



# **HEALTH AND SAFETY POLICY AND STATEMENT**

Reviewed: Autumn 2023

Review Frequency: Annually

Approved by the Board of Trustees

# STATEMENT OF INTENT

## 1. INTRODUCTION

1.1 Aspire policies are designed to support the Ethos, Aims and Vision of the Trust as outlined in our Strategic Intent. This policy is based on the Hertfordshire Model Policy.

## 2. RATIONALE

2.1 The objective of this document is:

- To set the general direction for health, safety and welfare throughout the Trust.
- To demonstrate the Trust's commitment to Health & Safety.
- To meet the requirement of Section 2(3), 3 & 4 of the Health and Safety at Work etc Act 1974 including a written statement of General Policy on Health & Safety.

2.2 This Health and Safety Policy Statement is the lead document for Health and Safety within the Trust and applies to all staff, non-staff and Governors.

## 3. STATEMENT

3.1 The Trust Board of Trustees recognises its health and safety responsibilities under the Health and Safety at Work etc. Act 1974 and will take all reasonable steps to fulfil these responsibilities and ensure the health, safety and welfare of its staff, pupils, visitors and contractors using the academy premises or participating in school-sponsored activities.

3.2 Aspire Academies Trust believes that the prevention of accidents, injury or loss is essential to the efficient operation of the Academies and is part of the good education of its students.

3.3 Aspire Academies Trust will ensure, so far as is reasonably practicable, the safety of all staff, students and any other person who may be directly affected by its operations by:

- Ensuring significant health and safety risks arising from its activities are adequately controlled;
- Providing and maintaining safe plant, equipment and systems of work;
- Managing and maintaining a safe and healthy working and learning environment;
- Ensuring that staff receive appropriate training, and are competent to carry out their designated responsibilities;

- Providing sufficient information, instruction and supervision to enable all staff to avoid hazards and contribute positively to their own health and safety at work;
  - Involving employees in health and safety decisions through consultation and co-operation.
- 3.4 Aspire Academies Trust will maintain appropriate health and safety management systems, arrangements and organisational structures, monitoring and reviewing its performance in line with legislation.
- 3.5 The Trust's policy can only be implemented with the full co-operation of board members, Local Advisory Bodies (LAB) and staff.
- 3.6 All employees have duties under the Health and Safety at Work etc. Act 1974 and must actively support the Trust's efforts to take reasonable care of their own safety and that of others who may be affected by their actions at work.  
Failure to observe these duties could result in disciplinary action in line with the Staff Discipline policy.
- 3.7 Aspire Academies Trust will provide and maintain joint consultation on health and safety matters and will co-operate with agreed safety representatives.
- 3.9 This policy statement will be reviewed on an annual basis to sustain its compliance and effectiveness. Any changes will be brought to the notice of employees.

This policy statement supplements:

- Health and Safety Policy
- Supporting Pupils with Medical Needs Policy
- Behaviour Policy
- Physical Intervention Policy

**Signature**

*Elizabetta Camilleri*

**Chair of Trustees**

**Date:** 31/12/2023

**Signature**

*Vicky Parsey*

**CEO**

**Date:** 31/12/2023

## **4. ORGANISATION AND RESPONSIBILITIES**

### **4.1 The Board of Trustees**

The Board of Trustees has strategic responsibility for Health and Safety within all areas of the Academies' undertakings. They shall ensure that:

- Sufficient resources and strategic direction are allocated by it and its Academies to ensure, as far as is reasonably practicable a safe and productive working and learning environment.
- Competent Health and Safety advice is available in order to assist line management and comply with regulatory controls.

### **4.2 The Chief Executive Officer (CEO)**

The CEO has overall responsibility for Health and Safety throughout Aspire Academies Trust and for ensuring that the objectives of this Health and Safety policy are implemented. They shall ensure that the Chief Operating Officer (COO):

- Provides Health and Safety leadership focused on the management of significant risk.
- Monitor overall performance of the health and safety management system and are kept informed of, and alert to, relevant health and safety issues.
- Health and safety performance is reported to the Local Advisory Body, Chief Executive Officer and Board of Trustees.

### **4.3 Local Advisory Bodies**

Local Advisory Bodies are responsible for the implementation of the Trust's policy and ensuring effective Health and Safety management systems within their school. They fulfil a strategic role in health and safety and are not expected to be involved in day to management of the Academy.

- Sufficient resources are allocated to meet Health and Safety obligations.
- Health and safety performance is subject to regular monitoring and review.

- A member of the Local Advisory Body is responsible for championing Health and Safety issues. This individual liaises with the school and provides information to the Advisory Body.
- Any deficiencies or weaknesses brought to the attention of the Local Advisory Body are rectified.
- Carry out regular Health and Safety audits with the Aspire Chief Operating Officer (COO).

#### **4.4 The Principal**

The Principal has responsibility for the day to day operation and management of Health and Safety, as delegated by the Board of Trustees within all areas of the academies' undertakings. They shall ensure that:

- Local arrangements are developed which set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the local procedures.
- The policies and procedures adopted by the Trust are fully implemented and followed by all staff.
- Communicating the policy and other appropriate Health and Safety Information to all relevant people including contractors.
- Health and safety matters are given due consideration with other commitments and form an integral part of their activities.
- Staff are involved and consulted on relevant Health and Safety matters. (removed from LAB responsibility)
- All staff know and accept their individual responsibilities regarding Health and Safety and that Health and Safety training programmes are in place and monitored.
- Staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Consultation arrangements are in place for staff and their trade union representatives (where appointed), recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Effective arrangements are in place to pro-actively manage Health and Safety by conducting and reviewing inspections and Risk Assessments and implementing required actions.
- Monitoring purchasing and contracting procedures to ensure Health and Safety is included in specifications & contract conditions.
- School premises, plant and equipment are maintained in a safe and serviceable condition.

Whilst overall responsibility for Health and Safety cannot be delegated the Principal may choose to delegate certain tasks to other members of staff.

#### **4.5 Responsibilities of other staff holding posts of special responsibility**

The Principal may delegate functions and areas of responsibility to staff that are appropriate in the circumstances of the Academy. These staff will:

- Apply the Trust's Health and Safety policy to their own department or area of work.

- Ensure staff under their control are aware of and follow relevant published Health and Safety guidance.
- Ensure Health and Safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Principal of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.

Under the Health and Safety at Work Act etc. 1974 all Staff (including Volunteers, students on work experience and temporary workers) have general Health and Safety responsibilities and are obliged to take care of their own health, that of their colleagues, pupils and members of the public who may be affected by their actions.

All employees have responsibility to:

- Comply with the Academies Health and Safety policy and procedures at all times.
- Report all accidents and incidents in line with the Academies reporting procedure.
- Co-operate with and support management on all matters relating to Health and Safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any Health and Safety concerns immediately to their line manager.
- Take part in health and safety training and development and health surveillance programmes, as required.

## **5. ARRANGEMENTS**

### **5.1 Health and Safety documentation and procedures**

#### **Academy Health and Safety Policy**

- Each Academy is required to establish specific health and safety policy statements and organisational local arrangements relevant to their school as outlined below to implement the Trust's policy.
- These local policies will provide detailed operational arrangements for Health and Safety and will as a minimum meet the standards and requirements set out in this policy.

#### **Job Descriptions / Contracts**

- Suitable clauses to highlight health and safety responsibilities are included in all employee contracts and job descriptions appropriate to individual roles.

## **Performance Management**

- Performance management is used to set and measure performance against Health and Safety targets and objectives (where appropriate for the job description of the employee concerned). Performance management is also used to identify Health and Safety training needs and monitor competency.

## **Communication**

- Health and safety information is communicated through line management. Trust's health and safety documentation is available in electronic and hard copy format.

## **Risk Assessments**

- Each Academy shall conduct and record risk assessments and ensure findings are brought to the attention of relevant staff. Risk assessments are reviewed periodically and following any significant changes.

## **Induction training**

- All new members of staff will be provided with Induction training in Health & Safety in Education in addition to training appropriate to their role and needs.

## **Monitoring**

- Proactive Health and Safety monitoring is a line management function. In addition, the Trust measures performance by audit, inspection and accident / incident reporting and investigation.
- Performance is reviewed and reported at Local Advisory Body meetings and at Aspire Academies Trust Board of Trustees on a formal and regular basis.
- A program of Health and Safety audits is delivered across all Academies with each Academy required to develop, maintain and report of health and safety action plans to ensure continuous improvement.
- The following audits/reviews are scheduled throughout the academic year for each academy
  - Fire Risk Assessment
  - Whole Academy Health & Safety Audit
  - Annual review of action points raised in above audits
  - Cleaning Audit
  - Asbestos Review
  - COSHH Review
  - Accessibility Plan – Annual Review

## LOCAL ARRANGEMENTS

Each academy will have in place the following as appendices to their local Health and Safety arrangements

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal safety / lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances (COSHH)
- Appendix 12 - Asbestos
- Appendix 13 - Contractors
- Appendix 14 - Work at Height
- Appendix 15 - Moving and Handling
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - School Swimming and pools
- Appendix 23 - Infectious diseases
- Appendix 24 - Third Party Premises Responsibilities (Broadfield & Knutsford)



<b>RISK ASSESSMENTS</b>
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**General Risk Assessments**

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the School Business Manager following guidance contained on the H&S pages of the Hertfordshire Grid and are approved by the Principal.

Risk assessments are available for all staff to view and are held centrally on the staff common area, these assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

As part of the review process previous versions of risk assessments are clearly dated and securely kept. Risk assessment records will be kept for a minimum of 5 years (any relevant risk assessments linked to pupil incidents and subsequent investigations will be retained for a minimum of 3 years after their 18<sup>th</sup> Birthday).

Annual Risk Assessment Reviews are carried out by Central Services Team to ensure regular review and monitoring of Risk Assessments is taking place.

**Individual Risk Assessments**

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the School Business Manager

Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

**Curriculum Activities**

Risk assessments for curriculum activities will be carried out Subject Leaders using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use.

The following publications are used within the school as sources of model risk assessments:

**[Primary schools]**

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE] ISBN ISBN 978-0-86357-426-9]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2020' Association of PE 'AfPE' <http://www.afpe.org.uk/> ]

**OFFSITE VISITS**

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <https://oeapng.info/>

Each school has a designated Educational Visits Co-ordinator  
Named EVC: Amanda French

See HCC's policy for the management of Learning outside the classroom and offsite visits

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

The school use Evolve for all offsite visits, relevant risk assessments, participant's names etc. will be attached electronically as required. The school also have their own set of standard operating procedures and risk assessments for local learning areas

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) who will check the documentation and planning of the trip and if acceptable refer the visit for approval to the Principal.

HCC recommends that the EVC should attend training and refresher training every 3 -5 years.

**HEALTH AND SAFETY MONITORING AND INSPECTION**

A formal inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by the Trust's Chief Operating Officer.

Inspections of individual departments will be carried out by Heads of Department or nominated staff. In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Principal. Responsibility for following up items detailed in the safety inspection report will rest with the Site Manager

A named governor, Mr. Dolling will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Advice and pro forma inspection checklists to assist the monitoring process can be found on the Grid. Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

<b>FIRE EVACUATION AND OTHER EMERGENCY</b>
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The Principal is responsible for ensuring the school's fire risk assessment is undertaken by a competent person and implemented following guidance contained in 'Fire safety risk assessment; Educational premises' and the Grid. The Trust carries out an annual Fire Safety Review and makes arrangements for external Fire Risk Assessments to be carried out every three years.

The fire risk assessment is located in the main office and will be reviewed on an annual basis.

### **Emergency Procedures**

Fire and emergency evacuation procedures are detailed in the staff handbook, induction, Business Continuity plan and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular termly drills.

Evacuation procedures are also made available to all other users of the building (contractors / visitors/ hirers etc.).

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained as part of the school's emergency response plan by the School Business Manager.

### **Fire Drills**

- Fire drills will be undertaken termly, and results recorded in the fire logbook.

### **Fire Fighting**

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.
- Staff are made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use at induction.
- Designated staff receive practical Fire Extinguisher training annually

**Details of service isolation points** (i.e. gas, water, electricity)- per site plan in main office.

### **Details of chemicals and flammable substances on site.**

An inventory of these will be kept by the Site Manager as appropriate, for consultation. (See COSHH Appendix 11)

<b>INSEPCION / MAINTENANCE OF EMERGENCY EQUIPMENT</b>
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The Site Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire logbook located in the main office

**FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur on Fridays at 7am

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Chubb.

A fire alarm maintenance contract is in place with Chubb and the system tested 6 monthly by them.

**FIRE FIGHTING EQUIPMENT**

Weekly in-house checks are undertaken to ensure that all firefighting equipment remains available for use and operational.

Chubb undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the site manager.

**EMERGENCY LIGHTING SYSTEMS**

Emergency lighting will be checked for operation monthly in house and these tests recorded.

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by Sight & Sound.

**MEANS OF ESCAPE**

Daily checks are undertaken for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

<b>FIRST AID AND MEDICATION</b>
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The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities).

**TRAINED TO FIRST AID AT WORK LEVEL (3 days /18 hrs):**

**Elaine McQuade**

**TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 2 days/ 12 hrs):**

**Oona Dwyer, Elaine McQuade, Sarah Young, Terri Field & Amy Sharper (latter 2 from 14/02/2024)**

**TRAINED TO EMERGENCY FIRST AID AT WORK (1 day / 6 hrs):**

Elaine McQuade

**OTHER TRAINING IN EMERGENCY FIRST AID 1 (6 hr):**

**Lynn Humphrey, Debbie Ryan, Sheila Ngosa, Sophie Fahey, Hannah Mullery, Amy Young, Monika Lester, Sarah Young**

First aid qualifications remain valid for 3 years. **[Insert Name]** will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

**FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

**Main Office and EYFS**

**Elaine McQuade** is responsible for regularly checking (termly) that the contents of first aid boxes, **(including travel kits/ those in vehicles)** are complete and replenished as necessary.

**[AEDs (automated external defibrillators) ARE LOCATED AT THE FOLLOWING POINTS: Outside the main office, registered with Circuit and the emergency services. Access code also recorded with 999**

**Transport to hospital:** Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

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<sup>1</sup> Supplementary first aid training focussed on pupil needs and could include other specific risks e.g., sports first aid for PE staff etc.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) and, in the case of pupil with the parents/carers.

### **Administration of medicines**

All medication will be administered to pupils in accordance with the DfE document Supporting pupils at school with medical conditions.

Detailed arrangements are provided in a separate school policy.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

Admin staff are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be kept by our main school first aider.

All non-emergency medication kept in school is securely stored in the fridge in the hospitality room or locked first aid cupboard as applicable. with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in the child's classroom and clearly labelled.

The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed an inhaler and for whom parental consent for its use has been obtained. This emergency inhaler would be used if the prescribed inhaler is not available e.g., broken / empty.

In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent, emergency services (999) would be contacted and advice sought as to whether administration of the emergency AAI is appropriate.]

### **Individual Health Care Plans (IHCP)**

Parents / carers are responsible for providing the school with up-to-date information regarding their child's health care needs and providing appropriate medication.

IHCPs are in place for those pupils with significant medical needs e.g., chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by our main first aider and Asst. Principal

All staff are made aware of any relevant health care needs and copies of health care plans are available from the main office.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.



<b>ACCIDENT REPORTING PROCEDURES</b>
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**Accidents to employees**

Employees must report all accidents, violent incidents and near misses.

All employee incidents must be reported to CST using smartlog.

Employee accident / incident forms are to be retained for a minimum of 3 years.

**Accidents to pupils and other non-employees (members of public / visitors to site etc.)**

A local accident book held in the main office is used to record all minor incidents to non-employees, more significant incidents as detailed below must also be reported to Central Services Team using Smartlog.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

Parents / carers will be notified immediately of all major injuries.

Pupil / student accident forms are to be retained for a minimum of 3 years after their 18<sup>th</sup> Birthday.

**All Accidents**

All major incidents will be reported to the Principal and the Local Advisory Body.

Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Principal, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils / students.

**Reporting to the Health and Safety Executive (HSE)**

The Trust Chief Operating Officer is responsible for ensuring all RIDDOR reportable incidents are reported.

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/>

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc. within 10 days of the incident occurring.
- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays), within 15 days of the incident occurring.

See the HSE information sheet 'Incident reporting in schools' EDIS1 REV 3

<b>HEALTH AND SAFETY INFORMATION &amp; TRAINING</b>
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**Consultation**

Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare.

**Communication of Information**

Information and guidance on how to comply with the LA's health and safety policy is given via the H&S pages of the Grid .  
The Health and Safety Law poster is displayed in the staff main entrance.

In Academy, Foundation and Voluntary Aided Schools, then the Governing body/Trust as the employer provides access to competent H&S advice via HCC'S H&S team/Michelle Fennelly as required by the Health and Safety at Work etc. Act 1974

**Health and Safety Training**

All employees will be provided with:

- a copy of and induction training in the requirements of this policy.
- update training in response to any significant change.
- training in specific skills needed for certain activities (e.g., use of hazardous substances, work at height etc.) matched to their work and responsibilities
- refresher training where required.

Any new instructions or restrictions will be communicated to all staff in writing and at staff briefings and highlighted as part of the standard cycle of policy review.

Training records will be kept via Arbor, updated by our admin team

The School Business Manager is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Principal will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

Each member of staff is also responsible for drawing the Principal's / line managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

<b>PERSONAL SAFETY / LONE WORKING</b>
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The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Principal. The school will work in partnership with the Trust, LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

### **Lone working**

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

**Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.**

Staff working outside of normal school hours must obtain permission of the Principal and sign in and out of the school premises

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g., access to a telephone or mobile phone etc.

### **School staff responding to alarm call outs**

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

Arena is the responsible key holder company or all Aspire Academies.

<b>PREMISES AND WORK EQUIPMENT</b>
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All staff are required to report to the Site Manager or School Business Manager any problems found with the premises or plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Where premises defects are identified, a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is

### **Planned maintenance / inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the main school office. (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the Grid and the DfE's Good Estate Management for schools )

### **Curriculum Areas**

Subject leads are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **Electrical Safety**

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site Manager

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an 18 month cycle (dependent upon the type of equipment and the environment it is used in).

All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by the Site Manager frequency of inspection and testing.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

An electrical installation condition report (fixed wire test) will be conducted by Martin Cook on a maximum of a 5-year cycle

Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

### **External play equipment**

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and the Site Manager will conduct and record a formal termly inspection of the equipment. PE and Play equipment are also subject to an annual inspection by John Harrison.

**COSHH (FLAMMABLE AND HAZARDOUS SUBSTANCES)**

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (COSHH Regulations).

Within curriculum areas (in-particular science and DT) subject leads are responsible for COSHH and ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the Site Manager.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all substances are appropriately and securely stored out of the reach of children.
- all substances are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Records of exposure to hazardous substances in the workplace should be kept for up to 40 years

**PPE**

All staff required to wear PPE will be provided with suitable information, instruction and training in its use and will use PPE provided accordingly, reporting any defects to their manager.

Where persons may be affected by their use on site the Site Manager is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

<b>ASBESTOS</b>
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An asbestos survey and management plan is in place for the school in accordance with HCC's asbestos policy. The school's most recent asbestos management survey was conducted on 3 July 2018

The school's asbestos log (including school plans, asbestos survey data and a site-specific management plan) is held in the main school office.

The Principal will ensure that **all** school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

**Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g., affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer.** (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off.

Professional advice will be sought and details of the incident reported to HCC's asbestos team [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).

The school's asbestos authorising officers are the Site Manager and School Business Manager and refresher training is required 3 yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g., boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Principal / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g., areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).



- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

<b>CONTRACTORS</b>
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All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. All contractors must report to school office where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

### **School managed projects**

The Construction (Design and Management) Regulations 20152 applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by Synergy on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at Property contractors and consultants - Hertfordshire Grid for Learning ([thegrid.org.uk](http://thegrid.org.uk))

When considering the appointment of contractors outside of Hertfordshire frameworks Synergy will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

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<sup>2</sup> Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the school's behalf.

<b>WORK AT HEIGHT</b>
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Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only lightweight and rarely used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, drama, ICT technician etc. See also LA455 - The Ladder Association  
The establishments nominated person responsible for work at height is the site manager

The nominated person(s) shall ensure:

- all work at height is properly planned and organised.
- the use of access equipment is restricted to authorised users.
- all those involved in work at height are trained and competent to do so.
- the risks from working at height are assessed and appropriate equipment selected.
- a register of access equipment is maintained, all equipment is regularly inspected and maintained with any defective equipment taken out of use until repaired / replaced
- any risks from fragile surfaces is properly controlled.

<b>LIFTING AND HANDLING</b>
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Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Site Manager and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Paediatric Moving and Handling**

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor.

<b>DISPLAY SCREEN EQUIPMENT (DSE)</b>
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All staff who use computers daily, as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour or more at a time) e.g., admin / office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use). Eye test vouchers are available to redeem from the Central Services Team. To redeem your voucher contact [admin@aspireacademies.org.uk](mailto:admin@aspireacademies.org.uk)

Advice on the use of DSE is available via the Grid

**VEHICLES ON SITE**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / carers when bringing children to school or collecting them.

Access to the school must be kept clear for emergency vehicles.

Separate pedestrian and vehicle gates are provided.

A risk assessment is in place for pedestrian / vehicle segregation. Supervision will be in place should the need arise where the playground needs to be used for delivery and where possible will take place at the beginning and end of the school day.

**LETTINGS / SHARED USE OF PREMISES**

Lettings are managed by the School Business Manager

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire.

Relevant public liability cover must be in place and checked by the school.

The school will provide hirers with a site induction to ensure they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site.

A risk assessment (proportionate to the activity) will be completed before the event, the school reserves the right to impose restrictions in order to ensure health and safety.

**MINIBUSES**

No minibuses are available at Hammond Academy.



<b>STRESS / WELLBEING</b>
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The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors in line with the HSE management standards

The school will

- demonstrate good practice through a step-by-step risk assessment approach
- allow assessment of the current situation using pre-existing data, staff surveys etc.
- promote active discussion with staff and their UNION representatives, to help decide on practical improvements that can be made

The school's wellbeing / mental health lead 3 is our SENDCo

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**3 consider suitable training for this role such as mental health first aid training or senior mental health training** The DfE have a grant application process to train a senior mental health lead in schools. See guidance on how to [access and apply for your grant](#). [senior mental health training lead guidance](#). This is a whole school approach with one of the learning outcomes being on staff development / supporting staff with their own mental wellbeing and the importance of staff looking after their own mental health  
Aspire Academies Health and Safety Policy and Statement 2022

<b>LEGIONELLA</b>
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A water risk assessment of the school has been completed in March 2022

The site manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water logbook.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint. The risks from legionella are mitigated by basic operational controls and thus the following checks are undertaken and recorded.

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water).
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods).
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers).
- Quarterly disinfection / descaling of showers.
- Stored cold water tanks are inspected for compliance and safety on an annual basis by the Site Manager and tank water temperature recorded.

All records relating to the management of Legionella must be kept for 5 years.

<b>SCHOOL SWIMMING</b>
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**Primary school swimming in public / secondary schools**

These will be planned as an offsite visit in line with the school's policy.

The school will obtain a copy of the pool's standard operating procedure (PSOP), sometimes referred to as a normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition, the school will obtain assurance over:

- The level of training of the swimming teacher(s) (Swim England level 2 Teaching Swimming (formerly ASA level 2)).
- Pupil / swimming teacher ratios.
- Rescue / lifeguard provision provided.
- Changing provision / arrangements

<b>INFECTION CONTROL</b>
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The school follows UKHSA guidance 'Health protection in education and childcare settings' and the recommended exclusion periods for specific infectious diseases detailed in this guidance.

In the event of an outbreak the school will review and reinforce existing baseline infection prevention and control measures.

This will include:

- encouraging all staff and students who are unwell not to attend the setting.
- ensuring all eligible groups are enabled and supported to take up the offer of [national immunisation](#) programmes including coronavirus (COVID-19) and flu
- ensuring occupied spaces are well ventilated and let fresh air in
- reinforcing good hygiene practices such as frequent cleaning
- considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages, including the use of clear hand and respiratory hygiene measures within the setting such as [E-Bug](#)

Specialist advice from UKHSA East of England Health Protection Team will be sought in the event of any outbreak or serious or unusual illness as listed in Chapter 4 of 'Health protection in education and childcare settings'

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting
- evidence of severe disease due to an infection, for example if a pupil, student, child, or staff member is admitted to hospital
- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever

**THIRD PARTY PREMISES RESPONSIBILITIES**

**Not applicable to Hammond Academy**