



**All Saints
Schools Trust**

All Saints Schools Trust

Health and Safety Policy

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SECTION A-STATEMENT OF INTENT

The CEO, Headteachers, Governors and Trustees are committed to establishing and implementing arrangements that will ensure that the health, safety and welfare of staff and pupils when on school premises or when engaged in off-site activities, as far as is reasonably practicable and in accordance with relevant statutory requirements. They will also ensure that the premises are safe for visitors; all of the above will be managed through clear delegation of responsibilities.

They will comply as necessary with Trust and DFE Health and Safety Policy Statements and ensure that all staff are aware of relevant legislation and policies.

SECTION B-ORGANISATION

BI All Saints Schools Trust is responsible for Health and Safety in individual academy schools

As such, it is responsible for: -

- Compliance with statutory requirements, as a minimum
- Providing a safe and healthy working and learning environment
- Assessing and managing risks for curricular and non-curricular activities
- Providing effective information, instruction and training for staff
- Ensuring adequate budgetary and physical resources are made available for health and safety issues, where practicable
- Consulting with staff on Health and Safety issues
- Establishing robust systems, with effective monitoring
- Ensuring adequate well-being and outside agency 'signposting' for all staff
- Establishing a programme of continuous improvement

A Health and Safety management system ensures the above commitments can be met. Importantly, for all Health and Safety purposes, schools will apply all health and safety instructions and advice from the All Saints Schools Trust where relevant and appropriate.

The Headteacher, as Local Health and Safety Co-ordinator, has specific responsibilities. (See **B2**).

All Saints Schools Trust, as the employer, is responsible for Health and Safety.

The Trust welcomes the Local Governing Body assistance to monitor health and safety on individual school sites in the academy schools which it is comprised of. The Headteacher, as Officer-in-Charge, is responsible for overall responsibility of the premises, working practices and procedures (See B2).

B2 Headteacher's responsibilities:

- Ensuring that the school follows the Trust Health and Safety Policy and annually approves this
- Cross-referencing with School Improvement Plan, as appropriate
- In their role as Premises Responsible Person, ensuring implementation of Health and Safety Requirements, as specified in this policy
- Ensuring all staff have a thorough knowledge and understanding of the Health and Safety policy and supporting documents; as a minimum, this must be part of the induction process
- Ensuring that each employee's responsibility, regarding H & S, is included in his / her Job Description
- Undertaking Risk Assessments, recording items of significance, with an annual review, as is statutory
- Ensuring 'at least' termly Health and Safety inspections are carried out, thus reducing risks to employees, pupils and visitors
- Receiving, recording and addressing complaints about unsafe premises, equipment or work practices
- Ensuring that the requirements of the Health and Safety Executive, Fire Authority and Environmental Health Officers are properly implemented
- Ensuring adequate First Aid provision and training is implemented

B3 Reporting of Accidents: All accidents are reported to the Headteacher, who ensures that the circumstances are investigated, and appropriate action taken to prevent / minimise recurrence. See C 1.8 Any serious accidents (e.g. those requiring hospital treatment must be reported to the CEO and subsequently reported to the Trust Board). All such accidents are reported by the teacher, Administration or Headteacher using an online MIS compliance system. The Headteacher must communicate directly with the CEO informing them of the incident.

B4 Trust Health and Safety support and advice: The All Saints Schools Trust uses registered suppliers and contractors to conduct Health and Safety Audits and Fire Risk Assessments across all academies. The ASST Property Maintenance is managed by our Trust Estate Manager. Headteachers will raise issues with the Trust Estate Manager and other appropriate agencies as necessary.

B5 The Trust Estate Manager ensures health and safety requirements are considered and implemented when preparing programmes of major maintenance and improvement work. The Trust Estate Manager is responsible for ensuring that property matters for which the Trust has a statutory responsibility are addressed. [e.g. testing of fixed electrical wiring]

B6 Governors: The Trust Board of the All Saints Schools Trust has responsibilities as detailed in B1. The Governors of each school are responsible for complying with their Health and Safety duties. They support the Headteacher with monitoring health and safety within the school. They take measures, working with and informing the Trust Estate Manager, to ensure that the premises are safe and without risk to the health of all those who use the school. They require the Headteacher to submit reports to them and have appointed governors with a specific H & S role. The Trust (as stated in the Scheme of Delegation) welcomes Local Governing Body assistance to monitor health and safety on individual school sites. (See Appendix 2 monitoring report form).

B7 Staff Responsibilities: All Staff in the schools have a personal responsibility for the Health and Safety of themselves, their colleagues, pupils and visitors. They have a legal duty to report any shortcomings in the employer's health and safety arrangements.

SECTION C-ARRANGEMENTS

C1 GENERAL PRACTICES APPLYING TO ALL STAFF AND FOR PUPILS AND VISITORS IN THEIR CARE

C1.1 Supervision of pupils: The school follows government guidelines regarding supervision ratios for pupil age groups and learning situations. See also C2.11 for Off-site visits.

C1.2 Visitors: The School Office / Reception is clearly signposted, and all visitors must report there and sign in. Visitor badges are worn for identification, security and fire regulation purposes and vehicle registration numbers are recorded, as appropriate. All contractors are asked to also read and sign the Asbestos Register before working on any fabric of the school building. DBS checks are made where relevant, including for contractors. Any visitor without a DBS is continually escorted /supervised whilst on-site. All DBS information is held on a central record.

C1.3 Fire Safety: Fire Risk Assessments are completed as a legal requirement by a certified contractor. DFE guidance is also followed. Smartlog is used to log fire drills, related inspections and training. All inspections are recorded in the MIS Compliance online system Smartlog.

(a) Fire Instructions

1. Instructions, including evacuation procedures and assembly points, are displayed in all rooms and explained to staff and pupils.
2. Emergency exits are clearly identified by signs / notices.

(b) Fire Alarms

1. Staff are briefed by the Headteacher regarding how and where to activate the fire alarm system.
2. The fire alarms are regularly tested, in accordance with the guidance.
3. A nominated representative at each academy is responsible for recording dates and results of each test, in the Fire Logbook/ MIS Compliance System Smartlog. This book is available for inspection by a Fire Officer.

(c) Fire Drills

1. Fire drills are carried out at least 3 times a year [generally termly].
2. Each drill is recorded in the appropriate log book/ and the MIS Compliance online system Smartlog.

(d) Fire fighting

1. Staff will only use fire extinguishers if trained in operating them safely.
2. If trained, they will only use the extinguishers if confident to do so and will not put themselves or others at undue risk. There will always be an escape route available.
3. Fire extinguishers are contractually checked annually.
4. The alarm will always be raised, and all staff and pupils in their care safe, BEFORE attempting to tackle a fire.

(e) Fire hazards

1. Storage of flammables and chemicals is carried out safely, as advised by Control of Substances Hazardous to Health Regulations [COSHH]
2. COSHH sheets are kept by the Cleaner-in-Charge and must be available for inspection / Consultation
3. School buildings and outbuildings are regularly inspected to identify and rectify possible fire hazards

(f) Maintenance of Fire Precautions

The school will ensure regular maintenance of:

1. Emergency lighting
2. Fire extinguishers
3. Fire alarms
4. Fire doors
5. Boiler House safety mechanisms
6. Fire Safety signs and identification of escape routes / assembly points

Fire Risk Assessments will be carried out using Guidance: <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments>

C1.4 Bomb alerts: The school will follow procedures as given in the Trust Business Continuity Plan.

C1.5 Other emergency procedures:

- (a) The school will be guided by the guidance named in C 1.4
- (b) The school has procedures for alerting parents to collect children when there has been an incident. These procedures include local radio and telephone communication and text messaging services.

C1.6 First Aid / Illness [see also 1.7]:

- (a) The school follows DFE Guidance “Guidance on First Aid for Schools- “A good practice guide” and the Health Protection Agency’ “Guidance on infection control in school and other childcare settings.”
- (b) The school has designated and trained First Aiders; where appropriate, additional training is arranged for specific pupil needs within the school. All staff have basic training in First Aid procedures.
- (c) The school holds an appropriate number of First Aid boxes, First Aid Instructions and Instructions for the Logging of Treatments.
- (d) The school follows procedures for reporting and recording incidents / accidents, in accordance with DfE guidance [see C1.8]
- (e) If the First Aider / Headteacher considers it necessary, the injured person will be sent directly to hospital [normally by ambulance]. Parents / guardians are informed as soon as possible.
- (f) Parents / guardians complete a Consent Form for Medical Treatment, in accordance with school policy and DFE guidance.

C1.7 Administration of Medicines / Medical treatment. [see also C1.6 (f)]

Procedures are carried out, in accordance with DFE Guidance.

[Supporting pupils with medical conditions at school - GOV.UK](#)

C1.8 Accident reporting and recording: All accidents, including 'near-misses' are recorded on the school incident form and on the MIS Compliance online system Smartlog.

Significant incidents are recorded on the Trust Incident Report Form, located in the School Office and a copy sent to the CEO. The Headteacher reports termly on this book to the Governing Body, as necessary. The Head or a member of the school's management team will investigate all accidents immediately and, in the event of an accident to staff and significant injury to pupils, will submit an Incident Form to the Trust via the CEO.

C1.9 Blood and Body Fluid Spillages: Advice on Infection Control [under Framework for Health and Safety] will be followed. This also gives advice on avoiding the possibility of staff contracting infectious diseases such as HIV, Hepatitis B and Gastro-Enteric diseases.

C1.10 Electrical Safety: All staff should monitor the condition of plugs, cables and electrical equipment and staff are instructed to report related concerns to the School Office / Headteacher. They must not attempt any repairs; personal electrical equipment must not be used in school, unless it has been subjected to the same tests as the school equipment. [see 2.10] Mobile phone chargers manufactured outside of the UK should not be used in school (for example those purchased cheaply outside of UK manufacturing regulations can sometimes constitute a higher fire risk).

C1.11 Housekeeping (a) Cleanliness [see also C1.13]

The school buildings are cleaned by the Cleaner-in-Charge; pupils and staff clean classroom equipment after use, as appropriate. Cleaning the kitchen area is the responsibility of the food provider / staff. The surrounds of the building are kept clean and tidy by the Cleaner; the grounds maintenance is carried out by an appointed certified Ground Service contractor.

(b) Waste disposal

Small amounts of clinical waste are disposed of as ordinary household waste, removed each day by the Cleaner to the designated storage area, prior to removal by Refuse Service Contractor. Hazardous waste, including sanitary products and swimming pool chemicals, are removed by specialist contractors. Guidance for disposal of chemicals is available from Be-Safe and the CLEAPPS website.

(c) Stacking and storage

Teaching resources are kept in appropriate storage areas; staff are responsible for ensuring that these items are stacked tidily, to a height that does not constitute a hazard or impede pupil and staff movement within the school building and environments.

(d) Pedestrian routes

Corridors, cloakrooms, exits etc. will be kept clear of obstructions, including electrical cabling.

(e) Classrooms

Teachers are responsible for:-

- checking that the classroom and work area is safe
- checking that all equipment is safe before use
- ensuring safe procedures are followed
- reporting and recording accidents / incidents
- ensuring protective equipment is used, where necessary
- ensuring health and safety issues are reported
- ensuring guidelines and training are followed.

C1.12 External Access: Pupil and parents' access routes will be kept clear of vehicles. Access routes for emergency vehicles will be kept clear. Access to swimming pools on school sites and PE facilities will be limited to times when pupils are supervised. Similarly, pupils will not have unsupervised access to pond areas.

C1.13 Food and food hygiene: Advice re catering for pupils is taken from the Food Safety Act 1999 and NUT ' Guidance on standards for food safety in schools 2014.

C1.14 Moving and Handling: Appropriate staff are trained in Manual Handling to ensure that correct procedures are adhered to when lifting objects or people. We follow advice from the Health and Safety Executive: <http://www.hse.gov.uk/healthservices/moving-handling-do.htm>

Staff engaged in specified activities are trained and instructed to follow safe working practices. Risk Assessments are completed.

C1.15 Outside Play Equipment: The external play equipment is only used under supervision; it is checked daily by staff, including lunchtime supervisors, and all defects are reported. Areas of bark chippings and sand are checked for contamination by animals. We follow advice from RoSPA. Annual inspections are carried out by appointed registered companies. All inspections are recorded in the MIS Compliance online system.

C2 MORE SPECIFIC ARRANGEMENTS

C2.1 Inspection of Premises, Plant and Equipment: Regular inspections, [a minimum of termly], are undertaken by the Headteacher, Premises / Health and Safety Governors, and Cleaning Staff. Proforma checklists are used where appropriate. Storerooms, boiler and plant areas are also routinely checked. A ladder register is maintained; advice from the Health and Safety Executive includes "Working at, and gaining access to, height." All inspections are recorded in the MIS Compliance online system. <http://www.hse.gov.uk/work-at-height/the-law.htm> For asbestos safety -see **C3.7**

C2.2 Control of dust and fumes: Activities, other than possibly catering or contractor responsibility will not produce significant dust or fumes. If in doubt, we are advised by CLEAPPS or 'Health and Safety for Design and Technology in Schools and similar establishments BS 4163 2007'

C2.3 Mini buses: We do not have any mini buses in the Trust.

C2.4 Bank Runs: We have reduced the risk to staff of large amounts of money needing to be banked by becoming cash less and introducing a Parent Pay system. Money is banked regularly, in line with best practice. Arrangements for banking are made as safe as is practicable. Day, time and route are varied as much as possible. Banking has been minimized by cashless payment systems and happens infrequently.

C2.5 School Swimming Pools: Schools which have their own pools and follow guidance. All staff using the pool have had shallow water training. Where public pools are used, we follow their swimming guidance. All staff who teach swimming to our pupils are appropriately trained and hold dated certificates.

C2.6 Physical Education: These activities are taught following recommendations / advice from AFPE 'Safe Practice in Physical Education and School Sport.'

C2.7 Science: Procedures for Primary School Science are followed as advised in CLEAPPS and other recognised publications. No dangerous substances are used.

C2.8 Design and Technology: Procedures for Primary School D & T are followed, as recommended in 'Health and Safety for Design and Technology in Schools and similar establishments' and 'The guide to safe practice in Art and Design.'

C2.9 Sewing Machines: Pupils will be supervised when using sewing machines. The machines will be well maintained, with user-safety being paramount.

C2.10 Electrical Appliances: All portable electrical equipment is contractually checked; records are kept in the School Office. Advice is also followed by HSE 'Electrical Safety and You.' Major fixed electrical wiring / circuits are contractually checked every 5 years; records are kept in the School Office. All inspections are recorded in the MIS Compliance online system.

C2.11 Off-site Activities: Our Headteachers or Heads of School are appointed Educational Off-site Visits Co-ordinator. Risk Assessments are completed for all visits and a copy filed in the Risk Assessment File in the Office and most schools use "Evolve". The Governing Body must consider and give approval for off-site visits and, where a visit is considered to be 'adventurous,' formal permission

is gained by the Trust Board. All risk assessments submitted on “Evolve” and are automatically logged and received by SCC. When organising off-site visits, the school follows guidance, such as DFE 'Health and Safety of pupils on Educational Visits-A good practice guide'.

C2.12 Cycling to School: Parents are responsible for escorting pupils who cycle to and from school. Cycles are kept at the owner's risk in the cycle shed. No cycling is allowed on the school site. Provision is made for older pupils to undertake Cycling Proficiency training.

C3 MISCELLANEOUS PROCEDURES

C3.1 Stress: Counselling arrangements can be made via the Headteacher and / through Staff absence insurance. The Health and Safety Policy-The management of Stress is available: <http://www.hse.gov.uk/stress/> and advice can be given by HR.

As is good practice, the school carries out a stress risk assessment for staff and when it would be useful Occupational Health referrals are made. The Trust signposts staff to their Employees Assistance Well Being support package which provides free advice and support. (Also see Sickness Absence and wellbeing policy).

C3.2 Alcohol and Drugs: We follow advice including the Trust “Alcohol and Substance Misuse Policy.’ All cases, or suspected cases, of possession, use or dealing of alcohol / drugs are immediately reported to the Headteacher.

C3.3 Dealing with Violence: We follow guidelines in HSE 'Violence at Work' and DFE Guidance 'A Legal Toolkit for Schools.' The school's Behaviour Policy also deals with Violence issues. Violence towards staff will not be tolerated.

C3.4 Home Visits: Home visits are only carried out in consultation with the Headteacher and never conducted alone.

C3.5 Display Screen Equipment: Ill-health and injury can result from incorrect use of DSE. The school follows published advice, including completion of DSE Assessments for workstation users.

C3.6 COSHH: Guidance is found on the HSE Website. School staff, including cleaners and contractors, are advised to select the least harmful substances when ordering / using products. Storage of such substances is the responsibility of that member of staff / contractor and is monitored during routine H & S inspections. Substances ordered should be safe when used appropriately. COSHH Assessments will be carried out for all hazardous substances used by members of staff. All inspections are recorded in the MIS Compliance online system.

C3.7 Asbestos Management: The Asbestos Policy and management plan are followed; visual inspections and updating of Asbestos data are undertaken as part of staff / governors H&S checks. The Asbestos Register is held at Reception and all contractors are asked to read and sign it. This is irrespective of whether asbestos is known to be present in the school. The location of asbestos will be drawn to the attention of all staff and contractors at the planning stage; relevant staff are aware of their responsibilities. A Refurbishment and Demolition Asbestos Survey will be carried out prior to any significant alterations to the fabric of the building. All inspections are recorded in the MIS Compliance online system.

The location of asbestos is noted in the Trust Business Continuity Plan so that all leaders know the location of this and could advise emergency services of the location of this in an extreme emergency.

C3.8 Lone Working: Procedures are adopted, as advised in the Trust 'Lone Working policy'. Lone work involving dangerous machines is not allowed, nor is lone work by anyone with a significant medical condition or participating in higher risk activities.

C3.9 Risk assessments: These are undertaken and recorded for all tasks with a possibility of significant risk. This may be for on-site or off-site activities. The Headteacher is responsible for ensuring Risk Assessments are carried out; individual staff members are responsible for doing the assessment relating to their planned activity. Results of Risk Assessments must be made known to all staff to whom they relate.

C3.10 Training: The Headteacher and Governing Body are responsible for arranging training and refresher courses in H & S for themselves and their staff. Staff's personal needs regarding training and / or competency for undertaking duties must be reported to The Headteacher. All staff are made aware of day-to-day H & S in the workplace, including accidents / incidents management, fire and first-aid procedures, basic infection control, working at heights and manual handling [see relevant sections in this policy.]

The Headteacher is responsible for keeping records of all training undertaken and has a system for ensuring refresher training is undertaken, within prescribed time limits.

C4.11 Legionella testing: The HT or Caretaker will identify the hot and cold-water temperatures throughout the building's water storage and distribution system to locate any systems or areas where water may be stored or distributed between 20-45°C and record these monthly. All inspections are recorded in the MIS Compliance online system.

SECTION D-APPENDICES

Appendix 1 The legislation governing the Health and Safety Policies referred to in this document, and other required legislation that may be considered necessary and where to access them.

Management of Health and Safety at Work	www.hse.gov.uk/legislation/hswa.htm www.hse.gov.uk/pubns/hsc13.pdf
Incident Reporting	www.hse.gov.uk/pubns/indg453.htm
Asbestos	www.hse.gov.uk/asbestos/
Construction Design Management	www.hse.gov.uk/construction/cdm/2015/index.htm
Control of Substances Hazardous to Health	www.hse.gov.uk/coshh/
Electrical Safety	www.hse.gov.uk/electricity/
Gas Safety	www.hse.gov.uk/gas/

Fire Safety	www.hse.gov.uk/toolbox/fire.htm
Display Screen Equipment	www.hse.gov.uk/pUbns/priced/l26.pdf
First Aid	www.hse.gov.uk/firstaid/
Automatic Barriers / Gates / Doors	www.hse.gov.uk/work-equipment-machinery/powerd-gates/safety.htm
Lifts / Hoists / MEWPS	www.hse.gov.uk/work-equipment-machinery/loler.htm
Safeguarding / Site Security	www.gov.uk/government/publications/working-together-to-safeguard-children-2 www.hse.gov.uk/comah/sragtech/techmeassecurity.htm
Plant Equipment	www.hse.gov.uk/toolbox/machinery/index.htm www.hse.gov.uk/pubns/books/hsg253.htm
Water Hygiene / Legionella	www.hse.gov.uk/legionnaires/ http://www.aqualegion.com/independent-legionella-riskassessment-consultancy/legionella-for-schools-colleges-anduniversities/
Welfare / General Health & Safety Conditions	www.hse.gov.uk/pubns/books/l24.htm
Working at Height	www.hse.gov.uk/work-at-height/
Hazardous Waste	www.hse.gov.uk/waste/hazardouswaste.htm
Kitchen Use / Food Technology	www.hse.gov.uk/catering/ http://www.teachers.org.uk/node/12558 http://www.legislation.gov.uk/ukpga/1990/16/contents
Grounds / Outdoor Environment	www.rospa.com/play-safety/advice/legal-aspects
Physical Education	www.hse.gov.uk/education/qca.htm neu.org.uk/media/7386/view
Swimming Pools	www.hse.gov.uk/pubns/books/hsg179.htm
Design Technology and Art	dt.cleapss.org.uk/
Science	science.cleapss.org.uk/

Radioactive Sources	www.hse.gov.uk/radiation/
Vehicle Use	www.hse.gov.uk/workplacetransport/
Mental Health / Wellbeing	www.suffolk.gov.uk/care-and-support-for-adults/keep-well-andactive/mental-health-and-wellbeing/ http://www.hse.gov.uk/stress/

Appendix 2



ALL SAINTS SCHOOLS TRUST – GOVERNOR HEALTH & SAFETY CHECKS

The purpose of this document is to enable the Governing Body to monitor the effectiveness of Health and Safety Management systems and activities within School and to advise the Head Teacher where improvements / amendments could be made.

Health and Safety Policy:

Is the Health & Safety Policy easily accessible? YES / NO

Is the policy communicated and accessible to Staff? YES / NO

Health and Safety Law Poster:

Is the poster displayed in a prominent location? YES / NO

Accident / Incident Reporting procedures:

Is there a school 'Accident book / report forms' on site? YES / NO

Is the Accident book regularly inspected, events examined for patterns/lessons learnt? YES / NO

Fire Precautions:

Is the Fire Log Book' should be available for inspection. YES / NO

Does this record:

- Fire Risk Assessment – no more than 2 years old. Observations actioned Fire YES / NO
system checks:
- Fire panel/Manual Call Points/Emergency lighting/Fire extinguishers/Fire doors YES / NO
- Fire drills / evacuation dates YES / NO
- PEEPs (evacuation plans) YES / NO
- Fire exit doors unobstructed and unlocked YES / NO
- Staff Training YES / NO

Risk Assessments:

Are there risk assessments covering reasonably foreseeable significant risks? (check Evolve) YES / NO

Are risk assessments readily accessible / available to staff? YES / NO

How often are risk assessments reviewed / monitored:

First Aid:

Is there a First Aid 'Notice' displayed in a prominent position: YES / NO

Number of trained staff: **NB** Certificates are valid for 3 years:

Qualified first aid at work (3 day qualifying / 2 day refresher course)

Emergency first aid at work / appointed persons (1 day course)

Paediatric first aid (2 day course)

Is the location of first aid equipment obvious? YES / NO

Is there a person nominated to check certificates & equipment: YES / NO

Hazardous substances used on site:

Is there an inventory of hazardous substances used on site? YES / NO
Are there Hazard data sheets available for all hazardous substances on site? YES / NO
Are staff who use hazardous substances appropriately COSHH trained? YES / NO

Utility Services (Gas, Electricity, Water):

Are key staff trained to isolate utility valves / switches in the event of an emergency? YES / NO

Date of last inspection of gas installations:

Portable Appliance Testing (PAT) – date of last inspection:

Fixed electrical installation testing – date of last inspection:

Premises and grounds:

Are the school premises subject to documented checks / inspections by
a nominated person/s and can checks be evidenced? YES / NO

Asbestos Register:

Is there an 'Asbestos file' on site and is it being kept up to date? YES / NO

Are staff aware of Asbestos locations in their school? YES / NO

Legionella folder:

Is there a 'Legionella risk assessment' on site and are checks / inspections
recommended being carried out? YES / NO

Emergency Planning:

Does the school have an established Emergency plan? YES / NO

Is the guidance on exceptional school closures readily available? YES / NO