



*Creative  
Education  
Trust*

## **CREATIVE EDUCATION TRUST**

## **HEALTH AND SAFETY POLICY**

## **WRENN SCHOOL**

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## **HEALTH AND SAFETY POLICY**

### **STATEMENT OF INTENT**

The Board of Directors and Chief Executive Officer of the Creative Education Trust believe that ensuring the health and safety of staff, students and visitors is essential to the success of all its academies.

We are committed to:

- a. Providing a safe and healthy learning and working environment.
- b. Preventing accidents and work related ill health.
- c. Compliance with statutory requirements as a minimum.
- d. Assessing and controlling risks from curriculum and non-curriculum work activities.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the organisation.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System is in place in all parts of our organisation to ensure the above commitments are met. All staff are required to play their part in an effective implementation of systems and procedures necessary.



## **ORGANISATION**

### **1. INTRODUCTION**

1.1 In order to achieve compliance with the Statement of Intent, Creative Education Trust and the Academy leadership teams will have additional responsibilities assigned to them as detailed in this part of the policy.

### **2. CREATIVE EDUCATION TRUST**

2.1 As a multi-academy Trust, Creative Education Trust has the responsibility to ensure that:

- a. A clear written policy statement is created which promotes the correct attitude towards safety in staff, students, visitors and contractors.
- b. Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c. Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d. Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e. Sufficient funds are set aside with which to operate safe systems of work.
- f. Health and safety performance is measured both actively and reactively.
- g. The health and safety policy and performance are reviewed annually.

### **3. THE PRINCIPAL/HEADTEACHER**

3.1 In their capacity as the key person responsible for the effective management of health and safety, the Principal/Headteacher will ensure the effective implementation of this policy by ensuring:

This Policy is communicated to all relevant persons.

- a. Appropriate information on significant risks is given to visitors and contractors.
- b. Appropriate consultation arrangements are in place for staff and their representatives.
- c. All staff are provided with information, instruction and training on health and safety issues.
- d. Risk assessments of the premises and working practices are undertaken.
- e. Safe systems of work are in place as identified from risk assessments.
- f. Emergency procedures are in place.
- g. Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- h. Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, training etc.
- i. Arrangements are in place to inspect the premises and monitor performance.



- j. Accidents are investigated, and any remedial actions required are taken or requested.
- k. The activities of contractors are adequately monitored and controlled.
- l. A report to Academy Council/Rapid Improvement Board on the health and safety performance of the Academy is completed termly.

#### **4. TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY**

4.1 This includes all staff holding responsibility for the management of areas of work and/or staff. They must:

- a. Apply the Health and Safety Policies to their own department or area of work and be directly responsible to the Principal for the application of the health and safety procedures and arrangements.
- b. Develop health and safety procedures in accordance with The Trust's policies which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c. Carry out regular health and safety risk assessments of the activities for which they are responsible on an annual basis as a minimum.
- d. Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e. Resolve health, safety and welfare problems that members of staff refer to them or refer to the Principal any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f. Carry out regular checks of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these checks where required.
- g. Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- h. Ensure all accidents are investigated appropriately and reported to the Business Manager.

#### **5. SPECIAL OBLIGATIONS OF CLASS TEACHERS**

5.1 A Class Teacher is here defined as any member of staff with responsibility for a group of students/pupils in the school environment and may include, but is not limited to instructors, cover supervisors, agency staff etc. Class teachers are expected to:

- a. Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b. Teachers should not leave students unattended and must ensure that their actions do not lead to an insufficient adult to child ratio occurring in classrooms or other supervised areas at any time.
- c. Give clear oral and written health and safety instructions and warnings to students



- as often as necessary.
- d. Ensure the use of personal protective equipment and guards where necessary.
  - e. Make recommendations to their Line Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
  - f. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
  - g. Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the Academy without authorisation.
  - h. Regularly check their classrooms for potential hazards and report any observed to the Senior Site Manager
  - i. Report all accidents, defects and dangerous occurrences (including near misses) to their Line Manager.

#### 5.2 Site/Premises Managers are expected to:

The Site/Premises Manager as the person with special responsibility for health and safety will ensure that:

- a. the local governors and the Principal are advised of relevant changes in health and safety legislation, codes of practice and Department for Education standards.
- b. risk assessment requirements are co-ordinated, and the implementation of any action required is monitored.
- c. risk assessments are reviewed and updated at least annually.
- d. regular Health and Safety Committee meetings are held where health and safety issues can be raised and discussed
- e. they provide advice on health and safety training requirements
- f. details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities and recorded where appropriate on the online Well worker reporting system.
- g. they assist Heads of Departments in investigating and recording accident investigations
- h. contact with external organisations such as the emergency services is co-ordinated
- i. health assessment requirements are identified and advised to management
- j. the schedule of statutory examinations of plant, equipment and vehicles is maintained, and Heads of Department are made aware of impending examinations
- k. premises, plant, equipment and academy vehicles are maintained in a safe condition
- l. regular liaison with Local Authority representatives where Health and Safety services are acquired through SLAs or like ensure compliance
- m. adequate arrangements are in place to ensure the security of the academy, the staff, visitors and pupils
- n. adequate arrangements for fire and first aid are established
- o. welfare facilities provided are maintained in a satisfactory state
- p. contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant safeguarding and local health and safety



- rules and procedures
- q. health and safety notices are displayed

## 6. OBLIGATIONS OF ALL EMPLOYEES

6.1 Apart from any specific responsibilities which may have been delegated to them, all employees should set a personal example and must:

- a. Act during their employment with due care for the health, safety and wellbeing of themselves, other employees and other persons.
- b. Observe all instructions on health and safety issued by the Principal or any other person delegated to be responsible for a relevant aspect of health and safety.
- c. Act in accordance with any specific H&S training received.
- d. Report all accidents and near misses in accordance with procedures appended to this Policy.
- e. Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f. Inform their Line Manager of all potential hazards to health and safety, those which are of a serious or imminent danger.
- g. Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements.
- h. Exercise good standards of housekeeping and cleanliness.
- i. Know and apply the procedures in respect of fire, first aid and other emergencies.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

## 7. ROLE OF EXTERNAL COMPETENT PERSON

7.1 Where sufficient internal capacity does not exist, CET may engage an external competent person to undertake an annual safety inspection of any Academy.

7.2 The competent person will have sufficient training and experience or knowledge and other qualities that allow them to complete a full inspection of the academy site and make recommendations.

## 8. OBLIGATIONS OF CONTRACTORS

8.1 When the premises are used for purposes not under the direction of the Principal then, ***subject to the explicit agreement of Creative Education Trust***, the nominated person in charge of the activities will have responsibility for safe practices in the areas under their control.



## 8.2 All contractors must:

- a. takes reasonable care of their own safety
- b. takes reasonable care of the safety of pupils, academy staff and others affected by their actions
- c. observes the safety rules and safeguarding procedures of the academy
- d. comply with and accept our health and safety and management of contractor's policies, if they do not have one
- e. dress appropriately, sensibly and safely when on academy premises and for the task being undertaken
- f. conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- g. uses all safety equipment and/or protective clothing as required by the academy and as indicated in the risk assessment for the task
- h. avoids any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- i. maintains all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
- j. report all accidents and serious incidents to the academy whether an injury is sustained or not
- k. ensure that their employees only use equipment for which they have been trained
- l. observes all agreed procedures for processes, materials and substances used
- m. observes the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes
- n. provides adequate first aid arrangements unless otherwise agreed with the academy.

8.3 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to act to make them safe, the Principal or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

## 9. STUDENTS

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

- a. Exercise personal responsibility for the health and safety of themselves and others.
- b. Observe standards of dress consistent with safety and/or hygiene.
- c. Observe all the health and safety rules of the Academy and the instructions of staff given in an emergency.
- d. Use and not wilfully misuse, neglect or interfere with PPE and other items provided for their health and safety.





## **10. VISITORS**

- a. All visitors are required to sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the Academy.
- b. Hirers of the Academy premises must use plant, equipment and substances correctly and use the appropriate safety equipment. Hirers will be made aware of their obligations in relation to health and safety when making the booking.
- c. Whilst on site, all visitors and contractors must wear a visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge always. Temporary teaching staff on cover duties will be required to indicate their presence by reporting to reception.
- d. If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the reception or off the site, as appropriate.
- e. If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. Staff must not put themselves at risk.

## **11. PROCEDURES AND ARRANGEMENTS**

### **INTRODUCTION**

The following procedures and arrangements have been established at the Creative Education Trust Wrenn Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal and statutory requirements:

The list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to the Academy. More detailed policies and written procedures for some of these areas as indicated are also available and these will be provided as applicable to staff and visitors.

### **ACCIDENT, INCIDENT AND ILL-HEALTH RECORDING, REPORTING AND INVESTIGATION**

This section sets out the procedures that are to be followed when any employee, pupil, visitor or contractor has an accident, near miss or dangerous occurrence on the academy's premises.

Employees who develop a work-related illness must also report via these procedures.

### **Definitions**



An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

An **incident/ near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is illness that is contracted by an employee through the course of work because of activities carried out at the academy.

### **Accident Recording**

All accidents resulting in personal injury must be recorded in the Accident Book assessed by the Business Manager who will be responsible for informing the Health and Safety Executive.

Completed Accident Report Forms will be stored to comply with the requirements of the Data Protection Act.

Completed Accident Report Forms will be reviewed regularly by the Business Manager to ascertain the nature of incidents that have occurred in the academy. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to Business Manager as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

### **Reporting Requirements**

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority via the Health and Safety Executive website under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Specified injuries including the following reportable events must be reported by the quickest means practicable, usually the telephone:

- death
- major injury (includes any fracture (other than to fingers, thumbs or toes), amputation, loss of sight, crush injury resulting in internal damage, serious burns, scalping, loss of consciousness from a head injury or asphyxia, an injury from working in an enclosed space)
- hospitalisation of a non-employee because of a work activity

Incapacitation for work of a person for more than 7 consecutive days because of an injury caused by an accident at work must be notified within 15 working days.

*To calculate whether the absence classifies as 'over 7-day':*

- Exclude the day of the incident if they went home or did not return to work on the day
- Include weekends, bank holidays and weekdays (whether the person would



normally work on them or not).

*For example: if a person has an accident on Friday and comes back to work the following Friday, then count Saturday, Sunday, Monday and Tuesday etc. but this is still only 6 days; however, if their next day of work is the Monday it would count as 9 days and would be reportable.*

### **Non-Consensual Violence**

Major or over 7-day injuries to people at work arising from non-consensual violence are notifiable.

### **Reporting of accidents involving pupils or visitors**

- If a pupil or visitor has an accident this must be reported if:
- The person involved is killed or taken to hospital; and
- The accident arises out of or in connection with a work activity

Examples of 'in connection with a work activity' are:

- Work organisation – supervision of a field trip
- Plant or substances – lifts, machinery, experiments
- Condition of premises, play grounds, play or PE equipment
- Sports activities as part of the curriculum where there is death or hospitalisation
- Playground accidents due the condition of the premises or inadequate supervision.

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the Local Authority Health and Safety Team.

**Contact** details for the Health and Safety Executive are:

**Tel:** 0845 300 9923 (Monday to Friday 8:30am to 5:00pm)

**Website:** <http://www.hse.gov.uk/riddor/report.htm>

The completed report form sent back by the HSE should be kept with other accident records and documents on the accident investigation.

Forms are kept advising the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 7 years from the date of the incident.

### **Accident Investigation**

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated.

Time allocated to each investigation will depend on the seriousness of the accident. A guide to the time required to investigate is as follows;



- a. simple investigation (minor accident) 1 hour
- b. standard investigation (reportable accident) 6 hours

During or on completion of the investigations, a risk assessment must be carried out or existing risk assessment amended to avoid reoccurrence of the accident.

The investigation aim should be to:

- a. to ensure that all necessary information in respect of the accident or incident is collated
- b. to understand the sequence of events that led to the accident or incident
- c. to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- d. to identify the underlying causes that may have contributed to the accident or incident
- e. to ensure that effective remedial actions are taken to prevent any recurrence
- f. to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- g. to enable all statutory requirements to be adhered to.

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

### **Accident / Ill Health Evaluation**

The Business Manager will undertake periodic evaluations of all reported incidents, near misses and incidents of ill health. This will allow the identification of patterns and trends and enable corrective action to be taken.

### **Active Monitoring Systems**

Active monitoring provides essential feedback on performance before an accident, ill health, or an incident. It involves checking compliance with performance standards and the achievement of specific objectives. Its primary purpose is to measure success and reinforce positive achievement by recognising good work.

The forms that these systems should take at Creative Education Trust are:

- a. The periodic examination of documents to check standards are complied with, i.e. reviewing risk assessments, training records, induction records.
- b. The systematic inspection of premises, plant and equipment, to ensure the continued effective operation of hardware controls – carried out termly by the Principal, Chair of the Academy Council and the Business Manager.
- c. Environmental monitoring and health surveillance to check the effectiveness of health control measures annually as above.
- d. Safety tours, as above.
- e. Audits (Health and Safety audits, Fire Risk Assessment etc.) annually as above.
- f. Regular reports to management meetings (CET Trust and Governing Body).
- g. Other measures (accident monitoring, Environmental Health visits, OFSTED).



## ASBESTOS

The Academy will protect employees, pupils and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed. This will be achieved by minimising exposure through the management of asbestos-containing materials in academy premises by:

- **Assessment** - The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary. The potential amount and condition of the asbestos-containing material will be assessed, and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
- **A Written Plan** - A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.
- **Access to Asbestos-containing Materials** - Access to asbestos-containing materials in the premises will be controlled as far as is practicable to prevent inadvertent disturbance of the material and the release of asbestos fibres. Procedures will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.
- **Monitoring and Maintenance** - The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.
- **Training and Information** - Employees who may come into contact with asbestos containing materials (ACMs) through the course of their work will receive adequate training and information, this will be updated/repeated at the required intervals, such that they can recognise potential ACMs and know what precautions to take.
- **Asbestos-related Emergencies**  
Procedures to deal with asbestos-related incidents will be put in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees, pupils and others.
- **Arrangements for Controlling Work on Asbestos**  
Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres. Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.
- **Selection and Control of Contractors to Work on Asbestos-containing Materials**  
When contractors are engaged to work on academy premises, adequate steps will



be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix
- the exposure during the removal process is likely to be sporadic or of low intensity

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

### **Procedures for Dealing with Health and Safety Issues**

Where an employee raises a health and safety problem related to work with asbestos, the academy will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must:

- inform the Principal or Business Manager
- in the case of an accident or emergency, respond quickly to ensure effective treatment.

## **BOMB THREAT PROCEDURE**

### ***Action to be taken on receipt of a bomb threat or suspicious package(s)***

Try to write down exactly what the person said immediately as this might include a code word and is very important to the Police. The person receiving the call should immediately contact the Principal/Headteacher or in his/her absence the Vice Principal/Deputy Headteacher. The Principal should be informed of the answer to the questions and should alert the Police/Local Authority. The Principal will decide whether to evacuate the building.

### **Evacuation:**

Inform all Heads of faculty/section/phase/area of the situation (radios and mobile phones should **NOT** be used) and tell them to evacuate the Academy as per fire drill, **except to instruct them to:**

- a. Leave doors and windows open (the area that contains the bomb or suspicious package should be sealed with windows and doors closed).
- b. Ask staff and students to take all personal items with them (if left, these items would need to be searched thus wasting valuable time and effort).



- c. Ask staff and students to make their way to assembly areas (avoiding the area of the bomb/suspicious package) as directed by the Principal.

**Stage 1 Assembly at the normal fire drill areas**

**Stage 2 Move to the off-site assembly point (minimum 800 metres away from site), once the area has been cleared.**

**Security during an evacuation**

The security of the building during an incident is the responsibility of the site staff and should be carried out from a safe distance, out of the line of sight of any bomb/suspicious package(s). The site staff are to be positioned at all gates leading into the Academy (which are to be locked once the premises have been evacuated) and will remain there until advised by Incident Control.

**EMERGENCY PROCEDURE**

The Trust has a separate procedure for managing an Emergency, which should be followed in the event of

- a. People related issues – Major accidents, epidemics, abductions or acts of extreme violence in which there is clearly a risk of serious injury
- b. Premises issues – Fire, explosions, floods, subsidence
- c. Technological – Computer related issues

**DISPLAY SCREEN EQUIPMENT (DSE)**

All reasonable steps will be taken by the Academy to secure the health and safety of employees and pupils who work with display screen equipment.

To achieve this objective the Academy will:

- identify those employees who are users as defined by the regulations, see below
- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found because of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, at subsidised cost, any corrective appliances (glasses or



contact lenses) where these are required specifically for working with display screen equipment

- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with medical conditions that could be adversely affected by working with display screen equipment.

## **ELECTRICAL EQUIPMENT**

All reasonable steps will be taken to secure the health and safety of employees, pupils and others who use, operate or maintain electrical equipment.

To ensure this objective the Site Manager will:

- a. ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations
- b. maintains the fixed wiring installation in a safe condition by carrying out routine and statutory safety tests
- c. ensure appropriately qualified inspection and testing of portable equipment as often as required to ensure safety
- d. ensure appropriately qualified inspection and testing of second-hand electrical equipment lent to, or borrowed by, the academy
- e. require hirers of academy premises to ensure electrical appliances brought onto academy premises have a current (less than 12 months) test certificate
- f. promote and implement a safe system of work for maintenance, inspection and testing
- g. forbid live working unless necessary, in which case a permit must be issued
- h. ensure employees and contractors who carry out electrical work are competent to do so
- i. maintain detailed records

*Employees must:*

- visually check electrical equipment for damage before use
- report any defects found immediately to the Business Manager. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a qualified person.
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto academy premises until it has been tested and a





- record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
  - never run extension leads under carpets or through doorways
  - not daisy-chain extension leads to make a longer one
  - not use adapter sockets – devices that plug into mains sockets to increase the number of outlets.

### ***Summary of Key Actions***

The key actions necessary to control the health and safety risks arising from electricity are to:

- a. Have the main electrical installation tested every five years except for those parts of academy with licensed areas or lightening protection which should be tested annually.
- b. Retain copies of electrical test certificates
- c. Arrange for the inspection and testing of portable electrical appliances in accordance with the guidance on electrical testing
- d. Keep a record must be kept of all portable items of electrical equipment showing:
  - the detail of the item
  - the date of acquisition
  - details of any inspection, testing or repair work

The Site Manager will ensure that testing, inspection and maintenance of equipment is undertaken as required.

## **EDUCATIONAL VISITS AND JOURNEYS**

The Principal /Headteacher and the Educational Visit Co-ordinator are responsible for ensuring that all Academy off-site trips are managed in accordance with the Academy's procedures for Educational Visits and Journeys. All teachers and other staff involved must be familiar with these procedures.

## **FIRE PRECAUTIONS**

The Site Manager is responsible for ensuring that the premises are compliant with the 2005 fire safety regulations and the fire risk assessment. He/she must also ensure that appropriate fire evacuation procedures are in place.

The Site Manager is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the firefighting equipment.



- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

This includes ensuring that all Fire Exits are clearly marked and kept free from obstruction, and that Fire extinguishers (Water, Carbon Dioxide, Powder and Wet Chemical) are distributed throughout the building in appropriate locations. Site staff will carry out weekly testing of the fire alarm system and monthly testing of emergency lighting and record all findings. All equipment is maintained annually and any defective equipment is removed and replaced as necessary.

The Site Manager will undertake and review fire risk assessments annually and arrange evacuation drills on a termly basis. Fire Risk Assessments are held in the office of the H&S Co-ordinator.

Maintenance of Fire Alarms, Fire equipment and Emergency Lighting are contracted out and overseen by the Site Manager.

All staff must be familiar with the Academy Fire safety risk assessment and evacuation procedures.

## **FIRE EVACUATION PROCEDURE**

Fire Drills are held every term in accordance with the procedure below. All staff, students, visitors and contractors must participate in the fire drill and follow the correct procedures.

In the event of an evacuation no member of staff, student, visitor or contractor should re-enter the building without the permission of the senior member of staff on duty. All staff, on entering any area of the Academy, should check that everything is in order. If it is not, the Principal and Business Manager should be informed immediately. If there is a potential hazard, the room should be vacated, and the Principal and the Business Manager informed immediately

On the alarm sounding:

- a. The Site Officer on duty to check the alarm status at the alarm panel. They should then investigate the reason for the alarm, at the alarm point identified. The alarm should not be silenced at this point.
- b. The Academy is to evacuate on the alarm sounding. The priority is to evacuate the Academy to ensure the safety of students, staff and visitors.
- c. The Site manager will decide whether to call the Fire Service or not based on the investigation of the alarm point. Alternatively, they will pass on the all clear to the Senior Manager on duty (the alarm will be silenced at this point).
- d. Students are to line up by year group at their assembly point. Subject staff should vacate the building with their class and supervise students always, ensuring they progress speedily to the appropriate assembly point.



- e. Once at the assembly point, all staff from a faculty should be with their faculty groups and assist as required. Subject staff should note that they should have checked attendance at the start of each lesson.
- f. Responsibility for individual visitors and their evacuation falls to the member of staff being visited.
- g. The Cover Officer or Office Manager should bring out the support, teaching staff registers and the cover list, to allow attendance to be checked, where necessary. Support staff should report to the Business Manager.
- h. Reception staff should evacuate any visitors from the Reception area, Conference Rooms and Interview Rooms and bring visitors signing in/out book to assembly point for checking evacuation of visitors.
- i. Learning Support staff should remain with the class they are working or associated with and assist with the evacuation.

**Everyone is to remain at the assembly point, until the 'all clear' instruction is given.**

The Principal will decide when classes can return to the Academy buildings. In the event of a fire, the Fire Service will take overall responsibility.

If the alarm sounds during break or lunch, the same principles apply.

## **FIRST AID AND SUPPORTING STUDENTS WITH MEDICAL NEEDS**

The Academy has completed a first aid risk assessment to ensure ample provision of trained personnel and First Aid supplies.

Refer to the following CET policies:

- a. First aid policy
- b. Supporting pupils with medical conditions policy
- c. Intimate Care Policy

## **GLAZING SAFETY**

The design of the Academies means that there is a lot of glazing inside the building, many classrooms have glazed walls onto the corridors, and these must remain clear always and must not have anything affixed to them. Glazing panels on walkways will be clearly marked to prevent accidental collisions.

All glazing is required to be strengthened safety glass and will provide protection on fire routes.

## **HAZARDOUS SUBSTANCES**



The Site Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. He/she is responsible for keeping and maintaining the appropriate COSHH regulations sheets. Hazardous substances are defined by the COSHH regulations as:

- a. Substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and carry the pictograms detailed below
- b. biological agents directly connected with work including micro-organisms
- c. dust of any kind when present as a substantial concentration in the air

Hazardous substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product. All staff are reminded that no hazardous substances should be used without the permission of the Principal. The Senior Site Manager will complete an assessment for any authorised products and an instruction for safe use.

Substances used in the practical curriculum will normally be stored and used in accordance with CLEAPSS. Where an appropriate Hazard is not available the appropriate Vice/Assistant Principal is responsible for ensuring that the substance is assessed. Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or students under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area.

Dust in the Technology lessons are controlled by LEV and experiments in Science are carried out in a Fume Cupboard where appropriate. No member of staff or student should be at risk through exposure to hazardous substances used or created in the practical curriculum.

### **Maintenance, Examination and Testing**

Where controls such as fume cupboards, dust extraction for wood working equipment etc. are provided it is necessary to ensure that they are properly maintained. This will require visual and operational checks pre-use in addition to a thorough examination and tests of engineering controls.

In the case of local exhaust ventilation, tests for fume cupboards, woodworking extraction etc. should be carried out at least every fourteen months. A record of the results of all examinations must be kept for at least 7 years.

All PPE must be kept clean, in good repair and stored correctly to prevent contamination.

### **Information, Instruction and Training**



Information, instruction and training must be given to employees and students who may be exposed, in line with COSHH regulations, about the risks to health and precautions.

### **HAZARD REPORTING**

An important feature of this policy is the operation of an effective hazard reporting system. Any employee, student, visitor or contractor is encouraged to report any sub-standard condition or practice.

The reporting of hazards, in the main, should be done verbally to the Premises Officer on duty and line manager as soon as possible, but where the situation warrants, a more formal response may be required. Appropriate forms are available in the Main Office to report any problem.

In addition to this procedure, reports of hazards may be received via the Departmental meetings/minutes or via risk assessment procedures.

### **INCLUSION**

The Principal is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with physical disabilities.

All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The Inclusion Co-ordinator and Vice/Assistant Principals must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical disabilities. No student should be excluded from an activity on the grounds of health and safety unless this is unavoidable.

Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Principal.

### **LEGIONNAIRES DISEASE**

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

The Site Manager will:

- Carry out a Legionellosis Risk Assessment for each academy
- Prepare a written scheme/plan for preventing or controlling the risk of Legionella
- Implement and manage the scheme/plan



- Keep records for a minimum of 5 years.

The day to day responsibility for monitoring and ensuring that the systems are being correctly operated, will be allocated to a person within each academy.

At risk systems include the hot and cold-water storage and distribution system.

To achieve control of legionella bacteria the academy will implement the following:

### **Avoidance of Conditions Favouring Growth of Organisms**

As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C (storage) and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build-up of bio films and sediments will be controlled, and tanks will be lidded.

### **Monitoring and recording**

Temperatures of water outlets will be checked and recorded to ensure temperature controls to prevent bacterial growth are maintained.

### **Disinfection**

Periodic disinfection of shower heads to remove any scale and bacteria.

### **Emergency procedures**

Establish emergency procedures if during routine sampling/inspection of hot and cold-water systems Legionella bacteria is discovered in any systems likely to provide a medium for the spread of infection (e.g. water Aerosol spraying equipment) these will be shut down and the situation reported immediately to the Business Manager/Principal.

### **Training**

Provide training to the persons responsible for the day to day management of the water systems.

## **LONE WORKING**

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

All staff should follow the procedures in place in the academy to protect themselves when they anticipate that they may be working "alone".

## **MAINTENANCE AND REPAIR OF EQUIPMENT**



The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Senior Site Manager

All faulty equipment must be taken out of use and reported to the Senior Site Manager. Staff must not attempt to repair equipment themselves.

## **MANUAL HANDLING**

CET academies will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site Manager for assistance.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Where the need for PPE has been identified it must be worn by any staff member or student who might be at risk of injury or harm to health.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager

## **RISK ASSESSMENT**

Risk assessment is a systematic examination of what within our academy can cause harm to people and it helps us determine whether we are doing enough, or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a CET standardised risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, people, equipment and activities to control risks and to plan and prioritise the implementation of the identified control measures.

We will ensure that:

- assessments are carried out and records are kept
- control measures introduced because of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training



- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process. It is the responsibility of the Principal to ensure risk assessments are conducted, in practice the actual assessment process will be delegated to Heads of Departments and Managers.

Generic/Model risk assessments are acceptable so long as the assessor:

- satisfy themselves that the 'model' risk assessment is appropriate to their work; and
- adapt the model to their own actual work situations.

When completing risk assessments, it is necessary to refer to the relevant subject guides:

### **Design & Technology**

CLEAPSS Risk assessments in technology <http://www.cleapss.org.uk/>

BS 4163:2014 Health and Safety for Design and Technology in Academies and Similar Establishments

Design and Technology Association <https://www.data.org.uk/>

### **Science**

CLEAPSS <http://www.cleapss.org.uk/>

CLEAPSS Academy Science Service Laboratory Handbook

CLEAPSS Hazcards

### **Food Science**

CLEAPSS Food Technology <http://www.cleapss.org.uk/>

### **Art**

National Society for Education in Art & Design (NSEAD)

<http://www.nsead.org/hsg/index.aspx>

### **Physical Education**

Safe Practice in Physical Education and Academy Sport' afPE <http://www.afpe.org.uk/>

### **Offsite visits**

Health and Safety of Pupils on Educational Visits. DfE

Outdoor Education Advisers Panel. <http://www.oeap.info/>

## **SECURITY**

Where CCTV systems are installed in the Academy, they will be used to monitor incidents and as evidence when investigating reports of poor or dangerous behaviour





and of alleged criminal offences e.g. theft or assault.

Cash is kept in a safe and monies are banked regularly. Counting of accumulated cash must occur at an appropriate location on Trust premises. Site staff are responsible for carrying monies to and from the bank. Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.

All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. The Trust accepts no responsibility for items left unattended. In the event of a theft in The Trust, staff will be advised to report the incident to the police and will assist them in their investigations, with the use of CCTV recordings etc.

It is the responsibility of the staff to take appropriate measures to maintain the security of any Trust equipment being used, if equipment is found to be missing or believed stolen it is important that this is reported immediately to the Principal. When using portable and desirable equipment such as lap-top computers staff will be required to follow careful procedures to ensure their security.

## **SEVERE WEATHER CONDITIONS**

In the event of severe weather conditions, it is the responsibility of the Principal in liaison with the Director of Education to decide on closure on grounds of health and safety. In the event of a decision to close on these grounds, Head Office will be informed.

## **SMOKING AND VAPING**

The Trust and Principal have adopted a no smoking and no vaping policy throughout Trust premises.

All Trust staff and parents will be informed, and signs will be on display at main entrances to Trust buildings in accordance with the Health Act 2005.

## **STAFF TRAINING AND DEVELOPMENT**

The Principal is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

Safety induction must be given to all new employees on the first day of employment. This induction should take the form of a checklist and new staff should be clearly informed of The Trust's Health and Safety provisions e.g. Action to be taken in the event of a fire, Fire exits and knowledge of first aid arrangements.



Training must also be given to all key staff and staff with special responsibilities, such as the Site Manager, First Aid staff and Staff taking students on trips.

The Academy will keep a record of all staff who have been trained and the expiry dates of any certificates.

## **STRESS MANAGEMENT**

Creative Education Trust seeks to maintain a positive and supportive working environment for all its staff. It recognises that excessive or prolonged pressure in the workplace can have a negative impact on the organisation and individuals, and that this can be prevented and alleviated through appropriate action on the part of individuals and their managers.

The Health and Safety Executive (HSE) define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. There is a clear distinction between pressure, which can be a motivating factor, and stress, which can occur when this pressure becomes excessive.

Stress is not an illness, and where stress lasts for only a short time there is usually no lasting effect. However, if the stress is sustained over a longer period it can have a significant impact on physical and mental health, work performance, and morale. Reducing and preventing work-related stress therefore brings clear benefits to the employer as well as to staff. Creative Education Trust has adopted the approach to the management and prevention of stress recommended by the HSE, which is based on the HSE's 'management standards'.

For more information see the HSE's [website \(http://www.hse.gov.uk/stress/index.htm\)](http://www.hse.gov.uk/stress/index.htm)

The Academy will:

- Work to identify workplace stressors and conduct risk assessments to reduce stress or control the risks from stress
- Regularly review risk assessments
- Consult employee representatives on Health and Safety issues.
- Provide access to occupational health services for those individuals affected by workplace stress.

Employees who experience unreasonable stress, which they think may be caused by work, should raise their concerns with their line manager in the first instance.

## **TRANSPORT**

The Site Manager is responsible for arranging the maintenance and MOT of the minibus/es. S/he is also responsible for ensuring the effective implementation of



procedures to ensure that the buses are clean and in good condition always.

The following staff hold the required licence and have undertaken specific driver training. Only these staff are authorised to drive the minibus:

List including training dates is available from the office of the Minibus coordinator's office.

Another copy is held by the Business Manager.

All drivers must complete the driver checklist before any trip.

All staff are responsible for reporting any damage or unsafe condition to the Site Manager immediately

### **VISITORS – HEALTH AND SAFETY**

Under the provisions of the Health & Safety at Work Act 1974, Creative Education Trust has a duty of care to all its visitors.

Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of the Trust they intend to visit.

They are to obey all displayed warning notices and verbal instructions.

Contractors who arrive to carry out work must report to the Site Manager who will share with them Health and Safety and safeguarding information. Contractors must inform the staff in department or areas of work of any potential hazard that may arise due to their work.

All visitors are to be made aware of the emergency procedures. By implementing safe practices and procedures that are monitored and kept continually under review, it is intended that entertaining visitors should not become a chore but should be seen by everyone in The Trust as a continuing and valuable opportunity to welcome guests. Academy Principals continue to report how confident, trustworthy and self-assured Academy students have become in their interaction with visitors.

### **General precautions**

Any members of staff going off site must ensure that they sign out at the visitors'/staff reception. On their return they must be sure to sign back in again.

All visitors to the Academy must sign in and sign out in the Visitors book, so that a list of visitors in the building is available at any time.

Any events, which use the premises out of working hours, especially where visitors to the Trust are involved, will be subject to procedures for the specific event. The key individual organising the event, will check procedures with the Site Manager.



## **WORKING AT HEIGHT**

The academy will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The academy will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- all work at height is properly planned and organised
- all employees required to use stepladders or ladders are competent
- regular inspections of all stepladders and ladders are undertaken
- any contractors on academy property comply with this policy
- ladders and stepladders are secured to prevent unauthorised use.

Standing on desks, chairs or other furniture is **not** permitted. If decorations or displays are to be hung then a step stool or step ladder of appropriate height must be used.

### **Risk Assessment for Work at Height**

The Site Manager is responsible for ensuring the completion of risk assessments for all working at height tasks in the Academy.

For all activities involving work at height a risk assessment must be conducted, and the findings recorded. This assessment should consider both the work to be done and the most appropriate access equipment to be used (not just what is available) to achieve a safe system of work.

When determining control measures the following hierarchy of controls for work at height as follows must be considered:

- avoid the risk by not working at height, for example by working from existing platforms, using long reach equipment etc. If it is not practicable to do the work safely in some other way, then:
- use work equipment or other measures to prevent falls; and
- where the risk of a fall cannot be eliminated further controls to minimise the distance and consequences of a fall should one occur.

The detail of the assessment will depend on the level of risk involved, as a general guide the risk assessment should consider:

- The task and activity involved
- The people (medical conditions etc.)
- Equipment to be used including erection and dismantling
- The location (proximity to roads, overhead electrical cables etc)



- The environment, poor conditions and slippery surfaces (weather, temperature etc.)
- The effect on pedestrians, falling objects

### **Using Ladders (including stepladders)**

Ladders should not be used simply because they are readily available, the risk assessment should determine if a ladder or stepladder is appropriate for the task.

Ladders and stepladders should only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered.

For example, whilst a ladder may reach, if the task requires strenuous work, carrying bulky / heavy equipment or likely to take more than 30 minutes then an alternative means of access such as a tower scaffold or podium steps would be more appropriate. Only those persons who have been trained to use ladders safely may use them.

All ladders should be secured against unauthorised use

Prior to use it should always be ensured that the ladder is in good condition and fit for purpose.

Where ladders are to be used to work from it should be ensured that:

- a secure handhold and support are available always;
- three points of contact should be maintained always;
- the work can be completed without stretching;
- the ladder can be secured to prevent slipping.

Do not work at height when you are alone. If you are planning to use a step ladder, ask the Senior Site Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your waist should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady yourself.

### **Equipment identification / inspection**

The Senior Site Manager is responsible for the purchase and maintenance of all ladders in the Academy.

The academy will compile a register of equipment (excluding kick stools). Where there is more than one piece of equipment each should be indelibly marked with an identifying number.

Equipment for work at height, should be inspected prior to use and by a competent person termly/6 monthly. The inspection will depend upon the complexity of the equipment.



In the case of tower scaffolds a competent person must inspect these prior to its first use and thereafter every 7 days that it remains in place. Only persons that have received the appropriate training (PASMA) can erect, alter, inspect and dismantle tower scaffolds.

### **WORK EXPERIENCE PLACEMENT (STUDENTS)**

In any situation where a student or students are engaged in work placement / experience which involve the placement of pupils on employers' premises in which the pupil carries out a task or duty, or range of tasks or duties, as would an employee, but with the emphasis on the learning aspects of the experience, a full risk assessment will always be carried out by the member of academy staff responsible in advance.

#### **Each academy will have their own procedures in place for:**

The approval and conduct of all Educational Visits and Journeys  
The use of transport including the school's own minibuses

#### **The following CET templates should be used:**

Risk Assessment form

#### **The following CET policies are specifically referred to in this document:**

Supporting pupils with medical conditions policy  
Intimate Care Policy

#### **The following CET policies should be read in conjunction with this document:**

Aggressive Visitors policy  
Child Protection policy  
E-Safety policy  
Physical Restraint policy  
Safer Recruitment policy  
Whistleblowing policy