



## HEALTH AND SAFETY POLICY

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<b>AUTHOR/ORIGINATOR:</b>	Estates Director
<b>NAME OF RESPONSIBLE DIRECTOR/PRINCIPAL:</b>	Estates Director
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**Outstanding Achievement for All**

## Contents

1.	Legal Framework .....	4
2.	Roles and Responsibilities .....	4
3.	Construction and Maintenance of the Premises .....	7
4.	Training.....	8
5.	First Aid .....	8
6.	Contacting the Emergency Services .....	8
7.	Fire Safety .....	9
8.	Accident Reporting and Investigation.....	9
9.	Significant Accidents and RIDDOR.....	11
10.	Reporting Procedures for RIDDOR.....	12
11.	Reporting Near-Miss/Dangerous Occurrence.....	12
12.	Accident Investigation .....	12
13.	Active Monitoring System.....	13
14.	Bomb Threat Procedure.....	13
15.	Evacuation and Lockdown .....	13
16.	Lockdown .....	14
17.	Visitors to AAT .....	14
18.	Personal Protective Equipment (PPE) .....	14
19.	Maintaining Equipment .....	15
20.	Hazardous Materials .....	15
21.	Asbestos Management .....	16
22.	Medicine and Drugs .....	16
23.	Smoking.....	16
24.	Housekeeping and Cleanliness.....	17
25.	Infection Control.....	17
26.	Risk Assessment .....	18
27.	Slips and trips .....	18
28.	Security and Theft.....	19
29.	Severe Weather .....	19
30.	Safe use of Minibuses.....	19
31.	Academy trips and visits .....	20
32.	Manual Handling .....	20
33.	Working at Height .....	20
34.	Lone Working.....	20
35.	Stress Management.....	20
36.	Display Screen Equipment.....	20
37.	Monitoring and Review .....	20

## Statement of Intent

Ambitions Academies Trust, its academies and nurseries (referred to in this policy as AAT) is committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Complying with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop AAT's culture of continuous improvement.
- Ensuring adequate welfare facilities are available across the Trust.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

## 1. Legal Framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2021) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2022) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following school policies including and not limited to:

- First Aid Policy
- Lockdown Policy
- Lockdown Procedure
- Manual Handling Risk Assessment
- Lone Worker Policy
- Wellbeing and Workload Charter
- Whole-School Food Policy
- Supporting Pupils with Medical Conditions Policy
- Data Protection Policy
- School Closure Procedure

## 2. Roles and Responsibilities

The Trust Board in conjunction with the CEO and Executive Team will:

- Ensure a safe place for all users of the Trust's sites, including staff, pupils and visitors, is provided.
- Oversee staff training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure familiarity with the requirements of the appropriate legislation and codes of practice across the Trust.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.

- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them from occurring.
- Ensure AAT has secured safe means of entry and exit for all premises' users.
- Ensure AAT can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure AAT can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The Academy Committee has responsibility for the oversight of the academy's compliance with the Trust's Health and Safety policies and procedures and the Health and Safety at Work etc Act.

The CEO will:

- Ensure the Estates Director enforces all legislature.

The Estates Director will:

- Create and monitor a management structure responsible for health and safety across the Trust.
- Annually assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them from occurring.
- Ensure AAT has secured safe means of entry and exit for all premises' users.
- Ensure AAT can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Designate a competent person who will be responsible for ensuring the Trust meets its health and safety duties – the competent person will be the Academy's Site Manager.
- Assist with the creation and implementation of this policy.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure AAT can provide protective equipment and clothing, along with any necessary guidance and instruction on use.

The Principal will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.

The Site Manager will:

- Be responsible for reporting accidents and incidents to the Trust Health and Safety Manager, working with them to understand causes, reduce risks and amend risk assessments as required.

- Be the designated contact, along with a member of the AAT Estates Team, for the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety at their site.
- Identify hazards by conducting risk assessments.
- Work with and support the Trusts Health and Safety Manager and Estates Team in completing six monthly Health and Safety Audits.

Other Managers and Curriculum Leads will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of AAT's Health and Safety Policy in their department, and other areas of responsibility delegated by the Principal.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

All members of staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the Trust Board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how AAT can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the Trust's health and safety rules.

- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

### 3. Construction and Maintenance of the Premises

When undertaking construction or maintenance work, AAT will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work is defined as the carrying out of any building, civil engineering or engineering construction work and includes:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Estates Director will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor where applicable. The Estates Director will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The Estates Director will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
  - What AAT wants to be built or maintained
  - The site and existing structures
  - Information about hazards, such as asbestos
  - Timescales and budget for the build
  - How AAT expects the project to be managed
  - CDM appointments of principal contractor/principal designer
  - Welfare arrangements
  - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help AAT manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.

- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the Estates Director and uploaded to the online compliance tracker, and made available to anyone who needs to alter or maintain the building.

The Estates Director will liaise frequently with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

## 4. Training

AAT will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety.

The Site Manager and cleaning staff will be suitably trained in the handling of hazardous chemicals and materials. The Principal and First Aid Lead will also ensure that there is an appropriate number of first-aid trained staff members across the academy.

Staff members will be provided with regular training opportunities and have access to support where needed. Staff members are expected to undertake appropriate CPD to further contribute to the running and success of AAT. Staff will be trained on how to assess risks specific to their role.

The Principal and Site Manager will ensure staff know how to meet their duties outlined in this policy. Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage of and accountability for potentially hazardous materials.

## 5. First Aid

AAT will act in accordance with the First Aid Policy at all times. AAT will ensure that suitable provision is made for both trained personnel and first-aid equipment on-site.

First-aid trained members of staff will be listed for each site, with this list being present at every first-aid kit. First aid kits will be located across the sites with their location being clearly signed, and will be checked regularly by the site's First Aid Lead.

## 6. Contacting the Emergency Services

The Principal will certify that procedures for ensuring safety precautions are properly managed, discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using the dedicated form of communication.

Where an ambulance is called for a pupil, the HR Academy Lead will contact the pupil's parents. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency



assembly point. Staff will be aware of any pupils who have specific evacuation needs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services as best they can.

## 7. Fire Safety

All staff members fully understand and effectively implement the Fire Evacuation Plan.

The Site Manager is responsible for certifying that procedures for ensuring safety precautions are properly managed and will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

AAT will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around AAT, and records will be maintained and held in the site office and on the online compliance tracker. Emergency lighting will be tested monthly by the Site Manager and annually by an external company, with records being maintained by the site manager and held on the online compliance tracker.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

## 8. Accident Reporting and Investigation

This document outlines the procedures that are to be adopted when any employee, pupil, visitor or contractor experiences an accident or near-miss on the Trust's premises.

It is the policy of the Trust to identify and investigate accidents, their source and hence their underlying causes. This will enable the Trust to reduce accidents and near misses wherever possible.

To enable this objective to be achieved it is imperative that all accidents, irrespective of the resulting injury or damage, be reported according to the laid down procedures.

To avoid misunderstanding, the Trust deems an accident and near-miss/dangerous occurrence to be defined as:

### **Accident:**

"any unplanned event that results in personnel injury or damage to property, plant or equipment.

### **Near-miss/Dangerous occurrence:**

"an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near personnel, incidents involving vehicles and electrical short-circuits.

### **Accident Books:**

All accidents must be recorded in the Site/Academy accident book.

These accident books will be reviewed regularly by the Estates Team to ascertain the nature of incidents and any trends which have occurred in the workplace. This review will be in addition to any individual investigation of the circumstances surrounding each incident.

### **The HR Academy Lead/Site Manager/First Aid Lead will then ASAP:**

Minor and Moderate injuries:

- Record the accident in the sites Accident Book or recognised recording form
- Make the scene safe. Close the scene from use and tape off if required \*
- Investigate the accident or near miss and if required, put in place remedial actions to reduce the likelihood of the incident happening again
- Monitor accidents and near misses for trends and report to the Trust's Estates team and Health and Safety Manager any trends found
- If deemed necessary report the accident to the Trust's Estates team

Major incidents:

- Report the accident and initial findings to the Trust's Estates Team – Estates Director and Health and Safety Manager ASAP or within 24 hours - applicable for any RIDDOR reportable injury. This should be completed before other stages are completed \*
- Ensure that, where applicable, the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 are met. \*
- Make the scene safe. Close the scene from use and tape off if required \*
- Ensure that witness statements are taken from all who witnessed the occurrence ASAP or within 24 hours - applicable for any RIDDOR reportable injuries. \*
- Where appropriate pictures of the scene should be taken ASAP or within 24 hours \*
- Injuries that may be classed as major that do not fall under RIDDOR reportable should be reported to the Trust's Estates Team and Health and Safety Manager ASAP or within 24 hours \*

\* If in doubt contact the Trust's Estates team or Trust Health and Safety Manager for advice

### **Safe System of Work**

All incidents and near-miss incidents must however minor be reported. To achieve this the following procedure should be adopted.

1. Ensure the appropriate report forms are completed and forwarded to the Trust's Estates Team where required.
2. Ensure that the area is made safe and poses no risk to other personnel- **except where the accident results in a major injury, in which case the scene should be fenced off and left undisturbed until advised otherwise by the Trusts Estates team (if in doubt contact the Trusts Estate team for advice).**
3. Inform the injured person's manager, family or a responsible person of the incident.
4. Keep the Trust informed of any after-effects, including periods of incapacity for work.

## 9. Significant Accidents and RIDDOR

This section should be read in conjunction with section 8 Accident Reporting and Investigation.

Accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity by the HR Academy Lead. The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury.
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident).
- Fractures, other than fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Any burn injury (including scalding) which covers more than 10 per cent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours.

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment.
- The explosion, collapse or bursting of any closed vessel or pipe work.
- Electrical short circuit or overload resulting in a fire or explosion.
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion.
- Any accidental release of a biological agent likely to cause severe human illness.
- Any collapse or partial collapse of scaffolding over five metres in height.
- When a dangerous substance being conveyed by road is involved in a fire or is released.
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors.
- Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- Any sudden, uncontrolled release in a building of; 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air.
- Accidental release of any substances which may damage health.
- Serious gas incidents.
- Poisonings.
- Skin diseases including, but not limited to; occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including, but not limited to; occupational asthma, farmer's lung, asbestosis, mesothelioma.
- Infections including, but not limited to; leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

## 10. Reporting Procedures for RIDDOR

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Estates Director, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The HSE no longer accepts written accident reports, unless exceptional circumstances apply. AAT will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30 am to 5.00 pm.

All RIDDOR reportable incidents will be investigated by the Trust's Health and Safety Manager and a written report will be provided when deemed necessary.

## 11. Reporting Near-Miss/Dangerous Occurrence

All near-misses must be reported to the HR Academy Lead and or Site Manager, as soon as possible so that action can be taken to investigate the causes and to prevent recurrence. The Site Manager will investigate the near-miss. The details can then be passed onto the Trust's Estates Team and Health and Safety Manager if deemed necessary.

### **Near-miss/Dangerous occurrence:**

"an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near personnel, incidents involving vehicles and electrical short-circuits.

## 12. Accident Investigation

All accidents, however minor, will be investigated by the Site Manager and or Trust Health and Safety Manager and the outcomes recorded. The Site Manager, in cooperation with the First Aid Lead, will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends and take corrective action or minimise the reoccurrence of any incident/illness. These will be uploaded to the online compliance tracker.

### **Major and RIDDOR reportable injuries**

The Trust's Estates Team with the support of the Trust Health & Safety Manager will:

- Complete the Trusts Accident Investigation Form where required, this may include visiting the site where required to gather information.
- Ensure, so far as reasonably practical, act to help prevent the accident from being repeated.
- Report all findings, actions and recommendations to the respective Academy SLT and Site manager. Where required findings will be reported to the Trust SLT.

## 13. Active Monitoring System

It is good practice to actively monitor systems before accidents, ill health or incidents take place; this involves regularly checking compliance procedures and the achievement of objectives. The procedure for active monitoring includes:

- Six monthly health and safety site visits.
- Annual reviews of fire risk assessments.
- Termly and monthly reviews and examinations as specified on AAT's online compliance tracker.
- External measures, such as surveys by contractors and service providers.

## 14. Bomb Threat Procedure

All staff members fully understand and effectively implement the following bomb threat procedure. In the event of an emergency, the procedures will be followed.

Upon receipt of a bomb threat or suspicious package, staff are to follow the bomb threat procedure as outlined below by asking the caller:

- Where is it?
- In which building is it and on what floor?
- What time will the bomb go off?
- What does the bomb look like and what colour is it?
- What type of bomb is it and what type of explosive?
- Who are you?
- Why are you doing this?
- Do you have a code word?

The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not. Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from. Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police. Where possible, recording devices will be used whilst receiving a bomb threat.

The staff member receiving the call will contact the Principal immediately, who will then alert the police and the Estates Director. The Principal will decide whether or not to evacuate the building.

## 15. Evacuation and Lockdown

AAT will follow the procedure outlined in the Lockdown Policy in the event of a crisis. In the event of a fire, the Fire Evacuation Plan will be implemented.

If an evacuation is deemed necessary, the following procedure will take place:

- All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
  - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
  - Take all essential personal items with them, to avoid unnecessary searching.

- Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- Staff will be positioned at all gates leading into the site and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

## **16. Lockdown**

Each Academy will follow the procedure outlined in the Lockdown Policy and in PEEPs in the event of a crisis. All staff will fully understand and effectively implement the Academy policy.

## **17. Visitors to AAT**

The procedures outlined in the Visitor and Contractors handbook (available on each site) will be implemented by relevant staff when receiving visitors to AAT's sites.

All visitors and contractors will sign in to reception. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the site concerned. Temporary teaching staff and teaching assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.

No contractor will carry out work on a site without the permission of the Site Manager, other than in an emergency or to make the site safe following theft or vandalism. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to AAT.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Visitors and contractors will wear a visitor's badge at all times while on site. Cleaning contractors will wear an easily identifiable uniform or badge at all times.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off-site. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

## **18. Personal Protective Equipment (PPE)**

PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards. AAT will provide employees and pupils who are exposed to a hazard, which cannot be controlled by other means, with PPE. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective. PPE will not be worn if the hazard caused by wearing is greater than the hazard it is intended to protect the wearer from. Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair.

PPE includes laboratory and workshop equipment, such as toolbox tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment, and respiratory protective equipment. Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute PPE, e.g. school uniform.

Thorough risk assessments are carried out by competent members of staff to determine the suitable PPE to be used for each hazard and these are reviewed on an annual basis.

Staff will receive health and safety training to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

AAT understands its duty to cover the costs of purchase, cleaning and repair for all clothing and will supply all PPE that is required relevant to the task.

## **19. Maintaining Equipment**

When not in use, PPE will be properly stored, kept clean, and in good repair. The Site Manager will conduct, or arrange for a competent contractor to conduct, an inspection of the following equipment annually:

- All electrical appliances
- All fixed gymnasium equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

It is the responsibility of both the Estates Director and Site Manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

## **20. Hazardous Materials**

AAT will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. AAT will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the Site Manager

The Science Lead is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcards – the latter is provided by CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The Site Manager will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the site manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and

contents label. Storage life will be considered by Site Manager. All COSHH and ionising radiation regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in the practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the Principal. The Principal and Site Manager will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The Site Manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at AAT. An annual review of hazardous materials will be undertaken by the Site Manager with routine surveillance to ensure that they remain safe to store, and COSHH items will be checked against the inventory as part of the 6 Monthly Health and Safety Audit. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with AAT procedures.

## **21. Asbestos Management**

Following HSE guidance, an asbestos management plan will be put in place. Asbestos Management Surveys have been undertaken on all applicable sites by a United Kingdom Accreditation Service accredited surveying organisation. The risks identified in these surveys will be actioned, where necessary, by the contractor or Site Manager. Surveys will be undertaken again following any changes of use to a location or before any significant building work.

## **22. Medicine and Drugs**

The Trust's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times.

Academies and nurseries will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. Staff will receive the relevant training in supporting pupils with medical conditions. The First Aid Policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

## **23. Smoking**

Smoking is not permitted on the Trust's premises. This will be adhered to by all staff, pupils, parents, visitors and contractors.



## 24. Housekeeping and Cleanliness

Contract cleaners will be monitored by the Site Manager, with site cleanliness reviewed at monthly audits with the cleaning contractor and at 6 Monthly Health and Safety Audits. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the Site Manager. Special consideration will be given to the disposal of laboratory materials and clinical waste.

## 25. Infection Control

AAT actively prevents the spread of infection through the following measures:

- Routine immunisation.
- Maintaining high standards of personal hygiene and practice.
- Maintaining a clean environment.

AAT employs good hygiene practices in the following ways:

- Displaying posters throughout AAT, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing.
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands.
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance.
- Providing PPE where necessary.
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste.
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately.
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand.
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor.
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps.
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the premises.

Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor. All cuts and abrasions will be covered with waterproof dressings.

All staff are subject to a full occupational health check before starting employment at AAT.

AAT keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at the time of entry to the academy and at the time of any vaccination. AAT encourages parents to have their children immunised.

AAT will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted on site if they are unwell.

Hand sanitiser is available in the first aid room and around the Trust, its academies and nurseries.

## 26. Risk Assessment

The Principal has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of their academy. The Estates Director will be consulted when risk assessments are being carried out and will support the creation of new risk assessments across the Trust.

Six-monthly assessment reviews of high-risk areas, such as laboratories, will be undertaken. Annual risk assessments will be conducted for all other areas of AAT. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- A year has passed since the last review.

The Trust Board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

AAT will record any significant findings of any risk assessments, including the following:

- The identified hazards.
- How people might be harmed by them.
- What has been implemented to control the risk.

A designated staff member will ensure risk assessments are completed by staff leading day trips or residential stays.

## 27. Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. AAT utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear (footwear worn for evening events may not be in line with the Uniform Policy)
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise, if necessary

## **28. Security and Theft**

CCTV systems will be used where installed to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents.

Money will be held in a safe and banked weekly to ensure large amounts are not held on-site. Money will be counted in an appropriate location, such as the main office, and staff should not be placed at risk of robbery.

Staff and pupils are responsible for their personal belongings and AAT accepts no responsibility for loss or damage. Thefts may be reported to the police and staff members are expected to assist police with their investigation.

All members of staff are expected to take reasonable measures to ensure the security of AAT's equipment. Missing or believed stolen equipment will be reported immediately to the Principal.

AAT will install access control and security measures where possible to ensure the safety of AAT, e.g. security glazing on windows. AAT will ban individuals from the premises if they pose a risk to any member of the Trust's community and will consider any risks that are posed by their local context, e.g. recent arson attacks.

## **29. Severe Weather**

AAT will act in accordance with the Trust's School Closure Procedure at all times.

The CEO will decide on academy closures due to severe weather on the grounds of health and safety. If a closure takes place, the Academy Committees of the affected schools will be promptly informed.

## **30. Safe use of Minibuses**

Health and Safety policies and procedures concerning AAT minibuses are contained in AAT's Minibus Policy. The Site Manager is responsible for arranging the annual maintenance of the minibus, including MOTs, road tax and six weekly safety checks.

Drivers of AAT minibuses must read and understand the insurance details and the requirements. They will have a current license, be aged 21 years or over and hold a full licence in Group D or passenger-carrying vehicles. Drivers will complete the relevant form from the Reception Office and supply a photocopy of their driving licence. Drivers must complete a competency test, organised by AAT, before driving the minibus.

Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. AAT will decide who is responsible for covering the cost of any repairs.

The minibus will carry strictly one person per seat and seat belts will be worn at all times.

Fines accrued will be paid by the driver at the time the offence was committed.

Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to AAT.

### **31. Academy trips and visits**

Health and Safety policies and procedures concerning trips and visits, including trips abroad, are contained in the Educational Trips and Visits / Learning Outside the Classroom Policy.

### **32. Manual Handling**

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner. In order to manage these risks we have adopted procedures and implemented the appropriate training around manual handling. Further information can be found in the manual handling standard operating procedure.

### **33. Working at Height**

Staff are only allowed to work at height following completion of mandatory Working at Height training to be provided by AAT, training to be revalidated every three years.

### **34. Lone Working**

The policy and procedures concerning employees' lone working are addressed in the Lone Working Policy. Policy and procedures concerning family support workers' lone working offsite are addressed in the Lone Working Policy. Staff members are required to sign statements confirming that they have received, read and understood all relevant policies, before being allowed to undertake lone working.

### **35. Stress Management**

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Stress Management Policy and Wellbeing and Workload Charter.

### **36. Display Screen Equipment**

Display screen assessments will be carried out for teaching and office staff where required. Further policies and procedures concerning display screen equipment are addressed in the Display Screen Equipment (DSE) Self-Assessment Form.

### **37. Monitoring and Review**

The effectiveness of this policy will be monitored by the Trust Board. Any necessary amendments will be made immediately.

AAT has an established monitoring system that is backed up by performance measures. The system is regularly reviewed to ensure compliance. It will also be reviewed following an incident.

**Outstanding Achievement for All**