THE NEW GUILD TRUST

Health and Safety Policy

POLICY

This policy has been adopted on behalf of all academy schools in The New Guild Trust:

Moorpark Junior School
Jackfield Infant School
Alexandra Junior School
Alexandra Infants' School

Approval and Review

Committee to Approve Policy	LCGB Finance and Resources Committee
Date of Board / Academy Committee Approval	
Chair of Board / Academy Committee	Mrs. Louise Eagle
Signature	
Accounting Officer	Mrs. Karen Peters
Signature	
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Statement of Intent

At The New Guild Trust, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

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

1. Legal Framework

1.1. This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

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

- DfE 'Health and safety: advice on legal duties and powers' 2014
- DfE 'Health and safety for school children' 2015
- DfE 'Keeping children safe in education' 2016
- HSE 'Sensible health and safety management in schools' 2014
- OEAP Guidance https://oeapng.info/

This policy should be used in conjunction with the following New Guild Trust policies and procedures:

- Near Miss Policy
- COSHH Policy
- Uniform Policy
- Asbestos Management Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Asthma Policy
- Infection Control Policy
- Risk Assessment Policy
- Educational Trips and Visits Policy
- Manual Handling Policy
- Working at Heights Policy
- Lone Working Policy
- Security Policy
- Smoke Free Policy
- Adverse Weather Policy
- Business Continuity Policy
  - Accident Procedures
  - Fire Evacuation Procedures
  - Off-Site Evacuation Procedures
  - In-Vac Procedures
  - Loss of Facilities
  - Child Leaving Premises
  - Bomb Threat
  - Missing Child

2. Duties of the Local Community Governing Body

2.1. The Local Community Governing Body (LCGB), in consultation with the Headteacher/Head of School, will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Appoint a Governor responsible for Health & Safety on the Board of Governors with a staff representative to monitor, review and develop standards of health and safety.
- Ensure that roles and functions of staff in relation to Health and Safety and Welfare are clearly set out and written into individuals' job descriptions.
- Create and monitor a management structure responsible for health and safety.

- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

2.2. The Local Community Governing Body endeavours to provide:

- A safe place for all site users including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

3. Duties of the Headteacher/Head of School

3.1. The Headteacher/Head of School has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.

3.2. The Headteacher/Head of School will require contractors and others, when working on-site, to take all reasonable care of their own employees and others who may be affected by their work.

3.3. The Headteacher/Head of School will co-operate with and provide relevant information to the Health and Safety representative and keep the LCGB informed, where necessary, making recommendations to the LCGB for it to consider appropriate action.

3.4. The Headteacher/Head of School will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by the heads of the appropriate departments and other members of staff.

3.5. The Headteacher/Head of School will designate the Senior Leadership Team to be responsible for the day-to-day implementation of the Health and Safety Policy. This person will also be the designated contact with the LA and the Health and Safety Executive (HSE) where necessary.

4. Duties of the Senior Leadership Team

4.1. The Senior Leadership Team will be familiar with the requirements of health and safety legislation.

4.2. In addition to general duties, the Senior Leadership Team will be responsible for the implementation and operation of The New Guild Trust's Health and Safety Policy and for areas of responsibility delegated by the Headteacher/Head of School.

4.3. The Senior Leadership Team are responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.

4.4. The Senior Leadership Team will take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

5. Duties of all Members of Staff

5.1. All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.

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

(Please see organisational chart Appendix 3)

6. Obligations of Contractors

6.1. When an academy school is used for purposes not under the direction of the Headteacher/Head of School, then, subject to the agreement of the academy school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.

6.2. All contractors meet with a member of the Senior Leadership Team prior to their visit to discuss use of the academy school and its regulations.

6.3. Contractors working on academy school premises are required to identify and control risks arising from their activities.

6.4. Contractors will inform the Headteacher/Head of School of all potential risks to staff, pupils and visitors.

6.5. Contractors have to report to the Administration Office and sign the Visitor's Book.

6.6. Contractors on-site are not allowed to smoke, play radios, use their mobile phones unless in the course of their duty or have unsupervised contact with children.

7. Pupils

7.1. Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to the instruction of staff given in an emergency.
- Observe the health and safety rules of the academy school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.
- Inform any member of staff of any situation which may affect their safety.

8. Training

8.1. The New Guild Trust will ensure that staff members are provided with the health and safety training they need for their role. This may not mean attendance on training courses; training may be online or simply involve providing staff with basic instructions and information about health and safety in the academy school.

Fire Warden Training

- All of SLT
- 2 x Teachers (Not SLT)
- 2 x Support Staff
- 1 x Admin Staff
- 1 x Premises Staff

Health and Safety online training courses.

Asbestos	Legionella	Working at Heights	Fire Safety	Manual Handling
Headteacher/ Head of School	Headteacher/ Head of School	Teachers	Teachers	Teachers
School Business Manager		Teaching Support Staff	Teaching Support Staff	Teaching Support Staff
Premises Staff		Bus / Admin Staff	Bus / Admin Staff	Bus / Admin Staff
		Premises Staff	Premises Staff	Premises Staff
			Lunchtime Supervisors	Lunchtime Supervisors

First Aid at Work

- Minimum of 2 members of full time staff

Emergency First Aid

- Minimum of 4 members of full time staff
- Minimum of 50% of Lunchtime Supervisors

Paediatric First Aid (Foundation Stage only)

- All EYFS staff
- All Lunchtime Supervisors

8.2. The Headteacher/Head of School will ensure that there are an appropriate number of first-aid trained staff members in the academy school.

8.3. Staff members will be provided with regular training opportunities and have access to support where needed.

8.4. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the academy school.

8.5. The Headteacher/Head of School will ensure a record is kept of all training.

9. First Aid

All academy schools within The New Guild Trust will:

9.1. Act in accordance with the MAT First Aid Policy at all times.

9.2. Ensure ample provision is made for first aid equipment on-site and that a suitable number of trained staff are available for emergency First Aid.
9.3. Ensure that a minimum of two staff are qualified in Emergency First Aid at Work and Paediatric first Aid in Infants – Early Years.
9.4. Named staff members who are qualified in Emergency First Aid at Work are displayed at all First Aid Box locations.
9.5. Ensure that First Aid boxes are sited at suitable locations and signposted. The administration team is responsible for checking the First Aid boxes and replenishing them as necessary. (Appendix 1)

10. Contacting the Emergency Services

10.1. Following an accident/injury, the first-aider will contact the emergency services as necessary, or direct a staff member to do so while they tend to the victim.
10.2. If there is no first-aider immediately available, a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

11. Fire Safety

11.1. All staff members fully understand and effectively implement the Fire Evacuation Plan.
11.2. The Headteacher/Head of School is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
11.3. The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
11.4. The school will test evacuation procedures on a termly basis and keep records.
11.5. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
11.6. Firefighting equipment will be checked on an annual basis by an approved contractor.
11.7. Fire alarms will be tested weekly and monthly from different 'break glass' fire points around the school, and records will be maintained and held in the Administration Office.
11.8. Emergency lighting will be tested on a monthly basis, and records will be maintained and held in the School Business Manager's office.

12. Accident Reporting

12.1. All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated 'on duty' registered first aider using the standard Accident Book.
12.2. The members of the Senior Leadership Team will be responsible for informing the Headteacher/Head of School if the accident is fatal or a "major injury" as outlined by the HSE.
12.3. More in-depth information concerning reporting accidents and near-misses can be found in the Accident Reporting Procedure and Near-Miss Policy.

13. Significant Accidents

13.1. Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.
13.2. The 'specified injuries' which must be reported include the following:
- Accidents to employees causing either death or major injury.
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven day period does not include the day of the accident).
- Fractures, other than to fingers, thumbs and toes.

- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs.
- Any degree of scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours.

13.3. Additional reportable occurrences include the following:

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

14. Reporting Procedure

14.1. Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Headteacher/Head of School/Senior Leader, or person appointed on their behalf, will file a report as soon as is reasonably possible to Entrust services.

14.2. Entrust competent person will complete the relevant RIDDOR report.

14.3. The HSE no longer accept written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries to the Local Authority Health and Safety Department.

15. Reporting Hazards

15.1. Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.

15.2. A recording system is kept for staff to record any unsafe equipment, procedures or near misses. It is the responsibility of the site manager to check the records daily and to inform the Senior Leader as appropriate.
15.3. Serious hazards will be reported to the Headteacher/Head of School.

16. Accident Investigation

16.1. All accidents, however small, will be investigated by an appointed party, and the outcomes recorded.
16.2. The length of time dedicated to each investigation will vary on the seriousness of the accident.
16.3. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
16.4. The Senior Leaders will undertake regular evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

17. Active Monitoring System

17.1. It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. The procedure for actively monitoring our system includes:
- Regularly examining documents to ensure compliance with standards.
- Regularly inspecting premises, plants and equipment. (Appendix 2)
- Annual audits, including fire risk assessments and health and safety audits.
- Regular reports and updates to the Headteacher/Head of School.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

17.2 The Bi-Annual Health & Safety checklist is completed by Senior Leaders and Governor representative.
17.3 The following check systems are undertaken within the PFI agreement:
- Fire extinguisher checked annually.
- Fire alarms, fire doors and emergency lighting checked monthly.
- Water hygiene.

18. Bomb Threat Procedure

18.1. All staff members fully understand The New Guild Trust's Bomb Threat procedure, as part of the MAT Business Continuity Policy.
18.2. In the event of an emergency, the procedures outlined in the Bomb Threat procedure and Lockdown Policy will be followed.
18.3. Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):
- Where is the bomb?
- What time is it due to go off?
- What kind of bomb is it?
- What does it look like?
- What will cause it to explode?
- Why are you doing this?
- What is your name?
- What is your address?
- What is your telephone number?

18.4. The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.

18.5. Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.
18.6. Staff should note the exact time of the call and write down exactly what was said by the person calling as this may be useful for the Police.
18.7. The staff member receiving the call will contact the Headteacher/Head of School immediately, who will then alert the Police and the LA.
18.8. The Headteacher/Head of School will decide whether or not to evacuate the building.

19. Evacuation and Lockdown

19.1. The School will follow the procedure outlined in the Business Continuity Plan in the event of a crisis.

19.2. In the event of a fire, the Fire Evacuation Plan will be implemented.
19.3. If an evacuation is deemed necessary, all staff will follow the fire evacuation procedure.

20. Visitors to the School

20.1. All visitors will sign in at Reception.
20.2. Once signed in, visitors will be collected from Reception by the member of staff they are visiting, or escorted to the area of the school concerned.
20.3. No contractor will carry out work on the school site without the express permission of a member of the Senior Leadership Team, other than in an emergency or to make the site safe following theft or vandalism.
20.4. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.
20.5. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
20.6. Visitors and contractors will wear a visitor's badge at all times while on school grounds.
20.7. Cleaning contractors will wear an easily identifiable uniform or badge at all times.
20.8. Temporary teaching staff and assistants will inform Reception of their presence by reporting to Reception on arrival and signing the Visitors' Book.
20.9. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to Reception or off-site.
20.10. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

21. Personal Protective Equipment (PPE)

21.1. All academy schools within The New Guild Trust provide employees and pupils who are exposed to a hazard, which cannot be controlled by other means, with PPE.
21.2. PPE means all equipment worn, or held by, staff or pupils which is designed to protect them from specified hazards.
21.3. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.
21.4. Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. They will also report any loss or defects to the subject leader/class teacher.
21.5. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.
21.6. PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.
21.7. PPE includes workshop equipment such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, computing equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment (RPE).

21.8. Clothing which is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.
21.9. Thorough risk assessments are carried out by the class teacher to determine the suitable PPE to be used for each hazard, and these are reviewed on a termly basis.
21.10. Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.
21.11. Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.
Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

22. Maintaining Equipment

22.1. When not in use, PPE will be properly stored, kept clean, and in good repair.
22.2. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:
- All electrical portable appliances (tested by PFI).
- All fixed gymnasium equipment.
- Any workshop equipment, e.g. lathes and kilns.
- Playground equipment.

22.3. It is the responsibility of subject leaders to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. The Senior Leaders should be consulted as necessary.

23. Hazardous Materials

23.1. All equipment, materials and chemicals will be held in appropriate containers and areas to be locked at all times, conforming to health and safety regulations.
23.2. Hazardous substances will be labelled with the correct hazard sign and contents label.
23.3. Storage life will be considered by all staff. All control of substances hazardous to health (COSHH) and ionising radiations regulations will be adhered to.
23.4. All academy schools within The New Guild Trust School will act in accordance with the MAT COSHH Policy at all times.
23.5. The Senior Leaders are responsible for ensuring all products that may be hazardous to health are risk assessed before being used.
23.6. No hazardous substances will be used without the permission of the Headteacher/Head of School.
23.7. Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
23.8. Dust and fumes will be safely controlled by local exhaust ventilation regulations.
23.9. No staff member or pupil should ever be put at risk through exposure to any hazardous substance.
23.10. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
23.11. Control measures will be checked and reviewed on an annual basis to ensure continued effectiveness, even when they are known to be reliable.

24. Asbestos Management

24.1. In accordance with HSE guidance, an asbestos management survey was procured from the Westlandes. The New Guild Trust Premises Officer undertakes the monitoring of ACMs, recording and maintenance of the Asbestos Register, updating it as and when required. A copy of the current Asbestos Register is kept in the Administration Office and must be signed by any contractors visiting the school.
24.2. Contractors will sign the Asbestos register and also complete Hazard exchange form and contractors intrusive works forms completed where neccessary.

24.3. Further details concerning the management of asbestos can be found in the New Guild Trust's Asbestos Management Policy

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25. Medicine and Drugs

25.1. The New Guild Trust's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to by all staff.

26. Smoking/Vaping

26.1. All academy schools within The New Guild Trust, including their grounds, are designated no smoking zones and display appropriate signage.
26.2. The Stoke-on-Trent LA Smoke Free Policy, adopted by The New Guild Trust, will be read, understood and adhered to by all staff.

27. Housekeeping and Cleanliness

27.1. Contract cleaners will be monitored by the Senior Leaders. The standard required will be clear in the service level agreement held with the contracted cleaners.
27.2. Special consideration will be given to hygiene areas.
27.3. Combustible waste is removed from the site daily.
27.4. The site staff will ensure that academy school grounds are kept clear of large stones/bricks and litter daily.
27.5. Waste collection services will be monitored by the site staff.
27.6. Special consideration will be given to the disposal of laboratory materials and clinical waste.
27.7. The Headteacher/Head of School is responsible for ensuring that the academy school is at a safe temperature for staff and pupils to work in. Rooms will be kept at a minimum of 16° with a constant supply of fresh air.

28. Infection Control

28.1. The School actively prevents the spread of infection through the following measures:
- Liaison with NHS Trust School Age Immunisation Team.
- Maintaining high standards of personal hygiene and practice.
- Maintaining a clean environment.

28.2. The School employs good hygiene practice in the following ways:
- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing.
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school.
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance.
- Providing PPE where necessary.
- Classroom support staff immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops should not be used to clean up body fluid spillages; instead paper towels should be used and discarded properly, following the procedures for clinical waste.

- Hygienically bagging any pupil's soiled clothing to go home, and never rinsing it by hand.
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor.
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto an academy school premises.

28.3. Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.

28.4. The school keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination.

28.5. The New Guild Trust encourages parents/carers to have their children immunised.

28.6. All cuts and abrasions should be covered with waterproof dressings.

28.7. Hand sanitiser is available in all toilets.

28.8. Further information concerning our policies and procedures addressing infection control can be found in the New Guild Trust's Infection Control Policy.

29. Risk Assessment

29.1. The Headteacher/Head of School has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school.

29.2. Annual risk assessments will be conducted for all areas of the school.

29.3. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

29.4. The Local Community Governing Body will be informed of risk assessments allowing issues to be prioritised and actions to be authorised, along with funds and resources.

29.5. The class teacher will complete the necessary risk assessment for any off-site educational visit, which must be approved by the Educational Visits Leader and a designated member of the Senior Leadership Team will ensure risk assessments are completed by staff leading day trips or residential stays. (See educational visits policy)

30. Slips and Trips

30.1. In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedures:

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

31. Security and Theft

31.1. Policy and procedures to reduce security risks are addressed in the Security Plan.

31.2. The front Reception has a fob access control, security gates and fencing is closed and secured to ensure the safeguarding of pupils and staff.

31.3. Closed circuit television (CCTV) systems will be used to monitor events and identify incidents taking place.

31.4. CCTV systems may be used as evidence when investigating reports of incidents.
31.5. Exterior lighting is fitted to ensure visibility at all times.
31.6. Money will be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.
31.7. Money will be counted in an appropriate location, such as the Administration Office; staff should not be placed at risk of robbery.
31.8. Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
31.9. Thefts may be reported to the Police and staff members are expected to assist the Police with their investigation.
31.10. All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.
31.11. Missing or believed stolen equipment will be reported immediately to a member of the Senior Leadership Team.

32. Adverse Weather

32.1. The Headteacher/Head of School and site staff, in liaison with the LCGB, make a decision on academy school closure on the grounds of health and safety.
32.2. If a closure takes place, the LCGB will be promptly informed.
32.3. All schools within The New Guild Trust will act in accordance with the Adverse Weather Policy at all times.

33. Safe Use of Minibuses

33.1. The Senior Leaders/Premises Assistant is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.
33.2. The driver will have a current license, be aged 25 years or over, and hold a full licence in Group A or passenger carrying vehicles.
33.3. Drivers will complete the relevant form from the Administration Office and supply a photocopy of their driving licence.
33.4. If passengers are paying a charge, the minibus permit will be clearly displayed in the vehicle.
33.5. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The academy school will decide who is responsible for covering the cost of any repairs.
33.6. The minibus will carry strictly one person per seat and seat belts will be worn at all times.
33.7. Fines accrued will be paid by the driver at the time the offence was committed.
33.8. Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return.
33.9. Staff members must hold the required licence and have completed specific training allowing them to drive the minibus.

34. Educational Trips and Visits

34.1. Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in The New Guild Trust's Educational Trips and Visits Policy.

35. Manual Handling

35.1. Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.
35.2. Further information concerning the safe management of manual handling can be found in The New Guild Trust's Manual Handling Policy.

36. Working at Heights

36.1. Policy and procedures concerning employees working at heights are addressed in The New Guild Trust's Working at Heights Policy.
36.2. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

37. Lone Working

37.1. Policy and procedures concerning employees' lone working are addressed in The New Guild Trust's Lone Working Policy.
37.2. Policy and procedures concerning Family Support Worker/Home School Link Worker lone working off-site are addressed in The New Guild Trust's Lone Working Policy.
37.3. Staff members are required to sign statements confirming that they have received, read and understood the relevant policy/policies, prior to being allowed to undertake lone working.

38. Workplace Health and Safety: Stress Management

38.1. .

The Trust actively supports staff well-being. Workplace stress risk assessments are completed, when needed, to identify a predominance and recurrence of the following symptoms: Sleep problems, dietary problems, feeling lethargic, lack of focus, fatigue, emotional problems, elevated heart rate, inability to concentrate, increased perspiration, chest pains, which may indicate stress or other serious conditions. The staff member would be advised to consult their GP as soon as possible. The trust actively seeks the advice of the occupational health unit for employees that suffer with stress and a referral will be made at the earliest opportunity for these employees. Staff have access to a free counselling service (DOVE) and other resources as displayed in the staff room.

Staff Wellbeing Audits are conducted periodically and results evaluated which can result in a variety of training and interventions. The schools within the Trust in consultation with the Executive leaders have worked collaboratively to provide a variety of resources to aid staff wellbeing and signpost to third parties for professional assistance.

The site supervisor is responsible for ensuring that the Academy's temperature is safe for staff and pupils to work in. The Academy will adhere to the provisions as outlined in the Education (School premises) Regulations 1999 – where there is a high level of activity (PE Sports Halls) the recommended temperature is, 15C, where there is a normal level of activity, teaching, private study, examinations 18C and where there is low level 21C. The recommended temperature for nursery rooms is also 21C

39. Workplace Health and Safety: Display Equipment

39.1. Display screen assessments will be carried out by the Senior Leadership Team for teaching staff and administrative staff who regularly use laptops or desktop computers.

Staff that significantly use DSE will receive training bi annually on how to adjust their workstations to avoid potential health problems. Additional equipment such as foot rests is provided to enable users to work safely when using laptops/tablets for continuous periods of time Defects of workstations must be reported in the ICT defects book, as soon as possible, located in the staffroom. This book is monitored fortnightly by the Academy ICT technician. Health concerns can be reported to the line manager who will complete a risk assessment with the member of staff.

The New Guild Trust recognises that as an Employer, it has to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

The Regulations apply to employees who use Display Screen Equipment daily for an hour or more at a time and states that as an employer the Trust must fund eye examinations for all screen users, this includes PC's laptops, tablets and smartphones. If it is found that glasses are required, the Trust will contribute to the cost an of eye test and/or purchase of glasses where the prescription states clearly it is for a special pair of spectacles for display screen equipment (DSE) work.

This will be regularly assessed within the risk assessments carried out as part of the Health and Safety Audit.

A copy of the prescription must be provided to the academy by the employee. The employer will only reimburse the cost of basic pair of corrective frames and lenses required solely for DSE use in the fulfilment of their role, which will be based on current market standards.

Please refer to the HSE Working with Display Screen Equipment Leaflet for further information. (Regulation 5) https://www.hse.gov.uk/pubns/indg36.htm

A form can be obtained from the business manager for completion by staff that have been designated a "user" under the DSE Regulations 1992.

39.2. DSE work is visually demanding, it does not cause permanent damage to eyes, but long spells of DSE work can lead to:

Tired eyes

Discomfort

Temporary short-sightedness

Headaches

Users can request an eye examination by completing an application form (can be found in the DSE Procedure Policy)

Users will be provided with a voucher to use at Specsavers. The voucher can be used at any Specsavers branch. If glasses are required solely for DSE use, Specsavers will provide free spec savers basic range VDU spectacles.

It is the Users' responsibility to keep the voucher safe when received and to book an appointment for an eye test. Tests should not be booked until the voucher has been received. The trust is not responsible for any eye tests carried out at other ophthalmologists

40. Policy Circulation

40.1. This policy and associated health and safety polices will be available to every member of staff on the staff SharePoint and Headteacher/Head of School's office. Staff shall sign a statement which affirms that he/she:

- Has read and understood the policy.
- Has agreed to comply to the policy.

Appendix 1

Training Record

First Aid at Work

Department	Name	Expiry Date

Emergency First Aid

Department	Name	Expiry Date
Lunch Time Supervisors		
Teaching Assistants		
Catering		
Administration		

First aid equipment is located as follows. A nominated member of the administration team is responsible for checking them on a ~~weekly~~ monthly basis. First aid equipment that needs replenishing should be communicated to the School Business Manager.

~~Term: _____ Date From: _____ To: _____~~

Location	~~1~~	~~2~~	~~3~~	~~4~~	~~5~~	~~6~~	~~7~~	~~8~~
First Aid box in								
First Aid box in								
First Aid box in								
First Aid box in								
First Aid box in								
Grab Bag								
Accident Report Forms								
Ice Packs								
Sick Bags								

FIRST AID EQUIPMENT – MONTHLY CHECKS LOG

Box Location	Date Checked	Checked By	Comments

Appendix 2

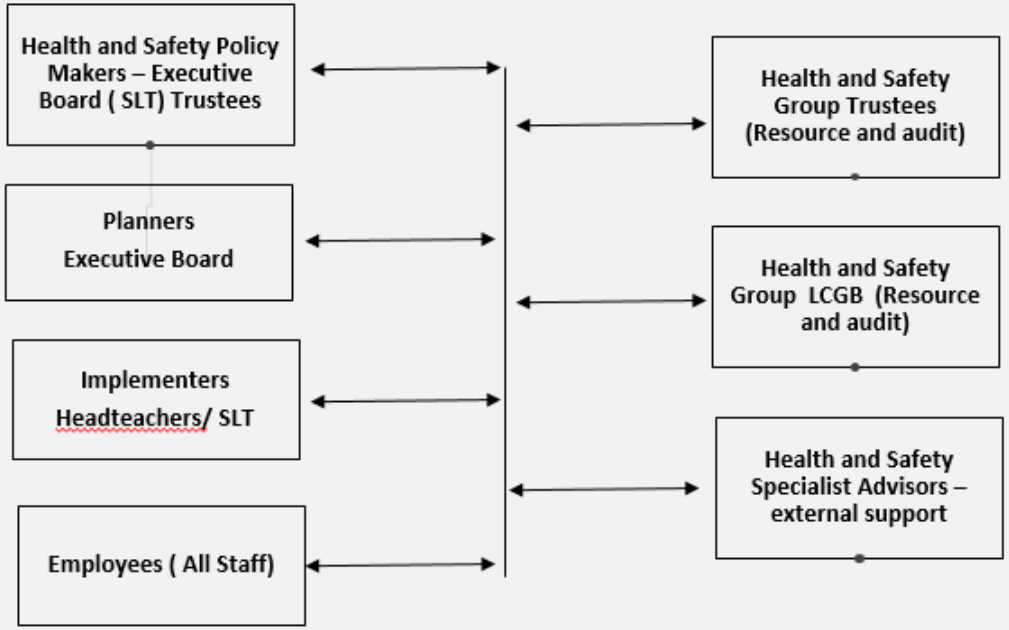
Classroom Checklist

	Questions you should ask concerning your classroom environment:	Yes/No:	Further Action Required:
Movement Around the Classroom (slips and trips)	Is the internal flooring in good condition?		
	Are there any changes in floor level or type of flooring that need to be highlighted?		
	Are gangways between desks kept clear?		
	Are trailing electrical leads/cables prevented wherever possible?		
	Is lighting bright enough to allow safe access and exit?		
	Are procedures in place to deal with spillages, e.g. water and blood from cuts?		
	For stand-alone classrooms:		
	Are access steps or ramps properly maintained?		
	Are access stairs or ramps provided with handrails?		
Work at Height (falls)	Do you have an 'elephant-foot' step-stool or stepladder available for use where necessary?		
	Is a window-opener provided for opening high-level windows?		
Furniture and Fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?		
	Is portable equipment stable, e.g. a TV placed on a suitable trolley?		
	Where window restrictors are fitted to upper-floor windows, are they in good working order?		
	Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people?		

Computers and Similar Equipment	If you use computers as part of your job, has a workstation assessment been completed?		
	Have pupils been advised about good practice when using computers?		
Electrical Equipment and Services	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		
	Has portable electrical equipment, e.g. laminators, been visually checked and tested at suitable intervals to ensure that they are safe to use? (There may be a sticker to show it has been tested.)		
	Has any damaged electrical equipment been taken out of service or replaced?		
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?		
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?		
Fire	If there are fire exit doors in the classroom, are they unobstructed, unlocked and easy to open from the inside?		
	Is fire-fighting equipment in place in the classroom?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		
Workplace (Ventilation and Heating)	Does the room have natural ventilation?		
	Can a reasonable room temperature be maintained during use of the classroom?		
	Are measures in place, e.g. blinds, to protect from glare and heat from the sun?		

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in additional tables, including any further actions needed. If necessary, discuss your concerns with a senior leader in your school.

Appendix 3 - Organisational Chart

THE NEW GUILD TRUST

Health and Safety Organisational Chart