Governing Body committee level.

The Executive Headteacher

The Executive Headteacher is responsible and accountable to the Trustees/Governors for implementing this Trust safety policy and for all matters relating to Health, Safety, and Welfare within the establishment.

The overall and final responsibility for Health and Safety within the establishment and for ensuring that the detailed requirements of this policy are carried out is that of the Executive Headteacher.

The implementation of the policy is delegated to the Head of School, ensuring that all staff are co-operating with it. Arrangements are also made to bring it to the notice of all staff, including new employees and supply teachers but also visitors and volunteers.

The Head of School is to ensure that the management of certain day-to-day Health and Safety duties are delegated to appropriate staff such as: Director of Finance & Premises; Managers; Caretaker; Site Manager; Heads of departments; Teaching; Clerical; Technical or other members of staff.

The Head of School is responsible for ensuring that all new, amended, or dated material regarding Health and Safety matters is brought to the attention of the relevant personnel.

Copy of these documents should be made available to the Trustees and Local Governing Body committees

The Executive Headteacher has delegated responsibility to the Head of School for:

1. Keeping under review the Trust's Health and Safety Policy and the obligations entered in the general statements and points 1.1 to 1.17 and support the Trustees/Governors points 3.1 to 3.11.
2. Monitoring, ensuring and informing the Trust Board that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfer of staff within the premises to other functions.
3. Arranging meetings as necessary to resolve uncertain areas of responsibility, considering problems or recommendations and referrals to the Trust Board.

4. Bringing to the notice of the LEA any matter affecting health and/or safety of staff or pupils, which is beyond the scope of own authority to deal with.
5. Ensuring that the school consult where necessary with the LEA Safety Officer or any other significant bodies, to ensure that equipment and methods of working are safe and without risk to health and comply with the relevant statutory requirements.
6. Liaising as appropriate with departments of the Council and/or other contractors in order to ensure that work is carried out on the premises is done without risk to themselves, staff, pupils and visitors.
7. Seeking advice, when appropriate, from outside agencies that are able to offer expert opinions.
8. Consulting with approved trade union representatives (if applicable) on all health, safety and welfare matters and co-operate with them in the execution of their duties if appropriate.
9. Arranging for the Safety Officer and/or workplace Safety Representatives to be accompanied on inspections if required and co-operate with them on matters of Health and Safety.
10. Arranging for the review as appropriate of methods of work with particular regard to the introduction of new equipment, materials or substances.
11. Reviewing from time to time activities such as: necessary repairs and maintenance; provision of First Aid in school; Fire and evacuation procedures; maintenance contracts and records; Other emergency and security procedures; etc.
12. Arranging for the establishment of emergency procedures as appropriate (e.g. Fire procedures) and for periodic testing e.g. By means of fire drills and testing and maintenance of fire alarms.
13. Ensuring that a record of such tests is kept e.g. record of fire drills, alarm checks and back-up battery, Fire routes & exits, etc.
14. Arranging for the frequent and regular inspection of the premises and of equipment in order to identify any defects, which may be present.
15. Arranging for improvement to premises; plant tools; equipment; etc.
16. The reporting and as appropriate, the repairing of any defects in the workplace or equipment and the withdrawal from service of any equipment, which is made unsafe because of such defects.
17. Stopping what are considered unsafe practices, or the use of any plant tools equipment, machinery etc., which is equally considered to be unsafe.
18. Ensuring that all schemes of work for pupils, including work experience arrangements (if applicable) provide adequate information, instruction and supervision for Health and Safety matters.
19. Ensuring that all members of staff maintain adequate supervision in respect of any person over whom they exercise control i.e. Staff and/or pupils particularly when they are concerned with potentially dangerous machines, substances or activities.
20. Ensuring that all members of staff are made familiar with the procedures to be followed in case of fire or other emergency and know the location of and how to use fire equipment. Furthermore, ensuring that safety manuals, codes or practice; guidance notes, policies, etc. are readily available for staff reference.
21. Arranging that all accidents are investigated immediately following their occurrence and that accidents are reported in accordance with regulations and procedures. Furthermore, the accident book is to be reviewed for identification of trends including near miss.
22. Applying Policies for off-site visits and outdoor pursuit's activities and any other policies e.g. Pregnancy, Stress, Violence, etc.

The Executive Headteacher/Head of School must be aware of all the contracts and/or third parties entering the school to undertake maintenance, service or work contracts. Furthermore, the Executive Headteacher/Head of School is to ensure that competent contractors are employed in order to oversee the planning and safe execution of the work when contractors carry out building or plant maintenance work.

Although the overall and final responsibility for Health and Safety within the School is that of the Executive Headteacher, every day functions can be delegated to designated member of staff e.g. Head of School; Site Manager/Caretaker; etc. This means that the Executive Headteacher or Delegated Representative(s) is to be:

- Responsible for the display of appropriate safety signs, notices, placards etc.

- Warranting good communication relating to health and safety matters within the school.
- Ensuring that all relevant regulations, codes of practice and guidance notes appropriate to specialist area are communicated.
- Liaising with all responsible members of staff and ensuring safety procedures and policy agreements are adhered to and are reflected in the different areas of health & safety.
- Co-ordinating all contractual work and maintenance carried out on school premises.
- Ensuring insofar as is practicable that strict procedures are laid down for building work such as: gas & oil work; roofing; excavation and drainage; alterations to building structures; refurbishment and renovations and /or remodelling schemes.
- Liaising with contractors over health and safety matters regarding e.g. Grounds maintenance, etc. And day-to-day oversight with the site manager/caretaker.
- Identifying the location of known hazardous substances and materials (e.g.: asbestos; lead; radioactive materials; flammable materials; etc.).
- Providing a procedure to ensure that work and assessments are carried out in accordance with the control of legionellosis.
- Ensuring competent person(s) or specialists are consulted as necessary to advise on health and safety matters such as: technical issues; sampling; monitoring & auditing requirements; etc.
- Ensuring that property surveys of the school building are carried out and those regular inspections are completed with defects reported accordingly.
- Organising the yearly check of all portable electrical equipment and of ensuring that a central register of this equipment is kept and all staff are aware of the need for electrical safety checks.
- Organising / monitoring all other yearly checks required by the school.

Employees (General Information)

The promotion of Health & Safety at work must be a mutual objective for staff at all levels. We all have a duty to take proper precautions and care in our work not only to safeguard ourselves but also pupils, colleagues, visitors and contractors, etc.

All employees have a responsibility to co-operate with their School's Leadership Team (Executive Headteacher; Heads of departments; Trustees/Governors; etc.) to achieve a healthy and safe workplace and to take reasonable care for themselves and others who may be affected by their actions and/or omissions. This reinforced by Section 7 of the H&S At Work Act 1974 and the Regulation 14 of the Management of H&S At Work Reg. 1999.

Any employee observing Health and Safety situations which require attention, shall as soon as possible notify the Head of School.

All staff are provided with a copy of this policy and are required to complete a google form to acknowledge that they have read, understood and will adhere to the guidance in this policy

Teachers (And/Or Head of Departments)

Teachers have a duty to develop safety awareness within their respective classroom and initiate and participate in accident investigations where necessary. Good housekeeping in their classroom is to be kept at all times.

Teachers have the duty to take immediate action to stop unsafe practices and the use of unsafe equipment and inform the Executive Head/Head of School as soon as possible while enforcing all rules and regulations concerning the use of guards and/or protective clothing/equipment (if applicable).

It important also to remind teachers that they have a duty of care towards their pupils and are responsible and accountable to the Executive Headteacher for all matters relating to health, safety and welfare within their own individual classroom as well as a responsibility to ensure that:

- All staff under their control receives instruction in their duties, regarding Health and Safety matters and that all staff under their control is adequately trained to carry out their duties efficiently and effectively.
- Specific curricular areas (e.g. PE, Science, etc.) are only undertaken when made aware of regulations, codes of practice and guidance notes appropriate to specialist areas.
- All statutory notices placards; regulations; etc. are displayed appropriately and in accordance for example with the Fire Department, etc. And not covered or displaced.
- All problems, defects and hazards in their classroom are reported to the Executive Headteacher, or Head of School/Site Manager.
- They and people under their supervision are well aware of Fire procedures.
- A copy of the Fire Drill regulations and assembly point(s) are prominently displayed in all rooms and/or areas for which they are responsible.
- They carry out regular safety inspections of their classroom including checks on equipment (e.g Electrical items, furniture; etc).
- They report, and if appropriate, make recommendations to the Executive Headteacher, Head of School or representatives on any practices, premises, equipment etc. which give rise to Health & Safety concerns.
- They complete any forms given by the school on internal surveys and inspections.
- They do not leave computers and other electrical equipment switched on at night and especially during weekends and holidays.
- They are familiar with the school's Health & Safety policy, its implementation and any procedures, arrangements and practices relating to their classroom and take responsibility and accountability for the implementation of the school safety policy in the performance of their duties.
- They conform to responsibilities as laid down in the Trust policy and its safe working arrangements including any other policies provided by the School.
- They ensure that where conditions apply, all pupils or persons under their control receive instruction to operate in a safe and efficient manner. E.g. safe working cards, etc.
- They report to the Executive Headteacher or Manager, all problems, defects and hazards that are brought to their notice.
- They make sure that Supply Teachers, Classroom Assistants, etc. Are made aware of the school Health and Safety Policy and of any special arrangements and procedures, relating to their work area before commencing work.

Caretaker/ Assistant Caretaker/ Site manager/ Director of Buildings/ etc.

The Caretaker is responsible and accountable to the Executive Headteacher/Head of School for all matters relating to health, safety and welfare within the sphere of their activity.

They must be familiar with the schools Safety Policy and that cleaning staff are equally aware of any implications of the policy as it affects their work activities (e.g. storage arrangements for materials, equipment, substances etc.).

The Site Manager must report to the Executive Headteacher/Head of School using the school's procedure when reporting defects, hazards that are brought to her/his notice. Furthermore, the Site Manager is responsible for ensuring that:

- Everything received from suppliers such as: machinery; equipment; substances; etc. Is accompanied by adequate information and instruction prior to use. For example, manufacturers data sheets.
- In the case of cleaning equipment staff under their, controls are adequately informed, instructed and trained in using all such items before actual use.
- The Executive Headteacher/Head of School is informed whenever contractors are due to enter the school

to undertake maintenance, service or works contracts.

- Weekly inspections of both the interior and exterior fabric of the building are carried out and either takes appropriate remedial action or report matters of a health and safety nature to the Executive Head/Head of School.
- The school management is informed when new products or chemicals are introduced.
- All statutory weekly and monthly tests on all relevant areas such as fire break points; emergency lights; grounds; etc. Are carried out and recorded.

Other School Staff/Employees

All other members of staff (e.g. Administration personnel, etc.) are to be aware of their individual responsibility to exercise care in relation to themselves and those who work with them.

They must familiarise themselves with the Health & Safety Policy and take reasonable care that all procedures used are safely carried out, and seek expert advice in any case of doubt.

They must warn others of any special or newly identified hazards in existing procedures or risks in new procedures about to be introduced.

Like any other member of staff, they must report accidents or incidents promptly and familiarise themselves with fire and emergency drills (including the location of emergency telephones) and escape route.

Furthermore, all staff and employees must, under the H& Safety at Work Act and Management of H&S At Work Regs. and other obligations:

- Be made aware of what is expected of them and in particular in relation to the department in which they work. 'Departmental' procedures and practices must be clearly defined with adequate instruction and training provided as necessary.
- Take responsibilities requiring them to report any possible hazards and defects to the Executive Headteacher, Head of School and Site Manager/Caretaker using appropriate forms where possible.
- Make themselves familiar with the Trust's Health and Safety policy and all documents relating to Health and Safety in each school paying particular attention to their specific work activities.

General Arrangements and Statutory Requirements

Accident Reporting/Investigation.

Serious Injuries to pupils/Staff

Where the injury is considered serious enough for the child's parents to be called and directed to seek further medical attention, the accident book must be completed and the duplicate slip sent home with the child. An "accident/near miss investigation report form" must also be completed by the First Aider.

If a child or adult is injured to such an extent that they have to go to hospital from school then an accident report form and incident investigation form (appendix A, guidance appendix C) must be completed and submitted to health and safety at Manchester City Council. An online RIDDOR form must also be completed and sent to the health and safety executive in London. The chair of governors must also be informed.

For further information regarding the management of accidents in school, please refer to appendix B.

Each School's Leadership Team must ensure that the school's system for reporting accidents, injuries, reportable occupational diseases and dangerous occurrences are known by all.

1. School management is responsible for notifying the Health and Safety Executive/Local Authority/Environment Agency following certain reportable events e.g.; death, major injuries, occupational disease and dangerous occurrences.
2. All health and safety issues should be reported to the Head of School or School Business Manager at the earliest opportunity, immediately if serious and always by the end of the day. This is to be done by email.
3. Whenever a reportable event has occurred, an accident form is to be completed and an investigation is to take place.
4. School management reports on any conclusions or recommendations that arise from these occurrences to the LGB and Trust Board. Furthermore, the accident book should be reviewed on a quarterly basis to identify trends, etc.
5. The reporting procedures are for any member of staff (teaching or support staff), pupils, parents, visitors, contractors, etc, involved in an accident in school.
6. Any occurrence is to be reported to the Executive Headteacher or other member of the senior management team who will then complete an Accident Form in the presence of the person involved (if possible) and record the incident in the School Accident Book(s).
7. Arrangements are to be made for report form to be forwarded to relevant parties bearing in mind that fatal or major injuries are to be first directly reported by telephone.
8. Where an employee is incapacitated from work as a result of an accident, for more than three consecutive days, a written report is to be sent to HSE within seven days of the accident. A written confirmation of incidents reported by phone is also required.
9. According to Trust procedures, in the event of a fatal or major injury or a "reportable dangerous occurrence", nothing at the site of the accident is to be moved except for the purpose of helping the injured until an investigation has been carried out.
10. Trade Union Safety Representatives are to be informed of major injuries and dangerous occurrences in order to carry out or participate in an accident investigation. Where appropriate, witness statements should be obtained.
11. All records are to be retained for at least six years for adults and up to seven years after their twenty first birthday for children.
12. Discretion is allowed to the Executive Headteacher in relation to minor pupil injuries to avoid unreasonable burdens on establishments. However, the Executive Headteacher is to be satisfied that the cause of the accident was not attributable in some way to supervision or organisation (e.g. By a teacher), to plant, substances or the condition of the premises.
13. For emergency procedure for accidents involving a pupil the following to be applied.
 - First Aid is only to be provided by trained designated first aider. Non first-aiders are to locate the nearest or duty first aider in case of accident.
 - A suitable room is to be provided for first aid. When a pupil is too ill to remain in a lesson, parents are to be contacted to pick their child up.
 - If a child is to receive a significant or worrying bump on head, or is to suffer from a slight or a more considerable head injury, the school will ensure that parents or guardians are contacted and made aware of the situation as soon as possible.
 - If a child is taken seriously ill and on advice of a qualified first aider requires an ambulance then the usual procedure is to take place such as calling for an ambulance and then carry out procedures; such as recording events, transport, support, information, etc.
 - Under no circumstances a child suspected of back or neck injury should be moved and in case of emergency an ambulance should be called as member of staff should not use their own vehicle to take an injured person to hospital.

COSHH (Control of Substance Hazardous to Health).

The Executive Headteacher, members of the Leadership Team and Trustees/Governors recognise the need for the schools to carry out risk assessment of all areas in accordance with the regulations.

Assurance that the implementation of COSHH Regulations and of ensuring that the Site Manager, Caretaker, Cleaners, Teaching & support staff and other relevant staff take appropriate action under these regulations is imperative.

1. As it is a legal requirement to carry out risk assessments for operations involving chemicals; mechanical and electrical hazards, each school's management is to make provision for this in accordance with their departmental/area safety policy (e.g. Caretaking, etc.).
2. Managers responsible for COSHH will ensure that assessments are carried out and that further monitoring is in place as required, and noted on the school chemical register
3. All risk assessment forms including data sheets and substance listing are to be regularly updated and produced when required or requested.
4. A COSHH file containing assessments of chemical risk and Data Sheets, as well as control measures to be taken by other appropriate staff including inventory and location is to be made available for any inspections.

Contractors & Visitors

Self-employed persons or contractors and their employees carry out work on school premises must comply with standards of safe working conditions contained in any regulations or codes of practice applicable to their operations, and in the Trust Policy regarding safety rules. The same applies for any visitors including parents and any other member of the community.

School management is to ensure that Office Staff ensure that all visitors enter their details into the Inventory electronic sign in system and are given appropriate guidance relating to their visit. All Contractors are to have their attention drawn to fire/emergency procedures. The Inventory visitor log will be retained for a period of one month following the visit date.

1. Contractors entering or working on school premises are to be the responsibility of the Executive Headteacher or delegated person usually the Site Manager / caretaker.
2. Appropriate details of the Health and Safety Policy are to be conveyed to all known contractors by the Caretaker/Site Manager, Office Staff or appropriate delegated person(s).
3. It may be necessary for pre-contract meetings to be held to arrange work methods and safety precautions. These should take place before any work is to be started.
4. A safe system for maintaining the fabric of the buildings is to be in place at all time to avoid any problem or accident.
5. Contractors using naked flame or hot tar at the school are to be issued with a Hot Work permit before any work is started. Furthermore, a Work permit is to be issued for all other types of work including Asbestos information.

Emergency Procedures

For more information regarding Emergency Procedures, each School's Emergency Policy is to be applied.

1. In the event of accidents, fires, explosions and spillages, the Executive Headteacher (or delegated member of the Management Team) must be immediately informed.
2. The contingency/emergency plan is to be updated when necessary.

Fire Precautions

The arrangements for general fire safety are in accordance with details in the Staff Handbook.

1. The school's fire forms are to be used to record tests, drills, training, etc.
2. Visits by the Fire Officer and subsequent reports and recommendations are to be followed ASAP.
3. Evacuation of the establishment is to be carried out at least once per term including one area notionally blocked to create a 'real' fire practice.
4. Responsibility for checking Fire Safety Procedures and Equipment rests with the Executive Headteacher.

First Aid Provision

A list of available first aiders with level 3 first aid training is to be conveniently posted at each school. The school ensures that the location of trained first aiders is produced and reviewed early as well as their annual honorarium. Responsibility for the stocking of first aid boxes rests with their nominees. There is also level 1 first aid training for all teaching assistants every 3 years.

All members of staff are to be made aware that a number of trained first-aiders on site who have appropriately stocked first aid boxes are available. Staffs are to refer to staff handbook for up to date information.

1. These are to cover all high-risk areas (e.g. lunch time activities; science; technology; PE; trips; etc.).
2. The reporting of accidents/injuries is as per the requirements of the reporting of injuries and dangerous occurrences regulations and connected to points 4.1 to 4.16.
3. For more details, the first aid policy should be provided for general and specific information and requirements regarding first aid.

Housekeeping (Cleaning Arrangements)

Relevant members of staff are to make regular checks of their areas of responsibilities while maintaining: tidy and clean work areas and adequate storage space. Staff handbook and employment profiles are to be read to clearly establish duties, etc.

Information to Employees

The Executive Headteacher is to be responsible for ensuring that any regulations, information, guidance notes, etc., received by the Trust are passed immediately to staff that have a direct interest in them. Staff have to acknowledge such documents and make sure that they are understood and followed as required.

Legionella / Legionnaire's disease.

A full legionella report is to be undertaken by an external contractor and provided to the school indicating any possible issues with the current water and/or heating systems.

All weekly, monthly, termly & annually checks are to be undertaken, recorded and assessed on a regular basis. The contractors' report/manual is to be made available to anyone dealing with checks, recording and inspection. Furthermore, a clear schedule of work in to be put in place to indicated external and internal checks, who is responsible for doing them, and how often they are supposed to be performed.

Letting / Use of School Premises.

A Letting Policy is established to cover all leasing and rental aspects.

Manual handling

Training should be provided to all staff having carrying and moving responsibilities at each school and specific

leaflets e.g. HSE's INDG 143(rev2) given to all members of staff.

Noise and Vibration

The Trust recognises that there may be problems experienced with noise and vibration. All employees should report all such cases and specialist advice sought to monitor hazards if required.

Off-site Visits and Outdoor Pursuits Trips

1. Procedures for off-site visits and Outdoor Pursuits trips are as in the Trust Educational Visits Policy. Information about Responsibilities; Planning; Supervision; Preparation; Communication; Insurance; Types of Visits and Emergency Procedures are to be referred to the good practice guide "Health And safety Of Pupils On Educational Visits" ref: HSPV2. The School is to undertake responsibilities for all the above as well as making sure that:
2. The Insurer needs to be contacted prior to any visits abroad.
3. All forms are signed by the Executive Headteacher.
4. Outdoor Pursuits Activities should only be carried out by staff with the relevant qualification
5. There are enough staff for the amount of pupils on trips and visits.
6. When achievable, at least one first aider is to be involved in any school trip, visit or sporting event.
7. Contact details of each pupil going on any school trip or off-site activity are held securely by a member of staff during the trip. Furthermore, that a means of communication (e.g. school mobile phone) is to be taken for each trip or visit.
8. Where possible, premises are visited and vetted and providers' health and safety assessments and public and professional liability cover is ascertained.
9. A proper risk assessment is carried out before any trip take place (EV1, EV2, etc.). Furthermore, when trips involve what could be classified as 'dangerous activities', e.g. Rock climbing, parents should be advised before the trip takes place.
10. Each member of staff, including parents, participating in school trip is clearly made aware of the responsibilities they are taking upon themselves.
11. In case of parents, external supervisors and professional personnel (e.g. A professional rock climber) all should be cleared to work with children. The school should reserve the right to request DBS Disclosure if found necessary or when adult have access alone to a child and/or children.

PAT (Portable (Electrical) Appliances Testing)

The school will ensure that all portable appliances including cleaning equipment are checked on a yearly basis and that a list of an up-to-date inventory of all equipment is kept for checking purpose. Overall, all staff have a responsibility as users to:

- Carry out a visual check of all electrical equipment so as to ensure that cables are in good condition, are secured in the cord grip and that plugs are not damaged.
- Ensure that there are no trailing leads and that, if this is unavoidable, safety mats cover the leads and that after equipment is use, all trailing electrical flex is safely wound up.
- Ensure that all electrical equipment (especially computers), which are not required to be left on (e.g. Server), are switched off after use.

Plant Machinery/Equipment

The Trust, via the Executive Headteacher; delegated persons (e.g. Caretaker/Site Manager, etc.) and Trustees/Governors are to define safe systems of work for using, maintaining and cleaning plant machinery and equipment (including portable tools). Furthermore, the Trust recognises that it may be required to seek specialist advice in determining the safety requirements for adequate and correct guarding of machinery; general inspection of plant, equipment (e.g. Play & Sport; etc.) and machinery such as Lifting; Pressure Vessels; Ventilation; Tools;

etc. as well as storage and transportation of toxic substances, gasses etc. and the disposal of toxic and other waste substances and materials.

The Trust has an SLA in place for the management, inspection and maintenance of all plant machinery and equipment. This includes the lift, gas, heating, security and water. Reports following any inspection, repair or to raise any issues are fed back to the Head of School and any actions required are completed.

Overall where applicable, members of staff are to make sure that:

- Periodical checks within their area/machineries are undertaken and that they use instructions, text, checklists and information provided by the School.
- Thorough inspection of area and equipment is carried out each term and forms forwarded to the Head of School and the Executive Headteacher.
- They recognise that certain items of machinery/equipment need to be checked and certificated in accordance with legislation and that is arranged by the appropriate Manager or relevant member of staff.
- No new machinery/equipment is to be brought into or used in the premises unless it has been cleared through Members of the Management Team.

VDU Regulations

The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for an hour or more at a time. The regulations don't apply to workers who use DSE infrequently or only use it for a short time. Workstation and Personnel Assessment are to be carried out under Health and Safety (Display Screen Equipment) Regulations 1992. Eyesight tests are to be made available and remedial action taken when considered necessary.

HSE's leaflets ([INDG36 \(REV4\)](#)) are to be provided to staff and any other people using IT at the school.

Work Experience

On occasions, staff or pupils may be sent by the Trust to work away from the premises, for example, on secondment, work placement or fieldwork. In these circumstances, the Trust continues to have a legal obligation towards the health and safety of the persons involved. To discharge this obligation, reasonable steps should be taken to verify that health and safety is taken seriously by the person or company in control of any premises where the school's personnel and/or pupils will be working and that risks to them that are liable to be exposed are being controlled.

The precise actions necessary in individual cases will depend on the nature of the work, the experience of the persons involved and many other factors and it is recommended that specific advice on this is sought from appropriate Occupational Health and Safety Bodies. In most cases, persons involved in off-site work will as a minimum, require instruction about specific risks likely to be encountered and the action that should be taken. It is also prudent to make enquiries about safety policies and insurance cover at the proposed work site and to obtain a copy of the company's Health and Safety Policy Statement, etc. On some occasions a site visit to check standards may be advisable.

Training

School management recognises, and is committed to, the need to train staff to enable them to carry out their duties both safely and effectively. Some of this effort, particularly in technical matters, will inevitably be concentrated at Departmental level and Departments are required to consider the training needs of both new and existing staff.

Health and Safety training is required by law. School management is to ensure that all staff, and when applicable pupils, are provided with adequate training so that they are capable of carrying out their work without risk to themselves and others. They must also keep a record of this training. In certain circumstances temporary staff and visitors may also require training.

School management is responsible for identifying and budget training needs. Formal methods for identifying training needs include risk assessment and staff appraisal. Furthermore, training needs should be incorporated into annual staff development plans.

There are various categories of training requirements in school. They can be defined as induction, training informative/awareness training and specific “hands-on” training. Specific training approach applies where it is recognised by the school that employees will require an accepted level of competence to perform their tasks or obligations. e.g.: first aid; fire extinguisher; manual handling; etc.

Training would be necessary:

- On joining the Trust or a Department in order to learn of its local arrangements and to acquire knowledge about specific hazards of the work proposed. This is to apply to new employees or transfer of employees to another department, in order to be made aware of policies and procedure, fire precautions, first aid and welfare arrangements
- As a result of risk assessments prior to the introduction of new materials, equipment, substances or procedures.
- When transferred to new work within a Department or periodically e.g. For refresher training, etc.
- As required by fire regulations e.g. used of extinguishers, basic fire prevention, etc.

Training is always to be viewed as a constant requirement, based on the ability to recognise who requires it and when. New employees/entrants and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme. New technology, legislation, regulations and standards are all factors, which determine a fresh approach to training requirement, and indeed a re-training programme for existing staff. Training and Development wherever possible should take place in normal working time.

Health & Safety Performance Monitoring and Auditing

Audits are conducted to review the health and safety performance of each School. Heads of School or delegated personnel are to be responsible for ensuring the health, safety and welfare of their staff and pupils at work. They must ensure that risk assessments of work/work activities are carried out to identify where health surveillance/monitoring is needed to protect them.

Each school is to be responsible for undertaking periodic audits of the management of health and safety in areas or departments. The results of these audits are to be presented to the Finance, Risk & Audit Committee and Local Governing Body Committees. Following this the Governors should be requiring:

- In the Executive Headteacher’s report, a commitment by the Executive Headteacher, that Curriculum Area/Cost Centre self-inspection has been carried out and that monitoring to substantiate this has been undertaken by suitably qualified and experienced persons. E.g. Yearly fire risk assessment, etc.
- With the Executive Headteacher to identify from the report, strengths and weaknesses in the conduct of Curriculum Area/Cost Centre inspections, in order to remedy situations and to plan successfully, future objectives regarding Health and Safety matters.
- That general inspections are carried out while concentrating on a particular area or type of work, as an indicator of the general level of safety performance within the Area/Department as a whole. The purpose of this type of tour is to assess how effective the Departmental arrangements for developing and monitoring health and safety are in controlling the hazards present.

In addition to safety tours, delegated members of staff are to carry out a management systems audit of each area/Department. Auditing is to be carried out in conjunction with relevant staff to examine the organisation and procedures for management of health and safety matters that are in place within each school. It is to be used in conjunction with the results from all inspections and safety tours to assess the adequacy of the managerial arrangements and to identify elements which may be improved.

Following both safety tours and audits the outcomes (summary reports of safety audits) are to be presented to the Local Governing Body Committee for consideration and action. From there the Governors; Executive Headteacher and delegated Managers are to:

- Require in the report an annual audit on Health and Safety matters, providing an objective assessment. The audit should provide an examination of any records.
- Look at any other areas of concern for auditing such as: (a) Policy/Policies looking at effectiveness; Levels of implementation; Review; etc. (b) Organisation; including Function, Planning and implementation, Monitoring and control; Responsibilities; etc. (c) Inspection procedures – Responsibilities; Standards; Training; etc. And (d) any other areas – Monitoring of external providers; Documentations; etc.

Pandemic

In the event of a pandemic, additional risk assessments will be completed to ensure any risks are minimized where possible. These may include:-

- Start and departure times are staggered
- The number of entrances and exits to be used is maximised
- Different entrances/exits are used for different groups
- Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use
- A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.
- Floor markings are visible where it is necessary to manage any queuing
- Attendance patterns have been optimised to ensure maximum safety
- An enhanced cleaning plan is agreed and implemented to reduce the risk of infection
- Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.
- Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.
- Area for isolation of any children presenting with symptoms

The list is not exhaustive. The outcome of any risk assessment will inform any other actions required to be taken.

Issue Status

Date	Issue	Date approved by Trustees	Review date
July 2018	Version 1 – July 2018	16.7.18	Summer 2019
July 2019	Version 2 – July 2019	15.7.19	Summer 2020
May 2020	Version 2 – May 2020		Summer 2021
Updated out of review cycle to add in information relating to a pandemic			
June 2021	Version 3 – June 2021		Summer 2022
Annual review, addition of Appendix A and B and C			
Signed by Chair		Print Name:	

Appendix A



Accident Report Form

Accident Reference Number:		
About the Person Who Had the Accident		
Name:		
Address:		
Postcode:		
Age:		
Sex:		
School (if applicable):		
Role:		
Nature of business with KWCT:	<input type="checkbox"/> Employee <input type="checkbox"/> Pupil / Student <input type="checkbox"/> Member of the Public <input type="checkbox"/> Work Experience <input type="checkbox"/> Contractor <input type="checkbox"/> Agency <input type="checkbox"/> Trainee <input type="checkbox"/> Other, Please Specify:	

About the Accident	
Date of Accident:	
Time of Accident:	
Provide details of the area and conditions in the area at the time of the accident e.g. ground surface, equipment, light, noise, fumes	
How the Accident Happened (including equipment, supervision, activity)	
Witness 1	
Witness 2 (please insert more if needed)	

Details of Injuries

Describe the nature of the injuries, indicating the part(s) of the body affected:	
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Treatment of Injuries

Have any other injuries been subsequently notified?:	<input type="checkbox"/> No <input type="checkbox"/> Yes, Please Explain:
Please record any first-aid treatment given, and by whom:	
Was Hospital Treatment Required?:	<input type="checkbox"/> No <input type="checkbox"/> Yes: Name of Hospital: Was the hospital stay over 24 hours: Was resuscitation required: Did the person lose consciousness:

Absence & Management

Has the injured person missed work/lessons as a result?:	<input type="checkbox"/> No <input type="checkbox"/> Yes – Date work/lessons missed:
If the person has since returned to work, please state the date they returned:	

Person Completing this Form

Name:	
Signature:	(only applicable on a hard copy)
Checked by SLT (Date)	
SLT Signature	

When completed, return to EH/HoS/DH



Accident Investigation Form

(Filled out by EH/HoS/DH)

Investigating Officers Findings	
Does the sequence of events match those of the intital report? If no what outline the accident events:	
Detail your opinion on the causes of the accident:	
Do current safe systems of work need modifying to prevent a reoccurrence?: If so, what is required?:	
Any actions:	

Investigating Officer Completing this Form	
Name:	
Manager / Supervisor Signature:	(only applicable a hard copy)

Appendix B - Management of accidents in school

If an accident occurs during lesson time (including PE lessons) the child is to be taken to a First Aider in the first instance. If the child is too hurt to be moved an adult should go and get them. The first aider will administer first aid and complete the accident book which is kept in the office. This is a duplicate book and a copy of the incident form must be sent home with the child.

In Foundation Stage if a child is injured during lesson times a first aider is to administer first aid. The accident books in the classrooms must be completed and the duplicate slip sent home with the child.

Playtimes

The person on duty is to take out the first aid box and accident book.

Low level incidents are to be dealt with by the teachers on duty with a cold compress and a plaster. If a more serious incident occurs (eg a head injury requiring ice) a member of staff should bring the child into the school office to see a First Aider who will administer first aid. If the child is too injured to be moved an adult must go and get a First Aider. The duplicate accident books must be completed and a copy is to go home with the child.

Lunchtimes

All Lunchtime Organisers can deal with low level incidents such as minor cuts and bruises, where a cold compress and plasters are applied. These incidents are entered into the lunchtime accidents books, these are duplicate books and a copy of the incident form must be sent home with the child. There is a separate accident book for Foundation Stage.

Any injury which is more serious (eg a head injury requiring ice) must be directed to a First Aider.

Serious Injuries

Where the injury is considered serious enough for the child's parents to be called and directed to seek further medical attention the accident book must be completed and the duplicate slip sent home with the child. An "accident/near miss investigation report form" must also be completed by the First Aider.

If a child or adult is injured to such an extent that they have to go to hospital from school then an accident report form and incident investigation form must be completed and submitted to health and safety at Manchester City Council. An online RIDDOR form must also be completed and sent to the health and safety executive in London. The chair of governors must also be informed.

School Trips

A first aid box and some accident slips must be taken on all school trips. The adult in charge or the first aider if there is one attending the trip must administer first aid where required. If a more serious accident were to occur or an incident requiring higher levels of attention then the emergency services are to be called and the child's parents. A member of school staff must always travel to hospital with a child if their parent is unable to and stay with them until their parent arrives. If there is an accident at the swimming baths, the attendants there will administer first aid, record the incident and give a copy of the report to school staff to bring back to school.

Adult Injury

If an adult is hurt in school they are to seek advice from a named first aider. These incidents are to be recorded on an "accident report form" these forms can be obtained from the main school office.

Appendix C

Guidance on how to complete Accident Reporting Form & Accident Investigation Form

Accident Reporting Form (Blue)

1. Leave the **accident reference number** blank – this will be automatically generated if the report needs to be sent to Manchester City Council
2. **About the accident**
 - a. When providing details of the area and conditions at the time of accident, please note any adverse conditions such as bad lighting etc.
 - b. When detailing how the accident happened, be succinct and factual.
 - c. Where possible, do not include names when describing the event
 - d. If no witnesses were present, please enter 'not applicable'
 - e. It is important that witness statements are taken as soon as possible after the incident
3. **Details of injuries** – be factual and precise i.e 'cut to the right hand in the thumb area'. Do not make a judgement based on opinion i.e 'it looked like the finger might be broken'
4. **Treatment of injuries** – list any treatment given i.e ice pack applied, limb elevated to stop bleeding, put in recovery position etc and the name of the first aider who administered the treatment.
5. **Absence management** - this section will be completed by SLT
6. **Person completing this form** – Signature is only required if the form is given as hard copy.

When completed, this form should be returned to either Executive Headteacher, Head of School or Deputy Head.

Accident Investigation Form (Red)

To be completed by either Executive Headteacher, Head of School or Deputy Head.

1. **Leave the accident reference number blank** – this will be automatically generated if the report needs to be sent to Manchester City Council
2. If when investigating, the sequence of events does not match the original report, outline here, the events of the accident.
3. When detailing your opinion on the cause of the accident, be as accurate and succinct as possible

Kingsway Community Trust

Health & Safety Policy

I (print name) have read and understood fully, and will adhere to,
the Kingsway Community Trust Health & Safety Policy

Signed:

Date:

School:

