

**FIVE RIVERS Multi Academy Trust**



**Five Rivers Multi Academy Trust**

**Health and Safety Policy**

Policy start date: October 2016

Policy review date: November 2017

Date of next review: November 2018



## 1. INTRODUCTION

*This policy includes our Statement of Intent, our organisational structure of responsibilities and the methods by which we will achieve a safe working environment for staff, pupils, visitors and other users of our sites.*

## 2. AIMS

- To ensure that the work environment is always a safe and healthy place in which to work.
- To provide plant, equipment and systems of work that are safe and without risks to health.
- To raise awareness among all building users of their responsibility for themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees to avoid hazards and to contribute positively to their own health and safety at work.
- To ensure the dissemination of all relevant information from the CYPD and other bodies to the correct user[s].
- To regularly monitor and review safety procedures throughout the Trust.
- To create and update a central file containing relevant health and safety information.
- To ensure the Health and Safety policy will be regularly reviewed and updated

## 3. RESPONSIBILITIES

**Overall responsibility for the management of health and safety within the Trust is that of:**

**Rebecca Webb – (C.E.O)**

**Responsibility for general health and safety management is that of:**

**Jamie Clarke – (Facilities Manager)**

**Responsibility for individual academy health and safety management is that of:**

**Abbeyfield – Helen Best (Principal), Chris Oldfield (Building Supervisor)**

**Tinsley Meadows – Deborah Sanderson (Head of School), Shannon Nolan (Caretaker)**



## 4. GENERAL RESPONSIBILITIES

### Five Rivers Multi Academy Trust will:

- ensure that adequate funding is provided from the academy budget to enable the academy to be organised and run in a safe and healthy manner;
- deal with any health and safety problems brought to them by the Principal/Head of School, staff or parents, through meetings or any emergency meetings, which may be called due to unforeseen circumstances;
- ensure that the Trust's Health and Safety Policy is brought to the attention of all staff and implemented in each academy;
- help prepare and implement a "site-specific" health and safety policy;
- confirm compliance with all policies and procedures;
- ensure that appropriate risk assessments have been carried out;
- ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working.

### The Principal/Head of School will:

- ensure that health and safety is incorporated in the planning and organisation of all academy functions;
- carry out suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the academy;
- act upon those assessments in order to reduce risk;
- ensure the provision of adequate training, instruction and supervision;
- provide necessary information to staff members and their representatives on health and safety matters;
- ensure that staff members, who are delegated to carry out particular tasks, are competent and fully aware of their responsibilities;
- ensure that staff receive appropriate training;



- investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of the Trust;
- ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working;
- ensure policies are distributed and understood by all members of staff.

## All Staff Members will:

- ensure that they are fully aware of their roles and responsibilities, co-operate with the Trust's policies and procedures and follow any Codes of Practice produced;
- ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school or on educational visits;
- bring to the attention of the Principal/Head of School any accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits;
- report to the Principal/Head of School any problems that they feel they cannot deal with themselves;
- take responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular, employees should co-operate with their managers.

## 5. RISK ASSESSMENT

Risk Assessments are a legal requirement, mainly under the **Management of Health and Safety at Work Regulations 2006**, although most health and safety legislation requires a risk assessment approach.

Risk Assessments must be recorded. This could be in the Generic Risk Assessment booklets or on the risk assessment form (a blank assessment form can be found at the back of each of the generic booklets). The booklets must be kept on the academy premises. Risks should be assessed periodically, following an accident, on the introduction of any new process/equipment and also any change in circumstances. Educational visits also require a written risk assessment.



Shown below are the name(s) of the staff assisting with the assessment process as well as details of when they will be carried out.

**Five Rivers Multi Academy Trust:** **Jamie Clarke**

**Tinsley Meadows Primary Academy:** **Deborah Sanderson, Shannon Nolan, Laura Chambers**

**October 2017**

**Abbeyfield Primary Academy:** **Helen Best, Chris Oldfield – October 2017**

## 6. FIRE

An outbreak of fire in a school can be extremely serious. Under the **Regulatory Reform (Fire Safety) Order 2005**, there is a legal requirement for each building to have an up to date fire risk assessment. This should identify all sources of heat with the potential to cause fire e.g. gas heaters, bunsen burners, cookers etc., and also the storage of combustible materials.

**Jamie Clarke** is responsible for ensuring that a Fire Risk Assessment has been carried out for each academy and that there is a process in place for reviewing/updating this on a regular basis.

Fire drills are carried out once per term and are recorded in the Fire Precautions Log Book.

Shown below are the name(s) of the staff who are responsible for ensuring that fire drills are carried out.

**Tinsley Meadows Primary Academy – Shannon Nolan**

**Abbeyfield Primary Academy – Chris Oldfield**

Various other fire precautions should also be recorded in the logbook e.g. fire alarm and emergency lighting maintenance, fire extinguisher maintenance and Fire Officers visits.



Shown below are the name(s) of the staff who are responsible for ensuring that the Fire Precautions Logbook is kept up to date.

**Tinsley Meadows Primary Academy – Shannon Nolan**

**Abbeyfield Primary Academy – Chris Oldfield**

When the school requires painting, only paints providing a flame retardant surface will be used in high-risk areas (assembly halls, means of escape, staircases, areas where there is an added fire risk etc.).

## 7. ASBESTOS

Asbestos is a naturally occurring mineral that has been used for many years in the construction of buildings. It was used mainly because of its fire proofing and insulation qualities. Buildings constructed after 2000 should not contain asbestos.

Where applicable, there is an Asbestos Register on site. This is kept in the main reception.

The Principal/Head of School, as the duty holder under the **Control of Asbestos Regulations 2012**, has responsibility for the management of asbestos on site, although some functions and day-to-day issues are delegated to Senior Managers and other members of staff.

Shown below are the name(s) of the staff who are responsible for ensuring that Asbestos information is brought to the attention of any relevant member of staff and also to all contractors that may carry out work on our sites.

**Abbeyfield Primary Academy – Chris Oldfield**

A copy of the school's type 2 asbestos survey is kept in the asbestos register.

Where invasive building works are to be carried out on an academy premises i.e. refurbishment, demolition, additional electrical wiring, installation of whiteboards and projectors etc. a more in depth (type 3) asbestos survey will be carried out.

A permission to work form is completed for any work that is intrusive to the structure of the building.



Shown below are the name(s) of the staff who are responsible for ensuring that the Facilities Manager is informed, via the permission to work form, at the planning stage of any such work.

**Tinsley Meadows Primary Academy – Shannon Nolan**

**Abbeyfield Primary Academy – Chris Oldfield**

Shown below are the name(s) of the staff who are responsible for monitoring the condition of asbestos materials that are on site and ensuring that records are kept up to date.

**Abbeyfield Primary Academy – Chris Oldfield**

## 8. ACCIDENTS

All accidents to our staff, pupils or visitors will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided.

Shown below are the name(s) of the staff who are responsible for ensuring accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive, are reported.

**Five Rivers Multi Academy Trust: Jamie Clarke**

**Tinsley Meadows: Deborah Sanderson**

**Abbeyfield Primary Academy: Helen Best**

All accidents must be recorded using the accident/incident and near miss form located in the main office.

The forms are reviewed regularly by senior management to ascertain the nature of incidents that have occurred in the workplace.

Should the incident require further investigation this must be reported to the Facilities Manager within the Trust.



Shown below are the name(s) of the staff who are responsible for:

**Accident review:**

Tinsley Meadows Primary Academy: **Deborah Sanderson**

Abbeyfield Primary Academy: **Helen Best**

**Accident investigation:**

Five Rivers Multi Academy Trust: **Jamie Clarke**

Under the **First Aid at Work Regulations 1981**, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. This should include arrangements for first aid based on a risk assessment of each academy.

Shown below are the name(s) of the staff who hold a relevant first aid qualification:

**Full Qualification:**

Tinsley Meadows Primary Academy: **Allison Brunt, Craig Swift, Julie Mason, Maxine Binge**

Abbeyfield Primary Academy: **Moira Newman, Shabana Behzad, Tamar Dexter**

**One-day course:**

Tinsley Meadows Primary Academy: **25% of all staff**

Abbeyfield Primary Academy: **70% of all staff**

Records of qualifications are kept within the office and there is a procedure in place for revalidating first aid certificates.

Consideration should also be given to the level of first aid provision that is required on off-site activities. Named first aiders are present on all school trips (one on each coach if there is more than one coach). For residential visits and other outdoor off-site activities, the risk assessment of the provider is adopted.

In line with DfE- guidance there should be one first aider for every 100 people on site. This is usually made up of 2 four day qualified first aiders, with the remainder being 1 day trained.



Parental agreement must be sought for administering medicine. A record of medicine administered to children must be kept. Each academy must also keep a record of staff trained in administration of medicines.

Shown below are the name(s) of the staff who are responsible for ensuring that first aid equipment is restocked:

**Tinsley Meadows:** Allison Brunt

**Abbeyfield Primary Academy:** Moira Newman

## 10. ELECTRICITY

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The maintenance and repair of electrical equipment is the responsibility of each academy.

Fixed installations i.e. sockets, light fittings and general wiring throughout each academy will be tested at least every five years by a competent electrician.

Portable electrical equipment will be inspected, tested and maintained in accordance with the Institute of Electrical Engineers.

Any personal electrical equipment brought in by staff will be classed as school equipment and should not be used until it has been PAT tested.

Shown below are the name(s) of the staff who are responsible for testing and maintenance of portable electrical appliances.

**Five Rivers Multi Academy Trust –** Jamie Clarke

Shown below are the name(s) of the staff who are responsible for arranging the testing and maintenance of fixed installation.

**Five Rivers Multi Academy Trust –** Jamie Clarke



## 11. GAS

Under the **Gas (Installation and Use) Regulations 1998**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc.) to be checked, serviced and maintained by a competent (CORGI registered) Contractor on an annual basis

Shown below are the name(s) of the staff who are responsible arranging the testing and maintenance of gas appliances.

**Five Rivers Multi Academy Trust – Jamie Clarke**

## 12. SUBSTANCES

**The Control of Substances Hazardous to Health Regulations 2002 (COSHH)** requires an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

There is an inventory on site of all hazardous substances. There are no known hazardous substances purchased by curriculum post holders within the Trust.

Shown below are the name(s) of the staff who are responsible for checking that no purchases on behalf of the curriculum subject leaders are deemed a hazard:

**Tinsley Meadows: Deborah Sanderson**

**Abbeyfield Primary: Helen Best**

Hazard data sheets are available at each academy for all hazardous substances that are being used. Additionally, separate risk assessments are carried out for the work processes.

Shown below are the name(s) of the staff who are responsible for ensuring that data sheets are available on site and that appropriate assessments have been carried out for any cleaning substances deemed as hazardous:

**Tinsley Meadows: Shannon Nolan**

**Abbeyfield Primary: Chris Oldfield**



## 13. ADDITIONAL ARRANGEMENTS

Consideration should be given to the following issues within each academy:

### Health and Safety

All staff are responsible for Health and Safety. Anything deemed to pose a health and safety risk is to be reported to the Health and Safety representative.

The Health and Safety Trustee must make an annual Health and Safety tour of all academies.

The Trust's Facilities Manager will provide quarterly Health and Safety reports.

### Site Security

The Caretaker/Building Supervisor for each academy is to ensure that daily checks of the school grounds are carried out to reduce the risk of hazardous materials or substances e.g. broken glass, being discovered on school property.

All external gates are to be locked at the agreed times so that there is only one point of access to school.

Parents/carers are to report to the school office if they need to contact their children during school hours. We ask that parents/grandparents refrain from speaking to the pupils through gates/fences.

### Jewellery

As a result of some unpleasant injuries to children caused by wearing jewellery within schools, the Trust prohibits pupils from wearing jewellery during P.E lessons.

- **Pupils must remove their own studs prior to a P.E lesson. Teachers and non-teaching staff are not allowed to assist any pupil in the removal or replacement of earrings.**
- **Young children who cannot remove their own stud earrings must not wear them on P.E. days.**
- **No other jewellery or body piercings are allowed to be worn within our academies.**
- **Taping over earrings for a P.E. lesson is now not an option because it does not provide adequate safety.**

Academies are not permitted to accept assurances from parents who seek to absolve the academy from any responsibility for injury from the wearing of jewellery during physical education and out of hours activities.



## **Medicines in School**

Parents are asked not to send medicines to school. Special arrangements are made for asthma and other conditions needing long term medication and parents should see the Principal/Head of School to discuss this.

## **Road Safety**

Particular care needs to be taken on the way to and from school during planned trips to ensure the safety of the children. Because of the problems caused by the high levels of traffic, recent roadworks and complex road systems, children need to show a high level of awareness and responsibility. Kerbcraft forms part of the curriculum. Road safety on journeys to and from school remains the responsibility of parents/carers.

## **Academy Car Parks**

See car park policy