



Health & Safety Policy

(Trust-wide)

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Amendments 2022/23

Radiation - Changed "L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges, 2019".

Trust additions pages 10 & 12 to acknowledge the legal requirement for a R&D Survey and School responsibilities when appointing one or more contractors.

Addition 21 Mar 23

Page 33 added Tree Management Guidance following recent guidance from Elite

Additions Aug 24

Recommendation of Mental Health First Aiders for Pupils and Staff (page 22)

Lettings – extra security measures added on Page 26 which covers making sure doors are secure during Lettings.

Additions Nov 24

Wall Mounted Audio-Visual Devices in Schools (Wobble Test) (page 33)

HEALTH AND SAFETY POLICY

PART A. STATEMENT OF HEALTH AND SAFETY

The Board of Trustees of Odyssey Collaborative Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and all other related Acts, Orders and Regulations and relevant common law duties.

We are committed to:

- Providing a safe and healthy learning, working and visiting environment for all on our premises, with safe access. Ensuring adequate emergency procedures are implemented, particularly in relation to fire, asbestos or other significant incidents.
- Preventing accidents and work related ill health.
- Ensuring safe working methods and providing safe working equipment.
- Making arrangements for the safe use, handling, storage and transport of articles and substances.
- Providing effective health and safety information, instruction, training and supervision.
- Ensuring adequate welfare facilities exist throughout the organisation.
- Providing competent health and safety advice, support and resources, as required, so far as is reasonably practicable.
- Assessing and controlling risks from curriculum and non-curriculum activities.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Working with stakeholders to ensure that health and safety provision is appropriate.

At Odyssey Collaborative Trust health and safety is everyone's responsibility. We expect all staff and stakeholders to play their part in recognising, supporting and reinforcing our health, safety and welfare commitments.

This policy statement (part A) will be brought to the attention of all members of staff. A copy is to be displayed on health and safety notice boards. Details of the local establishment's management organisation for health and safety and arrangements for implementing the policy are to be found in parts B and C of the document. A reference copy of the full document is to be kept with the Central Team of the Trust and must be readily available.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

PART B. ORGANISATION OF HEALTH, SAFETY AND WELFARE

In order to ensure that health and safety issues are dealt with in accordance with each establishment's health, safety and welfare needs, the following organisational framework has been adopted by the Trustees of the Odyssey Collaborative Trust:

The Trustees of the Odyssey Collaborative Trust

- The Trust appreciates that it can only operate within the allocation of the Trust budget and that it will only be accountable for deciding how the budget within its control is to be spent. The Trust has established arrangements for ensuring the requirements of this policy and relevant legislation are properly implemented and that the policy remains effective and appropriate.
- The Board of Trustees are the main "duty holders" and has responsibility for the organisation and arrangements for the purposes of asbestos management for the Trust, as set out in Regulation 4(1) of the Control of Asbestos Regulations 2012.
- The Board of Trustees and school Governing Bodies will comply with any directions issued in the arrangements concerning the health and safety of persons on School premises or taking part in school activities elsewhere.
- Health & Safety will be a standing item on every Board agenda.
- The Trust will arrange for access for all employees and where appropriate school governors to competent health and safety advice.
- As the employer the Trust reserves the right to conduct periodic health and safety audits and inspections of all Schools in the Trust.
- The Trust may establish Regional Health and Safety Committees in order to consult with employees and Trade Unions on health and safety matters.
- As a result of an audit, inspection, or concern/s raised with the Trust, we reserve the right to direct health and safety improvements to local policy, organisation and arrangements that are non-compliant with legislation.
- The Trust will establish arrangements for the provision of health, safety and welfare standards expected in our establishments.

Individual School Governing Board

- The Governing Board of each School has a duty to monitor and report health and safety matters. Where spending decisions are controlled by the Governing Board they accept the duty for the way in which health and safety issues are addressed.
- The Governing Board is a "dutyholder" for the purposes of asbestos management in each School, as set out in Regulation 4(1) of the Control of Asbestos Regulations 2012, in relation to their duty to scrutinise local asbestos management organisation and arrangements within the School.
- The Governing Board of each School is to appoint a Governor with particular responsibility for health and safety. Health & Safety will be a standing item on every Governing Board agenda.
- The Governing Board of each School must ensure that they scrutinise the local arrangements for the effective evacuation of premises in the event of a fire. This will include the provisions contained in the local Fire Evacuation Plan and the effectiveness of the practical application of that plan.
- The School is responsible for ensuring that all appropriate Disclosure Barring Service (DBS) checks are carried out on all personnel who could potentially come into unsupervised contact with children, young people and vulnerable persons. This includes school staff, parents, Governors, trustees and contractors. Each School is required to keep their own "central register" which contains details of checks carried out.
- The Governing Board of each School must ensure that they scrutinise the local arrangements for the effective management of asbestos materials on the premises and ensure emergency measures detailed in the policy arrangements are in place to evacuate the affected areas in the event of accidental or unforeseen damage to, or discovery of asbestos containing materials (ACMs) and feedback to Odyssey Collaborative Trust.
- The School must ensure that staff and pupils have easy access at all times to free, fresh drinking water on School premises.

The Governing Board of each School is required to promote well-being of children in terms of:

- Physical and mental health and emotional well-being.
- Protection from harm and neglect.
- Education, training and recreation.
- The contribution children make to society.
- Social and economic well-being.

The Governing Board have a delegated duty to establish and review additional local policy, organisation and arrangements of particular health and safety matters. The content of all local policies, organisations and arrangements must comply with the whole Trust Health and Safety Policy and are subject to review by the Safety Consultants. These local policies, organisations and arrangements must include, as a minimum, provision for:

- Fire and evacuation.
- Emergency resilience/continuity plans and procedures.
- First aid arrangements.
- Lone working.
- Violence at work.
- Lettings and hiring of services and equipment (if applicable).

The Governing Board of each School must establish measures for the local implementation of this health and safety policy, organisation and arrangements, with regard to, but not limited to:

- Housekeeping and safe disposal of waste.
- Occupational health provision.
- Educational visits and transport.
- Work experience (if applicable).
- Local rules regarding radiation (if applicable).

School Headteachers

- Overall responsibility for the day to day management of health and safety in each School rests with the Headteacher, or the person delegated in an acting role as Principal.
- As manager of the establishment and of all the activities carried out within it, the Headteacher will advise Odyssey Collaborative Trust of the areas of health and safety concern which may need to be addressed by the allocation of funds.
- The Headteacher is a “duty holder” for the purposes of asbestos management in each School, as set out in Regulation 4(1) of the Control of Asbestos Regulations 2012, in relation to their duty to implement local asbestos management organisation and arrangements within the School. This includes the delegated duty, as far as reasonably practicable, to provide emergency measures to evacuate affected areas in the event of accidental or unforeseen damage to, or discovery of ACM.

Matters requiring particular consideration by the Headteacher will include:

- Ensuring that there is an adequate system for undertaking suitable and sufficient risk assessment in compliance with the requirements of the Management Regulations 1999 and other Regulations that require specific risk assessments to be completed. That risk assessments are undertaken throughout the establishment and control measures are implemented, and risk assessments monitored and reviewed appropriately.
- Ensuring that systems are used properly and follow the principles of “Plan, Do, Check, Act” as contained in HSG65, for managing the effectiveness of health and safety arrangements.
- Ensuring adequate staffing levels for safe supervision of pupils and staff, both while at the School and for any external activities.
- The delegated responsibility for the maintenance of the premises and the provision of adequate welfare facilities for all pupils and employees.
- Ensuring that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents, incidents of violence and near misses.
- Ensuring the periodic testing of equipment, in relation to statutory maximum time intervals, or where this is not defined, through effective risk assessment.
- Ensuring the adequate provision of first aid materials and fire - fighting appliances.
- The communication of appropriate health and safety information and Trust announcements to Governors/School staff, Trade Union Health & Safety Representatives, Representatives of Employee Safety, visitors and contractors.

- Formulating and reviewing the detailed local arrangements for action to be taken in an emergency.
- Arranging termly evacuation drills, weekly fire alarm tests, other related inspections and ensuring records are up to date and recorded.
- Advising the Trust of any defect in the state of repair of the building, or its surrounds, or services, which is identified as being unsafe and take action as necessary to minimise the risk until repairs can be arranged.
- Arranging for the repair, replacement and/or safe disposal of any item of furniture or equipment which has been identified as unsafe.
- Co-ordinating a termly health and safety audit/inspection and periodic health and safety checks, ensuring all areas of the establishment and all activities are covered in an appropriate schedule and records maintained.
- Ensuring effective liaison with, and monitoring of, visitor and contractor activities (including catering, cleaning and grounds staff) to ensure that risks to the health and safety of staff and others are kept to a minimum;
- Ensuring that all employees are provided with appropriate and adequate health and safety training consistent with their roles.
- Ensuring that appropriate matters of health and safety are included within the Induction Programme for all new staff and pupils.
- Consultation with Trades Union Health & Safety Representatives and Representatives of Employee Safety.

The Headteacher may choose to delegate to other members of staff any, or all, of the duties associated matters above. The delegation of duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety matters within the establishment.

If the Headteacher chooses to delegate any health and safety duties to another member of staff. The person appointed to carry out those duties must be competent to carry them out. For the purposes of health and safety “competent” can be regarded as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical and mental ability, can also affect someone’s competence. The Headteacher must give due regard to this prior to the delegation of duties.

The Headteacher may wish to designate a person as the School Health and Safety officer, or similar title. The specific health and safety duties attached to any such appointment must be recorded in writing.

The Headteacher must appoint a competent person to coordinate first aid matters in the School.

If a source of ionising radiation is held on School premises, the Headteacher must appoint a trained and competent Radiation Protection Supervisor to carry out radiation protection duties in the School.

The Headteacher may choose to appoint a competent person to oversee all arrangements for educational visits.

If work experience is undertaken by pupils at the School, the Headteacher may choose to appoint a competent person to oversee all Work Experience arrangements.

If any part of the School premises was constructed before 2000 the Headteacher must ensure that an asbestos survey has been completed. If ACM is discovered an asbestos register must be put in place, a risk assessment completed, and an Asbestos Management Plan drawn up. The Headteacher may wish to delegate the role of asbestos manager and appoint a competent person to manage asbestos on the premises. Regardless of whom the asbestos manager is that person must be named in the Asbestos Management Plan and their particular asbestos management duties recorded.

The Headteacher will provide an annual health and safety report for the Governing Board including, but not limited to; any accidents, near-miss incidents, identified gaps in health and safety legal compliance, Health and Safety Executive/ Fire Authority intervention.

Odyssey Collaborative Trust Health & Safety Advisors

Odyssey Collaborative Trust have appointed Elite Safety in Education as their Health & Safety Advisors for all schools. The Trust holds ultimate responsibility and liability in relation to Health and safety across the following areas:

- Health and Safety Management
- Risk Assessment
- Legionella
- Asbestos Management Duty of Care
- Fire Safety
- First Aid
- CDM Regulations

Elite Safety have been appointed to carry out the duties and responsibilities as the Appointed Competent Person, responsible for providing advice and assistance to the Trust but not limited to the following areas:

- Health & Safety at Work etc. Act 1974
- The Equality Act 2010
- Health and Safety Legal advice for complex cases

Competent person roles within a School will be voluntary unless the role is performed by the Headteacher or is included in the person's job description/role on appointment.

The Trust will ensure that those performing competent person roles within schools receive appropriate training specific to the role or already hold accreditation and can evidence the required accreditation in relation to consultants. The Trust will provide health and safety advice and support to all School Governors and employees.

The Trust will review Health and Safety arrangements within the schools, ensuring appropriate procedures and controls are in place for the management of risk. It will ensure funding is made available to address Health and Safety Issues through annual capital allocations whilst ensuring contingency plans are in place in the event of an emergency.

The Trusts Health & Safety Advisors will ensure all schools are compliant with statutory law and records maintained. They will enforce the terms of this policy and periodically review Health and Safety management within our schools. Health & Safety Advisors will investigate and liaise with the HSE during incidents, issues or enquiries.

Fire Safety Officer (Appointed Person)

The appointed person will be the 'responsible person' who has the authority and powers of sanction to ensure that standards of fire safety in the School are maintained. The main duties of the responsible person include, but not limited to:

- Managing the School to minimise the incidence of fire (fire prevention); e.g. good housekeeping and security.
- Ensuring a suitable and sufficient fire risk assessment has been carried out or reviewed.
- Producing, or reviewing, a current Emergency Fire Plan, inclusive of a Fire Evacuation Plan.
- Ensuring that all persons entering School premises have had induction training on emergency evacuation procedure in the event of a fire.
- Ensuring that all staff have received adequate fire and evacuation training consistent with their role.
- Checking the adequacy of fire-fighting equipment and ensuring its regular maintenance.
- Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly.
- Ensuring that fire detection and protection systems are maintained and tested and proper records are kept.
- Ensuring any close down procedures are followed.
- Establishing and maintaining effective communication with local fire authorities and providing the required information and assistance to the fire authority to allow for effective discharge of their duties.

First Aid Coordinator

Responsibility for the management of situations in the School relating to injured or ill persons who need medical assistance rests with the First Aid Coordinator. The First Aid Coordinator is also required to take charge of the equipment and facilities provided for first aid in the School and in addition ensure that:

- First aid facilities are maintained in a proper effective condition.
- First aid boxes are checked, and the contents maintained in a suitable condition.

Radiation Protection Supervisor (where applicable)

The appointed person has the authority and powers of sanction to ensure that standards of radiation protection are maintained locally. The main duties of the Radiation Protection Supervisor include:

- Adhering to the local rules established by the radiation employer.
- Supervising sources of ionising radiation on the site, including effective security and protection.
- Implementing such monitoring measures as are necessary to provide sufficient monitoring of radiation exposure;
- Completing suitable and sufficient risk assessments of activities, in relation to the use of sources of ionising radiation and ensure effective control measures are in place prior to activities being undertaken.
- Ensuring that provisions specific to women and young people are in place and strictly adhered to.
- Producing a Radiation Emergency Plan and liaising with the Fire Safety Officer on the provision of information for emergency services in the event of an emergency.
- Ensuring that their knowledge of core competency in radiation protection is maintained and keeping abreast of any changes to relevant legislation, codes of practice, or guidance.
- How to access help and advice from the appointed Radiation Protection Advisor and other appropriate sources, e.g. HSE, etc.

Asbestos Manager (Premises Staff where applicable)

The Asbestos Manager is responsible to the Headteacher for ensuring local compliance with all asbestos related legislation and the management of asbestos within the premises. The main duties of the asbestos manager include:

- The day to day requirement to inform relevant staff and contractors of the location, extent and condition of asbestos on the premises.
- A duty to inspect, or to arrange for the regular inspection of, asbestos containing materials, as required by the asbestos management plan.
- A duty to ensure that suitable and sufficient asbestos training and information is provided to all staff and that suitable and effective personal protective equipment is provided where required.
- A duty to maintain records, update asbestos related documents and maintain the local asbestos management plan.
- A duty to maintain emergency arrangements for the evacuation of affected areas in the event of unplanned damage or disturbance of known or newly discovered ACM.
- A duty to arrange for the safe control, survey, repair, maintenance, or removal of ACM in the affected area in the event of unplanned damage or disturbance of known, or newly discovered, ACM.

Education Visits Coordinator (EVC)

- The EVC is responsible to the Headteacher for ensuring that the School procedures for educational visits are implemented.
- Has a responsibility to ensure that all school visits comply with Trust and School regulations in every respect.
- Must ensure that off-site activities are properly planned and supervised, and that the pupils' safety is paramount.
- Is responsible for checking competency of all supervising staff and volunteers.
- Must ensure that the careful planning and preparation of the trip includes a suitable and sufficient assessment of the risks and benefits of all activities.

- Must provide full details of all overseas, residential or high risk adventurous educational visits to The Trust or their representatives for prior approval at least one month before the visit is due to commence.

Work Experience Co-Ordinator (where applicable)

The Work Experience Coordinator is responsible to the Headteacher for the provision of safe work experience placements. This includes liaising with any external bodies appointed to organise the practical arrangements. Duties of the Work Experience Coordinator include, but are not limited to:

- Liaising closely with the Headteacher to decide the appropriate process for organising work experience placements, including the use of external bodies.
- Ensuring that all placements are risk assessed (by the Employer) and risk assessments are completed for members of staff that visit such employers during the work placements. Assessments should include lone working arrangements.
- Pupils and parents are provided with all relevant information regarding work experience placements, including risk assessments.
- Employers providing placements have full relevant information regarding Pupils undertaking a placement with them, including details of additional educational or special needs; Where possible pupils should be visited during their placement.

Trade Union Health and Safety Representatives and Representatives of Employee Safety

Health and safety regulations provide for the appointment of trade union appointed Safety Representatives from amongst those employees who are members of a recognised trade union. Similarly, provision is in place for employees who are not members of a recognised trade union, or where their trade union is not represented by a safety representative, to elect Representatives of Employee Safety to represent them.

Trade Union Health and Safety Representatives and Representatives of Employee Safety are afforded the right to paid release from duties to discharge their functions.

Trade Union Health and Safety Representatives and Representatives of Employee Safety have the following functions:

- Represent employees in consultations with the employer.
- Investigate potential hazards and dangerous occurrences in the workplace and examine the cause of accidents.
- Investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work and inform the Trust.
- Make representations to the employer on matters arising out of potential hazards and dangerous occurrences or complaints relating to health and safety by any employee he/she represents.
- Carry out health and safety inspections.
- Represent employees appointed or elected to represent in consultations in the workplace with inspectors of the Health and Safety Executive and any other enforcing authority.
- Attend meetings of safety committees in the capacity of safety representative in connection with any designated functions.
- Be a part of any regional Trust Health and Safety Committees.
- Trade Union Health and Safety Representatives and Representatives of Employee Safety have functions and not duties, or responsibilities, in respect of their role as representatives.

All employees with management or staff supervisory responsibilities

All managers and supervisors are responsible to the Headteacher, or their immediate line manager, for ensuring the application of this policy to all activities undertaken by their department or area of management responsibility. They will also have responsibilities for ensuring that all relevant parts of the Health and Safety Policy are observed and implemented by colleagues they supervise in the workplace. In particular, staff holding such positions of responsibility will:

- Ensure suitable and sufficient risk assessments are undertaken within their areas of

responsibility, implement control measures, monitor and review risk assessments.

- Ensure appropriate safe working practices and procedures exist (safe systems of work) within their areas of responsibility and that these are brought to the attention of everyone concerned.
- Ensure accidents and incidents (including near misses) occurring within their areas of responsibility are promptly reported and recorded.
- Ensure reported accidents and incidents within their areas of responsibility are fully investigated with a view to preventing a recurrence and findings are passed to consultants or competent staff for review.
- Ensure staff within their areas of responsibility are aware of their specific roles in case of fire and/or emergency.
- Remove from use and report to Headteacher any equipment/appliance identified as being unsafe and which is in need of repair.
- Ensure levels of class and staff supervision are adequate at all times.
- Carry out (in conjunction with other members of staff) daily housekeeping within their areas of responsibility and report or rectify any issues as appropriate.
- Maintain, or have access to, an up to date library of relevant health and safety guidance from suitable sources, e.g. HSE, Odyssey Collaborative Trust, DfE, CLEAPSS, DATA, AfPE etc., and ensure colleagues are aware of and make use of such guidance.
- Identify specific staff health and safety training needs and arrange for training to be completed so far as is reasonably practicable.
- Consult with appropriate staff on any matters which may affect their health or safety whilst at work.
- Carry out departmental induction training including information and training that may be necessary.
- Ensure levels of first aid provision are in place for the activities being undertaken.
- Resolve local health and safety issues, within their competency, within their department, or seek further advice or assistance where necessary.
- Ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction in line with guidance prior to commencing activities which may involve some risk.
- Consult with Safety Consultant/Advisors, or other appropriate bodies (including Trade Union Health and Safety Representatives and Representatives of Employee Safety), when additional assistance becomes necessary.

All employees with teaching or pupil supervisory responsibilities

Teachers and pupil supervisors are responsible for the health and safety of all pupils under their control. Teachers and pupil supervisors shall:

- Only permit activities to be undertaken by pupils after carrying out a risk assessment if there are real risks associated with the activity. Class size, the abilities of the pupils involved, the activities to be undertaken etc. will need to be considered.
- Be aware of the Trust's health and safety policy and any local policies, rules and arrangements which may apply specifically to a department concerned.
- Ensure safety instruction is given to all pupils prior to commencing activities which may involve some risk.
- Know the location of the nearest fire-fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.
- Ensure pupils follow School safety rules and protective equipment is worn where appropriate.
- Ensure personal protective equipment is suitable and in good condition prior to issue.
- Ensure safety devices e.g. machinery guards are in good condition and are used.
- Report any defective equipment to their manager/supervisor.
- Under the direction of management assist in the investigation of all accidents, incidents, near misses (in conjunction with relevant staff involved).
- Propose for consideration by their manager or supervisor any improvements which they consider would improve health or safety standards within a department.

All Employees (including temporary staff)

All employees have general health and safety responsibilities under criminal and civil law. Staff must be aware of obligations to take care of their own safety and health, along with that of others who may be affected by their actions or omissions. Employees must also co-operate with Odyssey Collaborative Trust and senior management of the School so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

All employees are required to:

- Participate in the risk assessment process and comply with findings.
- Report defects in the condition of the premises or equipment to which they become aware.
- Report accidents, incidents and near misses according to the procedures included in Part C of this policy document.
- Be familiar with the procedure to be followed in the event of a fire or other serious emergency.
- Know the location and condition of any asbestos containing materials identified in the asbestos register and what to do should these be damaged, disturbed, or if they discover new or potential asbestos containing materials.
- Take part in health and safety training, provided by the employer, that the employer considers necessary to maintain the employee's health and safety.
- Make use of all necessary personal protective equipment provided for safety or health reasons.
- Where necessary, make use of all control measures made available to them.
- Follow all relevant safe practice and local rules.
- Report any unsafe practices to their manager or Headteacher, or if necessary the Governor responsible for health and safety.

Ensure pupils follow safe practices and observe School safety rules, and as far as is reasonably practicable ensure that pupils:

- Follow instructions issued by any member of staff in the case of an emergency, or a risk to safety.
- Do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- Are encouraged to inform any member of staff of any situation which may affect their safety.

All Pupils

- Are expected to follow their respective School Behaviour Policy in order to maintain a safe environment for all.
- Instances of unsafe conduct or behavior should be managed effectively by schools in accordance with their Behaviour Policy.

PART C. ARRANGEMENTS FOR HEALTH, SAFETY AND WELFARE

Each establishment has the duty to develop suitable and sufficient local policy, arrangements and procedures to comply with, and complement these arrangements. In all circumstances, where there is any doubt, these arrangements will take precedence. Advice and guidance to support all the health, safety and welfare arrangements will be provided by Odyssey Collaborative Trust.

This resource will provide links to where further information on specific topics can be obtained. The following arrangements are put in place to establish, monitor and review measures needed to meet health and safety legal compliance and the required health and safety standards in Odyssey Collaborative Trust Schools:

Accidents and Incidents

In order to avoid misunderstanding, the Trust deem an accident and incident to be defined thus: -

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

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

In the event of an accident all local emergency procedures appropriate to that accident must be put into action:

- Ensure, where possible, that the scene of the accident is as safe as is reasonably practicable and poses no substantial risk to others.
- Where possible, provide first aid, by a first-aider, to any person who is injured.
- Obtain further medical aid where appropriate.
- All accidents must be recorded on an accident form as soon as possible.
- All incidents must be reported to the Headteacher, or the person delegated with the duty of managing accidents and incidents, as soon as possible and a record kept of the incident.
- In order to comply with Regulation 5 of The Management of Health and Safety at Work Regulations 1999, it is important that adverse events (accidents or incidents) are properly investigated and recorded.
- The level of investigation should be determined by the potential consequences of the adverse event and the likelihood of it reoccurring.
- Investigations should be carried out by a person, nominated by the Headteacher and a Health and Safety Representative if required.
- Schools must ensure that documents relating to any accident or incident investigation are retained in accordance with relevant guidance.

Asbestos Management

In compliance with Regulation 4 of the Control of Asbestos Regulations 2012, where premises were built before the year 2000 Principals/ headteachers must ensure that the following obligations are carried out by a competent person, or persons:

- Take reasonable steps to find materials in premises likely to contain asbestos and check their condition.
- Presume that materials contain asbestos unless there is strong evidence to suppose they do not.
- Before the finalisation of any building work plans and before any structural work begins, it is a legal requirement to carry out a refurbishment/demolition survey to locate, identify and quantify all asbestos-containing materials.
- Make a written record of the location and condition of asbestos and presumed asbestos-containing materials (ACM), keep the record up to date and ensure that a copy is available for on request to all visitors to the site (the Asbestos Risk Register). Assess the risk of the likelihood of anyone being exposed to these materials (the Asbestos Risk Assessment).
- Prepare a plan to manage that risk (the Asbestos Management Plan) and put it into effect to ensure that:
 - Any material known or presumed to contain asbestos is kept in a good state of

- repair.
- Any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary removed.
- Local emergency procedures are in place to address the unplanned damage or disturbance, or new discovery of asbestos including procedures for evacuation and subsequent control, survey, repair, maintenance or removal of the affected material.

Information on the location and condition of the material is given to anyone potentially at risk including all staff working in the affected area/s. Principals/ Headteachers and those persons who have delegated duties in relation to asbestos management must ensure that the legal requirements of licensed and non-licensed asbestos work are strictly adhered to.

General procedure in the event of accidental damage to, or discovery of, ACMs:

- STOP all work immediately.
- Turn off any fans/computers/extractors.
- Shut all windows.
- Evacuate the local area promptly, but orderly, i.e. the room where the damaged/discovered ACM is located leaving all bags/coats etc. in the room.
- Shut all doors.
- Prevent anyone entering or re-entering the area.
- Keep room occupants together in another vacant room nearby.
- Report the problem as soon as possible to the Trust.
- Arrange for the careful removal of any clothing contaminated with dust or debris and place in a plastic bag.
- Where ACM is found to be damaged, deteriorated or newly discovered the competent person must take steps to arrange for assessment of the situation and consequential management in conjunction with the Trust, if required.
- Unless the incident is minor the matter is to be reported to the HSE.

Audits and Inspections

Health and safety audits and inspections must be completed on a regular basis and will comprise, as a minimum, a termly site inspection. This should be carried out by appropriate staff, Governors, representatives within the School, or by Elite Safety in Education.

Appointed Trade Union Health and Safety Representatives and elected Representatives of Employee Safety, can initiate an inspection in an School, as part of their function.

Schools should record and use information gathered from inspections and audits to improve health, safety and welfare provision within the School, on a risk prioritised basis, so far as is reasonably practicable.

Results of all health and safety audits and inspections must be made available to all School employees concerned.

Consultation

In order to provide for consultation with employees of Odyssey Collaborative Trust requires schools to follow the procedure for the Election of a Representative of Employee Safety. Recognised trades union will undertake the appointment of Union Safety Representatives in line with their internal procedures.

Where schools have representation in place, consultation on all written health and safety policies, organisation, arrangement and procedures may take place by the use of email, providing those representatives have a valid email address.

Where employees are unrepresented regarding matters of health and safety within an School, in order to comply with Regulation 3 of The Health and Safety (Consultation with Employees) Regulations each such School must make arrangements for direct consultation with all employees within the School on all health and safety matters that may affect them. Schools should note that unless all employees in the School have email access, other arrangements must also be put in place.

Contractors and Control of Contractors

As the schools develop and expands, it is often necessary to arrange for work to be undertaken by contractors: this may be a major build, for example a new teaching area, or it may be something quite minor, such as the replacement of a broken window.

Whatever work is to be undertaken, however, both the client (usually the School) and the contractor are required to comply with the relevant Health and Safety legislation, the requirements of the Trust, and the school's procedures. This includes following HSE guidance and CDM regulations when appointing one or more contractors to work on site and seeking guidance from the Trust to ensure schools fully understand their responsibilities particularly when taking on the role of Principal Designer.

Procedures for the Safe Conduct of Building and Maintenance Works

1. Contractors working on our School premises have a legal duty to ensure that their activities/equipment/substances etc, do not cause risks to the health or safety of themselves or others; and the School also have a legal duty to ensure that they inform contractors of any risks on the premises that might affect them (e.g. asbestos). Contractors, sub-contractors and specialists working on School premises – whether for day to day repairs, contract servicing, or on major works projects – are required to comply with all relevant health and safety legislation and HSE guidance, as well as the following rules. (In this policy the term 'contractor' is deemed to include sub-contractors.)

2. Contractors and contractor staff will wear approved ID at all times when on School premises and will sign the schools visiting systems when entering and leaving site.

3. The Site Manager/Caretaker is the Site Contact. The Site Contact must be contacted by the Contractor, giving reasonable advance notice, regarding:

- prior arrangements for parking on site (not always possible)
- prior notice of work commencement, scale and possible disruption
- date / time of proposed visit / works commencement
- special arrangements to be agreed before work commences.

4. The Site Manager will provide the Contractor with information

- on fire and emergency evacuation arrangements for the School;
- information on the location of asbestos containing materials;
- information about premises risks that may affect the Contractor – prior to work commencing.

5. The Contractor must report to the Site Manager:

- any suspected asbestos area not indicated on the Asbestos Register
- (such asbestos not to be disturbed or removed)

All accidents / near miss-incidents, no matter how minor and must give the Site Manager adequate prior notice of:

- all planned changes to programme or location
- any possible disruption of services.

6. Contractors are responsible for:

- removing all rubbish / debris at the end of each day
- testing all works on completion as necessary and supplying the Premises Manger with commissioning/test data
- the provision of all necessary protection of floor /wall /door surfaces against damage through works – including the provision of dust sheets etc.

7. The following activities are banned on School premises:-

- smoking
- alcohol brought on to, or consumed on, School premises
- the playing of radios/cassettes/CDs etc. (during the School day)
- illegal substances being brought on to, or consumed on, School premises
- shouting, swearing, over-familiarity with pupils or staff

- working alone and in isolation unless adequate safety arrangements are provided by the contractor and approved by the School.

8. Contractor staff will be dressed appropriately for the work being undertaken, including the wearing/use of correct personal protective clothing/equipment at all times.

9. Contractors will be required to make available if needed:

- a copy of their Health & Safety policy
- written risk assessments/method statements before work commences

10. Contractors will also be required to:

- comply with all relevant Health & Safety legislation
- keep noise and dust to a minimum
- be aware of and comply with the Schools fire and emergency evacuation procedures
- evacuate buildings at the sound of fire alarm, report their safe evacuation to the person in charge and go to nominated assembly area.
- work in a safe manner and not to endanger staff, pupils, the public or themselves
- work behind substantial physical barriers/closed doors, with appropriate warning signs, at all times unless agreed otherwise with the Head Teacher
- adequately control physical/chemical hazards to prevent risks to School staff/pupils/visitors (trailing leads, solvent fumes, absence of lighting or fire alarm, etc.)
- avoid obstructing the means of escape or interfering with fire doors. Fire doors must not be propped or wedged open. Blocking of corridors/staircases or other fire escape routes may take place only after agreement by the Head Teacher/ Site Manager.
- get prior agreement to break through fire compartments and make good any damage, e.g. when running electrical/data cabling or Pipework.

Control of Substances Hazardous to Health

All substances representing a potential hazard due to their storage, handling, use or disposal will be assessed to identify the level of risk. Safety data sheets should be used to provide a basis for the risk assessment regarding particular products. The hazardous substances and corresponding process in which they are used shall have a written assessment carried out detailing the control measures to be used and any residual risks.

All employees who may be exposed to effects of the substances must sign the relevant assessment indicating their acknowledgement of the controls and residual risks.

Several chemicals in regular use in science can present major problems if spilt. Where appropriate, schools must provide equipment and adopt working practices for pupils, teachers and technicians that minimise the risk of a spill occurring, but must also make provision for dealing quickly, safely and efficiently with any spills that do occur. This provision should form part of the risk assessment for the whole activity.

Schools must take suitable precautions to prevent or control the risk of exposure to legionella, including, but not limited to:

- Ensuring a suitable and sufficient risk assessment is carried out by a competent person.
- Establishing any potential risks and implementing measures to either eliminate or control those risks.
- Ensuring that a competent person is appointed to manage the health and safety risks from legionella, including the control measures.

If a School decides to employ contractors to carry out water treatment or other work, it remains the responsibility of the appointed competent person to ensure that treatment is carried out to the required standard.

Schools must record any significant findings, including any groups of employees identified by it as being particularly at risk from legionella and the steps taken to prevent or control risks. Records should include details about:

- The person(s) responsible for conducting the risk assessment, managing, and implementing the written scheme.

- Any significant findings of the risk assessment.
- The written control scheme and its implementation.
- The results of any inspection, test or check carried out, and the dates.
- Details about the state of operation of the system, i.e. in use/not in use.

Schools are reminded that records regarding legionella management should be retained for at least five years.

If a School has a case of legionella and an employee who has worked on hot water systems are likely to be contaminated with legionella, the School must report this under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Dangerous Substances and Explosive Atmospheres

Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion. They include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG), dusts from machining and sanding and dust/fumes from foodstuffs, etc.

In order to control the risks associated with these substances Schools must establish what dangerous substances are in the School and assess what the fire and explosion risks are. If there are none, or the risks are negligible, no further action need be taken. Where dangerous substances are identified schools must:

- Put control measures in place to remove the risks, where this is not possible, control them effectively.
- Put controls in place to reduce the effects of any incidents involving dangerous substances.
- Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances.
- Ensure employees are properly informed about and trained to control or deal with the risks from the dangerous substances.
- Identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources (from unprotected equipment, for example) in those areas.

It is likely that a number of dangerous substances may be present in schools, but that most would not be in the quantities or conditions that may result in a fire or explosion. However, staff should be aware of the use of volatile substances in science, paints and coatings in technology, or art, the use of LPG in heating/ cooking systems, the use of oils and fats in kitchens and the proximity of such substances to sources of ignition.

Many schools will have Local Exhaust Ventilation (LEV) equipment used to extract dust, fumes and other substances from science laboratories, workshops and kitchens. Schools are reminded that in order to reduce the likelihood of fire and explosion all LEV systems must be inspected and tested at least every 14 months.

Display Screen Equipment

To secure the health and safety of workers in so far as is reasonably practicable, the Trust will instruct all Schools to identify personnel that will be considered as an essential user and will:-

- Carry out an assessment of each workstation every 2 years earlier if necessary, taking into account the display screen equipment, the furniture, the working environment, and the worker
- Take all necessary measures to remedy any risks found as a result of the assessment
- Take steps to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity (Note 2 attached)
- Review software to ensure that it is suitable for the task and is not unnecessarily complicated
- Arrange for the free provision of eye tests, at regular intervals thereafter and where a visual problem is experienced.
- Advise existing employees and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided (Note 5 attached)

Where an employee raises a matter related to health and safety in the use of display screen equipment (Note 4 attached) the School will:

- a. Take all necessary steps to investigate the circumstances
- b. Take corrective measures where appropriate
- c. Advise the employee of actions taken

Where a problem arises in the use of display screen equipment, the employee must adopt the following procedures:

- a. Inform the Head Teacher or their nominee immediately
- b. In the case of an adverse health or medical condition, advise your Head Teacher.

The School will give sufficient information; instruction and training as is necessary to ensure the health and safety of workers who use display screen equipment.

Note 1

Eye and Eyesight Tests

Regular eye and eyesight tests

Employees who wear glasses or contact lenses can have an eye or eyesight test at intervals of 2 years. Notification of forthcoming eye test must be communicated to the School Office Manager prior to visiting the optician. These tests are specifically for users of display screen equipment.

Employees should note that these tests are limited to an assessment of the visual capability needed to see the screen and are not a substitute for regular and more comprehensive tests that may be carried out by a high street optician.

Costs of testing

The School will meet all agreed costs of eye and eyesight tests, provided that the testing has been agreed by the School. Where an employee obtains a test without the knowledge of the School, even if the test is specifically related to display screen use, the School shall not be responsible for the costs incurred.

Note 2

Rest Breaks

The purpose of a break from display screen work is to prevent the onset of fatigue. To achieve this objective, the School will seek to incorporate changes of activity into the working day.

The Display Screen Regulations have been interpreted that regular breaks from the screen must take place.

Wherever possible, employees will be given the discretion to decide the timing and extent of off-screen tasks.

Note 3

Radiation and Pregnancy

Scientific research has concluded that such concerns are unjustified. No adverse health effects have been found to arise from the use of display screen equipment. Thus, there is no reason for a person who is pregnant, or is seeking to become pregnant, to avoid working with such equipment.

The Trust acknowledges that some employees may not be fully convinced by these assurances. It is recognised that, where an employee has a genuine concern, this can of itself contribute to stress and ill health. The person concerned is advised to arrange an appointment with the Head Teacher. The policy is therefore that any pregnant employee may request a temporary transfer or a reduction. No guarantee can be given, however that such requests will receive full and proper consideration and will be granted where this can be achieved without undue disruption to the School's operations.

Note 4

Self-Assessment of the Workstation

Users of display screen equipment will be invited to complete a DSE Self-Assessment, to assist the School in providing a comfortable and safe working environment. The Assessment will be checked by an appointed DSE Assessor at each School.

Note 5

Training

Each employee who uses display screen equipment will have access to training via a PowerPoint presentation to enable them to work without risk to health.

The keyboards and mouse should be disinfected regularly by the user, especially when a DSE station is a "hot desk"

DSE Assessor

The DSE Assessor will be responsible for ensuring all staff who habitually use a DSE complete their own self assessments. The Assessor will then check their completed assessment and if there are any issues i.e. chair, desk, keyboard, screen, lighting, they will adhere to action these issues.

If any issues can't be addressed by the Assessor, they will seek further guidance from the Trust or appointed Health and Safety professionals.

Pupil Work Stations

Best practice guidelines will be adopted when setting up pupil workstations. Pupils use display screen equipment for short durations.

- Staff are responsible for connecting and disconnecting computers/iPads etc.
- Food and drink should not be consumed by pupils near the computers.
- Pupils are regularly reminded by staff of the importance of not spending too many hours in front of a monitor.
- Any problems with the equipment should be reported to the ICT Network Manager.

SEND Pupils and Computers

Some SEND pupils may be provided with individual equipment. Teaching staff should liaise with the SEND department and ascertain the arrangements that have been set up with the pupil for printing etc. Where a pupil has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the pupil.

Driving School Minibus

Schools who own/ hire/ lease a minibus must ensure they are adhering to the current guidelines set out by the Department for Transport (DfT), Department for Education (DfE) and the Association of Chief Police Officers (ACPO) when driving a school minibus.

What is a minibus and who can drive one?

A minibus is a motor vehicle with between 9 and 16 passenger seats².

It is described as a category D1 vehicle by the Driving Vehicle Licencing Authority.

Drivers who hold a full D1 (or D) PCV entitlement can drive minibuses for hire or reward.

There are, however, circumstances when a driver can drive a minibus within the UK when they hold a car (category B) licence. These circumstances vary depending on when the driver passed their car driving test. These arrangements only apply when driving the minibus in the UK not if driving abroad.

If you passed your category B (car) driving test before 1 January 1997, you can drive a minibus that is not being used for hire or reward as these licences automatically include category D1 (101) (not for hire or reward) entitlement³. This means school staff with such a licence can drive a minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle. Drivers with a D1 + E (101) (not for hire or reward) entitlement can tow a trailer over 750kg.

If you passed your category B driving test on or after 1 January 1997, you may drive a minibus that is not being used for hire and reward if the following conditions are met:

- you are over 21 and have held a category B licence for at least 2 years;
- the minibus is used by a non-commercial body⁴ for social purposes;
- you receive no payment other than the recovery of your out of pocket expenses (e.g. fuel and parking costs);
- you provide the service on a voluntary basis;
- the gross vehicle weight⁵ of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers); and

- you do not tow a trailer.

What is Hire and Reward

A vehicle which is operated for hire or reward is one where payment is made, in cash or in kind, for the carrying of passengers, or matters which include the carrying of passengers, irrespective of the person to whom the payment is made. This includes direct payments such as a fare or an indirect payment which gives a person an opportunity to travel. A minibus is used for hire or reward if there is a clear and logical link between payment and the transport provided and that link is not too remote.

A minibus is not being used for hire or reward, for example, where the pupils are not obliged to pay in exchange for the right to be passengers.

What are Social Purposes.

Social purposes are non-commercial activities, which include school trips and travel to sporting fixtures within the school day or as an extra-curricular activity.

Where a minibus is operated to provide passenger services for commercial purposes, the driver must hold a full D1 licence (or a full D licence, which entitles the holder to drive minibuses).

What are Out of Pocket Expenses

Out of Pocket Expenses are remuneration for any fuel costs, parking fees, toll fees or similar expenses incurred as part of a trip. The driver should receive no other payments for driving the minibus.

What is 'On a Voluntary Basis'

If the terms and conditions of a teacher's contract of employment state that driving minibuses is a part of their duties, or if a teacher is paid an additional sum specifically for driving the minibus (other than a sum to reimburse the teacher for out of pocket expenses on a cost recovery basis), such staff would be deemed as receiving payment for driving a minibus and would not be driving the minibus 'on a voluntary basis'. In these cases, a full D1 licence (or a full D licence) would be needed.

However, if a teacher's contract of employment does not state that driving minibuses is part of their duties and they receive no additional payment for driving a minibus to take pupils on trips or to social sporting events (except for reimbursement for out of pocket expenses), they will be driving on an extra-contractual, voluntary basis. In this case, the category B licence would suffice (assuming the conditions are met) even if the school reimburses the teacher for fuel, parking and tolls.

Insurance, other legal requirements and Police

It is the driver's responsibility to check that the school's insurance policy covers a minibus in the circumstances in which it is proposed to be driven.

It is also up to drivers to check whether their driving triggers other legal requirements, such as the laws in respect of drivers' hours, tachographs and Certificates of Professional Competence.

This guidance has been cleared by the Association of Chief Police Officers, who will promote awareness of this legislation amongst local traffic police officers.

Minibus Driver Awareness Scheme (MiDAS) Training

Odyssey Collaborative Trust has made it compulsory that all drivers (regardless if they have D1 on their licence) undertake MiDAS training prior to pupils being transported in school minibuses.

This will ensure drivers feel more confident in their ability to drive and gain valuable experience driving a minibus, thereby, increasing competence.

Drivers

Approved drivers must be medically fit to drive and are required by law to inform the DVLA at once if they have any disability which is or may become likely to affect their fitness as a driver, unless they do not expect it to last for more than three months. They must also inform their line manager.

Approved drivers must inform their line manager if they receive any endorsements on their driving licence.

Approved drivers are responsible at all times for the operational safety and legal requirements of their vehicle, and must check the following before taking the minibus out on the road:

- Lights, horn, stop lights and reflectors.
- Brakes and steering.
- Windscreen washers and wipers.
- Visually inspect the tyres for damage and wear.
- That there is no damage to the body of the vehicle that is likely to cause harm.
- Seat belts are working correctly.
- The interior is safe and luggage is appropriately stowed.

Drivers must adhere to the current speed limits.

All fines and fixed penalty tickets are the responsibility of the driver of the minibus.

All staff who drive on behalf of School will:

- From the risk assessment findings, take appropriate corrective actions where identified and record the action taken.
- Be required to carry out an annual driving licence check.
- Report any endorsements, impending endorsements and disqualifications to their line manager immediately.
- Carry out the pre-start checklist at the start of your journey when driving on school business.
- Where the journey time is more than 1 hour a second person should accompany the driver, or where the findings of a risk assessment indicates an additional member of staff is required to accompany the trip.
- Take a 15-minute break away from the wheel when you drive continuously for more than 2 hours.
- Wear seat belts at all times unless they hold a medical exemption.
- Not to use mobile phones when the vehicle's engine is running, whether the vehicle is moving or not.
- Not drive under the influence of drugs or alcohol.
- Not eat, drink or use a mobile phone whilst driving.
- Drive in accordance with the Highway Code.
- In the event of a road traffic collision, obtain the following information:
 - Stop and check whether you need the emergency services.
 - Are there any witnesses? If so, record their details.
 - Exchange details with other drivers.
 - Call for further assistance if required and inform SLT.
 - Make a sketch drawing/take photograph of the accident site.

Educational Visits - Refer to Trust EV policy

Odyssey Collaborative Trust encourages schools to arrange a wide range of "out-of-school" activities, which can include visits to museums, trips to the countryside, or taking part in challenging and adventurous activities, and recognise the benefit of learning outside the classroom. In support of this the HSE advises that the, "Courts have made clear that when health and safety law refers to 'risks', it is not contemplating risks that are trivial or fanciful. It is not its purpose to impose burdens on employers that are wholly unreasonable".

Schools are required to comply with the Trusts Educational Visits policy.

Electricity

With particular regard to The Electricity at Work Regulations, the Trust will ensure that the following arrangements are in place so far as it is reasonably practicable:

- Safe electrical systems are installed on premises that are under the control of the Trust.
- Suitable protective equipment is to be installed to reduce the risk of electric shock, excess current, or fire.

- A suitable earth must be provided for the electrical system and used where appropriate.
- A means of isolating electrical systems must be provided and suitable precautions must be in place to ensure electrical circuits and equipment can be made dead, particularly prior to maintenance or repair work taking place.

Schools are expected to ensure all electrical works carried out comply with these arrangements and in particular should ensure that:

- Persons working on electrical systems, or equipment, must be competent to do so, in order to prevent danger and injury.
- Work activities that involve electrical systems are to be completed safely, with a safe system of work established where any activities that present a real risk are undertaken.
- Testing and inspection of fixed installations must be completed every five years. Portable Appliance Testing (PAT) must be completed with regard to a current risk assessment and in line with HSE guidance.

Guidance on the requirements for inspection and testing is:

- All electrical equipment that is used by pupils must be inspected and PAT tested on a regular basis (every 1 – 2 years)
- Equipment that is rarely moved and not used by pupils (office computers, printers, copiers, etc.) must be inspected and PAT tested at least every five years.
- Equipment that may be frequently moved, or equipment that is used in harsh environments (vacuum cleaners, power tools, soldering irons, etc.) must be PAT tested annually, with more frequent inspections.
- Records of electrical testing and inspection must be accurately maintained.
- Overloading of plugs and sockets must be avoided. The use of adaptors is not permitted and only one plug is allowed per socket. Where extension leads are used the electrical capacity of the circuit must be considered before use.

Emergency Planning and Procedures

Schools must complete a Business Continuity Plan (BCP). The content of the plan should give consideration to the following:

- Incident Response Activation
- Planning
- Key Contact Information
- Threat Response Plans
- Key Documents
- Recovery
- Resources

It is recommended that the School Business Continuity Plan be reviewed annually as a matter of routine but must be reviewed immediately if there have been changes that may affect the plan. This may include, but is not limited to; key documents, key personnel, changes in threat, resource changes, premises changes.

Schools must ensure their BCP is reviewed by the Trust or nominee.

Schools must ensure that emergency planning procedures are tested and practiced to ensure plans are robust and fit for purpose.

Equipment at Work

All schools must ensure that the content of The Provision and Use of Work Equipment Regulations (PUWER) are adhered to in respect of the equipment resourced by, and used in, the School, in that it must be:

- Suitable for its intended use.
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
- Used only by people who have received adequate information, instruction and training.
- Accompanied by suitable health and safety measures, such as protective devices and

controls.

- Suitable and sufficient risk assessments must be completed for the use of equipment and machinery where there is a risk to the health and safety of the operator, or other people.
- Schools must comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations.
- The identification of employees who are Display Screen Equipment (DSE) “users” will be supported with full DSE assessments by each School. A list of identified users will be kept with the assessments. The assessment of DSE work stations extends to include those that maybe “off-site” for the management of working from home.
- Where individual risk assessments identify adjustments or adaptations to control risks those adjustments or adaptations should be provided by the School where it is reasonably practicable to do so.
- Lifts and Lifting Equipment are specialised equipment and should be subject to regular examination and maintenance programmes, consistent with the type and use of the equipment concerned. These are as follows.

Examination should be as part of a written scheme of examination as follows:

- When the equipment is new, on commissioning.
- Lifting equipment such as cranes, hoists, roller shutter doors, etc.: Annual examination.
- Equipment for lifting people such as passenger lifts, scissor lifts, cherry pickers, etc: 6 monthly examination.
- Other (ancillary) equipment such as slings, shackles, strops, etc: 6 monthly examination.
- Immediately for all lifting equipment that has been subject to ‘exceptional circumstances’ in its use.

All mobile lifting equipment must be visually checked before use. All users of specialised lifting equipment must be trained in its use before being allowed to use it.

All users must ensure that they comply with the requirements of the Work at Height Regulations (as amended) and associated guidance.

It is recommended that where schools have lifts or lifting equipment they appoint a suitably competent contractor to maintain the equipment and a different contractor to inspect it. All examination records must be kept for the life of the equipment.

Personal Protective Equipment (PPE) is subject to the requirements of The Personal Protective Equipment Regulations, schools have duties regarding its supply, use, storage, maintenance and management.

All PPE required to carry out any task will be identified from appropriate risk assessments (COSHH, DSE, Manual Handling, etc.). Only when all other forms of controlling the risks have been considered should PPE be used to reduce risk. Such PPE will be:

- Identified as suitable for the task.
- Supplied to employees or pupils by the School free of charge.
- Fitted correctly to ensure effectiveness.
- Used by the operator as intended by the manufacturer.
- Stored in a suitable and safe condition when not in use.
- Maintained and inspected to ensure its continued suitability for use.
- Replaced if deemed unsuitable for use.

The School will ensure suitable training is given for the use of PPE as required ensuring the correct use of the designated equipment.

Pressure systems are subject to the requirements of the Pressure Systems Safety Regulations 2000 (PSSR) and deal with any plant or equipment that uses a “Relevant Fluid” and require mandatory periodic inspection with regard to the following:

A relevant fluid is:

- A gas with a pressure >0.5 bar.
- Steam at any pressure.
- Schools must arrange that pressure systems that use a relevant fluid are inspected within

the maximum periods, as follows:

- Air pressure systems - 26 months (normally 24 months)
- Air steam boilers and boilers >100°C - 14 months (normally 12 months)
- Refrigeration and air conditioning systems - 48 months
- Steam generation equipment (autoclaves etc.) - 14 months (normally 12 months)
- Steam receiving plant - 26 months (normally 24 months)
- Other pressure systems 12 – 120 months Dependent on vessel type, contents and application.

Fire and Evacuation

With regard to, and in compliance with, The Regulatory Reform (Fire Safety) Order, schools are to put in place a local fire and evacuation policy. Based on a fire risk assessment of local conditions a fire evacuation procedure must be devised and implemented. In respect of The Regulatory Reform (Fire Safety) Order the “responsible person” will be the person in each School appointed by the relevant Governing Board.

Schools must ensure they liaise with local emergency services with regard to arranging any necessary contacts, particularly related to fire-fighting, rescue work, first-aid and emergency medical care.

Relevant accident and emergency services require information relating to procedures, including safety drills, when there is serious and imminent danger to relevant persons including:

- Details of relevant work hazards and hazard identification arrangements.
- Specific hazards likely to arise at the time of an accident, incident or emergency.
- What suitable warning and other communication systems are established to enable an appropriate response, including remedial actions and rescue operations, when an emergency occurs.
- Where the risk assessment indicates it necessary, what escape facilities are provided and maintained to ensure that, in the event of danger, relevant persons can leave endangered places promptly and safely.
- The location(s) of where such information is displayed at the premises.
- Co-operating with fire and rescue service inspectors whilst carrying out their duties.

In addition to local scrutiny of school’s fire safety, Odyssey Trust reserves the right, as the employer, to satisfy itself that general fire safety precautions, fire safety arrangements and fire evacuation procedures are maintained to an acceptable standard.

First Aid

With regard to, and in compliance with, The Health and safety (First-Aid) Regulations (as amended) Schools are to put in place a local first- aid policy and effective procedures based on an assessment of local need.

Schools will need to assess numbers of first-aid personnel, training needs, equipment, accommodation and recording and reporting arrangements.

Schools should consider the importance of having Mental Health First Aiders in their schools for Pupils and Staff.

All staff must be informed of the first-aid arrangements in their locality, the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school’s first-aid needs.

Gas Safety

In order to ensure gas safety Schools must ensure they comply with the provisions of the following regulations:

- Gas Safety Installation and Use Regulations (GSIUR)
- Provision and Use of Work Equipment Regulations (PUWER)

In order to ensure compliance schools must:

- Ensure the gas supply and associated distribution pipework are fit for purpose and safe for use.

- Identify and label gas pipework.
- Check pipework and fittings for damage (by physical damage or corrosion).
- Ensure pipework, or fittings that are damaged, or not fit for purpose, is isolated wherever possible.
- Ensure an annual gas safety check is carried out on each gas appliance, installation, flue.
- Ensure gas fittings and flues are maintained in a safe condition.
- Keep a record of all safety checks for a minimum of 2 years following the check.

Schools must ensure that all work completed on any part of the gas system is done so by a competent, qualified and “Gas Safe” registered person.

The School must ensure that proper checks are carried out to ensure the current status of the person concerned with regard to the “Gas Safe” register. Schools are alerted to the fact that accepting a “Gas Safe” identity/registration document alone may not be sufficient to verify compliance.

Health and Hygiene

Employees must follow manufacturer’s instructions printed on containers or packages and wear any protective equipment advised. Staff should consult their manager/supervisor where doubt exists.

To reduce the likelihood of possible infection/disease staff should take the following precautions:

- Always wash hands before eating.
- Barrier creams can help minimise infection, use where appropriate.
- Seek first aid immediately for cuts and abrasions and report all cases of suspected work-related illness.
- Do not leave unwanted food lying around to encourage vermin (rats, mice, pigeons, etc.) and report any evidence any activity.

Infection Control

Introduction

This policy has been written following guidance from Public Health England guidance on infection control and winter readiness.

Aim and Objectives

This policy aims to provide the school community with guidance when preparing for, and in the event of an outbreak of an infection such as pandemic influenza or any contagious illness.

Principles

The school recognises that infections such as influenza pandemics are not new. No-one knows exactly when the school will be faced with having to deal with a potentially contagious illness amongst its community.

We recognise the need to be prepared. Infections are likely to spread particularly rapidly in schools and as children may have no residual immunity, they could be amongst the groups worst affected. We recognise that closing the school may be necessary in exceptional circumstances in order to control an infection. However, we will strive to remain open unless advised otherwise. Good pastoral care includes promoting healthy living and good hand hygiene. School staff will give pupils positive messages about health and well-being through lessons and through conversations with pupils.

Planning and Preparing

In the event of the school becoming aware that a pupil or member of staff has an infectious illness we would direct their parents to report to their GP and inform Public Health England. During an outbreak of an infectious illness such as pandemic influenza the school will seek to operate as normally as possible but will plan for higher levels of staff absence.

The decision on whether school should remain open or close will be based on medical evidence.

This will be discussed with the Health Protection Agency and the Government.

It is likely that school will remain open, but we recognise the fact that both the illness itself and

the caring responsibilities of staff will impact staff absence levels.

The school will close if we cannot provide adequate supervision for the children.

Infection Control

Infections are usually spread from person to person by close contact, for example

Infected people can pass a virus to others through large droplets when coughing, sneezing.

Through direct contact with an infected person: for example, if you shake or hold their hand and then touch your own mouth, eyes, nose without first washing your hands or even talking at a close distance.

Viruses can also survive longer on hard and soft surfaces.

Staff and children are given the following advice about how to reduce the risk of passing on infections to others:

- Wash hands regularly, particularly after coughing, sneezing or blowing your nose.
- Minimise contact between your hands and mouth/nose
- Cover your nose and mouth when coughing and sneezing or in crook of elbow.
- Do not attend school if you have an infectious illness.

These messages are promoted through posters around the school, in assemblies and through Personal and Social Education lessons.

HAND WASHING IS THE SINGLE MOST IMPORTANT PART OF INFECTION CONTROL IN SCHOOLS

Minimise Sources of Contamination

- We will ensure staff have received training or competent in food handling.
- We store food that requires refrigeration, covered and dated within a refrigerator at a temperature of 5°C or below
- We wash hands before and handling foods
- Food is brought from reputable sources and used by recommended date.

To Control the Spread of Infection

- We ensure good handwashing procedures (toilet, handling animals, soil food)
- Children encouraged to wipe and blow their own noses and dispose of soiled tissues in waste bins.
- We wear protective clothing when dealing with accidents and incidents.

Personal Protective Equipment (PPE)

Disposable non-powdered vinyl or latex-free CE-marked gloves, face coverings (if advised) and disposable plastic aprons are worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing) by all staff.

Cleaning of the Environment

Cleaning throughout the school is frequent and thorough including the cleaning of all toys and equipment in class. Cleaning of the environment, cleaning equipment such as buckets are colour coded and cleaned and replaced as needed. Cleaning contracts are monitored regularly and ensure cleaners have access to PPE.

Cleaning of Blood and Body Fluid Spillages

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges are cleaned up immediately (with staff wearing PPE). When spillages occur, they are cleaned using a product that combines both a detergent and a disinfectant to be effective against bacteria and viruses and suitable for the surfaces used on. Mops are never used for cleaning up blood and body fluid spillages – disposable paper towels are used and waste is disposed in secure bins along with nappies.

Vulnerable Children

Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity.

The school will have been made aware of such children.

These children are particularly vulnerable to chickenpox, measles or parvovirus B19 and, if exposed to either of these, the school will contact the parent/carer and inform them promptly and further medical advice sought. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.

Female Staff – Pregnancy

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated according to PHE guidelines by a doctor. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace. Some specific risks are:

Chicken Pox can affect the pregnancy if a woman has not already had the infection.

Report exposure to midwife and GP at any stage of exposure.

The GP and antenatal carer will arrange a blood test to check for immunity. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

German Measles (rubella). If a pregnant woman comes into contact with German Measles she should inform her GP and antenatal carer immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.

Slapped Cheek Disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.

This advice also applies to pregnant pupils.

In school we follow the guidelines set by the Health Protection Agency, regarding the recommended period of time that pupils should be absent from school.

Detailed information about many conditions is available at: <http://www.hpa.org.uk/>.

It is important to note that the school are unable to authorise absence on medical grounds or illness for conditions where the guidelines state that no period of absence is recommended, e.g., head lice.

Meningitis

Meningitis most commonly affects babies, young children and teenagers, but can also be harmful to older people and adults with lower immunity. It can be very serious, even fatal, if it is not treated quickly, as it infects the protective membranes surrounding the brain and spinal cord. It can cause blood poisoning and permanent brain and nerve damage.

Symptoms may include a high temperature, vomiting, headaches, a rash that does not fade when rubbed over with a glass, stiff neck, an aversion to bright lights, drowsiness and fits. These symptoms may occur in any sequence and sometimes not all of them will be experienced at all.

Bacterial and virus meningitis are contagious and can be spread through sneezing, coughing, kissing, sharing cutlery and utensils, and spending considerable time with an infected person, so schools are one of the prime locations where the infection can spread. It can be caught from people who carry the virus or bacteria but are not ill themselves.

Vaccinations are available for several types of meningitis but practicing good personal hygiene (washing hands and coughing/sneezing into tissues etc), and not sharing drinks and cutlery will also help reduce the risk of contagion.

Coronavirus Disease – COVID-19

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people and those with underlying

medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads.

Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow). Up to date advice can be found <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Food Hygiene

All schools are to undergo food hygiene inspections under the national Food Hygiene Rating Scheme. The frequency of inspection will be determined by the schools Local Authority. Inspections should not normally exceed three years in frequency.

Schools (and any contractors) are required to achieve a minimum Food Hygiene Rating of 3 "Generally Satisfactory". Where this rating is not achieved local remedial measures must be put in place, in consultation with the Local Authority and as directed by the School, to ensure improvement to the quality of food hygiene in the areas identified.

Letting Facilities

Where schools hire out premises, services or equipment they are to put in place a local policy and procedures based on the premises, services or equipment offered.

The policy and procedures must include all health, safety and welfare provision associated with the let or hire. The responsibilities for provision must be made clear and drawn to the attention of the patron before a contract is entered into.

The provision must include, but is not limited to, the following health and safety matters:

- A safe means of access and egress for the use of the hirers, and that all equipment made available to and used by the hirers is safe to use.
- Fire escape routes and exits that are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment. Notices regarding emergency procedures should be prominently displayed.
- Hirers of any equipment or facility provided by the School are familiar with its safe use and, if necessary, briefed accordingly.
- Hirers must take into account security measures and not leave any external doors open which could be easily accessed by intruders coming onto site.
- All external doors leading to outside must be kept shut and not be able to be opened from the outside.
- Verification of any visitors not expected must be made prior to opening external doors.

Lone Working

In order to comply with Section 2 of the Health and Safety at Work etc. Act 1974 and Regulation 3 of The Management of Health and Safety at Work Regulations, it is important for all schools to ensure, so far as is reasonably practicable, the health and safety of employees who are required to work alone.

Lone Working will include lone working in schools and when home visits are required.

To achieve this requirement schools are required to put in place a local lone working policy in which the arrangements provide suitable and sufficient local health and safety provision for lone working.

It is required that the arrangements contained within the policy will include the control measures identified as a result of risk assessment of the particular lone working circumstances within the establishment including travel to and from work, where that travel has significant

hazards that cannot be otherwise avoided.

The duty for implementation, training, monitoring and reviewing the policy and procedures is delegated to the Governing Board of each School.

Managing health and safety

Odyssey Collaborative Trust will adopt the Health and Safety Executive (HSE) HSG65 “Managing for Health and Safety” in making judgements regarding the effectiveness of provision of health and safety in schools. Consequently, schools are advised to use the HSG65 framework of “Plan, Do, Check, Act” in managing health and safety matters.

Manual Handling

In order to comply with the requirements of The Manual Handling Operations Regulations (as amended) all tasks requiring any lifting, twisting, pulling or other movement of materials or objects from one place to another, where there is the potential of a risk of injury, must be risk assessed.

The vast majority of such manual handling tasks will be risk assessed within the overall risk assessment for that task. Where specific hazards are observed e.g. where the weight to be lifted exceeds 25kg, or where the distance of relocation is significant, or where the number of repetitive tasks is high, the tasks will be assessed formally in detail. Appropriate tools to carry out detailed manual handling risk assessments should be used.

All employees who undertake tasks involving manual handling must be made aware of the risks to their health and safety in completing such tasks and be adequately trained to adopt the appropriate control measures to reduce the risk of injury.

Noise and Vibration at Work

Schools have a duty to ensure that the effect of noise in the workplace is managed to effective levels. This issue is often underestimated within educational settings and is often likely to affect employees to a greater extent than pupils, as teachers and support staff are sometimes working for extended periods in noisy areas. Areas of particular concern are as follows:

- Music departments
- Indoor physical education
- Playgrounds
- Technology departments
- Grounds maintenance

It is important for schools to identify persons who use machinery or equipment that may cause harm through vibration. Examples of such equipment are as follows:

- Floor polishers
- Mowers
- Grinders
- Polishers
- Drills
- Sanders
- Hand held saws
- Leaf blowers
- Grass cutters

Where noise levels are at, or near, 80dB (A) (between the noise of a vacuum cleaner and a blender) for extended periods, or there is extended use of vibrating equipment a noise and/or vibration survey must be completed, or commissioned, by schools. Where a hazard is apparent a risk assessment must be completed and control measures must be put in place to eliminate or reduce those risks.

Occupational Health

Each School must ensure that adequate arrangements are made and provision is in place regarding occupational health services. These include provision for, but not restricted to:

- Pre-employment health checks.
- Health surveillance (where identified by risk assessment).

- Substance abuse support.
- New and expectant mothers.
- Medical referrals, including work related stress support.

Alcohol and Drugs:

- The possession or use of illegal drugs or substances is prohibited to all employees and contractors on premises operated by the Trust.
- Employees, parents, carers or visitors may not consume alcohol on School premises, unless this has been agreed by the Headteacher of the premises concerned.
- Personnel who have been prescribed drugs that may affect their ability to work safely must inform their manager immediately.
- Any person found to be under the influence of an illegal substance, or alcohol, during working hours shall be required to leave the premises in a safe manner.
- Smoking is not allowed on any School premises including electronic vaping devices or other forms of smoking.

Health surveillance can be a legal requirement in a range of health and safety related matters, as risk management control. Employees may be subject to health surveillance measures when this control is indicated as a result of risk assessment. This includes the management of residual risks in the following areas:

- Noise
- Night work
- Ionising radiation
- Vibration
- Asbestos
- Solvents
- Dusts
- Fumes
- Biological agents
- Lead
- Compressed air

Radiation (ionising and non-ionising)

Sources of ionising radiation must be managed in schools in accordance with the requirements of The Ionising Radiations Regulations and other relevant legislation. In complying with statutory legislation and the formulation of local rules regarding the management of sources of ionising radiation schools must pay particular attention to the content of CLEAPSS publication, "L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges, 2019".

If schools use lasers for entertainment, theatre or public exhibition purposes they must consider the guidance to be found in the HSE publication, "HSG65 the radiation safety of lasers used for display purposes" in planning and managing the event.

When using projectors and laser pointers schools should establish safe systems of work for teachers and pupils and give instruction on their adoption so that:

- Staring directly into the projector beam is avoided at all times.
- Standing in the beam, whilst facing the projector, is minimised.
- Users, especially pupils, should try to keep their backs to the beam as much as possible.
- Pupils are adequately supervised when they are asked to point out something on the screen.

Schools must develop procedures for protecting staff and pupils from the effect of prolonged exposure to sunlight.

Recording and Reporting Arrangements

There is a legal duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report certain work related accidents, industrial diseases and dangerous occurrences to the HSE. In short, these are:

- Work-related accidents which cause death.

- Work-related accidents which cause certain serious injuries (reportable injuries).
- Work-related accidents which cause an employee to be away from work or unable to perform their normal work duties for more than seven consecutive days
- Diagnosed cases of certain industrial diseases.
- Certain 'dangerous occurrences' (incidents with the potential to cause harm).
- Work-related accidents involving visitors or pupils must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

There is also a requirement under RIDDOR to maintain a record of any work related accidents which cause an employee to be away from work or unable to perform their normal work duties for more than seven consecutive days.

Schools must ensure that there are written procedures in place, which have been communicated to all staff, to report and record all accidents, diseases and dangerous incidents, in order to be fully compliant with RIDDOR.

For minor injuries schools must comply with the General Data Protection Regulation (GDPR) and use an accident book with tear out strips for children (if can be seen by unauthorised persons) or use of an accident form. The HSE Accident book BI 510 is recommended for this purpose. A designated person should be appointed for the safe storage of completed accident reports.

For serious incidents to staff, visitors, contractors and pupils the accident/incident form must be completed and a copy sent to Elite Safety in Education.

The Schools are responsible for informing RIDDOR where applicable.

Risk Assessment

In order to comply with The Management of Health and Safety at Work Regulations (and other legislation) suitable and sufficient risk assessments must be completed and recorded with regard to the risks to the health and safety of employees at work and persons not in Trust employment arising out of, or in connection with work activities.

Risk assessment should be completed where potential hazards have been identified with regard to, but not exclusively confined to:

- Processes and procedures
- Equipment and materials
- Premises
- Specialist matters

All risk assessments must be completed by a competent person. For the purposes of risk assessment "competent" can be regarded as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform the task safely. Where there is no competent person(s), within a School, to carry out routine risk assessments, provision for suitable training of staff must be put in place.

For routine risk assessments the "5 steps to risk assessment" model provided by the HSE should be followed. For specialist risk assessments Schools should follow a hierarchy for provision:

- Use an in-house competent person to carry out the risk assessment or a nominated contractor.
- Where no such person is employed at the School, consideration should be given to providing appropriate training to a suitable existing employee in order to establish competence, based on a need/cost analysis and advice should be sought.
- Where the need for a specialist risk assessment is urgent, or the cost of training an existing an employee to a competent standard is disproportionate to the need, external risk assessment provision can be procured with approval from the Headteacher or the Trust.

New and Expectant Mothers

Under these circumstances an appropriate risk assessment must be carried out by the School

in respect of the working conditions, physical, biological and chemical hazards, and the tasks undertaken by the pregnant women or nursing mothers. Particular attention should be paid to hazards such as ionising radiation, lead, mercury and pesticides.

Where required, additional or different control measures must be implemented by a School, such as temporarily adjusting working conditions and/or hours of work. If necessary, the employee may need to undertake suitable alternative duties in order to mitigate any risks. Where the risk is significant and is not possible to control, the Trust may consider suspending a female employee from work on paid leave for as long as necessary, to protect her health and safety, and that of her child.

Schools must ensure that suitable and appropriate rest facilities are provided for pregnant women or nursing mothers to enable them to rest. Similarly, it is anticipated that as part of the risk assessment process it is likely that new or expectant mothers will need to go to the toilet more often. It is sensible to agree timing and flexibility of rest breaks with the employee.

Should a problem arise which needs further clarification, The School retain the right to make a medical referral to an independent medical advisor selected by the Trust. Where this becomes necessary, the right of an employee to access any medical report is protected under the Access to Medical Reports Act. This and any related information will also be kept in accordance with the requirements of the Equality Act at all times.

Safe Systems of Work

Part of the employer's general duty is to provide systems of work that are, as far as is reasonably practicable, safe and without risks to health. Safe systems of work must be identified through the risk assessment process.

Individual schools are responsible for ensuring that the components of a system are in place locally that include:

- Co-ordination of the work of different departments and activities.
- Training, instruction and supervision.
- Layout of plant and equipment.
- The method of using particular machines and of carrying out particular processes.
- The instruction of trainees and inexperienced employees in particular tasks beyond their normal experience.
- The sequence in which the work is to be carried out.
- The provision of warnings, notices, and the issue of special instructions in particular cases.
- The procedure for introducing changes into normally accepted routines and practices, including explanations of why the changes are necessary.
- A contingency plan to deal with foreseeable emergencies.
- An auditing or monitoring regime to ensure the system is working safely.
- General conditions of the workplace.

Schools are expected to manage hazards with at least the same degree of attention and with at least the same allocation of resources and priorities as they manage all other management functions such as, quality, human resources and budgetary matters. Schools should be aware that the principle of establishing and maintaining 'safe systems of work' is keenly regarded by enforcing authorities as a direct reflection of managerial competence and commitment.

Security

Each School has the responsibility for ensuring that suitable and sufficient local arrangements are in place to prevent unauthorised access to its premises at all times, so far as is reasonably practicable.

From time to time access to specific areas within schools may be restricted to authorised staff only, as identified by the assessments of particular hazards. Such restrictions must be clearly marked.

All visitors to our schools are required to sign in at reception. On the first visit to a School a visitor will be made aware of the local emergency arrangements and of any alarm testing schedule. If the identity of the visitor is unclear the visitor must be asked for proof of identity before being allowed to proceed into any area of the School.

Visitors must always be accompanied within the School, unless there are no children or vulnerable people at the time of the visit, or the visitor has been verified by the appropriate DBS check.

Unauthorised visitors should be asked to leave the premises, but staff must be aware that they should not place themselves at risk in doing so. Assistance from local police should be sought if there is any concern regarding safety.

Slips and Trips

Accident statistics show that approximately a third of all staff injuries in schools result from slips trips and falls. Schools must pay particular attention to adopting effective preventative measures to reduce occurrences of slips and trips. In order to reduce risk, the following measures must be put in place:

- Schools must develop local cleaning, housekeeping and repair arrangements to ensure a clean, orderly, well maintained and uncluttered workplace. These measures should identify particular responsibilities and procedures.
- Arrangements for the safe movement of people around the School should be established and these should be communicated to staff and pupils. These measures should include provision for inclement weather, snow and ice.
- Disposal of waste materials must be proactive and in accordance with the requirements of the local authority.
- Appropriate training on slips and trips should be included within staff training requirements and preventative measures appropriately communicated to pupils (reporting spills and trip hazards, etc.)

Stress Management

At times employees could be under unacceptable levels of stress, either from the effects of their home life, from their duties at work, or a combination of both. It is important that schools follow some key points to manage the levels of work-related stress, as follows:

- Line managers and senior managers should ensure that employees are able to cope with the demands of their jobs.
- Employees should be able to have a say about the way they do their work.
- Adequate information and support should be provided from colleagues and superiors.
- Employees must never be subjected to unacceptable behaviours, e.g. bullying at work
- Managers and supervisors should ensure that employees understand their role and responsibilities.
- Employees must be actively engaged and consulted when the School is undergoing organisational change that may affect them.
- Systems are to be in place locally to effectively respond to individual concerns regarding.

Schools must have suitable and sufficient provision in place for the management of work-related stress related illness. Where in doubt schools should follow the principles of the HSE "*Management Standards for work related stress*". Information, advice and guidance is available from Odyssey Collaborative Trust.

Supervision at Work

Schools must provide an adequate and appropriate level of supervision for employees:

- Know what is expected from them in terms of health and safety.
- Understand School Health and Safety policies, where they fit in, and how health and safety is managed.
- Managers and supervisors may need training in the specific hazards and how the School expects risks to be controlled.
- New, or inexperienced people, as well as those whose first language is not English, are very likely to need more supervision than others. Schools must ensure employees know how to raise concerns and managers/ supervisors are familiar with the potential issues related to unfamiliarity, inexperience and communication difficulties.
- Ensure employees understand risks associated with the work environment and measures to control them.
- Adopt a system to ensure work carried out by contractors is safe and as agreed.

Under the Management of Health and Safety at Work Regulations, schools have a duty to ensure young people (Under 18) employed by the Trust are not exposed to risk due to a lack of experience or maturity.

Consideration must be given to all young people employed by the Trust in regard to:

- Layout of the workplace.
- physical, biological and chemical agents they will be exposed to.
- Handling work equipment.
- Organisation of work and processes.
- Health and safety training needs.
- Risks from particular agents, processes and work.

Training and Information

All new employees will receive Health and Safety Induction training. This will constitute familiarisation of their premise's layout, including the location of all relevant health and safety items (e.g. fire exits) and all local arrangements.

All staff must be made aware of the content of this Health and Safety Policy, Organisation and Arrangements and relevant local policies and supporting procedures. These documents must be readily available to the employee.

Individual staff health and safety training needs must be assessed by a line manager on appointment of the member of staff and then annually as a minimum. Where employees have significant changes to their role, or they change role, this assessment must be carried out at the time of the change.

Each School is required to ensure that suitable and sufficient health and safety training has been undertaken by all staff consistent with the needs of their role. All training related to health and safety will be recorded and signed by the individual as a record that such training was completed.

If a member of staff declines to take part in health and safety training required for their role the reason(s) for declining the training must be provided by the employee. In such cases the matter should be investigated by the School.

Where a barrier to completing the training is identified, reasonable adjustments should be put in place in order to enable the member of staff to partake in the training. Where an employee continues to refuse health and safety training further advice should be sought from Trust Management or HR. Employees should be aware that declining health and safety training without having a valid reason, in the opinion of the Trust, may result in disciplinary action being taken.

The Trust will ensure that comprehensible and relevant information regarding health and safety compliance and best practice is provided to schools, on request, and that periodic health and safety advice and updates are published and distributed to schools.

Each School must ensure that it provides employees comprehensible and relevant information on the risks to their health and safety identified by any risk assessment, including, but not limited to:

- Any preventive and protective measures in place.
- Procedures to be followed in the event of serious and imminent danger.
- Measures for fire-fighting in the workplace.
- The identity of those persons responsible for the evacuation from the premises.

Transport and Vehicle Management - Refer to Trust Driving Minibus Policy

Schools must ensure that local arrangements are put in place for the safe use of transport operated by the School. Measures that should be in place include:

- Designated drivers for minibuses, who hold the appropriate full driving licence and who have completed appropriate minibus driver safety training.
- Arrangements for the management of servicing, maintenance, cleaning, insurance and, where required, MOT of all vehicles operated by the School.
- Procedures for the safe use of vehicles operated by the School.

School staff can only drive a minibus on a full car driving licence (and undertaken MIDAS Training) if the minibus is not being used for hire or reward and is not more than 3.5 tonnes (or 4.25 tonnes if including any special equipment to carry disabled passengers)

Staff who have more than 6 points on their licence are not permitted to drive school vehicles or transport pupils in their own vehicles.

Schools have the responsibility to risk assess local requirements relating to traffic/pedestrian safety and separation. Employees are strictly forbidden from driving a vehicle on School business whilst under the influence of alcohol or drugs, using hand-held mobile phones or similar devices whilst driving a vehicle on School business.

Staff who may transport pupils in their own vehicles must have business insurance.

Tree Management

All school's in Odyssey Collaborative Trust will carry out a two -yearly inspection regime, which must be carried out by an appropriately qualified arborist who will take-into-account things such as size, type, location of each and every tree and the risk to both people and property in the event of any failure.

Tree Risk Assessment – Carried out by a qualified arboriculturalist

- assess target(s) that may be vulnerable (e.g playgrounds, neighbouring premises, buildings)
- assign target zones to target areas as appropriate
- determine tree inspection type and priority
- assess trees for hazard (identify trees needing more detailed inspection)
- make tree risk assessment (assess the probability that a hazard may result in harm)
- assign risk categories to trees and prioritise management
- implement management system including remedial action, monitoring and inspection regime

Any regime that simply involves treating tree stock as a whole, essentially a “one size fits all” inspection policy with no regard to specific risk is likely to be considered insufficient.

The school will ensure:

- Good record keeping of inspection reports for each tree, and evidence of taking-into-account advice given and implementation of recommendations.
- Incorporate tree management into our school health and safety management / improvement plans and associated grounds inspection records.

Caretaker/Site Manager

- Carry out regular monitoring inspections of all trees identified in the inspection report and document.
- Carry out additional monitoring inspections when adverse weather conditions have occurred and document and make safe any areas of concern.

Violence at Work

Schools are required to provide reasonably practicable local health and safety provision for reducing the risk of violence towards employees, or other persons that may be affected. Arrangements should include control measures identified as a result of suitable and sufficient risk assessment of the particular working circumstances of employees and others within the establishment. The duty for implementation, training, monitoring and reviewing the policy and procedures is delegated to the Governing Board of each School.

Wall Mounted Audio-Visual Devices in Schools (Wobble Test)

Schools are required to carry out some checks to assure themselves that the fixings and method of installation are secure for all similar audio visuals/screen installations.

Actions to be taken:

- Check that you have the manufacturer's product and installation information for all interactive whiteboard/audio visual/media screens installed in your school. *(This information should have been provided by the installer and include manufacturer information and guidelines on fitting and any manufacturer advised regimes for servicing and inspection)*
- Check that this equipment has been installed in accordance with the manufacturer's instructions. e.g. suitable for the location in which they are fitted and have the correct fittings such as riser bars/wall battening (as specified in the installation information). *If you have no information on installation methods and if it meets manufacturer's recommendations, please contact the installer of the screens to confirm this. If you have any concerns, please seek further advice from a building surveyor or maintenance provider.*
- Where screens are mounted onto plasterboard/stud walls/partition walls or any non-brick structures (such as in mobile classrooms). The installer should have designed a suitable method of fixing for the location if this was not supplied by the manufacturer.
- Where manufacturer installation instructions were not provided or not followed the installation should be inspected to ensuring that all connections and fixings are of adequate design.
- If your equipment includes a riser which provides support from the floor, this must be checked to ensure the installation is in accordance with manufacturer's installation instructions. The equipment should be fixed to the floor using the correct fixings and the floor must be in sound condition for the installation. If it is not fixed to the floor, alternative suitable fixings should used, such as several brackets to the wall following the manufacturer's instructions.
- Please record confirmation of the above actions for each installation in your school buildings H&S file.
- All schools are advised to follow any manufacturer's recommendations for servicing and maintenance of the equipment. Visual inspections of any equipment before use. For wall mounted equipment this could include a visual checks of fixings to ensure stability.
- Staff should report any damage, deterioration or malfunction to the site manager.

Welfare

With particular regard to The Workplace (Health, Safety and Welfare) Regulations, schools have the duty to ensure the following provision so far as it is reasonably practicable to do so:

Welfare Facilities:

- Suitable and sufficient toilets and hand basins, with soap and towels or a hand-dryer.
- Safe drinking water.
- A place to store clothing, where required, (and somewhere to change if special clothing is worn for work).
- Somewhere to rest and eat meals.

Health Issues:

- Good ventilation – a supply of fresh, clean air drawn from outside, or a ventilation system.
- A reasonable working temperature.
- Lighting suitable for the work being carried out.
- Enough room space, suitable workstations and seating.
- A clean workplace with appropriate waste containers.

Safety Issues:

- Properly maintained premises and work equipment.
- Floors and traffic routes kept free from obstruction.
- Windows that can be opened and also cleaned safely.
- Transparent (e.g. glass) doors or walls that are protected or made of safety material.

Work Experience Safety

Schools that provide work experience as part of their work-related learning curriculum must

ensure that adequate measures are in place to manage that provision. Schools may choose to self-manage such provision, or work in partnership with a provider. Whatever the arrangement, schools should ensure that either they, or their provider, take account of guidance provided by the Trust and share relevant information.

Work Experience Co-Ordinator (where applicable)

The Work Experience Co-Ordinator is responsible to the Headteacher for the provision of safe work experience placements. This includes liaising with any external bodies appointed to organise the practical arrangements.

The duties of the Work Experience Co-Ordinator include, but are not limited to:

- Liaising closely with the Headteacher to decide the appropriate process for organising work experience placements, including the use of external bodies;
- Ensuring that all placements are risk assessed (by the Employer) and risk assessments are completed for members of staff that visit such employers during the work placements. These assessments should include lone working arrangements;
- Pupils and parents are provided with all relevant information regarding work experience placements, including risk assessments;
- Employers providing placements have full relevant information regarding Pupils undertaking a placement with them, including details of additional educational or special needs; Where possible Pupils are visited during their placement.

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Working at Height

Odyssey Collaborative Trust; is committed to managing the hazards of working at height in accordance with current health and safety legislation, with particular regard to safe methods of work and the use of appropriate access equipment. The implementation of the key objectives below is delegated to the 'responsible duty holder'. (Headteacher, who may delegate this responsibility to others like the Site Manager but cannot totally absolve the responsibility)

Objectives

The Trust has the following key objectives to secure safety for work involving working at height.

- To take all necessary steps to ensure that Trust employees, contractors and any other persons affected by its activities, are made aware of significant working at height hazards.
- To treat all working at height, once identified, in accordance with the relevant legislation, Approved Codes of Practice and current best working practices
- To carry out such identified 'working at height' tasks in a planned manner based upon prior risk assessment.
- To check that risk assessments for generic working at height tasks address issues arising from the site specific working environment.
- To ensure that all relevant contractors adopt a planned approach to working at height, particularly in emergency repair situations.
- To ensure that commissioned works and programmed maintenance contracts allow sufficient resources, so far as is reasonably practicable, in order to control any risks from working at height.
- To implement a management system for situations where a risk assessment determines that working at height has to be strictly controlled so that risks continue to be minimised, e.g. 'a permit to work.'
- To ensure the provision of appropriate training for Trust employees, with Contractors providing evidence of appropriate training during the selection process.

Regulations

The Trust will fully apply The Work at Height Regulations 2005.

These regulations apply to all work activities and work equipment where there is a risk of a fall liable to cause personal injury.

The regulations place duties on employers, the self-employed, and any person who controls the work of others (e.g. Premises Manager) to the extent they control the work. Such persons are referred to as 'duty holders'.

Duty Holder Responsibilities

The overriding principle in these regulations is the requirement for duty holders to carry out a risk assessment to establish whether all *reasonably practicable* measures have been taken to prevent employees falling from any height. In the event of a serious accident this is the standard by which the risk assessment is expected to be judged.

Principles

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height.

- Avoid 'working at height' tasks if possible,
- Use work equipment or other measures to prevent falls in situations where 'working at height' tasks cannot be avoided,
- Where it is not possible to eliminate the risk of a fall, then work equipment or other measures must be assessed to minimise the distance or the consequences of a fall, should one occur.

The Work at Height Regulations 2005 requires duty holders to ensure that:

- All work at height is properly planned and organised.
- All work at height takes account of weather conditions that could endanger health and safety.
- Those undertaking tasks working at height are trained and competent.
- The location or immediate environment where work at height is undertaken is safe.
- Equipment for work at height is appropriately inspected.
- Risks from fragile surfaces are properly controlled.
- Risks from falling objects are properly controlled.

Other alternatives are not risk free and also need to be risk assessed. For example where MEWP's (Mobile Elevated Work Platforms) are assessed as providing a safer option, then relevant regulations, e.g. LOLER (Lifting Operations & Lifting Equipment Regulations) must be applied and best practice precautions such as the use of short lanyards to prevent operatives from being thrown from the platform in the event of a collision.

Ladders & Stepladders

The Trust notes that *The Work at Height Regulations 2005* neither specifically prohibit the use of ladders or stepladders nor do the Regulations promote their use. The use of such equipment should be the logical outcome of the relevant risk assessment.

In other words, the risk assessment will determine whether or not there is a safer method or better equipment that would allow the working at height task to be undertaken.