



**SOUTH DOWNS**  
— LEARNING TRUST —

# HEALTH AND SAFETY POLICY

<b>Date approved by Trustees</b>	<b>March 2024</b>
<b>Date of next Review</b>	<b>March 2025</b>
<b>Status</b>	<b>Approved</b>
<b>Lead Author</b>	<b>N Trubshaw</b>

## OUR VISION

**A community of Primary and Secondary academies that are the first choice for students and families in Sussex, with an outstanding reputation for high aspiration and high achievement.**

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## 1. General Policy Statement

The Executive Headteacher, Trustees and Governors of Ratton & Ocklynge School's believe that the health and safety of persons within the Trust is of paramount importance. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Executive Headteacher (Paul Murphy), Trustees and Governors to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision are provided to ensure that staff can carry out their work safely.

The Executive Headteacher, Trustees and Governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include students / pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the Academies that will be underpinned by risk assessments. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures and our overall health and safety performance including any emergency arrangements. In addition, the Executive Headteacher, Trustees and Governors will undertake to ensure compliance with policy and guidance produced by East Sussex County Council. The Executive Headteacher, Trustees and Governors will ensure that adequate resources are identified for health and safety.

To support us in complying with our legal responsibilities, we have appointed a competent person to advise on health and safety matters.

We believe that health and safety standards will be maintained only with the cooperation of all staff, students / pupils and visitors to the Academies. We expect all staff to cooperate fully with this policy and to actively contribute to any consultations in relation to health and safety policy and procedures. In addition we will ensure that all students / pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Executive Headteacher, Trustees and Governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually, following a significant event or a change to policy or procedures and revised where necessary.



Signed  
Executive Headteacher

Date: March 2024

This policy was endorsed by the Trustees at their meeting on (March 2024)

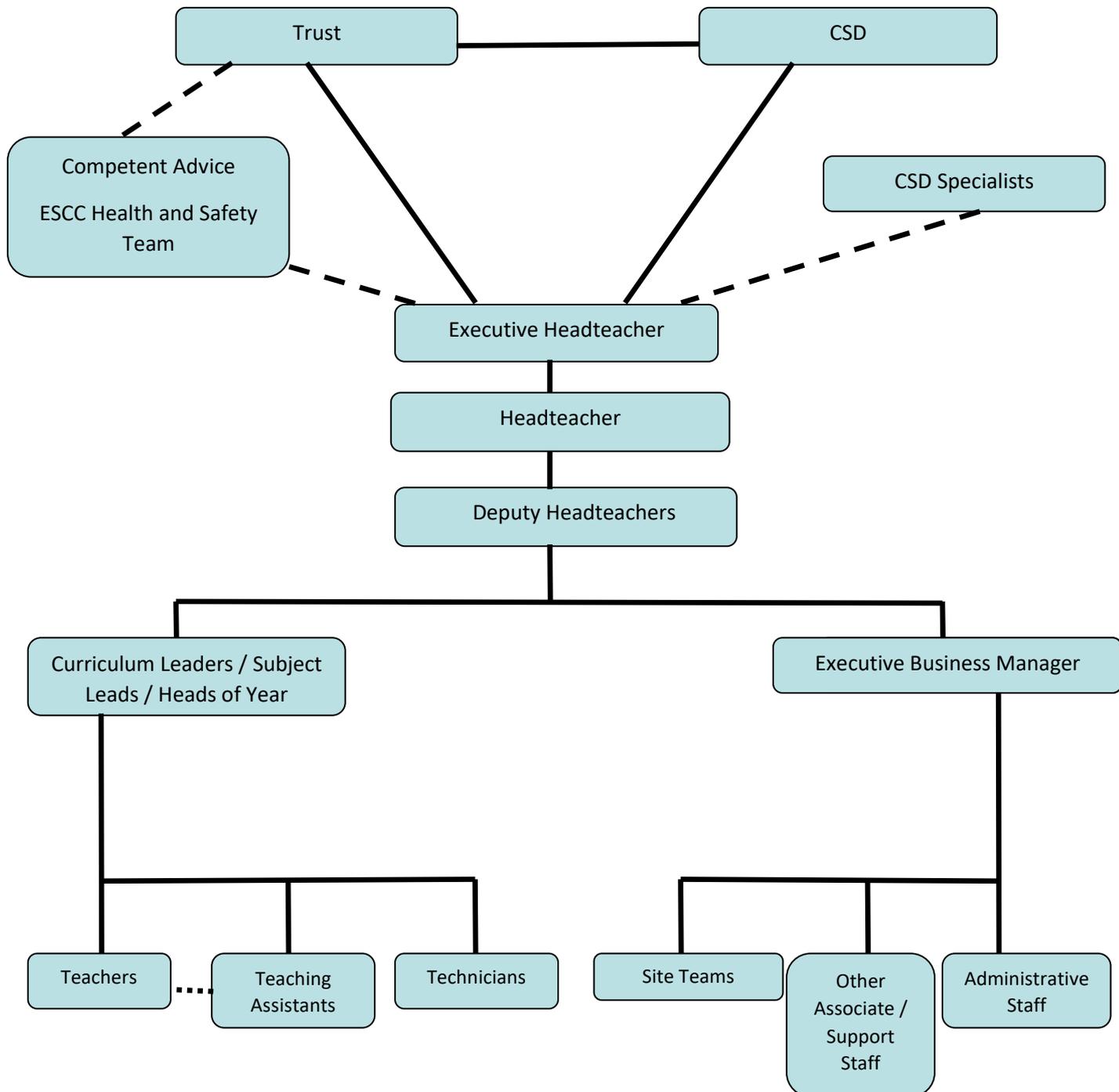


Signed  
Chair of South Downs Learning Trust

Date: March 2024

## 2. Organisation within the academy

School organisation to meet the requirements itemised under the General Policy Statement. Ultimately the responsibility for all School organisation and activity rests by definition, with the Executive Headteacher. However, all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



## 3. Safety Responsibilities of Groups and Individual Members of Staff

### 3.1 The Trust

**The Trust Board of South Downs Learning Trust in its role as employer of the Academy will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, students, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.**

In order to discharge this responsibility, the Local Governing Committees of Ratton School and that of Ocklynge Junior School on behalf of the Trust Board will:

1. ensure that a 'competent person' is appointed to provide advice on health and safety legislation and best practice;
2. ensure, by attending regular health and safety training and receiving copies of all health and safety circulars, that East Sussex County Council's Health and Safety Policies are complemented by the Academy's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents;
3. ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the Academy as outlined within East Sussex County Council policy and guidance;
4. ensure, via reviewing risk assessments and inspection reports, that there is adequate provision both in staffing, facilities and resources to allow the Academy to meet both its legal and moral obligations with respect to health, safety and welfare;
5. nominate a Health and Safety Governor;
6. receive as a standing agenda item at each meeting, updates on the school issues for health and safety at each meeting from the Executive Business Manager/Health and Safety Governor in order to enable the Local Governing Committees to monitor the adequacy of arrangements and take any action necessary;
7. to consider information, statistics and reports relating to health, safety and welfare matters;
8. to consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

### 3.2 Executive Headteacher

The Executive Headteacher has overall responsibility for safety policy, organisation and arrangements throughout the Academy and will delegate as appropriate;

1. appoint a 'competent person' to provide advice on health and safety legislation and best practice;
2. provide liaison with the Inspectors: Local Authority, Department for Education and the Health and Safety Executive (HSE) with regard to safety aspects;
3. budget for safety and health matters;
4. review the Health and Safety Policy annually, following a significant event e.g. accident or when changes occur within the organisation of the Academy;
5. develop, introduce, maintain and review safety management procedures to ensure the

- Academy complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling;
6. nominate specific staff with designated safety roles, e.g. Health and Safety Co-ordinator, Executive Business Manager & Site Teams throughout the Academies;
  7. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
  8. ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
  9. ensure health and safety issues associated with major building projects are complied with;
  10. ensure that incidents, near misses and dangerous occurrences are reported via the East Sussex County Council's on-line incident reporting system, minor injuries form or hazard reporting system, as appropriate;
  11. ensure that incident investigations are carried out and learning outcomes applied to future practice to prevent reoccurrence;
  12. to monitor incident trends to identify methods of reducing accidents;
  13. to ensure the necessary records are maintained relating to accidents associated with the work of the Academies;
  14. make an annual report on health and safety matters with the Executive Business Manager, including buildings and safety management, to the Board of Trustees;
  15. ensure safety procedures are developed and adhered to for operations carried out within the Academies by their staff and by outside contractors under their control;
  16. ensure, in conjunction with the Curriculum Leaders / Heads of Year, that health and safety is considered as an integral part of the curriculum and lesson planning;
  17. ensure that departmental inspections are carried out at regular intervals and that necessary remedial action is carried out.
  18. ensure that health and safety is considered as an integral part of teaching;
  19. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Health & Safety Policy, Academy Codes of Practice or health and safety legislation;
  20. ensure that premises safety inspections are carried out at specified intervals e.g. weekly, bi-termly, recorded and that necessary remedial action is carried out;
  21. ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation or usage, etc.;
  22. ensure that emergency procedures and fire evacuation practices are in place within the Academies;
  23. investigate and advise on hazards and precautions;
  24. have a general oversight of health and first aid matters;
  25. monitor the general safety programme;
  26. publicise safety matters;
  27. ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities;
  28. to monitor student health records prior to entry and to report/advise Medical Needs Officer / Pupil Support Officer, SIMS staff, HOY & AHOY of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
  29. ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:

- First aid;
- Fire and emergency evacuation;
- Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.

The Head of School / Headteacher will assume these duties in the absence of the Executive Headteacher and has the authority to make and implement decisions throughout the Academies at any level if there is:

- immediate danger, or
- dangerous practice, or
- breach of the law.

### **3.3 Health & Safety Co-ordinator**

The Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management on behalf of the Executive Headteacher throughout the Academy and in particular, will:

1. make an annual report, in conjunction with the Executive Business Manager and assisted by the Curriculum Leaders (Ratton) / Heads of Year (Ocklynge), on safety matters to the Executive Headteacher and the Board of Trustees;
2. assist with inspections and safety audits;
3. investigate and advise on hazards and precautions;
4. develop and establish emergency procedures, and organise fire evacuation practices within the Academy;
5. have a general oversight of health, safety and first aid matters;
6. monitor the general safety programme;
7. make recommendations initially to the Executive Business Manager and then to the Governors for matters requiring immediate attention, e.g. safety reports;
8. make recommendations to the Executive Headteacher on matters of safety policy in compliance with new and modified legislation;
9. publicise safety matters;
10. liaise with outside bodies concerned with safety and health e.g. ESCC Health and Safety team;
11. investigate with the Executive Headteacher and the Executive Business Manager any incidents to ensure that learning outcomes are applied to future practice and prevent reoccurrence;
12. monitor accidents to identify trends and introduce methods of reducing accidents.

### **3.4 The Educational Visits Co-ordinator will:**

1. be involved in educational visit management in order to ensure that the Children's Services Offsite Activities and Educational Visits Policy, is followed;
2. work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
3. after discussion with the Executive Headteacher and Local Governing Committees, either approve proposal or submit to the Children's Services Outdoor Education

Adviser;

4. ensure that all educational visits meet the Children's Services requirements;
5. confirm that adequate risk assessments have been carried out;
6. support the Executive Headteacher in the management of and evaluation of educational visits;
7. confirm the leadership of the group is appropriate, including the accompanying staff and volunteers.

### **3.5 The Catering Supervisor – 'Refresh' (Ratton) will:**

(The Catering Supervisor is responsible to the Executive Business Manager).

1. Follow safe working procedures personally;
2. Be familiar with the general and particular safety rules that apply to their area of work;
3. Ensure that Refresh and the kitchen area are kept tidy and good housekeeping procedures are followed;
4. Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
5. Ensure there is a system of reporting defects to management;
6. Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with Academies policy.
7. Ensure safety inspections are carried out and to ensure hazards identified from those inspections are carried out
8. Instigate and ensure that safety procedures are developed and adhered to
9. Ensure all equipment, including personal protection equipment, is maintained and in a safe condition and that substances hazardous to health are stored in a safe place
10. Identify staff training and development requirements with reference to Health & Safety.

Ocklynge kitchens are managed by Chartwell's Catering through a service level agreement with East Sussex County Council with quality assurance visits being regularly carried out with the school and spot inspections taking place.

### **3.6 Curriculum Leaders (Ratton) Heads of Year (Ocklynge)**

Each Curriculum Leader / Head of Year is responsible to their manager for the provision of safe working conditions for staff and students / pupils and in particular will:

1. prepare reports on safety matters for the Executive Business Manager if there are any issues.
2. nominate, in conjunction with their manager, teachers responsible for particular classrooms, laboratories and workshops and the associated equipment;
3. notify the Health and Safety Co-ordinator of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage;
4. ensure safety inspections of their designated areas are carried out and to ensure hazards identified from those inspections are rectified;
5. instigate and ensure that safety procedures are developed and adhered to for operations carried out within the section ensuring that these are in line with curriculum

codes of practice issued by East Sussex County Council e.g. Science, Design Technology, PE, etc.;

6. carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out;
7. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
8. ensure all accidents within the section are recorded in line with school policy and investigate reports of accidents and dangerous occurrences in their designated areas;
9. ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
10. identify staff training and development requirements with reference to health and safety;
11. attend to defect reports and recommendations from the Executive Headteacher, Staff, Safety Representatives and the Health and Safety Co-ordinator;
12. budget for safety equipment for their designated areas;
13. circulate publicity relating to safety matters to staff within their control.

### **3.7 Teachers**

Teachers are responsible to their Curriculum Leader / Head of Year for the immediate safety of the students / pupils in their classroom, laboratory or workshop. Nominated teachers are responsible for particular classrooms, laboratories and workshops and their associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

1. undertake and implement risk assessments for specific activities and are appropriate for the student / pupil group, ensure that there are referenced as part of the lesson planning process and ensure that safe working procedures are followed personally;
2. give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
3. ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary;
4. ensure that clear instructions and warnings are given to students verbally as often as necessary;
5. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
6. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
7. report defects and make recommendations to their line manager where necessary;
8. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the Academy policy.

### **3.8 Technicians / Teaching Assistants / Learning Support Assistants**

The technician/teaching assistant/LSA is immediately responsible to the teacher whilst the class is in session, otherwise their line manager is SENCO or Curriculum Leader / Head of Year

Additionally, the technicians / teaching assistants / LSA will:

1. follow safe working procedures personally;
2. be familiar with the general and particular safety rules that apply to their area of work;
3. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
4. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
5. report defects to their line manager;
6. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the Academies policy.

### **3.9 The First Aid Co-ordinators**

The Medical Needs Officer (Ratton) and The Pupil Support Officer (Ocklynge)

The Medical Needs Officer / Pupil Support Officer, when on duty is responsible for supporting health and welfare issues within the Academy and in particular will:

1. be responsible for attending to and monitoring student or visitor illness/injury and to refer students to their own doctor or hospital as appropriate;
2. maintain the school medical room and equipment;
3. monitor student health records prior to entry and to report/advise SIMS staff, HOY, AHOY and class teachers of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
4. assist in the monitoring of first aid equipment and boxes on Academy sites;
5. assist in the development and health promotion activities at the Academies;
6. ensure adequate numbers of staff are trained in first aid procedures and to co-ordinate the work of the First Aiders;
7. ensure the necessary records are maintained relating to accidents associated with the work of the academy.

### **3.10 Learning Resources Centre Supervisors / Librarian**

The Academies LRC Supervisor / Librarian is responsible for the implementation of the safety policy and for the general oversight of organisation and arrangements within the library areas of the Academies.

Additionally, the LRC Supervisor / Librarian will:

1. undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;

2. be familiar with the general and particular safety rules that apply to their area of work;
3. ensure that the library and other areas under their control are tidy and good housekeeping procedures are followed;
4. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
5. report defects to their line manager;
6. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the Academies policy.

### **3.11 Work Related Learning Co-ordinator**

The Work-Related Learning Co-ordinator (Ratton) is responsible for developing procedures to ensure that students, placed with employers for work experience as part of their programme, are not subject to unacceptable risks and in particular they will:

1. ensure that all work placement providers are assessed prior to use for the first time;
2. ensure arrangements are in place to comply with the guidelines issued by East Sussex Work Experience team (or other external provider) are implemented and monitored;
3. assist in the assessment of placements where there are particular causes of concern;
4. ensure risk assessments are carried out for young people employed by or on work experience placement with the Academies and communicated to parents;
5. ensure that work experience employers are provided with written documentation indicating hazardous work areas / tasks that must not be undertaken by students unless proof of training / competence is available.

### **3.12 Course Leaders / Tutors**

The course leader has similar responsibilities to those of the teacher and in addition the course leader will:

1. undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
2. be familiar with the general and particular safety rules that apply to their area of work;
3. ensure that the classroom, workshop or other areas under their control are tidy and walkways and exit routes are kept clear;
4. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
5. report defects to their line manager;
6. include within the teaching programme of full-time and part-time courses, specific safety modules as appropriate to their area of study, e.g. DSE Workstation Set-up, Electricity at Work, Storage and Handling of Substances;
7. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the Academies policy.

### **3.13 Managers within Support Departments**

Each manager is responsible to their line manager for the provision of safe conditions for staff, students and visitors and will:

1. attend to defect reports and recommendations from the Executive Headteacher, staff, Safety Representative and Health and Safety Co-ordinator;
2. conduct regular inspections of their area of responsibility and rectify hazards identified from those inspections;
3. budget for safety equipment for their area of responsibility;
4. instigate and ensure that safety procedures are developed for operations carried out within their area of responsibility;
5. ensure that risk assessments, including manual handling, noise, COSHH, and visual display unit assessments are undertaken and documented and that appropriate action is carried out;
6. ensure all portable electrical equipment is tested on a regular basis;
7. ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
8. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the Academies policy.

### **3.14 The Executive Business Manager will ensure that:**

1. reports on health and safety matters with respect to the school buildings and grounds are prepared;
2. safety procedures are developed and adhered to for operations carried out within the school by their staff and by outside contractors under their control. In particular they must ensure work complies with the Construction (Design and Management) Regulations;
3. keep records of hazards identified on site by staff and the remedial action taken and when;
4. when liaising with contractors, assume the duties as outlined in 3.17 below;
5. routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
6. the provision and maintenance of all 'fire' equipment and for the preparation and review of fire risk assessments;
7. ensure all accidents within the area of responsibility are recorded in line with the Academies policy.

### **3.15 The Site Teams will:**

1. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
2. ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
3. Any concerns reported to Executive Business Manager
4. attend to defect reports and recommendations from the Executive Headteacher,

- staff, Safety Representative and Health and Safety Co-ordinator;
5. ensure that all portable electrical equipment is tested on an annual basis;
  6. ensure all accidents within the area of responsibility are recorded in line with the Academies policy;
  7. ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

### **3.16 Trade Union Safety Representatives**

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

1. represent the employees in consultation with the employer and with their representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
2. investigate complaints by any employee they represent relating to health and safety and welfare at work;
3. represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
4. receive information from Enforcement Inspectors;
5. attend meetings of safety committees to which they are elected;
6. inspect the workplace if they have given the employer or their representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. They may carry out additional inspections where there are substantial changes in work conditions.

### **3.17 Staff Liaising with Contractors**

Staff liaising with contractors carrying out work at the academies should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Executive Business Manager or Headteacher for them to rectify.

Staff must ensure that contractors arriving at site, report to reception and a nominated person ensures that the contractors are informed of any hazards on the Academy sites e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Executive Headteacher to liaise with the contractors must undertake this activity due to the procedures put in place by the Academies to implement East Sussex County Council's Asbestos Management in the Workplace Policy and the Safety Management of Contractors Policy.

### 3.18 Members of Staff Generally

Each member of staff is responsible for their own personal safety and that of other persons in the Academies by the proper observation of Academy rules and procedures (e.g. by ensuring visitors report to the reception area on arrival at the site).

Staff are reminded of the general duty imposed by the Health and Safety at Work Act 1974 at Sections 7 and 8:

7. *'It shall be the duty of every employee while at work*

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,*
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

8. *'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'*

### 3.19 Students (Ratton)

Each student is responsible for their personal safety and that of their fellow students by proper observation of Academy rules and procedures.

In particular, each student will:

1. observe standards of dress and behaviour appropriate to the working situation
2. heed warnings and observe rules and ask for such warnings and rules where they are not made obvious
3. not wilfully misuse, neglect or damage things provided for safety
4. observe rules highlighted in the Students' Safety Policy.

## 4. Provision of competent health and safety advice

To ensure compliance with legislation, the East Sussex County Council Health and Safety team will:

1. advise on health and safety legislation and best practice. This supports and enhances the policy, guidance documents and model templates that are issued to ensure compliance with health and safety legislation.
2. provide access to a web-based auditing tool and inclusion within the audit programme to support compliance with health and safety legislation and best practice.
3. visit site to provide advice and guidance on a range of health and safety topics.
4. publish health and safety newsletters to keep health and safety co-ordinators up to date on health and safety legislation.
5. provide an onsite induction for new Executive Headteachers, Headteachers, Heads of School and Health and Safety Co-ordinators.

6. provide access to the ESCC online incident reporting system and completion of RIDDOR reportable accidents to the Health and Safety Executive by the Health and Safety Team.
7. undertake the role of Radiation Protection Officer for schools.
8. provide access to a CLEAPSS Certified Radiation Protection Adviser.

The East Sussex County Council Health and Safety Team are:

- Kim Hicks CMIOSH (Chartered Member of IOSH) with a total of 29 years' experience in H&S, 24 of those years within the education sector

## 5. Board of Trustees

Comprises:

- Executive Headteacher
- Headteacher
- Members of the Local Governing Committee including a staff governor
- Executive Business manager covering the budget, health & safety and premises by invitation

### 5.1 Overall Function and Objective:

Part of the Board of Trustees responsibility is to ensure the Health & Safety policy is maintained and developed.

### 5.2 Specific Functions:

- To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area within the scope of the LGCs generally and to make recommendations/observations to the Trust if appropriate.
- To consider and make recommendations to the Trust regarding individual health and safety problems which have not been resolved at operational management/safety representative level.

*Note: The Trustees, before considering any individual health, safety and welfare problem, shall satisfy itself that all possible steps have been taken to resolve the problem at departmental/section level. The Trustees shall normally not consider such cases until the above action has been taken. In the event of a safety matter not being resolved within the Trustees, any representative is free to take the matter up with the Trust through his/her staff representative.*

- To develop the policy to improve and maintain health and safety issues for staff and students
- To encourage the implementation and maintenance of effective safety rules and practices at departmental level.

- To encourage effective communication regarding health, safety and welfare matters.

## 6. Crisis Management

A crisis management team has been developed, based on the County Council's model template and guidance. Within the plan, a crisis management team is in place to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident.

### 6.1 Crisis Management Team:

- The Executive Headteacher;
- Headteachers/Deputy Headteachers;
- Health and Safety Co-ordinator;
- Executive Business Manager;
- Site Manager / Caretaker; Chair and Vice Chair of the Local Governing Committee; Governor responsible for Health and Safety;
- Senior Assistant Headteachers;
- IT technician.

### 6.2 Function of the Crisis Management Team

- To develop the School Crisis Management and Business Continuity Plans that will be used for handling emergency situations and disruption to school operations;
- To act as the decision-making authority for the management of an incident.
- To communicate plans, role and responsibilities to all those involved.
- To establish and maintain a crisis management centre which will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, copies of the plans, a log to record all actions taken during the crisis, necessary office equipment / supplies and appropriate maps and building plans.
- To assess the nature, degree and likelihood of threats to the school (staff, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's staff, facilities or assets.
- To test the crisis management plan on a regular basis to ensure that it is feasible, realistic, and suitable. Whenever the plan is found to be deficient immediate corrections will be made.

## 7. General Emergency Procedures

The summoning of emergency services is via the Office Lead and the Executive Business Manager.

Out of school hours, please contact emergency services by dialling 999 and the on-duty member of the site team.

In the event of a major disaster the Crisis Management Team must be alerted.

## 8. Fire Procedures

(See also Policy on Fire Safety)

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the Academies if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as you do so.

Everyone must walk silently and swiftly – not run – and take no belongings with them.

When outside the building assemble the students / pupils at the assembly points as far away from the building as possible. Check that all students / pupils / visitors / volunteers, etc. are accounted for.

### **Assembly Points:**

Ratton – North and South Playground and the tennis courts

Ocklynge – Playgrounds and field

**The Attendance Officers / Class teachers** and nominated staff must take the registers and visitors book.

Staff must report to the senior member of staff whether or not all of their students/visitors/volunteers, etc. are safely out of the building.

**Teachers** must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Leadership teams / H & S Co-ordinator to define the route and inform all members of staff. They are responsible for maintaining clear access to the escape routes at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteers or other visitors to their classrooms in an emergency.

**Lunchtime Supervisors / MDSA's** must know the correct method for evacuating the building at lunchtime. This information will be conveyed by the Leadership teams / H & S Co-ordinator who will ensure that there is a lunchtime practice at least annually.

Duty staff / fire wardens will check the toilets. The Site teams / Executive Business Manager will arrange for any supplies of gas and/or electricity to be turned off should the need arise.

**The Health and Safety Co-ordinator / Leadership teams** will organise practice fire evacuations as appropriate, but at least once every other term and (ideally) before the end of the first week. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Head of School / Headteacher.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Health and Safety Co-ordinator for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Site teams / Executive Business Manager will ensure that these notices are displayed in a prominent position as part of the premises inspection.

**Any student / pupil with special needs** must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Health and Safety Co-ordinator, if the class teacher or SENCO identify a particular problem. The Health and Safety Co-ordinator would contact the fire brigade to make specific arrangements for anybody in a wheelchair.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

## 9. Bomb Incident Management

Any member of staff who receives information regarding a bomb on-site must immediately inform the Headteacher or a member of senior management in their absence. The Bomb Threats Action Card should also be used.

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore, the Crisis Management Team will liaise with the Children's Services Department, Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, students, visitors, etc. by an appropriate means.

However, a pre-defined bomb evacuation assembly point (that may be offsite) should be identified, having been considered prior to evacuation. Staff should be familiar with this point and have considered how to evacuate the school (including those with PEEPS).

## 10. First Aid Procedure

(also see the First Aid Policy)

There will be at least 20 people (including sports coaches and swimming coaches) on the staff who will have current first aid training, with the aim that there should be one qualified person on site at any one time.

The named first aiders for the school are listed in Appendix B at the end of this document and also published in school on the notice board outside the medical room / Healthy & Safety Board.

First aid boxes / bum bags are kept with First Aiders, in key areas of the sites and in "Medical

Room". The Medical Needs officer / pupil support officer maintains a central supply of first aid materials to supplement first aid boxes. Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed on the staff room notice board.

All injuries which come to staff attention, no matter how slight, should be recorded on the minor injuries form - Meditracker and/or East Sussex County Council's on-line incident reporting system.

The minor injuries form and "bump notes" will be located in the medical room in the drawer clearly labelled (Ocklynge). These should be completed by the person administering first aid. In case of doubt as to whether or not a child's parent should be immediately alerted, contact Attendance team / Headteacher or in their absence a member of combined leadership / SLT. Err on the side of caution. In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a student / pupil to hospital. In these cases, the student / pupil will be accompanied by a member of staff.

A summary of the arrangements for first aid and accident reporting is included in the school prospectus.

## 11. Incident / Accident Recording and Reporting

(also see the Incident Reporting and Investigating Policy)

**In the event of an incident / accident the following procedure must be followed:**

- render any equipment inoperative
- summon assistance
- if the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider
- if the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians
- if the injured is mobile then they should be taken for emergency treatment to the hospital. Welfare staff are responsible for arranging for a member of staff to transport the student/staff to hospital.

No student / pupil may be sent to hospital unless accompanied by an adult. The member of staff taking the injured person should:

- stay with the injured person and return with them; or
- stay with the injured person until the parent/guardian arrives at the hospital and then return to school.

All staff must report any incident, accident (including violence), dangerous occurrence or near miss involving themselves or visitors/volunteers by recording the details on the East Sussex County Council's on-line incident reporting system. Student accidents, depending on the severity will be reported either on the minor injuries form and/or East Sussex County Council's

on-line incident reporting system.

Specified categories of incidents are reportable to the HSE and these will be undertaken by East Sussex County Council's Health and Safety team.

All accidents will be investigated to prevent re-occurrence. The Health and Safety Co-ordinator will monitor the accidents, incidents and near misses to identify trends. The LGCs will also receive information on accidents annually, and the Headteacher / Head of School, H&S Governor and Chair of LGCs each month.

## 12. Health Issues

### 12.1 Smoking

In an effort to reduce the risk to health from passive smoking, there is a No Smoking Policy. For the purposes of this policy this includes e-cigarettes.

### 12.2 Alcohol and Drug Abuse (also see the Policy on Drugs and Alcohol Misuse)

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the Academy and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug misuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long-term solution. For help contact **The Staff Counselling Service**, advertised on notice boards in the staff room who provide confidential help and support.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

### 12.3 Staff Wellbeing (also see the Stress Management Policy, available in "Staff Handbook" folder)

Stress is defined by the Health and Safety Executive as "the adverse reaction people have to excessive pressures or other types of demands placed on them." This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive, they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee's personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone's ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Executive Headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

Workloads and stressors will be monitored on an on-going basis as part of 1:1 reviews.

Absence management procedures are in place, staff counselling, Benenden Health Care are available where school subsidises costs, eye tests, line management meetings and recognised Union representatives.

Staff can access the counselling service offered by CARE (Purchased through ESCC)

## **12.4 Protecting pregnant workers and new mothers (also see the Pregnancy, Childbirth and Breastfeeding: Risk Management Policy)**

Pregnancy should not be equated with ill-health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many employees work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the workplace may affect the health and safety of pregnant workers, new mothers and their children. The policy sets out the known risks and gives advice on what needs to be done to comply with the law.

### **Procedure**

- Staff (full and part-time) are required to inform their Line Manager and the Personnel Section as soon as possible and in writing when pregnancy has been confirmed.
- The Health and Safety Co-ordinator or Line Manager will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the risk assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.
- The Health and Safety Co-ordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

## **12.5 Communicable Diseases (also see the Communicable Diseases Policy)**

Attending face to face education is important for students' health and their future. As we learn to live safely with coronavirus (COVID-19), the imperative remains to reduce disruption to children's education.

Good personal hygiene precautions are crucial to prevent the spread of infections and hand washing is the single most important intervention in the control of cross-infection. Prompt exclusion of students and staff who are unwell with an infectious disease is essential to preventing the spread of infection at school. There is a local policy for the appropriate removal of students and staff while they are likely to be infectious and a procedure for contacting parents and/or carers when students become unwell at school.

Refer to the 'Communicable Diseases Guidance for Schools' document for:

- Guidance on proportionate control measures to help manage the spread of infection
- Guidance on who to contact for help and advice in relation to problems with communicable diseases at school
- Basic information on common communicable diseases and guidance on where to get further up to date information.
- Information on the role of local UK Health Security Agency Health Protection Teams.

## **13. Risk Assessments and Guidance Notes / School Codes of Practice**

Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held by the Health and Safety Co-ordinator.

The following staff will complete risk assessments for the areas highlighted below:

- Premises – Executive Business Manager, Health & Safety Co-ordinator and Site Manager
- Curriculum - Curriculum Leaders / Heads of Year / Teaching staff
- Offsite Visits - Group Leader
- Individual / specific – Health & Safety Co-ordinator / Heads of Year

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

Various Codes of Safe Working Practice and guidance issued by East Sussex County Council and the Department for Education are available either in school or by accessing

on the Web. Appropriate information is also held at Departmental level. All new and existing staff should be aware of the contents relevant to them.

The Children's Services Department has published guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit.

### **13.1 Departmental Health and Safety Policies (Ratton)**

All Heads of Department are responsible for drawing up and maintaining policies for Health and Safety within their Departments. These policies will be consistent with the school policy and will reflect the specific needs, practices and hazards relating to the Department.

These Departmental Policies will be part of the Departmental Guidelines issued to all members of staff teaching or working within the Department and held by the Headteacher and the Health and Safety Co-ordinator.

## **14. Specific Hazards**

Schools are not generally considered as dangerous places to work in, but they can still present risks of injury or to health. The hazards relevant to the Academies are detailed below along with the safe procedures put in place to manage the associated risks.

### **14.1 Asbestos (also see the Asbestos Management in the Workplace Policy)**

The Academies has had an asbestos survey completed for the premises and staff will be informed of the locality of any asbestos containing materials within the Academies and should record that this has been undertaken. Asbestos materials in good condition are safe unless asbestos fibres become airborne, which may happen when materials are damaged. It is essential that where asbestos has been identified staff follow the safe working systems within the Academies and ensure that the fabric of the building is not disturbed and follow the escalation procedure in the Asbestos Policy where damage to an asbestos material has been identified. The Executive Business Manager has been nominated to liaise with contractors to ensure that they are provided with relevant safety information and will approve works to be undertaken in school and is also responsible for the development and reviewing of the asbestos management plan for the school.

### **14.2 Legionella**

The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise awareness of standards and ensure compliance with specific statutory requirements. Therefore, a process is in place to commission a risk assessment of our water systems that will be reviewed on a bi-annual basis or where there has been a physical change to the water distribution system along with the risk assessment recommended regular monitoring undertaken by the Site Teams.

## 14.3 Contractors

Any contractor working for the academies must be effectively managed from a health and safety perspective, for both legal and operations reasons. We ensure that contractors are competent to undertake works by using the County Council's approved list or by completing a contractor's assessment questionnaire. Most works will be planned for out of school hours or in the school holidays, however, staff will be informed when contractors will be on site. Pre-start meetings will take place to ensure any impact is minimised. Please see 3.17 of this document for further information on liaising with contractors.

### **Safe system of work (see Appendix 1 of the Contractor Management Policy)**

The Headteacher must be aware of and agree a safe system of work with contractors for activities carried out on the school site. This will include arrangements for safe access and a safe place of work on the premises; the contractor's response to emergency situations (e.g. fire evacuation); contractor's appropriate and safe interaction with staff, students, service users, and others on the premises who may be affected by their conduct and work.

### **Permit to work**

A formal Permit to Work will be required for high risk activities such as hot work (see template available on webshop). These are the contractor's responsibility but the school should ensure they understand what the work entails and are appraised on any elements likely to impact on the health and safety of everyone else on the premises.

## 14.4 Gas and Heating Systems

All gas and heating systems will be regularly maintained by competent contractors. Any faults should be reported to the site teams.

## 14.5 Security

Arrangements are in place for the academies sites to be as secure as possible and in line with East Sussex County Council guidance. A risk assessment has been undertaken to ensure that adequate controls are in place and it is essential that staff follow these procedures.

## 14.6 Display Screen Equipment (DSE) (also see the Display Screen Equipment Policy)

The nominated DSE Assessor is the Health and Safety Co-ordinator and an audit of all staff has been undertaken to identify those staff who would be considered as DSE 'users'. Numbers of these staff at each site are included in Appendix A. The Health and Safety Co-ordinator will ensure that all workstations (excluding student workstations) comply with minimum standards as detailed within the County Council Policy. Employee workstations are assessed to identify the risks to health and safety to remove and reduce any risks to the lowest practical level.

DSE 'users' are entitled, if they wish, to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it.

The optician's fee for the eyesight test will be reimbursed by the Academy. The standard letter must be completed by the employee prior to the eye test, and taken to the optician.

The employee must return the completed form to their line manager after the test.

If the optician confirms that a user requires new visual correction specifically for work with DSE, as indicated by a tick in box 3 of the Optometrist's Report, the Academy will pay a contribution towards the cost. It should be noted that some users who already wear glasses may or may not need special glasses for display screen work.

## 14.7 Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any student / pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All electrical equipment is checked annually under the terms of the maintenance contract. The Executive Business Manager / Site Teams are responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to the Site teams immediately.

The Executive Headteacher must be aware of, and approve the use of any item being brought into the Academy by a member of staff, volunteer or a student / pupil. The Executive Headteacher must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations etc.

## 14.8 Machinery and Equipment

### **Ratton:**

There is a list of all equipment owned by the Academy and this is kept by individual departments. Maintenance schedules are in place to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and students.

Where manufacturers' instructions are not available the Curriculum leader will prepare instructions for maintaining the equipment and/or machinery and will liaise with the Health and Safety Co-ordinator to obtain such advice as may be needed for preparing those instructions. A copy of the instruction will be exhibited close to the equipment or machinery to which it relates.

### **Ocklynge:**

An inventory of all equipment is kept by the Academy. Within the curriculum appropriate hand tools are to be used under **strict guidance and close supervision of a teacher or teaching assistant**, when used by pupils. Such equipment, even simple items such as scissors, must be put away before a wet playtime where there is a chance that an accident might occur due to lower level of supervision.

## 14.9 Moving and Handling

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by students but they must be given clear instruction in the correct way to lift and handle items. Close supervision is appropriate at all times.

The Health and Safety Co-ordinator and relevant staff will be responsible for undertaking risk assessments for moving and handling tasks, including those activities carried out by students. Training will be offered to those staff who are expected to lift objects. As well as physical manual handling course, we also offer an e-learning course to staff. If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

If there is a requirement for students to be moved, the Health and Safety Co-ordinator / Headteacher will arrange training for staff.

## 14.10 Work at Height

All work at height must be properly planned and organised to ensure that it is carried out safely. The hierarchy to follow is:

- Avoid work at height if at all possible
- If work at height is unavoidable, control measures must be put in place to prevent falls
- Where the risk of falling cannot be prevented, control measures must be put in place to minimise the distances and consequences of a fall.

The selection and quarterly inspection of equipment, with records kept is an essential control feature. Chairs, furniture, fixtures or other equipment not designed for this purpose must not be used to work at height or access.

The Health and Safety Co-ordinator will be responsible for undertaking risk assessments for work at height tasks.

Work at height activities will only be carried out by staff who are **competent and authorised** for the work involved and work will only commence when risk assessments and safe systems of work are in place and understood. Staff that are expected to use ladders or stepladders more than four rungs high will attend a half day training session.

Staff without the half day training will not undertake any work at height and will contact the site team/site manager for any access requirements.

## **14.11 Vehicle Safety in Schools**

Vehicles at work are a major cause of fatal and major injuries nationally every year. All schools have deliveries and waste collections on their sites and some also have the provision of parking. All vehicle movements must be considered in relation to how traffic is managed. A risk assessment has been undertaken and it is essential that staff follow these procedures.

*Vehicles on Site Risk Assessment*  
*Minibus Risk Assessment*

Executive Business Manager is responsible for ensuring vehicle safety arrangements are in place including risk assessments.

## **14.12 Managing Slips, Trips and Falls**

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping, such as cluttered walkways. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear walkways and exit routes. The site teams will undertake an inspection whilst opening the academies each morning to ensure that communal areas are free from trip hazards, etc. The site teams will report all hazards, obstructions, defects or maintenance requirements to the Health and Safety Co-ordinator. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately. A risk assessment has been undertaken for the school site and it is essential that staff follow these procedures.

The Academies will be cleaned as per the cleaning schedule and will be monitored by the Site Teams / Executive Business Manager.

## **14.13 Waste Disposal**

All waste will be disposed of according to appropriate health and safety guidelines. Arrangements are in place to collect, store and dispose of waste via licensed contractors with the appropriate paperwork completed. Special arrangements have been made for the storage and disposal of hazardous waste with records kept. Where necessary, special arrangements have also been made for the storage and disposal of clinical waste.

## **14.14 Violence at Work**

All staff must report to their line manager/headteacher / head of school any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported via the East Sussex County Council's on-line incident reporting system.

After an incident, the line manager or headteacher / head of school will meet with the

member of staff concerned to check on their wellbeing and identify if further support is required. A wellness plan will be discussed.

Support is available from our staff counselling service. This is a confidential service and they can be contacted on 0333 212 8382, the service is available 24 hours a day, 365 days a year.

### **14.15 Lone Working**

A risk assessment/procedure will be in place for lone working – e.g. site teams, teaching/office staff during school holidays etc.

### **14.16 Off-site Visits**

The Academies have a separate policy on off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the Academy and Children's Services Offsite Activities and Educational Visits Policy.

### **14.17 Work Experience Placements**

The Academy has a separate policy on the arranging of work experience placements. As specific legislation applies to young workers including students on work experience, it is essential that the Academy's work experience policy is followed.

Ocklynge works in partnership with secondary schools and colleges to provide work placements. Any proposed placement should be discussed with the Deputy Headteacher.

As the placement provider, risk assessments should be undertaken by the Deputy Headteacher / teacher as soon as the placement details have been agreed in conjunction with the secondary school or college and **before** the pupil / student takes up the work placement.

Providers should be informed in advance about any specific individual pupils / students who may be at greater risk, for example because of any specific medical / behavioural needs or learning difficulties.

Teaching staff must be aware of the risk assessment in order to ensure the safety of the work experience student whilst in the care of the school.

### **14.18 Hazardous Substances**

At Ratton, responsibility for implementation for the Control of Substances Hazardous to Health (COSHH) Regulations, annual review and (where necessary) updating has been delegated to Heads of Department. The main departments that use these types of substances are Design Technology, Art, Science, Reprographics and the Site teams.

The legislation requires that any substance used in the Academies must have a product safety data sheet, and that hazard and risk assessments for that substance be carried out, maintained in written form, and available to the users.

A record of the arrangements currently in force will be maintained by the Health and Safety Co-ordinator. It may be inspected by the staff (or, indeed, by the Health and Safety Executive) at any time.

Any colleague unsure of their position in relation to COSHH may consult the Health and Safety Co-ordinator.

Ocklynge, will keep an inventory of all hazardous substances on site and this will be kept up to date by the site team inspections will take place to:

- identify all substances used
- assess the level of risk to health
- eliminate the use of substances or substitute a safer alternative
- introduce and monitor control measures to prevent risk

### **14.19 Radiation**

At Ratton, the Science Department holds a selection of radioactive substances. A Radiation Protection Supervisor has been nominated within the academy along with a Radiation Protection Officer for Children's Services. The Radiation Protection Adviser is appointed by CLEAPSS on behalf of the Academy and local authority.

The role of the Radiation Protection Supervisor and Officer is to ensure that the Academy complies with the Ionising Radiations Regulations. Further information is contained in the Science Department's safety policy.

### **14.20 Pressure Systems**

All pressure vessel systems in the Academy will be listed on the inventories of the departments concerned and will be subject to annual inspection by an Academy appointed contractor. Safety certificates for all such systems will be displayed in the vicinity of the system concerned. Systems identified as faulty will be removed from use at once.

Written inspection and reporting schemes for affected items are kept by the Health and Safety Co-ordinator and must be consulted prior to any inspection

### **14.21 Noise at Work**

All members of staff need to be aware of "nuisance noise" and respect the needs of others in the academy. Common sense and courtesy by all members of staff, students and visitors to the Academies will prevent problems arising.

Any member of staff or visitor detecting a potential problem will report it immediately to the Site Teams and the Executive Business Manager.

## 14.22 Lettings

If the Academies are let, the Executive Headteacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept. Copies of hiring agreements are held in the finance offices. The academies will maintain the premises being let in a safe condition and communicate any unsafe conditions or hazards with the hirer. It is the responsibility of the hirer to ensure that there is adequate first aid arrangements in place and to report any hazards/defects or incidents involving the premises or any leased equipment following the academy's hazard/incident reporting procedures.

## 15. Use of Minibuses

The Guidelines for Minibus Operation apply to all minibuses and other large passenger-carrying vehicles e.g. people carriers and are also the minimum standards to be applied to any vehicle hired for use on Academy business.

**Eligibility to Drive** – All drivers must:

- be aged 25 and under 65 and have held a full current driving licence for at least three years without claim or conviction - this minimum age is reduced to 23 for teachers appointed to teach physical education;
- be authorised by their line manager to drive a minibus;
- have passed the ESCC Minibus Driver Training and Assessment
- Have D1 minibus entitlement on their driving licence

Drivers of vehicles on the academy site are subject to all normal regulations including the wearing of seat belts and crash helmets. A speed limit of 5 mph is imposed on vehicles on site. Drivers of all vehicles, whether car or motor cycle must not drive carelessly or inconsiderately on any occasion.

Procedures are in place to notify the Executive Business Manager of any faults identified with the minibus. Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

## 16. Supporting Pupils with Medical Conditions

(also see the guidance on supporting pupils with medical conditions)

The Academies have a separate policy on the local arrangements for supporting children with medical conditions, including the administration of medicines. Staff should make themselves familiar with the content of that document.

As a summary, The Medical Needs Officer / Pupil Support Officer or a responsible adult will administer medicines/witness administration and keep a record that they have been given. We must stress that students / pupils should not be at school if they are unwell and if at all possible, students / pupils should receive their medication at home.

For all medicines to be administered parents should complete a consent form. Each time there is a variation in the pattern of dosage a new form should be completed. A new form should be completed for each medicine to be administered.

The smallest practical dose should be brought into school in individual original containers, which should be clearly labelled with the student's name and dosage instructions.

The Medical Needs Officer / Pupil Support Officer will liaise with parents/carers on the development of health care plans, etc. when required and staff should ensure that they familiarise themselves with these documents.

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

PPE will be provided free of charge to all staff as required.

PPE means all equipment worn by staff or students which is designed to protect them from specified hazards. The need for PPE is identified through risk and/or COSHH assessments which will determine the suitable PPE to be used for each hazard and these are reviewed on an annual basis or as and when required. The school will provide employees and students who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate.

Staff and students will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective.

Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair. When not in use, PPE will be properly stored, kept clean, and in good repair.

## **18. Training and Information**

A training needs analysis has been undertaken by the CPD Leaderships at the academies, in conjunction with the Heads of Year / Curriculum Leaders to identify the mandatory health and safety training required for each member of staff and this will be reviewed annually. The training will be identified by using East Sussex County Council's Health and Safety Training Policy and matrix template. The Line Managers will ensure that staff are released for this training.

All members of staff will receive a comprehensive health and safety induction when they commence employment with the academies and the induction will include specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in school.

The Executive Headteacher / Headteacher / Head of School will:

- inform staff of any changes in the policy;
- assess the training requirements of the staff and integrate those needs onto the training plan to inform Governors;
- assess the training needs of new members of staff.

Every member of staff will be made aware of The South Downs Trust's Policy on Health and Safety and will be shown how to access the document via our website. If any member of staff feels the need for training, they must alert the senior management team.

Staff are also reminded that they must provide notice of 3 months if qualifications relating to Health and Safety issues are due to expire, e.g. First Aid.

The Academies have developed a supply teacher's pack and this will be issued to all supply staff that includes health and safety information.

## **19. Monitoring Health and Safety**

Health and safety standards must be monitored by the senior leadership team in conjunction with the Trustees by the following:

- the Senior Leadership Teams will include health and safety as part of the agenda of their regular meetings;
- the Executive Business Manager and Site Manager will conduct an annual premises inspection with the Health and Safety Co-ordinator and trade union safety representative (where appropriate) and H&S Trustee;
- the Board of Trustees will have health & safety as a standing agenda item.

### **19.1 Inspections**

To maintain and improve standards throughout the Academies a formal premises inspection will be undertaken three times per year and records kept. The Academies will be inspected by the Site Teams, Executive Business Manager, Headteacher and the nominated Governor for Health & Safety.

The Health and Safety Governor will review the inspection checklists to ensure that these are carried being out, that they are effective and that issues raised are being resolved.

Local inspections of the outdoor play equipment at Ocklynge are undertaken by the site team in line with the ESCC Guidance on Outdoor Play Equipment document. A certificated inspection is undertaken by a registered RPII (Register of Play Inspectors International) Inspector on an annual basis with records kept.

### **19.2 Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed East Sussex County Council's Health and Safety team will complete a health and safety audit at least every 3 years. The action points identified through the audit will form part of a focus for the H&S Governor and updates reported to LGCs and will form part of the academies development plan.

## 20. Visitors

The Executive Headteacher / Headteacher / Trustees / Governors accept the responsibility for health and safety of visitors to the Academies, including contractors.

All visitors to the Academies will be asked to sign in at reception and sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

The Executive Headteacher / Headteacher will ensure that volunteers have the necessary safety information, in line with East Sussex County Council's Voluntary Work Policy.

## 21. Trade Union Safety Representatives

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training.

The trade union safety representative will consult the Executive Headteacher / Headteacher / Head of School on any relevant health and safety matters.

## 22. Health and Safety Policy Monitoring and Review

The Academies acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The Academies will constantly monitor and update the policy as appropriate and will undertake a formal review on an annual basis or after a significant event e.g. accident or change seeking endorsement from the Board of Trustees.

Monitoring of the policy will be via spot checks, scheduled safety inspections, audits, management reports or accident investigations.

## Appendix A: List of Useful Contacts in School

### Ocklynge:

Health and Safety Trustee – Anne Wardle

Health and Safety Co-ordinator – Nicola Trubshaw

Educational Visits Co-ordinator – Tracy Comfort

Trade Union Safety Representatives – Julie Nightingale

#### Subject Leaders:

- PE – Dianna Lansley & Jenny Rolf
- ICT – Phil Lloyd
- Science – Lynsey Swingler
- English – David Bain & Phil Lloyd
- Maths – Naomi McDonald & Rosie Quinne
- Design Technology – Amy Hebben

Pupil Support Worker – Katie Burns

First Aiders                      Support Staff – 30

Number of Display Screen Equipment ‘Users’

Office Users – 7

Other Staff – 4

### Ratton:

Health and Safety Trustee – Anne Wardle

Health and Safety Co-ordinator – Nicola Trubshaw

Educational Visits Co-ordinator – Tracy Comfort

Trade Union Safety Representatives – David Brinson / Paul Bartholomew

#### Subject Leaders:

- PE – Will Brooke
- ICT – Reid Chard
- Science – Tamara Tennant
- English – Angela Devine
- Maths – Wendy Stevens
- Music – Ryan Kearsey
- Design Technology – Richard Goddard

Medical Needs Officer – Charlotte Comfort

First Aiders                      PE Staff – 6

Other Staff - 15

Number of Display Screen Equipment ‘Users’

Office Users – 15

Other Staff – 4

## Appendix B: First Aid, Accidents & Incidents

### Ratton:

Name	Qualification
Charlotte Comfort	Level 3
Kieron Field	Level 3
Alan Grimes	Level 3
James Gatrill	Level 3
Nigel French	EFAW
Will Brooke	Level 3
Jay Chaundy	Level 3
Chloe Papagna	Level 3
Barney Pullinger	Level 3
Sophie Treloar	Level 3
Jane Upton	Level 3
Paul Bartholomew	Level 3
David Brinson	Level 3
Charlotte Dudson	EFAW
Andrea Georgiou	EFAW
Paul Hunt	Level 3
Liz Hylands	EFAW
Lorna Marriott	EFAW
James Massey	EFAW
Nick Morris	EFAW
Charlotte Punchard	Level 3
Stuart Reynolds	EFAW
Gabriel Rowland	EFAW
Leyhann Sayers	Level 3
Paul Tyskerud	EFAW
Lisa Weller	Level 3
<b>Ocklynge:</b>	
Susanna Albertella	EFAW
Becky Allen	EFAW
Lisa Attwell	EFAW

### Ocklynge cont'd:

Name	Qualification
Nikki Awdry	EFAW
Christine Bogusz	EFAW
Ria Brown	EFAW
Eri Bukuroshe	EFAW
Emma Bussell	EFAW
Maxine Carden	EFAW
Charlotte Clifford	EFAW
Sharon Cooke	EFAW
Joanne Dadswell	EFAW
Kay Dawson	EFAW
Deborah Ebdy	EFAW
Nicola Gralinska	EFAW
Fran Hackett	EFAW
Jayne Harley	EFAW
Nicola Hale	EFAW
Jayne Harley	EFAW
Hayley Harrigan	EFAW
Emily Hills	EFAW
Linda Hooper	EFAW
Frankie Kelly	Level 3
Roxy Knights	EFAW
Maria McClymont	EFAW
Carolyn Murrell	EFAW
John Piercy	Level 3
Vicky Schulz	EFAW
Natalie Sheppard	EFAW
Sarah Skilton	EFAW
Maggie Stone	EFAW
Rachel Sunter	Level 3
Patricia Tompsett	EFAW
Laura Wallis	EFAW