



LIFE ACADEMIES TRUST

LEARN • INNOVATE • FLOURISH • EXCEL

Health and Safety

Document Detail	
Type of Document (Stat Policy/Policy/Procedure)	Policy
Category of Document (Trust HR-Fin-FM-Gen/Academy)	FM
Index reference number	LAT-FM-02-PO
Approved	14/12/17
Approved by	Trust Board
Next Review date	14/12/18
Version	V1

Contents

Contents	2
1. Introduction and objectives	5
2. Health and Safety Policy Statement of Intent.....	5
3. Means of organisation	6
Responsibilities	8
Chairperson of Life Academy Trust Board of Trustees	8
Academy Governance Committees	8
Academy Principals / Head of Settings	8
Trust Facilities Manager.....	9
Each Academy / Setting Business Support Manager	9
Trust HR.....	9
Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility.....	9
Special Obligations of Class Teachers	10
Obligations of All Employees	10
Children and Young People.....	11
Health and Safety Competent Person.....	11
4. Consultation with employees	11
5. Procedures and arrangements for implementing policy	12
Accident Reporting, Recording and Investigation	12
ASD or other integrated provisions.	12
Asbestos	13
Alcohol & Drugs	13
Audit.....	13
Behaviour Management/Bullying.....	14
Catering.....	14
Caretaking and Cleaning	14
Biggleswade Academy	14
The Lawns	15
Contractors	15
Curriculum Safety.....	15
Display Screen Equipment (DSE).....	16
Emergency Procedures (Fire and Bomb)	16
Educational Visits and Journeys.....	16
Electrical Equipment	17

Enforcement officers	17
Fire Safety	17
First Aid	17
Grounds Maintenance	18
Gas Safety	18
Hazardous Substances	18
Inclusion	18
Infection Control	18
Lettings/shared use of premises/use of premises outside of school hours	19
Lone Working	19
Legionella	19
Local Exhaust Ventilation (LEV).....	19
Lifting Equipment & Lifting Operations	20
Managing Medicines & Drugs	20
Maintenance and Inspection of Equipment	20
Manual Handling and Lifting	20
Minibus	20
PE Equipment.....	21
Personal Protective Equipment (PPE)	21
Permits to Work	21
PTA	21
Risk Assessments	21
School Transport	22
Security/Violence	22
Site Maintenance	22
Signage	22
Smoking and Vaping.....	22
Slips, Trips & Falls.....	23
Staff Training & Development	23
Stress.....	23
Swimming.....	23
Visitors	23
Welfare	24
Work experience not occurring	24
Working at Height	24

1. Introduction and objectives

This is the Trust's over-arching Health and Safety policy and must be implemented and adhered to in each academy/setting within Life Academies Trust.

Academies/ settings currently within the Trust:

- Biggleswade Academy
- Biggleswade Academy Pre School
- The Lawns Nursery School
- Biggleswade and District Children's centre

Other schools that join the Trust will become part of the Life Academies Trust and fall under the remit of this health and safety policy.

2. Health and Safety Policy Statement of Intent

Life Academies Trust acknowledge and accept all legal and moral health, safety & welfare responsibilities toward our employees, pupils, our contractors and those that may be affected by our activities, so far as is reasonably practicable.

We commit to encouraging a positive safety culture via effective communication, cooperation, team work, and consultative management.

We will achieve these aims by:-

- Ensuring that adequate resources are provided to manage safely. In particular to plan, organise, control, monitor & review safety.
- Developing management systems that will allow us to maintain, monitor, and where necessary, continually improve our safety performance.
- Providing information, instruction, training and supervision to employees of all levels to ensure that decisions are undertaken safely.
- Monitoring our safety performance and taking action where it falls below expected standards.
- Ensuring that the safety responsibilities have are clearly defined.
- Ensuring that places of work and work equipment, for which we are responsible, are maintained and without risks to health.
- Providing adequate welfare facilities.
- Engaging competent professionals where expertise is not available in house.
- Having systems in place to react to, report and learn from incidents and accidents.
- Using competent contractors.
- Ensure that appropriate and adequate insurances are maintained and reviewed annually.
- Reviewing this policy statement annually or more frequently if there are significant organisational changes.

We expect all employees working for us at all levels to:-

- Take responsibility for their own safety whilst at work and for others who may be affected by their acts or omissions.
- Co-operate on safety matters to enable us to fulfil our obligations.
- Comply with risk assessments completed for their work and activities.
- Report safety matters that they are concerned about and are unable to resolve themselves.
- Not to interfere, misuse or wilfully damage anything provided in the interest of Health & Safety.

Signed:

Print:

Position: Chair of Trustees

Date:

Signed:

Print:

Position: Chief Operating Officer

Date:

3. Means of organisation

Life Academies Trust as the employer has overall responsibility for the policies and procedures in the Academies.

The **Academy Governance Committees** will consider and make recommendations on overall health and safety issues affecting each academy, which should be done in conjunction with the Principal.

Academy Governance Committees have overall responsibility for the localisation of the Trust's policies to their Academy, which should be done in conjunction with the Principal.

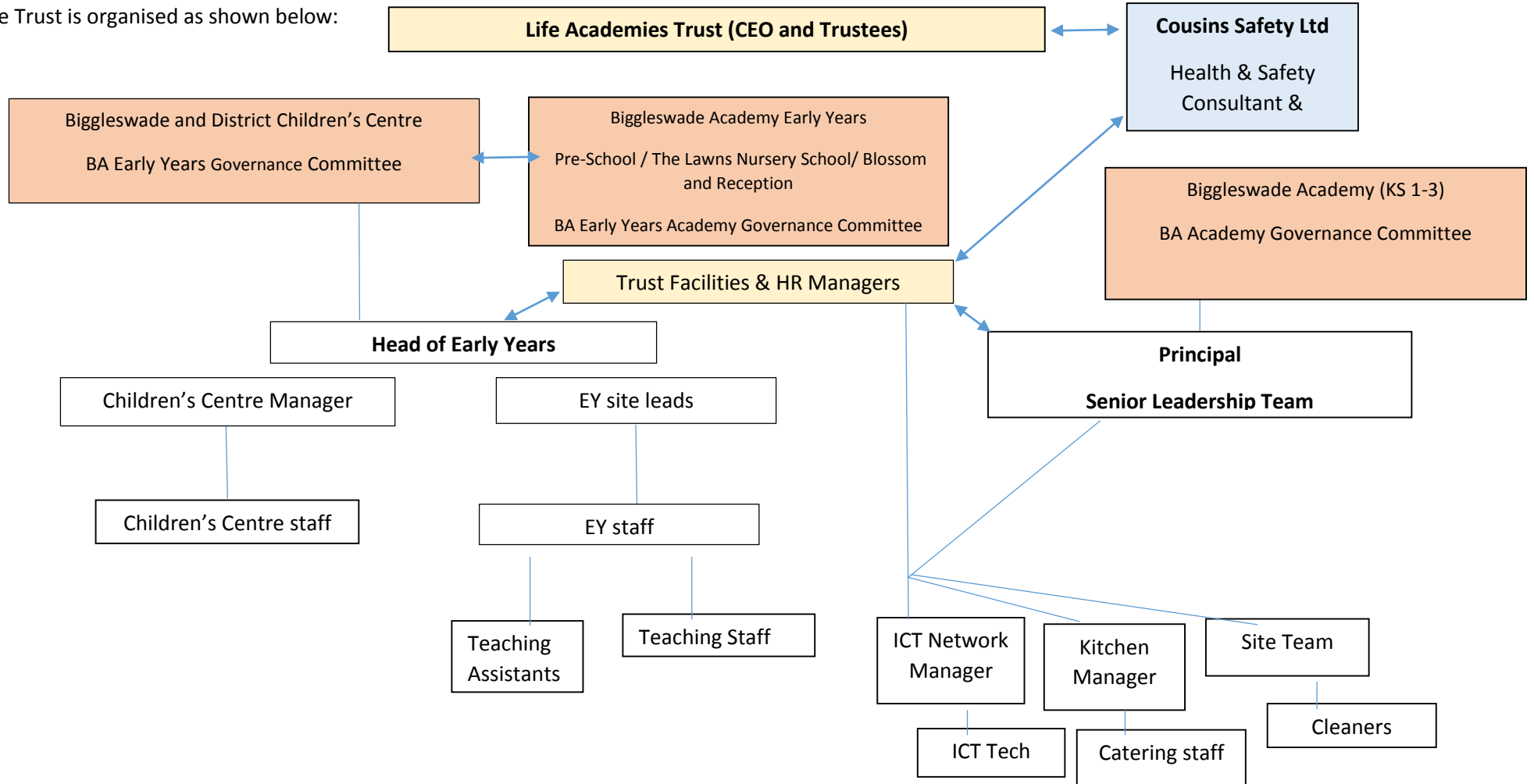
The Principal has responsibility for the internal management of the Academy policies and procedures, and reporting to the **Academy Governance Committee**;

The **Facilities Manager** is responsible for health & safety matters across the Trust and reports directly to the **CEO** and local Academy **Principals** on such matters.

Heads of Areas/Departments have responsibility for Health and Safety within their areas and for reporting to the Principal.

HEALTH AND SAFETY

The Trust is organised as shown below:



Responsibilities

This section details the specific health and safety roles and responsibilities assigned to the following posts and functions.

Chairperson of Life Academy Trust Board of Trustees

To ensure the work of the organisation is conducted in accordance with the policy and procedures for health and safety and with due regard for any statutory provisions set out in legislation.

The CEO takes overall responsibility for LIFE Academy Trust's health and safety performance and is required to ensure that:

- decision-making is in line with the policy and procedures for health and safety and any statutory provisions set out in legislation;
- adequate resources are made available for health and safety;
- health and safety performance is continually reviewed;
- suitable action plans for improving health and safety are developed and implemented;
- the performance of Academy Governance Committees and Headteachers/Principals is measured against health and safety targets and objectives;
- a Trust health and safety audit programme is implemented and progress of remedial actions is monitored.
- The school's health and safety policy and performance is reviewed annually.

Academy Governance Committees

Each Academy Governance Committee has the responsibility to ensure that:

- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.

Academy Principals / Head of Settings

Each Academy Principal supports their Governance committee, Trust and CEO by ensuring that:

- This Policy is communicated adequately to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors.
- Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.

- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to monitor premises and performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- A report to the Governing Body on the health and safety performance of the school is completed termly.

Trust Facilities Manager

- Ensure the buildings and grounds are maintained across the Trust.
- Where external services or contractors are procured to ensure that those organisations or people have systems in place to manage Safety, Health & Environmental responsibilities effectively and that contractor safety controls are adhered to
- Ensuring that plant and equipment is maintained and that statutory thorough examinations have been undertaken where necessary, including for equipment that has been hired
- Ensure that each site within the Trust has appropriate arrangements in place for adequate site security.
- Ensure schools/settings within the Trust are Health and Safety compliant, carrying out regular checks, ensuring reported defects are corrected.
- Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- Advising each Principal and the Trust CEO of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- Carrying out any other delegated functions by the Head Teacher or Governing Body.
- Management of reported unsafe conditions and dealt with to agreed timescales.
- Establish and maintain the health and safety action plan.
- Contribute to H&S budget forecasting and budget allocation.
- Report to Academy Governance Committee and Trust on a regular basis (termly), using a structured format on Health and Safety.
- Co-ordinating and managing the risk assessment process including the curriculum areas for the school.

Each Academy / Setting Business Support Manager

- Oversee management of Mini bus this includes, service tax and MOT and staff training
- Ensuring there is adequate First aid provision across the sites.

Trust HR

- Ensuring staff induction is carried out and recorded.

Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility

This includes all Academy Leadership and Teaching Staff.

They must:

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Academy Principal for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Academy Principal or the Facilities Manager.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Academy Principal or Line Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents, incidents and near misses are recorded and where necessary are investigated appropriately.

Special Obligations of Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Academy Principal or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Academy Principal or Head of Department.

Obligations of All Employees

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.

- Observe all instructions on health and safety issued by the Trust, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific H&S training received.
- Report all accidents and near misses in accordance with current procedure. Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid and other emergencies. Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such reassignments must be approved by the employee's immediate superior.

Children and Young People

Children and Young People, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Health and Safety Competent Person

The Trust uses the services of an external Consultant, Cousins Safety Limited to provide Health and Safety Competent Person advice to the Board of Trustees and the Trust Facilities Manager.

4. Consultation with employees

LIFE Academies Trust will co-operate with any existing or newly formed Trade Union in accordance with The Safety Representatives and Safety Committees Regulations 1977.

Safety representatives may be appointed by recognised and independent trade unions within a school. Where safety representatives are appointed employers have a duty to consult them with regard to health and safety issues.

The Trust recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the

management structure and are not carrying out duties on behalf of any Academy Principal or Academy Governance Committee.

If appointed, Union Health & Safety representatives will be provided with time off for training in accordance with the regulations. Representatives will be given full access to the information on health and safety, which they have a right to, under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, address any problems that need further action or a review of procedures.

The Trust recognises its responsibilities under the Health and Safety (Consultation with Employees) Regulations 1996 to consult staff with regard to Health and Safety and will continue to use the school's normal communication channels to do this.

5. Procedures and arrangements for implementing policy

The following procedures and arrangements have been established within our Trust to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Accident Reporting, Recording and Investigation

All staff are required to complete an Incident/Accident/Near Miss Report within 24 hours of any of the following occurring:

- Incidents resulting in injury, illness or fatality
- Near misses
- Property damage resulting in injury or near miss to a person

When the form has been signed by the Associate Principal the online accident reporting system administrator will input the details onto AssessNET system.

The system will identify if the accident/incident also needs to be notified to HSE under RIDDOR and the site administrator will complete the paperwork. Hard copies of these forms are kept on file in the school office.

The Lead First Aider at each Academy or setting is responsible for reporting RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrence Regulations) accidents to the HSE.

All staff are required to ensure that all NON FIRST AID accidents, incidents and near misses are reported to the school office.

Each Academy Business support Manager, a qualified first aider or a member of Senior Leadership Team will investigate each accident.

The Trust Facilities Manager will provide an analysis of accidents/incidents for inclusion in H&S reports to Academy Governance Committee, CEO on a termly basis upon request.

ASD or other integrated provisions.

See separate SEND policy

The Trust will instruct each Academy or setting to put pupil specific risk assessments to in place for pupils with severe ASD or other conditions that might be stressed by an emergency situation.

Asbestos

The Facilities Manager has overall responsibility for the management of asbestos across the Trust sites and will ensure that all staff are briefed regarding the rules for drilling, affixing anything to walls and ceilings etc. All sites will use the *Frontline* asbestos system for storing the asbestos management surveys. An electronic copy of asbestos log will be sent to all contractors by the Facilities Manager prior to coming on site.

NB / Buildings constructed post 2001 (for example The Lawns Nursery and BA Pre-school) have no asbestos present in their buildings.

All contractors shall be referred to the asbestos register before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the log-book before commencing work and sign the permit to work sheet.

The Trust uses the services of Phil Hill Cambridgeshire County Council (CCC) for asbestos consultancy.

CCC provide an annual check on condition of asbestos. The Trust has in place a 3 year programme for cycle of resurveying.

Staff will also be reminded that they must report any damage to asbestos materials to the Site Team by staff briefing and emails.

Alcohol & Drugs

(See Managing Pupils with Medical Needs policy and Trust Disciplinary Policies)

Staff are responsible for ensuring that they do not work under the influence of alcohol or non-prescribed drugs. Failure to follow this falls under the Trust Disciplinary policy.

Individuals who must take prescribed drugs that could affect their ability to work safely must have their work carefully risk assessed so should inform their line manager so that the relevant controls can be implemented to ensure that they are not a danger to themselves or to others.

Audit

As part of the Trust's monitoring of health and safety regular health and safety inspections will be carried out.

The Facilities Manager, accompanied by a suitable member of the Senior Leadership Team from Each Academy / Setting, will walk around the buildings and site each term and note down any issues that need to be addressed and record on the EVERY system. Keys risks highlighted from the termly walk round will be included in the report to the Governing body on a termly basis.

An annual monitoring form will be completed by the Trust Facilities Manager and a copy provided to the Trustees.

The Trust has the option to commission an external Health and Safety audit from a consultant at any point it feels it prudent to do so.

Behaviour Management/Bullying

(see separate Behaviour Management policy).

Catering

See separate Kitchen Health and Safety guidance.

School meals are provided in house and managed by a Kitchen Manager at each site.

The Facilities Manager will arrange the annual Canopy clean and ensure kitchen equipment (gas safety check) is carried out annually.

A deep clean is carried out in the School kitchen every training inset day.

The Kitchen Manager is responsible for staff training for example COSHH, safer food better business etc. The kitchen Manager and Facilities Manager are responsible for ensuring risk assessments are in place and regularly reviewed for kitchen activities.

The Facilities Manager logs all food hygiene training on *Smartlog*.

Caretaking and Cleaning

A nominated senior member of the site team for each Academy or setting (for example The Assistant Site Agent based at Biggleswade Academy and site agent at The Lawns) will arrange that cleaners employed by the Trust are given necessary health and safety information on safe working procedures; that the safety checking of their equipment is carried out; and that cleaning materials are assessed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 and the management guidelines.

[Biggleswade Academy](#)

Cleaners can come in at 5:30am to 7:30pm then 3:30pm to 7:30pm.

Site Staff cover is available from 5.30am throughout to 10.00pm Monday to Friday and Saturday until lunchtime, and as necessary to fulfil the requirements placed by school functions.

The Facilities Manager and the Site Team are responsible for the general day to day maintenance of the site, including general housekeeping, cleanliness and tidiness of the site on visual inspection, fire doors, clear escape routes, management of slip, trip and fall hazards, appropriately stored substances hazardous to health, regular checks including fire safety water safety, gas and electricity safety, cleaning and maintenance inspections on a daily/weekly/termly basis.

The Site Team is responsible for ensuring suitable and sufficient protective personal equipment is provided for site staff as and when required.

The Site Team is responsible for managing a team of cleaners, their training needs, quality assurance and competence of undertaking tasks required, substance risk assessments and implementation of Safe Working Practice.

The Assistant Site Agent Biggleswade Academy and Site Agent at the Lawns maintains the COSHH register, COSHH risk assessments and controls access to substances hazardous to health. They are responsible for ensuring all cleaning staff are aware of COSHH.

The Trust provides a uniform allowance for cleaners and site staff.

The Lawns

9:00 to 3:00pm site is covered by site agent. Cleaners come in at 5:30am.

The site agents organise a summer cleaning plan some condensed cleaning and this is overseen by the Facilities Manager.

Contractors

See separate Managing Contractors guidance and CDM guidance contained on the Every cloud based system.

The Facilities Manager shall ensure that the management guidelines regarding contractors are adhered to at all times.

The Facilities Manager is responsible for the Control of Contractors and will ensure projects adhere to CDM regulations and will ensure designers, contractors, and any other building professionals are assessed for competency.

Sufficient time, resources, and information must be allocated to ensure health, safety and well-being of all concerned is prioritised.

Active management of contractors, project planning, accurate hazard identification, thorough exchange of information, following suitable and sufficient risk assessment is essential. It is managed through the School's control of contractor's procedures:

Curriculum Safety (including out of school learning activities)

All teachers are responsible for ensuring that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level.

If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support, then they should log the hazard/issue on the EVERY system.

The following Heads of Departments shall ensure compliance with the following guidance:

- Science – CLEAPPS
- Design and Technology - BS 4163, 2014 Health and Safety for Design and Technology in Schools and Similar Establishments, Code of Practice.
- Physical Education - British Association for Physical Education (AfPE) Safe Practice in Physical Education.

Any off site activities during the school day should be referred and approved by the relevant Educational Visits and Journeys Coordinator (EVC).

Teaching staff should consider any significant health and safety issues such as class size, pupil behaviour, maturity, limitations of space, layout, equipment etc. as part of their planning and preparation, risk assessment is just another name for that process.

Prior to use, all equipment must be checked by an appropriate, trained member of staff such as a qualified teacher, technician or teaching assistant.

Staff are trained in Departments on the appropriate use of machines and equipment. Members of staff new to the school are informed within their departments of the for relevant curriculum activities.

Facilities Manager responsible for coordinating curriculum risk assessments and Heads of Departments are responsible for ensuring these risk assessments are available on the shared drive.

The following departments will have their own specific policy developed by their Head of Department:-

- Science department policy
- DT department policy.

Display Screen Equipment (DSE)

The Trust Facilities manager will ensure that Information on the risks associated with DSE will be provided within the first week of commencing employment as part of each member of staff's induction process.

DSE users will have their work stations assessed annually or following an office move. The school will provide equipment and adjustments as identified by the risk assessment.

A user has been defined as staff that use a pc or laptop continuously for more than 1 hour a day. This applies to school office staff. The school will pay the costs of an eyesight test every 2 years for a user and basic costs up to £50 voucher for corrective appliances (glasses) for those users that require them for VDU use only.

The Facilities Manager to ensure DSE assessments are completed for all DSE users annually or following an office move.

Emergency Procedures (Fire and Bomb)

Each School or Setting will develop their own lockdown procedure and Critical Incident Plan to ensure the individual context of their site(s) is(are) addressed appropriately by the actions taken.

All staff are required to ensure that they are familiar with these emergency procedures and the associate evacuation/ lockdown drills.

All site fire alarms shall be tested once a week by the relevant Site Team. The fire evacuation drill shall be carried out once a term and co-ordinated by the Facilities Manager.

Staff are required to report defects or missing firefighting equipment to the Site Team via EVERY. Fire exits, routes and firefighting equipment shall not be obstructed at any time.

Educational Visits and Journeys

See separate Educational Visits and Journeys policy.

All Trust schools/ settings must use the EVOLVE system and all educational visits and journeys are required to be approved by the designated EVC who will ensure compliance with the Educational Visits and Journeys Policy.

The EVC will check and record "competence" of staff annually.

Medication for school trips will be covered by each School's Managing Medications Policy.

Electrical Equipment (fixed and portable)

The Facilities Manager will ensure that testing, inspection and maintenance of equipment.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall not be used, will be taken out of service, logged on the EVERY system and reported to the relevant Principal / Site lead / CEO in order that it can be accounted for in the correct manner.

Staff should not bring in their own electrical items without first having received permission to do so from the Trust facilities manager or the relevant Academy Principal site lead.

Enforcement officers

Any contact with or subsequent letters, notices or other action by Enforcement Officers must be notified to the Trust CEO without delay so that they can be acted upon immediately. Teachers and non-teaching staff are not permitted to speak on behalf of the Trust and should refer formal enquiries to the relevant Academy Principal or directly to the CEO.

Fire Safety

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill.

The fire alarms shall be tested at times pre-determined by each Site Agent and such tests recorded on EVERY (for example, this is usually 08.30 every Monday morning for Biggleswade Academy).

The fire evacuation drill shall be co-ordinated for all the sites by the Trust Facilities Manager once a term and recorded in each office and recorded on EVERY.

Staff are required to report defects or missing fire-fighting equipment on EVERY. Fire exits, routes and firefighting equipment shall not be obstructed at any time.

Facilities Manager to organise the fire risk assessment reviewed annually for all sites.

Facilities manager responsible for the Fire Safety Management plan for each of the sites and ensuring there are sufficient fire wardens that are suitably trained.

Personal Emergency Evacuation Plans (PEEPS) are completed for staff and pupils with a disability (either permanent or temporary) The Facilities Manager completes these for Staff and relevant Head of Year or Nursery Manager for pupils.

First Aid

Each school or setting will develop and implement a separate First Aid policy that reflects their context and circumstances. Each policy is required to ensure it covers the following:

- A list of trained first aiders.
- The location(s) of first aid boxes
- The Rota for first aid cover (if appropriate)
- How and where all FIRST AID accidents will be recorded and by whom.

In addition, each school or setting will keep a list of the expiry dates of all relevant staff first aid training and ensure that sufficient numbers of staff are trained to meet the needs of all children and young people at all times.

Grounds Maintenance

The Trust Facilities Manager oversees the Grounds Maintenance contract who use their own equipment. When on site Grounds Maintenance contractors are required to sign in and state what work they are carrying out in the Grounds Maintenance Log Book. On completion, signing out is essentially.

The grounds maintenance contractors have their own key to the grounds but will always coordinate with the PE department over grass cutting and liaise with line marking dates etc.

Gas Safety

Staff working in areas where a gas supply is in use shall ensure that the gas supply is switched and locked off when not in use. Ensure the gas supply is isolated in the event of an emergency.

The Trust Facilities Manager is responsible for ensuring gas appliances are serviced annually.

Hazardous Substances

The Trust Facilities Manager will arrange that cleaners employed by the school are given necessary health and safety information on safe working procedures; that the safety checking of their equipment is carried out; and that cleaning materials are assessed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 and the management guidelines.

The following Heads of Departments shall ensure compliance with the following guidance:

- Science – CLEAPPS
- Design and Technology - BS 4163, 2014 Health and Safety for Design and Technology in Schools and Similar Establishments, Code of Practice.

Inclusion

Each school / setting will plan for and have assessments in place for SENDCo pupils, making reasonable adjustments in respect of access under DDA.

Each school / setting's SENDCo is responsible for ensuring these assessments are undertaken and staff are suitably informed and trained to be able to support SEN pupils safely and effectively.

Infection Control

Any school / setting office may take notification from a parent of a notifiable disease at any point and will therefore have effective procedures in place to check the HPA guidance on exclusion or precautions to take in such an eventuality. Anything that requires decontamination etc will be immediately notified to the relevant Site Team.

All spillages will be cleared up by the Site Team, for which PPE gloves are provided.

Lettings/shared use of premises/use of premises outside of school hours

See separate Lettings policy

The Board of Trustees delegates to each relevant Governance Committee the maintenance of health and safety and welfare in relation to buildings and facilities management when letting part of the school premises. Terms and conditions, including emergency arrangements, insurance requirements are detailed prior to formal arrangement and contract. Where the premises are let out for business use e.g.: *Karate Club* then the Hirer's own indemnity insurance will be needed. This should be checked by the member of staff accepting the booking at that point. Other third party hirers are covered by the school's insurance provision, currently under the Education Funding Agency's 'Risk Pool Arrangement'. If in doubt as to whether insurance is provided for a hirer or not, the member of staff accepting the booking is responsible for checking these arrangements and coming to the correct conclusion. Assistance from the Trust central team should be sought in the event of any lack of clarity.

Each Business Support Manager, along with the Trust Facilities Manager is responsible for management of lettings at each school.

School / setting lettings agreements must cover fire and emergency arrangements and booking forms must be completed before the letting is accepted and confirmed. Where hirers involve children being present on the school site, evidence of DBS checks will also be included as part of this checking process to ensure appropriate safeguarding is in place.

The relevant Site Agent is responsible for informing the lettings of the emergency procedures for the building and securing the building after lettings.

Lone Working

See separate lone working policy

The Trust has a separate Lone Working procedure that all staff will be made aware of during their induction process and are required to follow.

The Facilities team will monitor lone working procedures during 'closedown' periods, such as school holidays.

Legionella

The Facilities Manager will ensure each site carries out a Water Risk Assessment every 2 years or as identified by the most recent statutory procedures and / or any interim Risk assessments.

An Inspection of all water tanks will be carried out on an annual basis by a competent contractor as part of the Trust's Planned Preventative Maintenance Schedule.

Site Staff are responsible for carrying out monthly water temperature inspection tests and recording this information on EVERY and raising any concerns immediately with the Trust Facilities Manager.

Local Exhaust Ventilation (LEV)

The Trust Facilities Manager arranges LEV thorough examination (fume cupboard LEV and D&T) and retains copies of LEV testing certificates.

Any deficiencies in LEV should be notified to the Site Team using the EVERY system

DT technician monitors cleans and records LEV inspection. The Science Technician will undertake termly checks on the fume cupboard.

Lifting Equipment & Lifting Operations

The Facilities Manager is responsible for ensuring all Lifts, hoists, lifting equipment and lifting accessories are maintenance & have undergone a thorough examination (6 monthly if equipment is used for lifting people & annually for other lifting equipment.)

In addition, users will undertake a visual check of equipment prior to use.

The Site Team are trained to deal with lift breakdowns.

Managing Medicines & Drugs

See separate Managing medications policy

Maintenance and Inspection of Equipment

The Trust Facilities Manager will ensure that regular testing, inspection and maintenance of all equipment is carried out in line with national guidance and recommendations.

However, the day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labelled, locked away and the defect reported on EVERY system and the relevant Site Team will arrange for repair or replacement.

Manual Handling and Lifting

Wherever reasonably practicable, manual handling will be avoided, using mechanical lifting methods instead. A trolley and chair trolley has been provided for staff to use to avoid manual handling injuries.

Manual handling risk assessments will be undertaken for standard activities that the Site Agent undertake by the Facilities Managers.

Manual Handling training through Smartlog. All equipment can be used by admin team.

Minibus

(See separate Minibus policy)

The Trust currently owns and operates 1 minibus (based at Biggleswade Academy). Only staff that have passed the CBC Driver assessment are authorised to drive the minibus.

The BA Business Support Manager manages the minibus drivers and the use of the minibuses. This involves:-

- Keeping copies of minibus driver's licenses on file (checked annually)
- D1 on Driving Licence compliance check
- Ensuring valid MOT Certificates are in place for any minibus older than 3 years or
- Obtaining proof of regular maintenance if the vehicle is less than 3 years old

- Renewing minibus insurance
- Arranging servicing and repairs
- Ensuring driver safety checks are completed before each trip

Mini bus drivers who receive endorsements on their license are expected to provide details to the relevant School Business Manager.

Minibus drivers should carry out and record checks on the minibus before use and complete minibus checklist.

Any defects should be reported to the Business Support Manager. Mobile phones should not be used whilst driving the school minibus.

PE Equipment

The Head of PE and all other PE staff will ensure compliance with the following guidance Physical Education - British Association for Physical Education (AfPE), Safe Practice in Physical Education.

PE equipment servicing is organised by the Trust Facilities Manager

Personal Protective Equipment (PPE)

Personal Protective Equipment is provided to the Site Team; jacket, toe protector boots, trousers, gloves and goggles.

PPE gloves and goggles if required for the task are also provided to cleaning staff. The site team will ensure there is sufficient supplies to protection cleaners from infection. First Aid staff, site staff and cleaning staff should use PPE appropriately, particularly if required to clear up body fluids, or unblock toilets/sinks.

PPE for curriculum delivery (eg science/DT) is essential under some circumstances and and all teaching staff delivering such lessons must ensure that all pupils are trained in their safe and appropriate use when relevant.

Permits to Work

Where required each Site Manager/appropriate member of the site team will issue permits to work for high risk activities such as hot works, working at height or within a confined space.

PTA

Risk assessments for activities planned, managed and hosted by the PTA should be copied to the Trust Facilities Manager for appropriate collation.

Risk Assessments

Risk assessments have been developed for the range of activities undertaken by LIFE academy trust schools. These assessments form the basis of these arrangements and how Health & Safety risks are managed throughout the school. The risk assessments are reviewed annually or when there is a change in circumstance.

The Facilities Manager is responsible for the risk assessments in relation to premises and for the coordination of all non-curriculum risk assessments.

Heads of Departments or other relevant middle leaders are responsible for ensuring risk assessments are completed within their teaching areas, and for ensuring these are made available to the Facilities Manager.

Controls identified from completing risk assessments, that cannot be dealt with straight away, will be included within an action plan so that they are implemented in priority order based on risk.

School Transport

Each school / setting will have an up to date travel plan.

Where taxis are provided, for example for ASD pupils, the local authority are responsible for providing such transport and the associated risk assessments.

Security/Violence

See separate 'Security Policy'.

Each Site Team will be responsible for ensuring each site is accessible for staff as required by the Academy Principal / Site Lead. Once pupils are in lessons, all relevant external gates and doors should be locked to ensure each site is fully secure, with entry only possible through designated, staffed areas. Entry outside of the school day hours should also be via the main entrance, or other designated points.

Visitors sign in and are given ID badges for the duration of their visit to the school. Unfamiliar individuals in the school buildings or across the site should be accompanied to the front office by a member of staff. If staff are concerned about safety, contact the front office to implement the school emergency plan or if lone working, contact the police directly. The Site Team will be responsible for locking all doors and securing the site and the end of the day.

Site Maintenance

Each Site Team has a duty to check the general conditions of the premises and, in particular non-classroom/learning areas, and for ensuring that all health and safety hazards are dealt with.

Where action required is outside of their authority or ability, the matter will be reported to the Trust Facilities Manager, who will ensure appropriate action is taken.

Health and Safety needs in respect to the maintenance of site or buildings should be highlighted in the Site Development Plan and taken into account when prioritising works.

The Trust uses the EVERY system to monitor planned preventative maintenance and record site defects/hazards.

All staff can log onto Every site maintenance issues and these will be picked up by the site team tracked and logged.

Signage

Safety signage will comply with The Health and Safety (Safety Signs and Signals) Regulations 1996.

The Site Team, as part of their weekly inspection, will look out for any damaged or missing signage

Smoking and Vaping

See separate 'Smoking & Vaping Policy'.

Slips, Trips & Falls

All areas of Trust buildings, including classrooms and corridors, are required to be maintained in a clean and tidy manner at all times. In particular items such as pupil's bags and coats should not be stored on the floor where these can provide a trip hazard.

Each site is required to have procedures in place to manage additional challenges, such as icy conditions, which may involve separate actions, such as gritting designated access and egress routes into school sites.

Staff Training & Development

All new employees shall be provided with induction training appropriate to their health and safety needs

In the case of volunteer helpers it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed on to them.

All employees and volunteers shall on their first day of employment be informed of what to do in the event of a fire and what first aid arrangements are in place.

Refresher training and training in new areas of responsibility will be arranged for members of staff, either at their own request or at the direction of the Academy Principal.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

All health and safety training will be recorded on Smartlog (the cloud based reporting and training system in place across the Trust, by the Facilities Manager.

Stress

See separate stress policy

Swimming

Swimming takes place for a limited number of KS2 children on a regular basis and may also form part of extra-curricular trips and activities on less regular occasions. All such activities are classed as activities off site and are covered under Educational Visits and Journeys.

Visitors

Visitors are requested to be accompanied at all times unless DBS checked and follow the DFE safeguarding guidance – Keeping Children Safe in Education.

Visitors sign in at Reception and receive a visitor's badge. The school's emergency procedures are explained. Visitors are held in the lobby area until they are collected by a member of staff.

Welfare

High standards of welfare facilities that comply with The Workplace (Health, Safety & Welfare) Regulations 1992 and Construction (Design & Management) Regulations 2015 have to be provided. The Trust in its schools will provide suitable welfare facilities for staff.

In terms of pupils the Trust will ensure it meets the welfare provision in all its schools as per the school premise Regulations 2012.

Work experience not occurring

The Trust does allow pupils from other schools on work experience within its sites and therefore any school or setting engaging in such activities are required to complete risk assessments for those young people undertaking the work experience.

Each Principal / setting lead oversees all work experiences and is responsible for completing the young person risk assessment and ensuring any control measure identified from the risk assessments are implemented.

Working at Height

Only staff who have received the appropriate training are permitted to work at heights requiring climbing etc. The Facilities Manager will monitor this.

The Working at Height Regulations place duties on employers, the self-employed, and any person who controls the work of others (eg Principal, site agent etc). The overriding principle of the Working at Height Regulations is that reasonable actions must be taken to prevent anyone falling.

Working at height adds increased risk to staff as, in the event of falling, serious injury or death may result. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'WORK' includes moving around at a place of work but not travel to and from a place of work. Hazards present in the school are: accessing high levels, falling from height, use of ladders and step ladders and 'kick stools', falling objects.

All Site Team members are trained in working at height and should be called upon if such an activity is required in school that staff require assistance for.