



## **Annex to the Bath and Wells Multi Academy Trust Health and Safety Policy**

**Further detailed responsibilities and arrangements specific to:**

**St Andrew's Church School Bath**

**Document Prepared by: Jayne Rochford-Smith**

**Print Name: Jayne Rochford-Smith**

**Job Title: Headteacher**

**Date: May 2023**

**Document Ratified by: Louise Leach**

**Print Name: Louise Leach**

**Job Title/Role: Chair of Governors**

**Date: May 2023**

**Policy to be reviewed: May 2023**

## Responsibilities

The following tables identify those who have been delegated responsibilities or have specific roles within the Academy:

Headteacher:	Jayne Rochford-Smith .....
Delegated Senior Manager: (if delegated)	..... .....
Health and Safety Co-ordinator: (if applicable)	Heidi Frydman
Premises Manager: (if delegated)	..... .....
Educational Visits Co-ordinator(s):	Jayne Rochford-Smith
Governor(s) with Health and Safety Responsibility:	Delia Masanotti
LGB Committee(s) where Health and Safety is discussed:	Resources
Trade Union Safety Representative(s) / Employee Representative(s):	..... .....

Competent Advice for Health and Safety:	Darren Ling (Director of Operations) – 01749 372700 or <a href="mailto:darren.ling@bwmat.org">darren.ling@bwmat.org</a>
Key Holders:	Jayne Rochford-Smith Tamsin Stephen Nadine McCraw (Cleaner in Charge) Adrian Hillier – Buildings Maintenance
Person(s) responsible for undertaking regular H&S inspections:	Jayne Rochford-Smith Heidi Frydman Samantha Wilkin Delia Masanotti
Person responsible for co-ordinating fire evacuation arrangements:	Jayne Rochford-Smith Tamsin Stephen Heidi Frydman
Persons trained and appointed as fire marshals/wardens:  <i>NB This can include persons who have been trained in hands on extinguisher training and received annual awareness training.</i>	Kate Sandey Matthew Jarvis Jayne Rochford-Smith Heidi Frydman Samantha Wilkin Tamsin Stephen
Persons trained and appointed as first aiders / appointed persons (including qualifications type/Expiry dates):  <i>NB If you already have a list of first aiders, please simply list the number of each qualification type trained and identify where the actual information is located.</i>	The first aid training is documented in the school's training database. Paediatric First Aid x 7 First Aid in Schools x 21
Persons trained in food hygiene:	The office has a list of staff trained in food Hygiene and this is also kept on SharePoint.

<i>NB If you already have a list, please simply list the number trained and identify where the actual information is located.</i>	10 members of staff are trained in Food Hygiene.
Who do staff (and others) report incidents/accidents/near misses to:	Office
Who do staff (and others) report hazards/health and safety concerns to:	Office

## Documentation

Policies/records/documents relating to the Academy Health and Safety Policy are listed below along with the locations where they can be found (please expand and amend accordingly to your Academy):

<b>Documents</b> – examples below (not exhaustive)	<b>Location</b> e.g. office, staff room, website, SharePoint, etc.
Health and Safety Policy (signed and dated)	SharePoint/ Website/copies in staff room
Health and Safety Law Poster	Staff room
Risk Assessments	SharePoint/ Website
Off-Site Visit - Approvals	SharePoint/EECLIVE
Off-Site Visits Policy	Website /SharePoint
Fire Risk Assessment	Office/ SharePoint/ IAMs
Fire Policy	Pupil Emergency Evacuation Plan (PEEP) held in Fire Folder and on SharePoint
COSHH Assessments and Data Sheets	SharePoint and file copies
First Aid/Accident book	Office
Asbestos Register and Management Plan	Paper copy & Share Point
Legionella Risk Assessment	IAMs / SharePoint
Property Servicing/Maintenance Records	SharePoint / IAMs
Health and Safety Training Records	SharePoint
Medications Policy and Forms	Office & SharePoint
Site Management/Caretaker Log Book/ Records	IAMs
Business Continuity Plan	Held on SharePoint and paper copy in folder in the office.
Lockdown Procedure	SharePoint/ copy in staff room
Covid risk assessment and relevant documents.	SharePoint/ Website/ copies in staff room

### **Academy specific arrangements:**

The Local Governing Board and the headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations in their academy.

These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal) - All staff will be informed about these procedures.

The list below is an example of common procedures only. Some Academies may be able to exclude some as not applicable but equally most Academies will probably need to add further ones to cover local risks and circumstances.

- Academy managed projects
- Critical Incident Strategy
- Educational visits and activities
- Fire safety and emergency evacuations
- First aid including the storage and administration of medicines
- Health and safety site inspections
- Lockdown
- Lone working
- Manual handling
- Maintenance of plant, equipment and electrical systems including PAT testing
- Managing water hygiene
- Out-of-hours use of Academy buildings and facilities including public performances
- Reporting of accidents, incidents, hazards and near misses
- Risk assessments
- Site security
- Stress and employee well-being
- Swimming
- Unexpected loss of utilities
- Use and storage of chemicals
- Use of contractors
- Use of or exposure to any hazardous substances or materials
- Use of minibuses
- Vehicular access/segregation, car parking and use of staff cars
- Violence and aggression to staff
- Waste disposal
- Working at height
- Work experience for pupils
- Partial/full closure/remote learning – e.g. covid-19.

### **Risk Assessments**

Academies need to regularly assess the risks of their sites and any activities they wish to carry out both on the Academy site and off-site. These assessments need to be recorded on EEC Safety Suite or alternative method and provides vital evidence that the Academy has considered all possible risks and taken appropriate action to reduce them.

A suggested list of risk assessments each Academy should have is available on SharePoint, to help identify potential hazards in a typical Academy.

### **Off-Site Visits Approvals**

All Academies within the Trust are to follow a suitable method of planning, approving, evaluating external visits. All external visits which are hazardous in nature, residential, overseas, or non-local should be approved locally by the Academy themselves, their Local Governing Board and then submitted to the Director of Operations for approval.

The Trust have adopted EEC Safety Suite as their chosen method for planning, and approving of external visits.

Academies should implement their own External visits/Off-site visits Policy which follows the national guidance for the management of outdoor learning, off-site visits and learning outside the classroom. This guidance is located here - <http://oeapng.info/>.

Please see Appendix 1 to this Annex, which was circulated by the Trust in November 2016.

All Academies should appoint a suitably trained Education Visits Co-ordinator (EVC).

### **Education Visits Co-ordinator (EVC)**

The Educational Visit Co-ordinator (EVC) is responsible for ensuring the planning and management of educational visits including adventure activities led by school staff.

They should organise the thorough induction of leaders and other adults taking pupils on a specific visit and make sure that DBS checks are in place as necessary for those who may be volunteering on the trip.

Teaching staff are responsible for supervising pupil groups whilst they are away from school on external visits, and for ensuring that pupils are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment.

Visit Leaders are responsible for carrying out risk assessments prior to the external visit/off-site activity taking place. Whenever adventurous activities are being undertaken and/or residential take place, those responsible for leading groups off-site will have relevant and up-to-date training.

### **First Aid Co-ordinator**

The First Aid Co-ordinator or nominated lead first aider will be responsible for:

- Maintaining Academy and pupil records of first aid support given to staff and pupils.
- Maintaining first aid kit stocks and records
- In conjunction with the Academy office, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.

- Checking that all medication held on the Academy site is stored and labelled appropriately and is within its use by date and informing the Academy office when any medications need renewing.

### **Administration of Medication**

The Administrators / Office Manager will be responsible for:

- Administering prescription medicines when parental consent has been obtained to do so.
- In conjunction with the First Aid Co-ordinator, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Requesting and collecting new or renewed medication from parents/guardians and passing this to the First Aid Coordinator for appropriate storage.
- Administering medication and liaising with the Health Centre, School Nurses and parents as appropriate.
- Managing the input, maintenance and retrieval of all medical data in respect of pupils and staff at the Academy, ensuring that confidential information is held securely.

### **Visitors and other users of the premises**

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers, e.g. Nursery, Children Centre, Pre-School catering and cleaning contractors and outside staff based in the academy

All visitors to the Academy must comply with this Academy Health and Safety Policy and procedures.

Headteachers must ensure that a suitable system is implemented whereby visitors are required to record their visit to the Academy (visitor's book) and the time they leave. This should include all visitors to the Academy including Governors, Contractors etc.

Where applicable, visitors will be required to wear a 'visitors' identification badge which will be supplied by the Academy.

Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.

Should a fire / emergency occur, or the fire alarm is activated whilst visitors are on the Academy's premises, the person who is accompanying the visitor will take him / her to the fire assembly point.

Should an incident /accident occur involving a visitor it must be reported using EEC Safety Suite accident reporting module. An investigation must be undertaken as soon as possible by the relevant responsible person where appropriate

If the incident is of a serious nature, or fatal, the headteacher should contact the Director of Operations on 01749 372700 immediately.

Persons hosting visitors including meeting arrangers must ensure:

- Visitors are alerted to the establishment fire procedures;
- Visitors adhere to the 'no smoking' policy;
- Visitors adhere to any mobile phone usage policy;
- Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles;
- Visitors record time of arrival and departure in the visitors' book;
- Where applicable visitors are provided with and wear identification badges;
- Visitors are accompanied or authorised to enter the premises;
- Visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied;
- Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised;
- Visitors report all accidents, incidents and near misses to the host;
- Visitors wear protective clothing that is supplied when necessary.

### **Contractors**

All Contractors under the Academy control will be appropriately selected and competent in terms of health and safety.

Contractors must be made aware of and abide by the Academy's Health and Safety Policy and not endanger pupils, staff or other visitors to the site.

The headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the headteacher, or by the contractor, in consultation with the headteacher.

All contractors must report to the responsible person before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect their safety and that of others.

### **Lettings**

All lettings must be approved by the headteacher/LGB. Conditions for lettings are set out on the Letting Form/Agreement which must be completed accordingly.

The Letting Form/Agreement can be obtained from the Business Manager.

Details of the Academy's emergency contact details are provided to the hirer.

Emergency procedures and arrangements are in place and both parties must be aware of individual responsibility in the event of an emergency.

Hirers risk assessments may be requested.

Adequate insurance is required from any hirer.

The hirer must inform the Academy of any damage, equipment failure or faults with the fabric of the building.

## **Asbestos**

Please refer to the Academy's Asbestos Management Plan and latest asbestos register/survey for further advice and guidance. A copy of this must be held by the caretaker / site manager, and be available and shown to any visitors or contractors.

The asbestos register/survey will be formally reviewed every 5 years by a suitably competent asbestos contractor.

A formal check of visible asbestos containing materials will be each Academy annually.

Key staff should receive asbestos awareness training periodically.

## **Lone Working**

Lone workers are those who work by themselves without close or direct supervision and are found in a wide range of situations.

Staff should avoid lone working wherever possible. If a staff member finds themselves in a lone working situation, they must always carry a mobile phone for emergency use and let others know where they are going and how long they intend to be.

Ladders or any other equipment that might result in personal injury must not be used.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

## **Accident Reporting, Recording and Investigation**

All accidents must be reported to the headteacher.

For accidents involving pupils which require minor first aid, these should be recorded in the Academy's accident/first aid book. This book is located in the medical room.

For more serious injuries to pupils, and for all accident (regardless of severity) to employees, visitors, contractors etc, these accidents should be entered on to EEC Safety Suite. A data collection form for assisting with this is located on SharePoint.

Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) will flag when entered on to EEC Safety Suite and will be checked and actioned by the Director of Operations in the Central Team.

Fatal or major injuries must be reported immediately by telephone to the Director of Operations in the Central Team (01749 372700) and then the accident entered onto EEC Safety Suite immediately.

When necessary, parents / carers or other persons should be notified of the pupil's accident.

## **Lockdown Procedure**

The Academy have lockdown procedures which are reviewed annually. These have been explained and distributed to all staff. The lockdown procedure is located in the school office.



## **Defect Reporting Procedures and Equipment**

All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is brought to the attention of the headteacher so that remedial action can be taken

Any equipment in academy should be used safely and for its intended purpose only. Faulty equipment must be taken out of use and if appropriate isolated and labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of the headteacher/site manager, so it can be logged, actioned and monitored.

No second-hand equipment or equipment brought in from home must be introduced to Academy without the prior agreement of the Headteacher.

## **Working at Height**

Activities which require work at height should be identified and eliminated where possible. Where it is not possible to eliminate work at height, all reasonable steps should be taken to minimise any risks

Risk Assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of the person involved to ensure this takes place.

Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and they should wear the appropriate clothing and footwear.

Pupils are not permitted to use access equipment. Information, instruction and supervision will be provided to specific pupils that may use access equipment for school related activities.

Contractors are expected to provide their own equipment and will not be permitted to use the Academy's equipment.

## **Manual Handling**

All staff must avoid hazardous manual handling operations so far as is reasonably practicable and act according to any medical advice (including advising the headteacher).

All staff whose duties could include manual handling/lifting must be provided with suitable information and training.

Ensure they are physically capable of safely completing a manual handling task. Use mechanical aids whenever possible and/or undertake team manual handling.

Manual handling risk assessments should be carried out for tasks that may pose a risk of injury to Academy staff. This does not include tasks that are of a low risk, are straightforward or will only take a very short time.

There are risk assessment frameworks available on the risk management module of EEC Safety Suite.

## **New and Expectant Mothers**

Should any employee become a new or expectant mother, the Academy will take steps to ensure their continued health and safety at work.

A new and expectant mothers risk assessment will be completed with 'one to one' discussion and a formal agreement, wherever possible, with the expectant or new mother to reduce their exposure to work related hazards.

The Trust Policy and Risk Assessment template for new and expectant mothers is located on SharePoint.

### **Display Screen Equipment (DSE)**

The Academy has a duty to undertake risk assessments of the workstations of staff who habitually use a computer or laptop. A 'user' is defined as a member of staff who habitually uses display screen equipment as a significant part of their normal work. Significant is taken to be continuous / near continuous regular spells of an hour at a time e.g. admin staff, business manager etc.

For 'users' a DSE assessment should be carried out by their line manager or as a self-assessment. This takes the form of the HSE Workstation Assessment form and is located on SharePoint.

DSE assessments will be reviewed every two years; or before where changes occur e.g. equipment, office layouts or when there are staff changes.

Those staff identified as DSE 'users' shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician. This will be paid for by the Academy (NB this also includes corrective lenses if required solely for DSE use).

The Trust guidance on DSE and eyesight tests is located on SharePoint.

### **Infectious Diseases/Health Protection**

The latest Public Health England 'Health Protection in schools and other childcare facilities' guidance, exclusion lists etc can be viewed and downloaded here - <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>.

### **Key Holder – Safety During Call Outs**

Key holders on call should be mindful of their own safety and the Academy must ensure that any lone working has been considered. If the police have left the premises a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in.

Before leaving, the key holder should ensure that the academy is secure and the alarm re-set.

If any member of staff is on site and is concerned about people on or about the site they should telephone the police on 101 or on 999 if concerned about their own protection or the Academy's well-being.

### **Adverse Weather**

The headteacher will make the decision whether to open the Academy in the event of adverse weather. Severe Weather guidance is available on SharePoint and updated every 2 years.

The site manager / caretaker / another member of staff is responsible for clearing snow and gritting suitable pathways to allow access to the Academy site and safe egress routes in the event of an emergency.

## **Smoking**

All Academies are no-smoking sites.

## **Outdoor Play Equipment (if relevant)**

Outdoor play equipment will only be used when appropriately supervised.

Such equipment will be checked by the teacher for any apparent defects and particularly for contamination by animals. Any defects should be reported immediately to the Office so that remedial action can be taken.

Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'.

The outdoor play equipment is inspected annually by Sportsafe

Risk Assessments must be carried out for play equipment.

## **Gym Equipment**

All staff should check PE apparatus before use and report any defects to the Site Manager/ Caretaker.

Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'.

The PE equipment is inspected annually by Sportsafe

## **Health and Safety Consultation**

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities.

Consultation within the Academy takes place through the following methods:

- In the first instance all employees can raise health & safety concerns directly with their line manager;
- All employees also have the right to raise health & safety concerns with a trade union appointed health & safety representative, who can take the matter up on their behalf;
- Ensuring health & safety is on the agenda at team meetings. Issues are then dealt with or referred up.

## **Health and Safety Performance Reporting and Review**

The LGB and the headteacher review the health and safety performance of the Academy at least annually. This takes the form of a health and safety report produced by the headteacher which is presented to the LGB for review, comment and action and includes information and statistics on:

- EEC Safety Suite Management Report;
- Academy health and safety inspections/audits;
- Monitoring checks;
- Incident statistic and investigations;
- Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health);
- Any surveys carried out by the academy, which provides data that relates to employee health, safety and wellbeing.

## **Review and Revision**

The LGB will ensure that this Health & Safety Policy is reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements.

## **Appendix 1**

### **Educational External Visits Guidance note (Issued Nov 2016, updated Sep 2018)**

The Trust has delegated responsibility to Local Governing Boards for ensuring that each school has an appropriate policy, procedures and risk assessments so that outdoor and residential visits are conducted and recorded. Each LGB should have a policy that fully details how external visits and trips are planned and signed off for their school.

The Trust recommends that LGB's are familiar with the National Guidance and ensure that their policy is in line with best practice.

National Guidance can be found here: <http://oeapng.info/>

### **Statutory requirements**

The law that specifies schools' duties in relation to visits is set out in Health and Safety legislation which specifies a duty of care. However, there are no specific legal or statutory requirements around the details of how to conduct risk assessments or any ratios of adults to children for education outdoor visits.

There is best practice guidance and each Local Authority has in past provided their own system or software to support this - in most cases this is either via the Evolve or EEC Safety Suite systems.

As a Trust we have opted to use EEC Safety Suite for all our schools not just for educational visits but also for risk assessment and accident reporting.

This system follows National Guidance and best practice for managing external visits.

Determining ratios of adults to children, detailing risk assessments should all be informed by National Guidance. There are no legal requirements around ratios of adults to children on external visits, but there is guidance on ratio's and effective supervision. You can find the document here: <https://oeapng.info/download/1142/>

### **Trust requirements**

All Trust LGB's need to complete the self-evaluation form on the OEAPNG website and record this as an item (with the completed form included as an annex to the minutes) in either the first or second LGB meeting of each academic year. This form provides the prompts LGB's need to ensure that they have considered all the important decisions to be taken by the school around external visits.

You can find the form here:

<http://oeapng.info/downloads/download-info/5-1a-establishment-self-evaluation-form/>