ZENITH
MULTI ACADEMY
TRUST

Health & Safety Policy

for use in:
All schools in the Trust (including Castledon's Satellite)
Zenith Minds
Central Services

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1. Statement of Intent

Zenith Multi Academy Trust (The Trust) recognises that people are a key resource within the organisation and understand the requirements set out in the Health and Safety at Work etc. Act 1974 and the requirements set out in the Management of Health and Safety at Work Regulations 1999 and therefore fully accepts its responsibilities as an employer with regard to the health, safety and wellbeing of its employees and pupils within its care including visitors, contractors, hirers, members of the public and others who may be affected by its acts or omissions.

The Trust recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by the reduction in injuries, ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

The Trust is committed to ensuring that all the schools within the Trust meet all of the requirements set out in its statement. The Trust and its schools will demonstrate their commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally important as other Trust objectives.

Through this statement of intent and the implementation of Trust's health and safety arrangements, Schools will ensure that they are meeting the policy aims, objectives and requirements. Schools will actively strive for continual health and safety improvement by complying with the policy, legislation and by working in consultation with managers, employees and other partners.

Schools will achieve this by:

a) Considering health and safety within their planning and operations;
b) Establishing a pro-active and positive health and safety culture;
c) Encouraging ownership and responsibility at all levels;
d) Ensuring that health and safety related arrangements are complied with by having school specific procedures, documents, safe systems of work and arrangements that ensure the implementation of health and safety;
e) Assessing and eliminating, reducing or managing the risks that arise out of activities, processes and operations through a documented risk assessment process;
f) Monitoring school health and safety performance by reviewing arrangements and analysing accident trends to identify areas of improvement;
g) Ensuring that all Trust employees are made aware of this statement of intent and relevant school arrangements;
h) Ensuring this statement is communicated in connection with related policies and document to all Trust employees;
i) Ensuring compliance with all statutory legislation;
j) Ensuring provision for mandatory training for all employees;
k) Ensuring arrangements for contractors understanding and managing risks.

This policy applies to all of the Trust school activities whether engaged on or off the school sites. The Trust will monitor the effectiveness of each school's health and safety management and arrangements via reports from each Local Governing Body and use of iAM Compliant software.

2. Policy Aims and Objectives

The Trust aims to promote a positive health and safety commitment to all schools within the Trust and require that schools shall, so far as is reasonably practicable:

a) Provide and maintain a safe and healthy environment;
b) Establish arrangements for effective planning, organisation, control, monitoring and review;
c) Establish and maintain safe working practices amongst staff, pupils/students, visitors and contractors;
d) Implement robust procedures in case of emergencies, such as, but not limited to:
    - Fire;
    - Flood;
    - Intruder;
    - First aid including health surveillance;
    - Terrorism;
    - Infectious diseases and/or viral outbreaks;
    - Chemical spills;
    - Hazardous substances including gas;
    - Loss of power;
    - Loss of mains water;
    - Loss of heating, including hot water services;
    - Loss of catering provisions;
e) Ensure that the premises, including building(s), grounds and equipment, are maintained safely and are regularly inspected.

3. Organisation

Zenith Multi Academy Trust is an educational Trust located in Benfleet, Essex. The Trust has a Board of Trustees. Each School within the Trust has its own Local Governing body, all of whom have a commitment to health and safety to all schools, staff, pupils/students, visitors, contractors and members of the public. Zenith Multi Academy Trust comprises of:

- A central team (located within The King John School);
- Zenith Minds (located on The James Hornsby School site);
- The King John School and Sixth Form;
- The James Hornsby School;
- Castle View School;
- Laindon Park Primary School and Nursery;
- Castledon School and satellite provision

4. Responsibilities

The overall accountability for health and safety lies with the Trust Board and the CEO of the Trust. The day to day responsibility is delegated to the Headteacher and Governing Body of each school within the Trust.

The FAR (Finance, Audit, and Risk Committee) sit between the Trust Board and CEO and recommend the implementation of this policy including oversight and approval of assets, capital works and risk registers.

Headteachers may delegate additional duties to other competent staff to assist them in fulfilling their duties in relation to health and safety, as shown in Appendix A.

4.1. Employee Responsibilities

All Trust employees have a responsibility to health and safety and are responsible for:

a) Looking after their own health and safety and the safety of others affected by their acts or omissions;
b) Co-operating with the Trust and school by following safe systems of work and carrying out their health and safety responsibilities as detailed in their school policies, risk assessments, procedures, and standards;
c) To not intentionally or recklessly misuse or interfere with anything provided by the organisation in the interests of health, safety, or welfare;
d) Taking part, when required, in audits, investigations, and interviews from representatives internally and externally on health and safety matters;
e) Reporting to their line manager any hazards or any inadequacies identified in health and safety procedures, activities or in the general workplace;
f) Taking part in any health and safety training and development identified as necessary by the Trust, Headteacher or line managers;
g) Using work equipment provided correctly in accordance with manufacturer's instructions and training;
h) Ensure that if they organise projects, activities or events, including those with non-employees, that risks are assessed as part of the planning stage and that hazards are mitigated where possible and control measures implemented and communicate risk assessments to the competent person(s) in advance;
i) Reporting health and safety incidents, accidents or near misses, including near misses and/or serious incidents in regards to medical conditions and allergies, in accordance with the school's reporting procedure;
j) Contributing to the safety of education of pupils through the formal and informal curriculum;
k) Providing effective supervision and safety of all pupils/students under their care; being vigilant.

4.2 All Managers and Supervisors

All employees with management and/or supervisory responsibilities are responsible for the implementation of the Health and Safety policy in their area of control. As a general rule, the direct responsibly of managers for health and safety is determined by the extent to which they have authority to take action. That is, if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decisions.

Their responsibilities include:

a) Ensuring that the health and safety policy is implemented in their area of responsibility;
b) Ensuring managers under their control carry out their health and safety responsibilities;
c) Ensuring employees under their control carry out their health and safety responsibilities;
d) Identifying opportunities to improve the health and safety within the school;
e) Promoting risk awareness;
f) Promoting the development of safe behaviours;
g) Promoting a positive health and safety culture;
h) Ensuring all relevant health and safety information is communicated effectively to the employees under their control;

i) Providing opportunity for employees within their control to provide feedback on health and safety information and report this onto the school's health and safety competent person(s);
j) Ensuring the health and safety competence and capability of employees under their control;
k) Ensuring employees under their control have received appropriate training to perform their duties;
l) Ensuring relevant health and safety standards and risk assessments are implemented in their area of control;
m) Ensuring in areas of their control, risk assessments are carried out, recorded and the control measures are implemented;
n) Undertaking risk assessments relating to hazards to which directly managed staff are exposed;
o) Circulating risk assessments to relevant employees and the competent health and safety person(s);
p) Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the school's requirements;
q) Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Headteacher or health and safety competent person(s);
r) Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be adequately controlled are raised with their line manager, Headteacher or health and safety competent person(s).

Those in control of practical subjects such as; Physical Education, Science, Design & Technology, Food Technology, Hair & Beauty and Creative Performing Arts, must also ensure that in conjunction with the above responsibilities that:

a) Subscriptions to services by accredited bodies, purchased by the Trust, are utilised;
b) They keep up to date with any new legislation, guidance and technologies;
c) Risk assessments are reviewed following any new legislation, guidance or technologies;
d) They arrange and attend any new or refresher training;
e) They ensure that staff within their area of control have up to date training and attend any new or refresher training;
f) They ensure their equipment is maintained to a suitable standard and is safe for use and report any defects of work equipment and remove any damaged or unsafe equipment;
g) They ensure their risk assessments are suitable and sufficient and that staff within their area of control understand and comply with the risk assessments;
h) They carry out an induction to new staff on commencement of employment for procedures and use of equipment;
i) They ensure students are appropriately supervised for the duration of the use of equipment and have provided safety information to students before using any equipment.

4.3 Headteachers

a) Ensuring the appointment of competent person(s) to assist in health and safety matters and arrangements;
b) Ensuring there are appropriate arrangements in school for implementing the Trust's health and safety policy, and ensure that the policy and arrangements are effectively communicated and implemented.
c) Allocating resources for health and safety, including procedures for budgeting for health and safety;
d) Ensuring there are appropriate general controls for hazards;
e) Ensuring there are suitable and sufficient cleaning arrangements;

f) Ensuring there are suitable and sufficient welfare facilities, including arrangements for washing, eating and provision of drinking water;
g) Ensuring there are accident/incident and ill-health reporting and investigation systems, including procedures in place;
h) Implement the Evolve Accident Book Online system, or equivalent for reporting and recording accidents, incidents and near misses, including those relating to medical conditions or allergies
i) Ensure serious incidents and near misses relating to medical conditions, medication errors and allergic reactions shall be recorded, reviewed and used to identify lessons learned and improvements to practice.
j) Ensuring systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions;
k) Demonstrating health and safety leadership by ensuring health and safety is given equal importance to service delivery;
l) Ensuring there are appropriate arrangements in place for co-operation and co-ordination with other users of the school site and that where necessary, joint health and safety arrangements are recorded and agreed;
m) Ensuring appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils/students;
n) Ensuring that health and safety standards are made available to all employees;
o) Ensuring that arrangements are made for staff consultation with health and safety matters;
p) Ensuring there are appropriate arrangements in place for training and competence, including procedures for induction and specific job training to carry out their role/function;
q) Ensuring that all employees are competent and have the ability to carry out their duties;
r) Ensuring the school's/ Trust's health and safety standards are implemented;
s) Ensuring there are arrangements in place for managing risks arising from the school's activities or premises;
t) Ensuring systems are in place for monitoring and reviewing health and safety performance in the school;
u) Ensuring there are health and safety monitoring arrangements in place and that actions arising from monitoring results are carried out;
v) Report health and safety performance annually to the Local Governing Body;
w) Ensuring reviews consider technological, organisational and legislative changes;
x) Ensuring there are arrangements in place for the management of the premises on a day to day basis;
y) Ensuring premises management tasks are delegated to a suitably competent site manager, co-ordinator or a competent property consultant;
z) Ensuring school premises meet standards set by the school, Trust and legislation and/or expert guidance;
aa) Monitoring and reviewing the risk register and report to the Local Governing Body and Trust Board as necessary;

4.4 Pupils/Students and Parents/Carers

a) All parents/carers, pupils/students are responsible for following their school's health and safety guidance and procedures on and off site and for reporting any health and safety incidents or concerns to a member of staff;
b) Parents/carers are responsible for the pupils'/students' travel to and from school;
c) Where possible, Parents/carers and pupils/students should refrain from walking in car park areas and follow the designated footpaths.

4.5 Competent Person(s)

Each school shall nominate a health and safety lead/ co-ordinator of whom is competent and at the discretion of the Headteacher, to assist the responsible person in their duties. The nominated person shall be given adequate training to assist them in fulfilling their duties, to a minimum qualification of IOSH (Institute of Occupational Safety and Health) Managing Safely. The nominated health and safety lead/co-ordinator is responsible for:

a) Establishing arrangements for the effective co-ordination of health and safety throughout the school;
b) Supporting the Headteacher and subject leaders in co-ordinating the development, review and revision of this health and safety policy, standards and risk assessments;
c) Setting up arrangements for consulting with employees on health and safety (e.g. through health, safety and wellbeing committee meetings, team meetings and circulating relevant health and safety documentation);
d) Setting up arrangements for the effective communication of health, safety and wellbeing information relevant to all staff, visitors, contractors, volunteers, pupils/students, etc.;
e) Ensuring health and safety concerns raised by employees are brought to the attention of the appropriate senior manager relevant to the department, or to the responsible person;
f) Ensuring that the Headteacher/ school leadership team is kept informed of health and safety issues by including them on the agenda of the health and safety committee meetings;
g) Co-ordinating the identification of health and safety training and development needs in conjunction with the Zenith Institute where necessary, to meet the requirements of health and safety policies, standards and risk assessments;
h) Ensuring that records of health and safety training and development are maintained by the school;
i) Supporting the establishment of adequate arrangements for:
    - First aid;
    - Fire and emergency evacuation;
    - Reporting of incidents, accidents, hazards and concerns;
    - Other day to day health and safety procedures;
    - Risk assessments and method statements;
    - Policies and procedures relating to health and safety;
j) Co-ordinating arrangements for monitoring health and safety standards within the school;
k) Carrying out frequent internal audits and inspections and drawing up reports based on findings of which are shared with managers responsible for the audited/inspected area(s) and to the Headteacher;
l) Assisting the Headteacher in producing health and safety reports to the school Governors;
m) Working in conjunction with the site/premises/facilities manager to oversee the management of premises related health and safety risks to employees and other premises users or visitors;
n) Ensuring compliance with the premises health and safety related standards and assessments.

4.6 Local Governing Body

The Trust Board has ultimate liability and accountability for health and safety, but delegates responsibility to the Local Governing Body (LGB) of each School. As such, the LGB is responsible for the health, safety and wellbeing and therefore ensuring compliance with the Health and Safety at Work etc Act 1974. This includes legal duties as controllers of the premises.

The Local Governing Body shall receive assurance regarding arrangements for supporting pupils with medical conditions and allergies, including incident trends, training compliance and policy review.

Local Governing Body duties include:

a) Taking reasonable steps to make sure that the school buildings, grounds, equipment and materials are safe and do not put the occupational safety and health of persons at risk whilst they are on the premises;
b) Ensuring that appropriate arrangements are in place to comply with statutory requirements, as set out by the Secretary of State;
c) Ensuring that statutory requirements are taking into account in determining the allocation of resources;
d) Ensuring that policies and procedures for recruitment, induction, staff development, performance management and capability used by the school include health and safety competence and capability.
e) Ensuring that resources to health surveillance, where necessary, are provided;
f) Ensuring that health and safety is part of the performance management review of the Headteacher;
g) Ensuring the Headteacher has an appropriate workload in support of a reasonable work/life balance, having regard to their health, safety and wellbeing;
h) Having regard to their own competence and capability before offering advice or undertaking any work that may affect the health and safety of school activities;
i) Ensuring that anyone appointed to undertake construction and maintenance work on the school premises is competent to do so and that any construction work is carried out in accordance with the Construction, Design and Management (CDM) Regulations 2015;
j) Ensuring that a property consultant is used to assist with the appointment of a competent CDM co-ordinator before any notifiable construction or demolition work is undertaken on the site. (NB: this is to ensure construction work is carried out in accordance with the requirements of the CMD 2015 Regulations. Notifiable projects are those that are expected to last more than 30 days and have more than 20 workers working at the same time at any point or involve more than 500 person days of construction work, notifiable works require an F10 submission to the HSE);
k) Monitoring the review and management of the risk register;
l) Taking an active part in monitoring health and safety standards in the school by requiring the Headteacher to provide regular reports on health and safety performance to the LGB. Such reports should provide information on action taken in response to outcomes of:
    - School health and safety inspections, monitoring, checks and incident/accident investigations;
    - Enforcing authorities investigations such as; the Health and Safety Executive (HSE), Fire and Rescue Service, Environmental Health Agency;
    - External auditing and assessor service providers;
    - Other serious incidents investigated by the Headteacher or other member of staff;
    - Any surveys carried out by the school which provide data that relates to employee health, safety and wellbeing (e.g. work-life support wellbeing programmes if used);
    - Governor oversight of approved visits will be via the Headteacher's report.
    - Governors have delegated approval of visits to the Headteacher.
    - Monitor and review accident records of their school and conduct an annual audit of accident records.

4.7 Premises/Site/Facilities Management

Each School shall appoint a competent person to oversee and manage the school premises, facilities, grounds and equipment. For the purpose of this policy, this person shall be referred to as the site manager. The duties of this role in association with this policy are:

a) The site manager, in addition to the general duties all employees have, will assist the competent persons in the day to day implementation of the policy and other policies as allocated by the Headteacher;
b) The site manager will receive all health and safety inspection reports of either internal or external origin and ensure they are distributed as necessary and are acted upon;
c) The site manager will ensure risk assessments are carried out for activities within their area of responsibility and will monitor that risk assessments are submitted where they are required from contractors working at their school;
d) The site manager ensures, so far as is within their control, that their school buildings are maintained in good order and compliant with all health and safety statutory requirements inclusive of fire protection and prevention, gas, water, structures, work equipment including tools and access equipment, local exhaust ventilation, heating, air conditioning, doors and windows, electricity, lighting and all other statutory inspections and assessments, including asbestos, legionella, and fire, schools should refer to their premises management policy for the frequency on statutory requirements;
e) The site manager ensures that electrical safety is maintained such as portable appliance testing. Electrical installation condition reporting including fixed wire testing, is maintained in accordance with current statutory compliance legislation and is tested and examined by competent person(s) or an accredited approved contractor;
f) The site manager shall carry out risk assessments (and where applicable produce method statements) for the work carried out by the site staff within their area of responsibility. This will include general risk assessments as required by the Management of Health and Safety at Work Regulations 1999, and specific assessments as detailed in other health and safety regulations (e.g. The Control of Substances Hazardous to Health Regulations 2002, the Manual Handling Operations Regulations 1992 as amended by the Health and Safety Regulations 2002, the Control of Noise at Work Regulations 2005, the Working at Height Regulations 2005 etc.);
g) The site manager will assess and vet the competence of all contractors employed to work at their School and will ensure that prior to their commencement of works, they have adequate risk assessments in place for the work to be done, which provide suitable and sufficient control measures for the protection of its employees, sub-contractors, school staff, pupils/students, visitors and other contractors on site; they will liaise with the school HR teams to ensure relevant safeguarding checks are in place as required.
h) The site manager is responsible for ensuring all hot works are assessed and permits are granted. NB. Hot works should not interfere with day to day operations during term time unless absolutely necessary.
i) The site manager shall arrange for the undertaking of annual tree Inspections by an accredited third party to identify the condition of established tress and arrange for any defects to be remedied;
j) The site manager shall make available resources for building and asset condition surveys conducted by external agencies, such as appointed property consultants;
k) The Site Manager shall make available resources for RAAC (Reinforced Autoclaved Aerated Concrete) surveys to be conducted by external agencies, such as appointed property consultants
l) Maintain and monitor iAM Compliant system for effective management of statutory compliance.

The duties listed above for site management are carried out at the Castle View School by Skanska, who manage and maintain the site and are subject to the agreements as a PFI (Private Finance Initiative) school.

The Trust have appointed an Estates Director whose main purpose is to be responsible for the long- and short-term planning, implementation and high-quality delivery in relation to estates, facilities, health and safety, contractor management and capital works. In addition to this, the Estates Director provides support and guidance to Site Managers and works with Headteachers and Site Managers to ensure the best outcomes.

4.8 Fire Officer

Each school shall appoint a competent person to act as the designated fire officer for their school establishment. It is recommended that this is the site manager or a person of a similar role to be nominated as the competent person, however this is at the discretion of the Headteacher who must consider the suitability and competency of the nominated person based upon the experience, knowledge and training of the person.

The fire officer shall be responsible for the fire safety arrangements at the school, to satisfy the requirements set out in the Regulatory Reform (Fire Safety) Order 2005, in carrying out this role they are to ensure that:

a) Fire risk assessments are in place for each building of their site and are reviewed and updated as necessary, and to ensure any recommendations are reported to the Headteacher;
b) Adequate precautionary measures as identified as necessary by the fire risk assessment(s) are maintained. Specifics of such measures will be detailed in the fire risk assessment but will as minimum, cover;
    - Provision and maintenance of means of detecting fire and raising the alarm;
    - Provision and maintenance of means of firefighting equipment such as fire extinguishers, fire blankets, sprinklers;
    - Provision and means of escape routes, emergency exits and emergency lighting, that are in good working order and free from obstruction.
c) Emergency action plans are in place, circulated and drills are regularly practiced, it is recommended twice per academic year;
d) Adequate number of staff are trained in the use of firefighting equipment;
e) An adequate number of fire marshals are trained to enable the safe evacuation of all areas of the site.
f) A fire log book is maintained to records that regular checks, as set out in legislation, are made to ensure that the fire precautions required remain effective;
g) Any deficiencies in the provisions are brought to the attention of the Headteacher;
h) Where temporary works are being carried out, which may introduce additional fire risks that are not included in the existing fire risk assessment(s), that a temporary works fire risk assessment in completed;
i) Implement and maintain the school's fire safety management plan;
j) Implement and maintain the school's fire safety policy;
k) Implement and maintain personal emergency evacuation plans and person centred fire risk assessments;
l) Temporary works fire risk assessments are carried out when significant construction works and new risks are identified.

4.9 Site Staff

Each school shall appoint appropriately competent staff to form a site team. The site team must remain particularly alert to additional hazards posed by their work and the effect it could have on themselves, their fellow staff, pupils/students, contractors and visitors. As such, in addition to the general duties of staff, the site staff also:

a) Ensure that they have read and understood the risk assessments, and method statements where applicable, for the task which they are to carry out before starting the works, and where necessary challenge risk assessments and method statements (RAMS);
b) Before starting, ensure that the work area is adequately segregated (by barriers, warning signs as applicable to the task) from those not involved in the task;
c) Ensure that where the work involves using or producing hazardous substances, that you have ready the COSHH assessment and comply with the controls required. You must also consider the potential for airborne substances to reach those not involved in the work, and as such will not be protected against their effects;
d) Carry out all works strictly in accordance with the risk assessment and any method statement produced, implementing all of the control measures identified as required within it;
e) Notify the site manager immediately if there is any doubt that the work cannot be carried out safely so that further control measures can be implemented;
f) Should any new hazards arise or are foreseeable during the commencement of works, site staff are to stop works and immediately report to the site manager to ensure additional control measures are identified and implemented;
g) Remain alert to your surroundings, ensuring that you do not in-avertedly put yourself in a position where you may be exposed, or expose others, to a high risk situation, for example; potential falls from height, contact with electricity, confined spaces, disturbing asbestos, gas release, chlorine gas, intruders when lone working, hazardous substances exposure etc.;
h) Ensure that inspection duties as delegated by the site manager are recorded and reported accordingly;
i) To perform any duties outside the standard scope of duties, as required by the Headteacher and site manager upon receipt of suitable and sufficient training;

4.10 School Trips and Visits

Each school may undertake educational visits, provided that the trip organiser adheres to the school's procedures for the planning and management of visits.

Each school shall appoint a member of staff as an Educational Visits Co-ordinator (EVC) who has:

- sufficient and relevant experience in running visits;
- the competence to train and monitor others;
- authority to approve or decline trips and visits; and
- the ability to implement and maintain procedures in line with the required standards.

Each school shall subscribe to and use the Evolve system to organise, monitor and maintain arrangements for educational visits.

Where the school has any part in organising events, trips or activities beyond the school gate, it recognises that it retains responsibility for ensuring appropriate arrangements are in place. These responsibilities cannot be delegated to external providers and schools must ensure that their procedures are adhered to.

Visit planning shall ensure that arrangements for supporting pupils with medical conditions and allergies apply to educational visits. Where a pupil has an Individual Healthcare Plan, allergy management plan or other identified medical need, the visit leader shall ensure that these arrangements are implemented as part of the planning process to enable participation wherever reasonably possible.

This shall include consideration of:

- the pupil's Individual Healthcare Plan and any required reasonable adjustments;
- medication requirements, including storage, accessibility, administration and arrangements for carrying emergency medication;
- allergy risk assessment and allergen avoidance measures;
- the availability of appropriately trained staff, including those trained in first aid and, where required, the administration of emergency medication such as adrenaline auto-injectors;
- emergency response arrangements, including recognition of deterioration, contacting emergency services and communication with parents/carers;
- supervision ratios and staffing arrangements necessary to support the pupil safely;
- arrangements with external providers to ensure they understand and can support the pupil's medical and allergy needs; and
- the recording and review of any medical incidents or near misses arising during the activity.

Visit leaders shall ensure that the relevant arrangements set out within the school's First Aid Policy, Supporting Children and Young People with Medical Conditions Policy and Allergy Safety Policy are applied, as appropriate, to off-site activities.

Each school shall develop and maintain an Educational Visits Policy covering visits beyond the school gate. This shall include:

- emergency, accident and critical incident arrangements;
- supervision and staffing arrangements, including competence, safeguarding, training and health and safety requirements. All those involved in supervision shall be subject to these arrangements; and
- the school's system for planning, approving, communicating and supporting visits.

The EVC responsibilities are:

a) developing and implementing school procedures for the training, support, planning, monitoring and approval of educational visits;
b) supporting the Headteacher and Governors, as required, with information, visit approvals and other decisions;
c) ensuring visit leaders receive appropriate training to plan and undertake visits safely. This shall include areas such as visit planning, group management, the use of external providers, pre-visits, risk management, safeguarding and the identification and organisation of specific training requirements, such as first aid. Training shall include the school's Educational Visits Policy and be updated as necessary;
d) assessing the competence of visit leaders and other adults proposed for a visit, having regard to their training, experience, practical performance, relevant accreditations and the EVC's professional judgement;
e) ensuring that Disclosure and Barring Service (DBS) and safeguarding arrangements are in place, in line with SET (Southend, Essex and Thurrock) procedures, including arrangements relating to volunteers;
f) maintaining their own competence through regular refresher training;

g) ensuring that Governors, Headteachers, visit leaders, employees and volunteers understand their respective roles and responsibilities in relation to educational visits and the school's Educational Visits Policy;
h) managing the training of those connected with visits, including ensuring that a suitably trained deputy EVC is available;
i) understanding when visits can be approved by the EVC as part of "everyday risk" arrangements and when additional advice or approval is required, including from insurers or specialist advisers;
j) working with group leaders to obtain informed parental consent or refusal by ensuring that parents/carers receive sufficient information about proposed visits;
k) ensuring visits are planned with reference to the school's inclusion practice, SEND arrangements and the medical and allergy needs of participating pupils;
l) overseeing the organisation of each visit, including preparation, roles, providers, activities, travel arrangements and risk management;
m) overseeing emergency arrangements and ensuring there is an experienced emergency contact for each visit;
n) monitoring all aspects of visit planning to ensure compliance with school requirements;
o) monitoring staff undertaking visits and, where necessary, the visits themselves;
p) submitting, within the required timescales, residential, overseas and adventurous visits to the County Educational Visits Adviser where the school accesses the council's EVC advisory service;
q) understanding when Headteacher approval is required, including where a visit is newly proposed, before financial commitments are made, or where specific types of visits, such as overseas expeditions, are undertaken;
r) maintaining records of individual visit plans, supporting documentation and reports of health and safety incidents;
s) reviewing systems and monitoring practice; and
t) ensuring that the Educational Visits Policy identifies where further advice, guidance and risk assessment models can be accessed.

4.11 Construction/Project Management

Where major building or maintenance/improvement works are being carried out, schools ***must*** appoint a property consultant. Major work is work defined as notifiable under the Construction Design and Management Regulations. Notifiable projects are those likely to last more than 30 days and have more than 20 workers working at the same time at any point of the project or involve more than 500 person days of construction work.

Schools are also strongly advised to use property consultants to provide professional advice in connection with all maintenance and building work.

Funding for consultancy fees is included in schools' delegated budgets for such projects.

4.12 Management of Radioactive Sources

Schools' science departments may hold radioactive sources and therefore the Trust is deemed to be a 'radiation employer'. As a 'radiation employer' it is necessary to consult with and appoint where necessary a *Radiation Protection Adviser (RPA).* The Criteria of Competence for an RPA is set by the Health and Safety Executive.

Schools shall utilise the RPA ensuring that RPA Plus arrangement, through CLEAPSS, is in place. Schools are advised to subscribe to CLEAPPS. To meet the criteria of CLEAPPS, each School shall

appoint a Radiation Protection Officer (RPO) to act as a link between the school and the RPA / CLEAPSS on radiation matters.

Essex County Council (ECC) Corporate Health and Safety Team have been appointed as the Schools RPO. ECC Corporate Health and Safety as the Schools RPO will:

- Keep central records of the sources held by the school;
- Keep records of who the school RPO's is;
- Ensure RPO's are informed of any information or guidance on managing radioactive sources;
- Undertake a visit to the school from time to time to monitor practice and procedures (check records are accurate, sources appropriately stored, source use log kept, leak checks carried out and general source management).

The science department is required to adhere to the CLEAPSS Guide L93 – Managing Ionising Radiations and Radioactive Substances in Schools, etc. In accordance with Guide L93. Each School shall appoint a member of the science teaching staff as Radiation Protection Supervisor (Schools) (RPS's) who has the relevant qualifications / competence as outlined in L93 to undertake the role.

The roles and responsibilities of the Schools Radiation Protection Supervisor (Schools) are contained in Section 7.1 of L93 (January 2013).

RPS(s)'s specific duties include:

- Informing the school's RPO when any new sources are acquired;
- Consulting with the school's RPO on the disposal or the transfer of sources to another establishment;
- Informing the school's RPO when any sources have been disposed of or transferred.
- Informing the school's RPO if the establishment appoints a new RPS(s);
- Providing information on sources held when requested to do so by the school's RPO;
- Informing the school's RPO of any incidents involving the establishment's sources, e.g. spill, leak or loss.

5. Competent Health and safety Advice

The Trust has appointed Essex Corporate Health and Safety Service to provide external competent advice to each of their Schools. The minimum services offered by Essex Health and Safety Service shall meet the following requirements:

- Access to standards, generic risk assessments and guidance through the health and safety pages of the school's Infolink. These standards are based on legislation, industry standards and best practice and produced by competent health and safety advisers;
- Access to a telephone support desk for queries;
- Competent persons that hold suitable and sufficient qualifications;
- Further support based on the level of service purchased by the school.

In addition to this, the Trust have appointed HSE Group as a third-party, who are appointed as the 'Competent Person' to assist in Health and Safety matters across all Trust sites, in order to support the Trust and its delegated staff in complying with their legal duties and responsibilities, whom will provide non-biased, professional and targeted advice and support.

6. Health Protection

The UK Health Security Agency (UKHSA) provides advice on communicable diseases and infection control. Schools should refer to current UKHSA guidance on managing specific infectious diseases and seek advice from the East of England Health Protection Team where required.

East of England Health Protection Team
Contact Details: Telephone: 0300 303 8537
e-mail eastofenglandhpt@ukhsa.gov.uk

7. Health Monitoring

Health monitoring must not be confused with health surveillance. Health surveillance is carried out where there is a certain link between the employees work activity and an ill health effect and there is a valid method of detecting ill health conditions associated with the hazard. Health monitoring on the other hand may be required where employees are exposed to hazards, which may affect their health, but currently there is no valid way to detect the ill health conditions and/or the link between the work activity and the ill health effect is uncertain. In these cases, the health monitoring may consist of self-reporting by the employee and the checking of sickness absence records. Looking at collective sickness records may identify where there is a general problem, whereas looking at individual sickness records may indicate whether the work is affecting an individual's health. This type of health monitoring may be required for hazards such as:

a) Manual handling;
b) Work related stress;
c) Work related upper limb disorders and musculoskeletal disorders;
d) Whole body vibration or hand arm vibration;
e) Exposure to substances hazardous to health and/or fibres;
f) Exposure to noise.

The schools will use the services of a specialist occupational health consultant where we suspect that an employee's work may give rise to a health surveillance requirement, to assist us with the planning and implementation of suitable programmes for these if required.

8. Health and Safety Competence and Capability

Competence is the ability to do the job required to the necessary standard, it is not just training, but also the experience of applying skills and knowledge, which needs to been gained under adequate supervision.

The Trust considers health and safety competence requirements as an integral part of its:

- Recruitment and selection;
- Employees changing role;
- Induction;
- Temporary employees, agency workers and volunteers;
- Performance management;
- Procedures when employees fail to perform on health and safety.

Performance management: The Trust follows a set performance management review system that is focused on improving staff practice and pupil achievement. Health and safety is considered as part of the performance management process and when appropriate health and safety objections are included.

In respect of Headteachers, account is taken of the results of health and safety monitoring, Ofsted reports and self-evaluation forms (SEFs). When these show areas that need development, health and safety is included as a specific objective under leadership.

Reference should be made to Headteacher, manager and employee responsibilities in this policy document.

Training (legal requirement): there is a legal requirement to take account of an employee's health and safety capabilities when giving them tasks. More specifically, there is a requirement to provide employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role).

The Trust ensures that Headteachers provide relevant access to training and development appropriate to their role and the risks they are exposed to. Each school shall keep a record of health and safety training undertaken by employees.

9. Communication

It is recognised that good communication systems are essential to ensure that everyone knows:

- About the health and safety arrangements within their school;
- About the risks associated with their work;
- What they need to do to protect themselves and others from harm; and
- How they contribute to a safe school by raising health and safety concerns.

Each school shall ensure that the health and safety information is communicated through any of the following ways:

- Intranet system (VLE);
- Training days;
- Staff newsletter;
- E-mail;
- Notice boards;
- Faculty meetings.

10. Health and Safety Consultation

Employees need to be involved in health and safety decision that affect them and the risk assessment process. Consultations involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires (Section 2 (6) of Health and Safety at Work etc. Act 1974), that employees must be consulted before implementing changes that may affect their health and safety with regard to risk assessments that cover their work activities.

Consultations within each school takes place through the following methods:

- In the first instance, all employees can raise health and safety concerns directly with their line manager;
- All employees also have the right to raise health and safety concerns with a trade union appointed health and safety representative, who can take the matter up on their behalf;
- Each school has a health and safety committee. This includes employees, Trade Union representatives (where appointed) and management representation. The committee is required to meet a minimum of once per term and has a terms of reference (for each committee of each school) outlining the aims, work and decision making process of the committee.

Trade union safety representatives are employees, appointed by the trade union who they belong to, to represent employees on health and safety. They can assist any employee who has a health and safety concern (not just those belonging to their union). If the school has a union appointment safety representative, their details should be brought to the attention of employees by their inclusion in the health and safety arrangements notice.

11. Health and Safety Standards

Each school within the Trust shall adhere to this policy which sets out the standards that are required to be met for health and safety in conjunction with the Health and Safety at Work Act 1974 and associated Regulations. It is important that all employees of all levels follow the standards as they ensure the Trust and Schools meet their legal obligations for health and safety. Employees' contracts of employment (Conditions of service) requires that all employees co-operate with the Trust's standards for health and safety. Failure to do so can result in disciplinary action. It may also expose the Trust, school or individuals within the organisation to the risk of prosecution.

12. Risk Assessments

Risk assessments are a legal requirement as laid out in the Management of Health and Safety at Work Regulations 1999. Risk assessments are defined as; a careful examination of anything in your workplace that could cause people to suffer injury or ill health while thy are at work. It is a means of making sure that reasonably foreseeable risks are assessed and that reasonably practicable control measures are implemented.

It is the responsibility of the Headteacher and all managers to ensure risk assessments are produced, modified and extended to take account of local circumstances, and that specific risk assessments are produced for activities where one does not exist. Risk assessments must be reviewed annually, or sooner if there is an incident or accident, or when work processes, equipment or personnel change.

For all managers this includes:

- Ensuring that controls detailed in standards and generic and specific risk assessments are implemented in their area of control;
- Ensuring specific risk assessments are undertaken (e.g. DSE, stress, manual handling, COSHH, events, activities);
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed;
- Ensuring that risk assessments are carried out as part of the planning of new projects or initiatives that may have health and safety implications.

13. Health and Safety Monitoring and Auditing

The Trust has established the following systems to discharge its responsibility for health and safety monitoring in the establishments:

- **Internal Audits**: Each school shall ensure that a health and safety audit of the establishment is carried out at regular intervals;
- **External Audits**: The Trust shall ensure that an external audit is carried out when deemed necessary by an independent party to all its schools;
- **Internal Monitoring**: Each school shall ensure that regular internal monitoring is completed, this includes H&S inspections, classroom checklists and at least a bi-annual internal audit inspection.

Resulting reports are shared with the Headteacher and Local Governing Body.

- **Health and safety incident investigation**: Each school shall establish an internal system for reporting incidents. The incident numbers and details are to be reviewed by the school's senior management. A summary report is to be presented to the Local Governing Body termly. Serious incidents are reviewed by a senior member of staff and the findings reported to the Local Governing Body;
- Incidents and near misses relating to medical conditions, medication errors and allergic reactions shall be recorded, reviewed and used to identify lessons learned and improvements to practice.
- **Other Monitoring**: Each school shall establish and implement a system to ensure that the following monitoring is also carried out:
    - Annual inspections of the premises (all curriculum/ work areas and communal areas).
    - Monitoring of contactor operations under the school's control.
    - Routine checks on equipment and electrical, gas, mechanical and other services.

Each school shall establish a hazard reporting system. These are to be via a helpdesk, accident/incident book and also follow the "how to raise a concern" document. Systems are to be reviewed regularly by each site manager or designated person as appointed by the Headteacher at each school.

14. Health and Safety Performance and Review

The Local Governing Body and Headteacher of each school are to review the health and safety performance of their school at least annually. This shall take the form of a health and safety performance report produced by the Headteacher and presented to the Local Governing Body for review, comment and action, the report is to include:

- School health and safety inspections, monitoring checks and incident investigations;
- Health and safety investigations and inspections carried out by enforcing authorities (e.g. HSE, Fire and Rescue Service, Environmental Health).;
- Any surveys carried out by the school which provides data that relates to employee health, safety and wellbeing.

15. Health and Safety Management Arrangements for Young Persons

A young person is anyone up to the age of 18 years of age. For the purpose of this policy, a young person includes; employees, apprentices and those on work experience.

The Trust acknowledges that young people employed, may require extra supervision and are most at risk of injury in the first six months of employment and may be vulnerable due to the likelihood of;

- Lack of experience or maturity;
- Not yet reached physical maturity and lack strength;
- Lack of training;
- Unfamiliar surroundings;
- Being too embarrassed to ask questions;
- Physical capabilities;
- Not being able to recognise unsafe acts or conditions;
- Be eager to impress or please people they work with;
- Be unaware of how to raise concerns.

Young people need clear and sufficient instruction, training and supervision so they understand the importance of health and safety and can work without putting themselves and other people at risk, and therefore considerations must be made for additional supervision and training.

The Trust requires all schools who employ a young person to ensure that if necessary, additional precautions are taken to protect young workers from harm. To achieve this, Headteachers must ensure that a suitable and sufficient risk assessment, carried out by the line manager, is in place for the young person's work activities, taking into account the abilities of the young person, before the commencement of employment.

Line managers are required to be familiar with the HSE's Young People at Work guidance when employing a young person.

A young person shall follow the responsibilities set out in the "Employee's Responsibilities".

16. Consequences of Non-Compliance with the Trust's Health and Safety Policy and Standards and School Policies

It is a requirement for all employees within the Trust to fulfil their responsibilities as outlined in section 4.1 of this policy. Where there is failure to comply with this policy, whether observed in routine activities or through health and safety monitoring systems, an appropriate response is required to hold managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

- As part of normal line management process;
- Through performance management reviews (PMR);
- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

The Trust's disciplinary and misconduct policies give full details on these.

17. General Health and Safety Arrangements

This section of the policy breaks down the arrangements required from each school to a minimum standard in relation to each of the follow articles:

17.1 Asbestos

In order to meet the requirements under the Control of Asbestos Regulations 2012 for the duty to manage asbestos, all schools in addition to adhering to the Trust's Asbestos Management Policy shall:

a) Ensure that asbestos management surveys have been conducted by an appropriate contractor and is reviewed at least annually;
b) Ensure that an asbestos register is maintained and reviewed at least annually and is freely accessible for all employees, contractors and visitors;
c) Ensure that appropriate action is taken to prevent any disturbance of any asbestos containing materials (ACMs) by removal, encapsulation and monitoring;
d) Implement an asbestos emergency plan and ensure that it is reviewed annually;
e) Implement an asbestos management plan and ensure that it is reviewed and revised at regular intervals;
f) Ensure that when building, refurbishment or maintenance works are carried out, that a refurbishment and demolition survey (R&D) is carried out before commencement of such works.
g) Ensure that employees, pupils/students, visitors and contractors do not knowingly or unknowingly disturb any ACMs by their acts or omissions.

17.2 Electrical Safety

To ensure the safety of all Trust employees, pupils/students, premises, visitors and contractors, and to comply with the Electricity at Work Regulations 1989, each school shall ensure the following:

a) That Electrical Installation Condition Reports (EICR) are tested in accordance to BS7671, every five years and any C1 and C2 defects are addressed so far as is reasonably practicable, and as indicated in the report(s);
b) Any electrical contractors are competent and working to the current standards set out by the National Inspection Council for Electrical Insulation Contracting (NICEIC) e.g. 18th edition writing regulations, and that minor works and/or electrical installation certificates are issued on completion of works;
c) That circuit breakers and other protective devices are fitted in the electrical systems, where relevant e.g. food, science and technology rooms;
d) That portable electrical equipment undergoes regular visual inspection, and that periodical portable appliance testing (PAT) is conducted by a competent person to a minimum of every three years;
e) That all staff undertake a visual inspection before issuing and using any electrical equipment and that if any defects are found, they are reported to the site manager immediately and are not used;
f) That electrical equipment brought into the schools are CE or BS marked, are in good condition and if not brand new, have an in-date PAT certificate and have been approved for use by the Headteacher;
g) To not work on or alter electrical systems unless qualified, competent and approved to do so;

h) Adopt a lock out- tag out approach when isolating electrical systems, including lighting systems when replacing lamps;
i) That all electrical systems have a means of safe isolation;
j) That all electrical systems and equipment are safe and suitable for its intended use.
k) Avoid using any extension leads for a prolonged period of time,. Where extension leads are used for temporary means of power, they are fully uncoiled and inspected to ensure they are safe for use and have an in date PAT sticker

17.3 Gas Safety

For the purpose of this policy, gas includes:

a) Methane, ethane, propane, butane, hydrogen and carbon monoxide;
b) A mixture of two or more of these gases;
c) A combustible mixture of one or more of these gasses and air;
d) Natural gases, liquid petroleum gas (LPG) and methane by natural decomposition;
e) All gases listed above in gas or liquid form.

For the purpose of this policy, gas does not include substances in a gaseous state such as acetylene, oxygen or nitrogen.

In order to comply with the Gas Safety (installation and use) Regulations 1998, the Trust requires Local Governing Bodies/ Headteachers/site managers to ensure that:

a) All gas appliances and flues are checked for safety by a competent gas safe engineer at least once every 12 months;
b) All gas appliances, fittings and flues are maintained in good order;
c) Any new gas appliances are installed in compliance with the building regulations and the Gas Safety (installation and use) Regulations 1998 by a competent gas safe engineer;
d) No new appliance or installation is used until a commissioning certificate has been obtained;
e) All works on gas supplies, fittings and appliances (cookers, ovens, boilers, gas taps etc.) are only carried out by competent Gas Safe engineers;
f) Records are kept of all relevant information on installation and from suppliers in the use and maintenance of the equipment;
g) No second hand gas equipment is used, unless a safety commissioning sheet has been produced following thorough examination from a competent gas safe engineer;
h) Their school has a relevant emergency procedure in dealing with a suspected gas escape. This shall include ventilating areas and the shutting off of supply valves as well as necessary evacuation.

17.4 Working at Height

For the Trust to comply with the Working at Height Regulations 2005, Headteachers shall ensure that all relevant staff who may be required to work at height undertake working at height training. This may be extended to staff such as but not limited to;

- Site/facilities staff;
- Technicians;
- IT technicians;
- Curriculum support administrators;
- Office/associate staff;

- Teaching staff.

Pupils/students are not permitted to work at height, except under strict supervision on purpose built staging areas such as performance halls.

Working at height includes:

- Anyone working above or below ground/floor level;
- Where anyone could fall from an edge, through an opening or fragile surface;
- Could fall from ground level into an opening in a floor or a hole in the ground.

It does not include a slip or a trip on the level, or walking up and down a permanent staircase.

Before any employee of the Trust carries out any task that is defined as working at height, line managers must ensure the following:

- All work at height is properly planned and organised;
- Those involved in work at height are competent;
- The risks from work at height are assessed, and appropriate work equipment is selected and used;
- The risks of working on or near fragile surfaces are properly managed;
- The equipment used for work at height is properly inspected and maintained.

Individuals must ensure they:

- Check access equipment to ensure it is in sound condition before use;
- Have suitable and sufficient PPE (Personal Protective Equipment) on;
- Follow the risk assessment and raise and discrepancies or safer working methods with their Line Manager;
- Are not overreaching.

17.5 Lone Working

The HSE's Guidance (INDG73) defines Lone works as "those who work by themselves without direct or close supervision" and are found in a wide range of situations. Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

The Trust recognises that some staff, on occasion may be lone workers, and therefore to ensure the safety of any employee of the Trust who is lone working, Headteachers shall implement a policy relevant to their school. In addition to a specific school policy, the Headteacher shall ensure that:

a) A suitable and sufficient risk assessment is carried out and control measures implemented before those of their responsibility are lone working and shall consider:

    - Any relevant medical conditions;
    - The work that the individual carries out;
    - The location in which the person is working or visiting;
    - Any foreseeable hazards that could be faced and the risks involved;
    - Any specific risks that arise from lone working;
    - The possibility of being trapped in part of the premises without means to contact anyone.

b) That protective measures are in place of those lone working.
c) Discuss the risk assessment with the individuals and the Line Manager.

The Line Manager is responsible for ensuring:

d) Appropriate controls measures are effective for the work carried out.
e) The competency and training of staff that are lone working will be considered before the member of staff is granted permission to lone work.
f) The member of staff is considered capable of responding correctly in an emergency situation by the Headteacher/ competent person/site manager or other designated person.
g) A suitable means of checking in with family, friends or work colleagues is available to the individual.
h) That the works do not involve working at height, working with electrics, gas or any other potentially hazardous nature, including machinery.
i) That the individual is capable of administering basic first aid.

The individual is responsible for ensuring that:

j) They adhere to the risk assessment carried out.
k) Follow the standards set out in policies and procedures.
l) To not put themselves at risk of harm due to the work activity.
m) To not confront any trespasser or unknown person(s).

17.6 Legionella

The Trust recognises that Legionella and Legionnaires Disease may be present in stored water systems and require all schools to implement best practice maintenance regimes to meet the standards set by ACOP L8. Schools are required to ensure that the following items are captured within their maintenance regime to, so far as is reasonably practicable, prevent the occurrence of Legionella bacteria in water systems:

- Water quality risk assessment and regular review is carried out by a competent person(s);
- Annual disinfection of cold water storage tanks;
- Regular flushing of low use outlets (weekly);
- Monthly temperature recording;
- Shower head descaling, disinfection and cleaning;
- Thermostatic Mixing Valve (TMV) servicing;
- Calorifier monitoring;
- Analytical inspection of closed loop systems;
- Bacterial screening.

17.7 Manual Handling

Manual handling is defined as transporting or supporting a load by hand or bodily force. It includes lifting, putting down, pushing, pulling, carrying or moving loads. A load can be an object, person or animal.

The Trust recognises that as an employer, we must protect our workers from the risk of injury from hazardous manual handling.

Headteachers must ensure that suitable and sufficient lifting aid equipment is provided for use by staff and that any employee within their school who may be required to perform any manual handling task has suitable and sufficient training.

It is up to individuals to determine whether they are fit to lift or move equipment, however line managers must ensure that a task based manual handling risk assessment with suitable and sufficient control measures are in place before any manual handling task is carried out. It is recommended that line managers utilise the HSE's Manual Handling Assessment Charts (MAC) tool to assist in completing the relevant risk assessments.

Individuals are required to follow basic manual handling principles:

- Plan the lift and assess the load;
- Use lifting aid equipment where possible;
- Take a direct route that is clear from obstruction and as flat as possible;
- Ensure the offload location is clear;
- Ask for help if required;
- When lifting, bend your knees keeping the natural curve of your back, adapting a stable position, with feet apart and one leg slightly forward. Lift smoothly and slowly, avoid twisting, stretching and reaching.

17.8 Vibration

To comply with the Control of Vibration at Work Regulations 2005, the Trust requires that line managers assess the risks from vibration to employees under their control and are required to utilise the HSE's Hand Arm Vibration Exposure Calculator to determine what level of control measures are implemented. Vibration can be divided into two subjects; Hand Arm Vibration (HAV) and Whole Body Vibration (WBV).

Where there is potential for staff to be exposed to HAV when required to operate hand held power tools (e.g. during maintenance works) and WBV (e.g. using ride on plant and equipment), line managers must ensure that risks are assessed and appropriate control measures are implemented before the works are carried out by any employee under their control.

Pupils/students are not to be subject to levels of vibration that could be damaging. Where vibrating tools are used by pupils/students for the purpose of practical lessons, they will use low vibration tools and the use of the tools shall be limited.

The Control of Vibration at Work Regulations 2005 introduced action and limit values for HAV and WBV:

Hand arm Vibration
- Exposure action value of 2.5 m/s^2 A(8) at which level employers should introduce technical and organisational measures to reduce exposure;
- Exposure limit value of 5.0 m/s^2 A(8) which should not be exceeded.

Whole body Vibration
- Exposure action value of 0.5 m/s^2 A(8) at which level employers should introduce technical and organisational measures to reduce exposure;
- Exposure limit value of 1.15 m/s^2 A(8) which should not be exceeded.

Where exposure to HAV and WBV levels are likely to reach the exposure action level, a risk assessment shall be carried out for each individual affected by the process and shall ensure that control measures are implemented and shall consider:

- The individual's ability and any pre-existing health conditions;
- The duration of the exposure to vibration;
- Whether the tools and/or machinery can be changed;
- Whether the tools and/or machinery can be avoided;
- Whether health surveillance will be required;
- Periods of relief from exposure to vibration, e.g. job rotation;
- PPE;
- Provision of information, instruction and training;
- Maintenance of tools and/or machinery.

17.9 Noise

The Control of Noise at Work Regulations 2005 require employers to monitor noise levels at work and assess the risks from noise to employees and that of others, where set action values are liable to be reached.

Pupils/students shall not be subject to noise levels generated by any work activity that could result in temporary or permanent hearing damage.

The noise regulations require specific action to be taken at certain action values that relate to:

- The levels of exposure to noise of your employees averaged over a working day or week; and
- The maximum noise (peak sound pressure) to which employees are exposed in a working day.

The values are:

- Lower exposure action values:
  - daily or weekly exposure of 80 dB(A);
  - peak sound pressure of 135 dB(C).
- Upper exposure action values:
  - daily or weekly exposure of 85 dB(A);
  - peak sound pressure of 137 dB(C).

Where noise levels reach the action values, line managers are responsible for conducting a risk assessment where suitable and sufficient control measures are implemented. Line managers should refer to the HSE's "Managing Noise Risks Flow Chart" when producing a risk assessment.

When hearing protection is identified as a control measure, the hearing protection shall be selected using the following criteria:

- It must be compatible with all other PPE selected for the task e.g. Eye protection, respiratory protection or head protection;
- It must be subject to suitable periodic maintenance regime;
- It is in a good and effective condition;
- It must have a suitable protection factor, as a guide, the Single Number Rating (SNR) values provided with the hearing protection are likely to be suitable for the noise levels, as shown in the table below:

A-Weighted noise level (dB)	Select hearing protection with a SNR 0f:
85 - 90	20 or less
90 - 95	20 – 30
95 - 100	25 – 35
100 - 105	30 or more

17.10 Lighting

The Trust recognises that The Workplace (Health, Safety and Welfare) Regulations 1992 requires employers to provide every work place with suitable and sufficient lighting. Therefore, the Trust requires Headteachers to ensure that lighting within their school's shall meet the requirements. Where lighting falls below the minimum standard, external contractors and lighting engineers shall be appointed to assist in the delivery of providing such lighting. Where artificial lighting is to be replaced, considerations must be made for energy efficiency such as the use of LED fittings, that may include; dimming switches, timeclocks, PIR sensors, day/night sensors. Headteachers may delegate the site manager to oversee such works and ensure the delivery of completion meets the relevant standards. Emergency lighting must be provided to comply with these regulations and shall be maintained as required by monthly tests and annual three-hour discharge test and inspection by a competent person.

When remodelling of existing buildings or construction works take place, considerations must be made for use of natural light, so far as is reasonably practicable.

17.11 New and Expectant mothers

The Trust recognises that it is responsible for providing a safe working environment for all workers. However, it understands that additional precautions are required for new and expectant employees and therefore requires Headteachers to ensure that line managers carry out an individual risk assessment for pregnant workers and new mothers, that applies to workers who:

- Are pregnant
- Have given birth in the last 6 months or;
- Are currently breastfeeding.

The individual risk assessment must be completed once you have been informed in writing. The following steps are to be carried out when completing the individual risk assessment for a new or expectant mother:

- Review your existing general risk management and controls for pregnant workers and new mothers;
- Talk to the individual to see if there are any conditions or circumstance with their pregnancy that could affect their work;
- Discuss any concerns they have about how their work could affect their pregnancy;
- Consult with their safety representative or trade union if they have one;
- Take account of any medical recommendations provided by their doctor or midwife.

The risk assessment must be reviewed regularly and make any necessary adjustments:

- As the pregnancy progresses;
- If there are any significant changes to your workers' activity or workplace;

Working conditions could present a risk to a mother and/or child at different stages as the pregnancy progresses. It may affect your workers':

- Dexterity;
- Agility;
- Coordination;
- Speed of movement;
- Reach.

Considerations should be made to the risks that may arise from any process, working condition, or physical, biological, mechanical or chemical agents.

Once the individual's risk assessment has been completed, it must be shared with the worker and their safety representative if they have one. It must detail how they and their child are kept safe whilst at work.

If a significant risk is identified that could cause harm to the worker or their child, it must be determined if it can be controlled. If the risk cannot be removed or controlled, then the following must be actioned:

- Action 1- Adjust the working conditions or hours to avoid the risk;
- If that is not possible;
- Action 2- Give them suitable alternative work;
- If that is not possible;
- Action 3- suspend the worker on paid leave for as long as necessary to protect their health and safety and that of their child.

Each work place must, by law, assess the risks to women of childbearing age as part of your general workplace risk assessment.

17.12 General Waste, Recycling and Hazardous Waste

The Trust recognises that it must play its part in environmentally friendly ways with regard to waste disposal. The Trust requires each school to support this by, where possible, segregate general waste and recycling to ensure it is disposed of via their appointed waste disposal company appropriately. Schools must encourage recycling with their pupils/students and staff to prevent unnecessary waste going to landfill and to comply with current legislation.

Waste that is deemed as hazardous waste, including clinical waste, shall be disposed of in line with local and national regulations. These classified wastes shall be disposed of via an appropriate waste disposal company. Line managers of those handling any waste classified as hazardous waste must, before commencement of any handling of such waste, carry out a risk assessment identifying the specific hazardous, implementing control measures and review as and when necessary.

Sanitary waste shall also be disposed of in line with local and national regulations by an appropriate company. Service agreements are to be implemented for the service and cleanliness of sanitary waste bins. Sanitary waste bins should be in every female, disabled and any gender-neutral toilet facilities throughout each school building.

Each school must ensure that any appointed company to deal and dispose of any waste created by or as part of the school is licensed to carry and dispose of such waste.

Schools may require the need for skip hire from time to time. It is necessary that the person requesting the hire of a skip is aware of what limitations are in place for the waste that can be put into the particular skip. Such person must also conduct a risk assessment where considerations are made to the location of the skip, the loading of waste into the skip, and vehicle loading/unloading. Skips must be, so far as is reasonably practicable, located at least 10 meters away from buildings.

General and recycling units that are collected by service providers on each school site must meet the following requirements:

- Kept at least 10 meters away from buildings and structures;
- Lockable lids/doors; where this is not possible, they should be in a lockable compound;
- Kept away from student access.

Schools must work with their waste disposal providers to ensure that waste transfer notes are provided and are kept for a minimum of two years. Any waste transfer note relating to asbestos, must be kept for a minimum of 30 years and kept within the asbestos register.

Due to new legislation set for 2025, all Schools must ensure a 'food only' waste unit is provided and maintained.

17.13 Reporting of Incidents, Diseases, and Dangerous Occurrences (RIDDOR)

The Trust understands that RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- Work-related accidents which cause death;
- Work-related accidents which cause certain serious injuries (reportable injuries);
- Diagnosed cases of certain industrial diseases; and
- Certain 'dangerous occurrences' (incidents with the potential to cause harm).

Not all accidents need to be reported; a RIDDOR report is required only when;

- The accident is work-related; and
- It results in an injury of a type which is reportable.

Employees should consult with their health and safety co-ordinator and Headteacher to determine whether the accident, disease or incident is reportable or not.

a) Types of reportable injuries are:
    - Specified injuries to workers listed in Regulation 4 of RIDDOR 2013:
    - A fracture other than to fingers, thumbs and toes;
    - Amputation of an arm, hand, finger, leg, foot or toe;
    - Permanent loss of sight or reduction of sight;
    - Crush injuries leading to internal organ damage;
    - Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
    - Scalping (separation of the skin from the head) which requires hospital treatment;
    - Unconsciousness caused by head injury or asphyxia;

- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-reduced illness or requires resuscitation or admittance to hospital for more than 24 hours;
- Over seven-day injuries to workers: where an employee or self-employed person is away from work or unable to perform their normal duties for more than seven consecutive days (not counting the day of the accident);
- Injuries to non-workers from work-related accidents and is taken to hospital for treatment.
- Fatalities:
    - All fatalities to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence.

b) Types of reportable occupational diseases:

Employers and self-employed people must report diagnoses of certain occupational disease, where these are likely to have been caused or made worse by their work. These are detailed in Regulations 8 and 9:

- Carpal Tunnel Syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand-arm vibration syndrome;
- Occupational asthma;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent.

c) Types of reportable dangerous occurrences:

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm). Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces for example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Plant of equipment coming into contact with overhead power lines;
- Explosions or fires casing work to be stopped for more than 24 hours.

d) Reportable gas incidents:

- An accidental leakage of gas;
- Inadequate combustion of gas;
- Inadequate removal of products of the combustion gas.

Any RIDDOR report must be logged into the school's accident book. Where the RIDDOR report is for an employee, it must also be kept on the employee's file.

How to report:

- Online

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

- Telephone

  All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the incident contact centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

17.14 Provision and Use of Work Equipment

The Trust ensures each school provides relevant plant and work equipment for employees to carry out the necessary tasks. Managers of areas within their control, shall so far as is reasonably practicable, ensure that any plant and work equipment provided are:

- Maintained to safe condition, in line with manufacturer's instructions;
- Used only for their intended purpose;
- Stored appropriately;
- Pre-use user checks are carried out and logged;
- Periodic maintenance and inspections are in place;
- Suitable and sufficient risk assessments are conducted and reviewed;
- Staff within their control are provided with information, instruction, training and supervision of the plant and/or work equipment they are to use;
- Any inspection records whether provided by a service contractor or in-house staff are kept up to date and accessible.

Employees shall ensure that any plant and work equipment provided:

- Are in line with any training received;
- Are used in conjunction with provided risk assessments;
- Are used only for their intended use;
- Are checked prior to use;
- Do not intentionally or recklessly use or misuse plant or work equipment provided;
- Report any defects or health and safety matters to their line manager or health and safety representative are reported;
- Are used in conjunction with manufacturer's instructions.

17.15 Control of Substances Hazardous to Health (COSHH)

The Trust understands that substances can be hazardous to health of workers and non-workers and that it has a legal requirement to control substances that are hazardous to health and nanomaterials. In order to meet the legal requirements, set out in the Regulations, Headteachers are required to ensure that line managers prevent or reduce workers' exposure to hazardous substances by;

- Finding out what the health hazards are;
- Carrying out a risk assessment to decide how to prevent harm to health;
- Providing control measures to reduce harm to health;
- Making sure control measures are used;
- Keeping all control measures in good working order;
- Providing information, instruction, training and supervision for employees;

- Providing monitoring and health surveillance in appropriate cases where necessary;
- Implementing plans for dealing with emergencies;
- Ensuring that line managers of relevant departments carry out COSHH Assessments for hazardous substances and ensure Manufacturer Safety Data Sheets (MSDS) are available.

All hazardous substances shall be stored and handled in accordance with the manufacturer's Safety Data Sheet. There may be occasions during maintenance activities or when work is carried out by contractors, and that common materials are worked in such a way that a harmful substance is produced as a result (for example, the cutting or drilling of stone, brick, concrete etc, will produce Respirable Crystalline Silica, which can cause serious respiratory problems and has been assigned a Workplace Exposure Limit (WEL)). For this type of substance, which is a bi-product of working a natural material there will be no MSDS, but a COSHH assessment will still be required. The site manager will monitor any such potential hazards and ensure that assessments are in place where they exist.

17.16 Personal Protective Equipment (PPE)

PPE shall be provided to all employees of Zenith Multi Academy Trust, free of charge, where it has been identified that the use of PPE is required as a control measure to a hazard. PPE is provided as a last resort control measure.

Line managers are to ensure that any PPE provided to employees within their control, are provided with information, instruction, training and supervision of applying and maintaining any PPE issued. Line managers must also ensure any PPE provided is suitable and sufficient for the task in which they are provided for.

Employees that are provided with any such PPE, shall ensure it is maintained to the appropriate standards set out by the manufacturer, is used within its intended use and its limitations and is not intentionally damaged or recklessly used.

17.17 Violence at Work

The Trust recognises that violence at work is possible and that it has a legal duty to implement control measures to keep staff safe so far as is reasonably practicable. The Trust understands that work related violence is defined as 'any incident, in which a person in abused, threatened or assaulted in circumstances relating to their work'.

Any incident which is attributable to activities carried out as part of a staff member's employment is considered 'at work'.

Any instances of violence and abuse of staff by other staff, are outside the scope of this policy and should be addressed through grievance procedures. Staff can contact human resources advice on this matter. Advice can also be sort from trade unions, as applicable.

Physical Assault - this is classified as an event where there is unwanted contact from an individual. This is inclusive of persons purposely inflicting personal harm.

Abusive/ threatening language - staff are more likely to encounter abusive language in person or via telephone, letters, e-mails, and social media. These events can be one incident or a daily occurrence. The accumulative effects of dealing with such incidents should not be underestimated. Staff's health may also be damaged through the effects of anxiety and stress.

This definition embraces:

- Inappropriate verbal and written abuse;
- Threats;
- Rude gestures and innuendoes;
- Harassment (including racial, ethnic or sexual harassment).

Service User - this includes parents/carers, and pupils/students. Pupils/students can exhibit aggressive or highly aggressive behaviour as part of their special needs with no malicious intent. It can still present a risk to staff and others. As such, it needs to be considered and assessed within the context of managing violence and aggression.

Physical Intervention - involves the restriction of an individual's movement, liberty and/or freedom to act independently to control a person's behaviour. This can be employed using bodily contact, mechanical devices or changes to the person's environment. (See HSP 9.46 for a full definition).

The Trust shall advocate the message of "zero tolerance" to violence in the workplace and will ensure that managers are equipped and trained to manage the risk of violence within their respective areas. The Trust sets out the responsibilities of the Headteachers to:

- Ensure a proactive approach to managing the possibility of violence at work;
- Ensure that all staff appreciate the importance of security;
- Ensure that all staff understand guidance around violence at work and their own responsibilities;
- Identify any situations/activities where any staff could be faced with violence or aggression. This includes aggression from challenging behaviour / special needs of pupils/students;
- Assess the risks of such situations/work activities. There may be a need to undertake an assessment regarding challenging behaviour from pupils/students. This assessment must consider the risks to staff and others from such challenging behaviour. This is in addition to documents and processes the school has in place to manage the student's behaviour;
- Consult the safety representative(s) and Trade Unions. Where there are no TU representatives on site it should be ensured staff are consulted through other means;
- Determine appropriate 'preventive measures' - sometimes referred to as 'control measures;
- Assess and provide for any staff training needs. This can be through induction/ appraisal/ staff development processes;
- Implement the 'preventive measures', as identified;
- Monitor the implementation and have an emergency response in place where appropriate;
- Empower staff to make judgements on their own safety and remove themselves from violence and abuse should they arise;
- Treat reports of work-related violence seriously.

Where a violent incident has occurred, the Headteacher must:

- Discuss the incident with staff and ensure they are given appropriate support;
- Investigate the incident and, where appropriate, take action. This could be action relating to the assailant, review controls measures, etc.;
- Assess the risk of repetition (review the risk assessment);
- Ensure the incident is recorded, reported and suitably investigated. Refer to HSP 12 – Incident Reporting and Investigation for clarification on what should be reported and how;

- Ensure physical assaults are reported to the police where appropriate. Physical injury can occur due to challenging behaviour of pupils/students which would not be reported to police.

The Trust outlines responsibilities for all staff within the Trust as follows:

- Not putting themselves at risk in potentially threatening situations;
- Discussing with their Headteacher (or in the absence of the Headteacher the CEO)/line manager and requesting support if they feel vulnerable;
- Being empowered to remove themselves from violence and abuse, should it occur;
- Sharing and flagging information about potentially dangerous persons and situations;
- Attending relevant training for the role, as required;
- Highlighting where they do not understand the controls which have been identified as part of the risk assessment. This includes where they cannot adhere to the controls;
- Raising any training needs with the responsible member of staff.

In the event of an incident staff must:

- Implement any preventative measures and the emergency response procedure;
- Report to the police any serious incidents, including those where there has been a physical assault
- In the event of an assault, visit their GP with as little delay as possible and request a written report, if it seems likely that court action may result;
- Be supportive to colleagues who have been subjected to violence;
- Report any instances of violence to their line manager.

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17.18 Lockdown

The Trust recognises that lockdown procedures need to be implemented and should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety or the potential to cause harm to staff, pupils/students and visitors of each Trust school. Procedures should aim to minimise any disruption to the learning environment whilst ensuring the safety of all pupils/students, staff and visitors.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils/students in the school);
- An intruder on the school site (with the potential to pose a risk to staff and pupils/students);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc);
- An incident related to terrorism/radicalisation, e.g. bomb threat;
- A major fire in the vicinity of the school.

The Trust requires Headteachers to ensure that:

- Suitable and sufficient means of alert to staff, pupils/students and visitors are available;
- Lockdown drills are understood;
- A school specific lockdown policy is created and implemented capturing 'partial lockdown' and 'full lockdown';
- Clearly defined roles and responsibilities are detailed in the procedure and that those staff with roles and responsibilities are aware of their duties;

- Any necessary training is given to such staff with roles and responsibilities;
- Clear lines of communication to parents/guardians of pupils/students exist.
- Where lockdown alarm tannoy systems are installed, these should be tested at least annually, but sooner where possible to check functionality and alert sound distribution.

17.19 Temperatures

The Trust recognises that the Workplace (Health, Safety and Welfare) Regulations 1992 require employers to provide reasonable indoor temperature in the workplace and understand that work activities and the environmental conditions have an impact on temperatures.

Whilst there is no legal requirement of temperatures in the workplace, the Trust recognises the approved code of practice (ACOP) on the Workplace (health, safety and Welfare) Regulations suggest the minimum temperatures for working indoors should normally be at least:

- 16°C or;
- 13°C if much of the work involves rigorous physical effort.

However, Headteachers should consider thermal comfort and aim for temperatures to be around standard room temperature of 19°C.

There is no maximum temperature for the workplace, however all staff, pupils/students and visitors are entitled to an environment where risks to their health and safety are properly controlled. Therefore, Headteachers and line managers must appropriately consider heat when conducting risk assessments and should assess the risks of heat stress and protect staff and pupils/students from it.

Headteachers should take reasonable steps to ensure indoor temperatures are controlled by providing:

- A reasonable working temperature in workrooms – usually at least 16°C, or 13°C for strenuous work;
- Local heating or cooling (using fans, opening windows, using radiators) where a comfortable temperature cannot be maintained throughout each workroom, such as in hot and cold manufacturing processes;
- Rest facilities where necessary, e.g. for hot work or warm clothing in cold stores;
- Heating systems which do not give off dangerous or offensive levels of fume into the workplace.

Headteachers should take reasonable steps to keep staff, pupils/students and visitors as comfortable as possible when working in the cold by:

- Providing adequate workplace heating, such as portable heaters, to ensure work areas are warm enough when they are occupied, however portable heaters must not be left on when unattended;
- Designing processes that minimise exposure to cold areas and cold products;
- Reducing draughts while still keeping adequate ventilation;
- Providing insulating floor coverings or special footwear when workers have to stand for long periods on cold floors;
- Providing appropriate protective clothing for cold environments;
- Considering changing work systems, by limiting exposure by introducing flexible working patterns and job rotations.

Headteachers should take reasonable steps to keep staff, pupils/students and visitors as comfortable as possible when working in the heat by:

- Providing fans, such as desk, pedestal or ceiling-mounted ones;
- Providing air-cooling or air-conditioning and adequate ventilation;
- Ensuring windows can be opened to keep air circulating;
- Shading employees from direct sunlight with blinds or by using reflective film on windows;
- Position workstations away from direct sunlight or sources of heat
- Placing insulating materials around hot plant and pipes;
- Providing cold water dispensers (water is better than caffeine or carbonated drinks);
- Introducing flexible working patterns, such as job rotation, moving workers to cooler parts of the building where possible;
- Allowing enough breaks to allow workers to get cold drinks or cool down;
- Relaxing formal dress codes – but make sure personal protective equipment is used if required.

Headteachers and line managers must ensure that for employees within their control are provided with control measures for those working outdoors, as weather can have a serious impact on workers health if the risks have not been properly managed. This can be immediate or occur over a longer time, and must be factored in when conducting and reviewing risk assessments.

Recommended control measures for cold environments:

- Ensuring the personal protective equipment issued is appropriate;
- Providing mobile facilities for warming up soup, foods and hot drinks;
- Introducing more frequent rest breaks;
- Considering delaying the work until warmer times of the year without compromising on safety;
- Making sure workers can recognise the early symptoms of cold stress, such as a cough or body aches.

Recommended control measures for hot environments:

- Rescheduling work to cooler times of the day;
- Providing more frequent rest breaks and introduce shading to rest areas;
- Providing free access to cool drinking water;
- Introducing shading in areas where people are working;
- Encouraging workers to remove personal protective equipment when resting to help encourage heat loss;
- Making sure workers can recognise the early symptoms of heat stress.

17.20 Housekeeping

The Trust recognises that it is important for schools to have good housekeeping procedures and actively encourage good housekeeping in all its facilities across all estates.

The Trust oversees the overall cleaning contract for each school site. However, Headteachers are to ensure that at least one member of school staff acts as a representative and link between cleaning staff and school staff.

The Trust requires Headteachers to ensure that procedures are in place for each of their schools and delegate specific responsibilities to designated staff (i.e. litter picking/refuse disposal/ waste collections by the site manager). All staff have their part to play in good housekeeping and should

ensure that where possible, areas within their control are maintained to a good standard. This includes ensuring fire escapes, walkways and entrances are kept clear and free from obstruction, litter is placed in bins, and actively encourage pupils/students to dispose of rubbish appropriately.

Schools are expected to have their own set procedures for dealing with spillages that occur. However, all staff should ensure that spillages are reported and dealt with accordingly to ensure the safety of all staff, pupils/students, visitors and contractors to their school.

17.21 First Aid

To fulfil the legal requirements set out in the Health and Safety (First Aid) Regulations 1981 and for the moral duty, the Trust shall ensure that provisions for first aid equipment and facilities are made available to each school for providing first aid.

First aid arrangements shall include consideration of pupils with known and unknown medical conditions, including allergies, asthma and other life-threatening conditions. Emergency response procedures shall identify how staff obtain assistance, access emergency medication and contact emergency services promptly.

Headteachers shall ensure that:

a) The provisions of first aid equipment and facilities are adequate and appropriate in such circumstances for first aid is to be rendered;
b) An adequate number of staff are trained in administering first aid (Emergency First Aid at Work or First Aid at Work), by an accredited training provider: recommended 1 to every 50 employees.
c) An adequate number of first aid kits are provided and that staff are aware of their location(s);
d) Arrangements are in place for the monitoring and managing of first aid kits and stocks;
e) A localised school first aid policy is implemented to suit the establishment, setting out roles and responsibilities;
f) Effective means of reporting accidents, incidents and ill-health arrangements are in place and maintained;
g) The provision of Automated External Defibrillation (AEDs) is provided and maintained;
h) Any accident/incident resulting in injury or ill-health is investigated and ensure controls are actively in place, monitored and reviewed with the aim to avoid or manage risks to prevent reoccurrence;
i) The provision, installation and maintenance of anaphylaxis kits, which are installed next to Automated External Defibrillation (AEDs) units.
j) A first aid policy is implemented and maintained. The First Aid Policy shall cross-reference the Supporting Children with Medical Conditions Policy and the Allergy Safety Policy. Schools must have separate policies. .
k) Appropriate arrangements are in place to ensure emergency arrangements for medical conditions, including access to emergency medication, and Individual Healthcare Plans as required for known medical conditions, outlining how to recognise an emergency for that young person.

17.22 Supporting Children and Young People with Medical Conditions and Allergies

The Trust is committed to promoting a whole Trust approach to health care, welfare and wellbeing and the safe management of members within our communities who live with specific allergies and/or medical conditions.

Where a child or young person requires support for a medical condition, the school shall ensure that an Individual Healthcare Plan is developed, implemented, reviewed and communicated to relevant staff. The Trust will ensure that children and young people with medical conditions and allergies are able to access education safely and inclusively and participate fully in all aspects of school life. Arrangements shall be implemented in accordance with statutory guidance and the school's Supporting Children with Medical Conditions Policy and Allergy Safety Policies, including the use of Individual Healthcare Plans where required. The arrangements established by the school to support children and young people with medical conditions and allergies shall apply, as appropriate, across all aspects of school life, including educational visits, sporting fixtures, breakfast clubs, wraparound provision and extracurricular activities organised by the school. The nature and extent of the arrangements shall be proportionate to the activity being undertaken and the pupil's identified needs.

In regards to allergy safety, in addition to First Aid, the Trust requires all schools to work proactively in respect of allergens to:

- Minimise the risk of exposure at school and school related activities,
- Encourage self-responsibility,
- Learn and adapt to avoidance strategies,
- Promote allergy awareness across the Trust communities,
- Implement robust procedures for effective response to possible emergencies,
- Ensure inclusivity for all persons with the Trust.

To do this, schools must implement a robust policy which intends to:

- Set out how the school shall approach allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reactions,
- Make clear how schools support students, staff and visitors with allergies to ensure their wellbeing and inclusion in all activities, including extra curricular activities and breakfast clubs;
- Promote and maintain allergy awareness across school communities;
- Responsibilities of all staff members and those with key responsibilities.

The policy must utilise and make considerations from the legislation and guidance set out in the following sources:

- The DFE's Guidance on Allergies in Schools;
- The DFE's Supporting pupils with Medical Conditions at School;
- The DHSC's Guidance on Using Emergency Adrenaline Auto-Injectors in Schools;
- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019
- The Food Standards Agency.

In addition to the above sources, it is recommended that schools utilise the following sources:

- Anaphylaxis UK
- Allergy UK
- British Society for Allergy & Clinical Immunology
- Natasha Allergy Research Foundation

The policy shall consider the 14 common food allergens:

- Cereals Containing Gluten
- Celery

- Crustaceans
- Eggs
- Fish
- Soya
- Milk
- Nuts
- Peanuts
- Mustard
- Sesame Seeds/Oils
- Sulphur Dioxide/ Sulphites
- Lupin
- Molluscs

In addition to these, schools must also consider other allergy sources such as:

- Insect bites/stings,
- Pets
- Pollen
- Dust
- Detergents, including hand soap and sanitisers
- Latex
- Chemicals
- Medicines
- Weeds, trees and grass
- Insect venom and animal dander
- And any other unknown allergens.

The Headteacher shall ensure that all staff receive appropriate allergy awareness training, including recognition of allergic reactions and anaphylaxis, emergency response procedures and awareness of adrenaline auto-injector use, where required by statutory guidance.

Schools have spare emergency medication, including adrenaline auto-injectors with arrangements for storage, accessibility, expiry checking and staff training.

17.23 Swimming Pools

The Trust recognises that schools with swimming pools have legal obligations and are required to comply with such legislative obligations. The Trust therefore requires Headteachers to ensure that pools are effectively and efficiently monitored and maintained. Headteachers shall achieve this by ensure the following:

- Pool Safe Operating Procedures (PSOPs) are implemented and maintained, ensuring it contains details set out in the Normal Operation Plans (NOPs) and the Emergency Action Plan (EAP) and based on the findings of the risk assessment. This must also include what types of chemical treatment is required if readings do not meet the desired levels;
- Normal Operating Plans (NOP) are implemented and maintained ensuring it details the operations and safety of water treatment, heating and ventilation;
- Emergency Action Plans (EAP) are implemented and maintained, ensuring it contains details on how to respond effectively to accidents and emergencies set out in HSG179;
- Pool Technical Operation Procedures (PTOP) are implemented and maintained, ensuring it details the safe operations of the pool and plant equipment. Pool Plant Operators are adequately trained and qualified with sufficient refresher training at regular intervals;

- Pools are maintained to a safe and suitable standard;
- COSHH risk assessment for swimming pool operations and treatments are implemented and reviewed at regular intervals;
- A risk assessment identifying any essential rescue equipment and that it is kept in its proper place, checked daily and is maintained in good working order;
- Plant and equipment monitoring and recording, including cleaning equipment, pool covers and other associated equipment;
- Disinfection and filtration of pool water;
- Daily monitoring and recording of pool water quality chemical testing inclusive of the following and reaching the listed desirable levels:
    - Chlorine, with free chlorine between 2.0 -4.0ppm
    - pH values within the range of 7.2-7.6
    - Total Alkalinity between 80 – 120ppm;
    - Calcium Hardness between 200-400ppm;
    - Temperatures ideally ranging between 29C-32C (84.2F- 89.6F);
    - Total Dissolved Solids (TDS) for source water, typically between 300-500ppm (in South Essex);
    - TDS for pool water must be no more than 1000ppm higher than the source reading
    - Balanced Water using the Langelier index;
        - Sampling points to be taken at a depth of 100-300mm and routinely be taken at the deep end and furthest from the inlets;
- Daily, weekly and monthly pool and poolside cleaning;
- Supervision of pool users for their safety;
- Safety information and signage;
- Adequate poolside supervision e.g. lifeguards and compliant staffing ratios ensuring that Lifeguard Zone Visibility Test (LZVT) are conducted to assist in determining the number of lifeguards required at any one time, as set out by the Royal Life Saving Society UK;
- Regular maintenance of pool buildings, plant and equipment;
- Appropriate secure storage of chemicals and equipment;
- Suitable and sufficient filtration, backwashing and coagulation;
- Bather hygiene procedures are implemented and maintained;
- Monthly microbiological testing to monitor the effectiveness of disinfection with a UKAS accredited laboratory. This should also be done:
    - Before a pool is used for the first time;
    - Before it is put back into use after having been shut down for any repairs of any other reason;
    - If there are difficulties with the treatment systems;
    - If contamination has been noted;
    - As part of any investigation into possible adverse effects on bathers' health;
    - In the event of adverse results.

The Trust recognise that adequate training must be provided and therefore require that each school has at least one member of staff, who carries out the daily, weekly and monthly duties to hold the On-Site Designated Supervisor (ODS) PWTAG accredited course. This person shall be the person responsible for the day to day maintenance of the pool and plant operations. It may be necessary to train more than one member of staff to ensure there is sufficient cover for the maintenance requirements of each pool for each day it is used.

Schools with pools shall refer and utilise guidance set out in the HSE (Health and Safety Executive) HSG179 Health and Safety in Swimming Pools and PWTAG (Pool Water Treatment Advisory Group) Code of Practice.

Schools must refer to the PWTAG Code of Practice to establish maximum bather load for their size of swimming pool under section 3.7.2 Bather Load- Swimming Pool Water Quality.

As part of the PSOPs, Headteachers must ensure that pools do not exceed maximum bathing load and must consider the number of lifeguards required for the size of their pool and the number of bathers.

Pools that are used for private or public hire (i.e. by non-school staff/ pupils/students) must be included within the school's lettings policy.

17.24 Confined Spaces

A confined space is an area that is both enclosed or largely enclosed that has limited or restricted means for entry or exit and has reasonably foreseeable risk to workers.

The Trust recognises that it is highly unlikely for employees to work or enter a confined space. However, the Trust emphasises that working within a confined space shall be avoided and that none of their employees shall deliberately enter or work in an enclosed space without a suitable and sufficient risk assessment, training, supervision, safety equipment, PPE and safe systems of work.

Along with the requirements already set out in this section, a permit to work system must also be implemented and maintained throughout the duration of any working or accessing into a confined space and that emergency procedures are set out and understood by any employee involved in the work process. Line managers overseeing such works must be familiar with ACOP: L101, before considering any working or entering into a confined space.

17.25 Display Screen Equipment (DSE)

The Trust understands its responsibilities in protecting workers from the risk associated with display screen equipment and requires that each school within the Trust must implement a Display Screen Equipment (DSE) policy, ensuring suitable and sufficient arrangements are in place for any employee who is a DSE user. A DSE user is considered an employee who regularly uses DSE equipment as a significant part of their normal work (daily for continuous periods of an hour or more).

The DSE policy must take into account, the considerations and requirements laid out in the Eye and Eyesight Policy and those legislative statues set out in the Health & Safety (Display Screen Equipment) Regulations 1992 amended (2002), ensuring an effective and proactive system is in place for protecting employees from the associated risks and identify how the risks are mitigated and managed.

17.26 Minibuses

The Trust recognises that schools may own, lease or hire minibuses in the interests of school's extra curriculum activities and other school related activities. A minibus is a motor vehicle with between 9 and 16 passenger seats. Schools are required to implement and maintain a Minibus policy which must set out the responsibilities of school staff in relation to the use, finances, driver responsibilities and the statutory maintenance of the vehicle(s). Schools must ensure that they meet the legislative requirements set out in Road Traffic Act 1988, The Road Safety Act 2006, The Transport Act 1985 and all guidance set out by the DVSA, DVLA and the DFE.

The policy must set out the requirements in relation to the eligibility to drive a minibus, in line with legislation, for minibuses that require a D1 category driving licence, drivers must meet the following requirements:

- Drivers must be aged between 21 and 70 years of age;
- Must hold a valid D1 or (D) PVC category on driving licence;
- A valid category B (car) licence, held for a minimum of 2 years;
- Complete a declaration to drive form.

The policy must also set out the requirements in relation to the eligibility to drive a minibus, in line with legislation, for minibuses that do not require a D1 category driving licence, drivers must meet the following requirements:

- Drivers must be aged between 21 and 70 years of age;
- Must hold a valid category B (car) licence, held for a minimum of 2 years;
- Only drive/ operate a minibus which does not exceed 3500KW GVW, e.g. a Minibus 'Lite';
- Are not driving for hire or reward;
- Complete a declaration to drive form.

In addition to the above, schools must ensure that any driver intending to carry passengers, in either type of minibus, meet the following:

- Hold an Essex Minibus Competency Certificate which is renewed every 5 years or sooner;
  Or
- Hold a MiDAS driver training certificate, renewed every 4 years;
- Have a valid Occupational Health Clearance Check;
- Drivers aged 45 and over are required to renew their medical clearance every 5 years.

Schools must ensure that minibuses operate under the Section 19 Permit scheme and this remains in date.

The policy must also set out the procedures in relation to:

- Arrangements of use and monitoring;
- Insurance;
- What to do in the event of a breakdown;
- What to do in the event of an accident/collision;
- Licensing and payments to service providers and charges such as Road Tax, MOT's, Dart Charges, ULEZ, Congestion Charges, Public Car Parks, Permits, Driver Training, Vehicle Maintenance;
- How vehicles are maintained and Inspected;
- Driver responsibilities;
- Management responsibilities;
- Driving hours;
- Driving conditions;
- Speed limits;
- Licencing and driver suitability.

18. Associated School Health and Safety Policies

Due to the nature of the organisation, each school site is different and therefore it is required that each school shall create and implement these additional policies and documentation in relation to

health and safety matters in line with this policy. Policies are to be approved by each school's Trust Board/Local Governing Body, and must be in conjunction with this health and safety policy, these policies are:

Policies:

- First aid
- Supporting Children with Medical Conditions
- Allergy Safety Policy
- Fire Safety
- Premises Management
- Lone Working
- Lockdown
- Minibus
- CCTV
- Travel Plans
- Parental Conduct
- Lettings
- Mental Health and Wellbeing
- Code of Conduct
- Child Protection & Safeguarding

Documentation:

- Internal Safety Arrangements roles and responsibilities
- Fire Emergency Evacuation Plans
- Personal Emergency Evacuation Plans
- Person Centred Fire Risk Assessment
- Fire Management Plan/Strategy
- Asbestos Emergency Plan
- Asbestos Management Plan
- Critical Incident Plan
- Business Continuity Plan
- Asbestos Register
- DSE (Display Screen Equipment) Assessments
- Associated Pool documentations as descried in section 16.22 (*Only for Schools with Swimming Pools*).

19. Resource links

The Health and Safety at Work etc. Act 1974
The Management of Health and Safety at Work Regulations 1999
The Workplace (Health, Safety and Welfare) Regulations 1992
The Gas Safety (installation and use) Regulations 1998
The Electricity at Work Regulations 1989
The Control of Asbestos Regulations 2012
The Manual Handling Operations Regulations 1992
The Lifting Operations and Lifting Equipment Regulations 1998
The Working at Height Regulations 2005
The Control of Substances Hazardous to Health Regulations 2002
The Control of Vibration at Work Regulations 2005

The Control of Noise at Work Regulations 2005
The Regulatory Reform (Fire Safety) Order 2005
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
The Reporting of Accidents and Incidents at Work (HSE_indg453)
The Provision and Use of Work Equipment Regulations 1998
The Personal Protective Equipment at Work (Amendment) Regulations 2022
The Hazardous Waste (England and Wales) Regulations 2005
Approved Code of Practice L8 (Legionaries' Disease)
HSE- Lone Workers
Hand Arm Vibration Exposure Calculator (HSE)
Manual Handling Assessment Charts (MAC tool) (HSE)
HSE's Managing Noise Risks Flow Chart
The Health and Safety (First aid) Regulations 1981
HSG179- Health and Safety in Swimming Pools (HSE)
PWTAG Code of Practice (Pool Water Treatment Advisory Group)
Young People at Work (HSE)
Confined Spaces INDG258 (HSE)
The Confined Spaces Regulations 1997
Royal Life Saving Society UK
The Health and Safety (Display Screen Equipment) Regulations 1992
HSE's INDG36- Working with Display Screen Equipment
The Road Safety Act 2006
The Transport Act 1985
The Road Traffic Act 1988
DFE's Allergy Guidance for Schools
Anaphylaxis UK
Allergy UK
Natasha Allergy Research Foundation
Food Standards Agency
The DFE's Guidance on Allergies in Schools
The DFE's Supporting pupils with Medical Conditions at School
The DHSC's Guidance on Using Emergency Adrenaline Auto-Injectors in Schools
The Food Information Regulations 2014
The Food Information (Amendment) (England) Regulations 2019

Appendix A

Responsibilities

The King John School
Responsible Person: Headteacher
Designated Competent Person(s): Premises Manager (appointed as Health and Safety Co-ordinator) assisted by Business Manager.

The James Hornsby School
Responsible Person: Headteacher
Designated Competent Persons(s): Deputy Headteacher (COO)/Deputy Site Manager

Castledon School, including satellite provision
Responsible Person: Headteacher
Designated Competent Person(s): Site Manager, assisted by the Business Manager

Castle View School
Responsible Person: Headteacher
Designated Competent Person(s): Business Manager
Assisted by: Skanska.

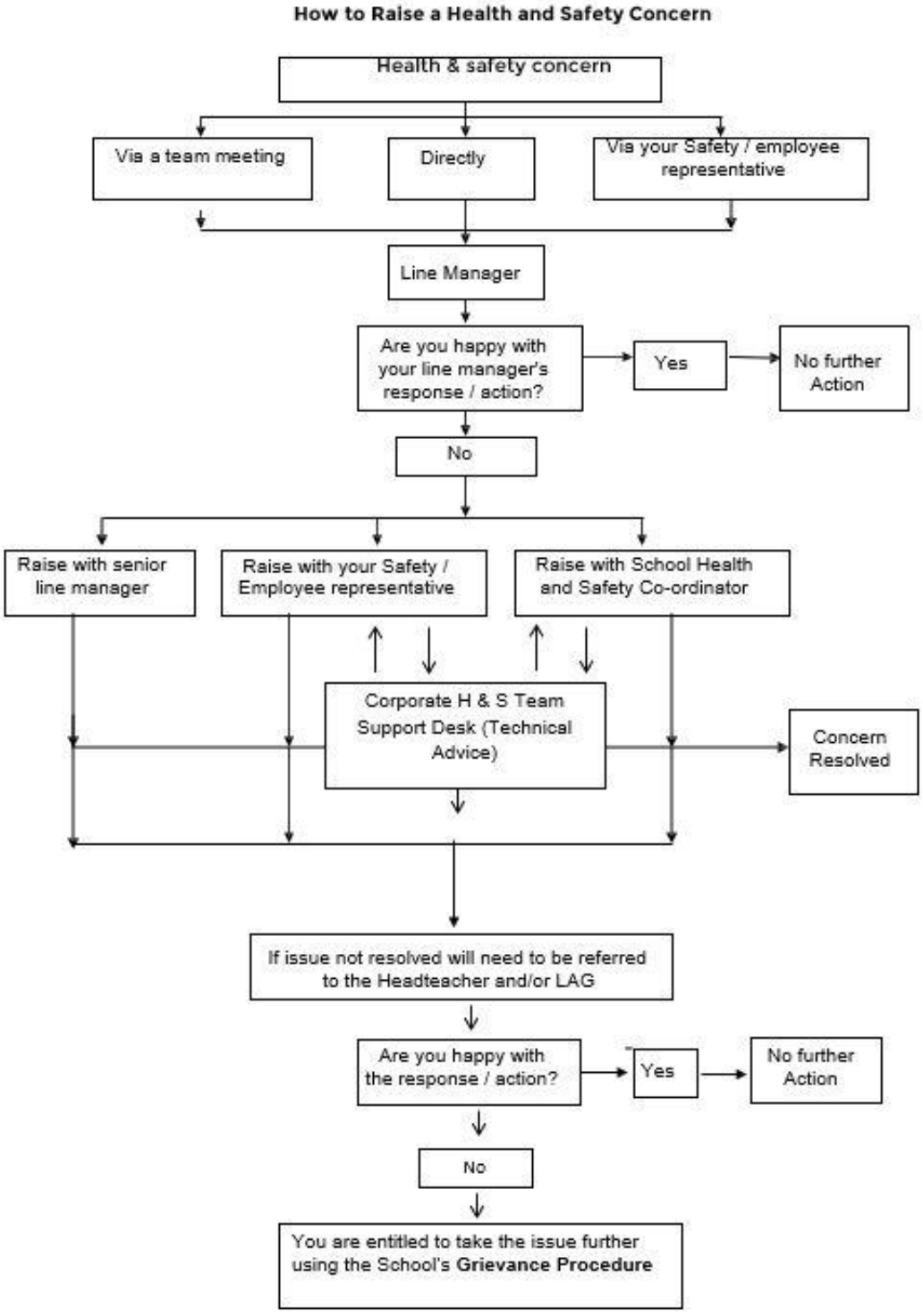
Laindon Park Primary School and Nursery
Responsible Person: Headteacher:
Designated Competent Person(s): Business Manager

Zenith Multi Academy Trust Central Team
Responsible Person: CEO
Designated Competent Person(s): CFO assisted by Estates Director

Zenith Multi Academy Trust Zenith Minds
Responsible Person: Zenith Minds Manager
Designated Competent Person(s): The King John School Premises Manager

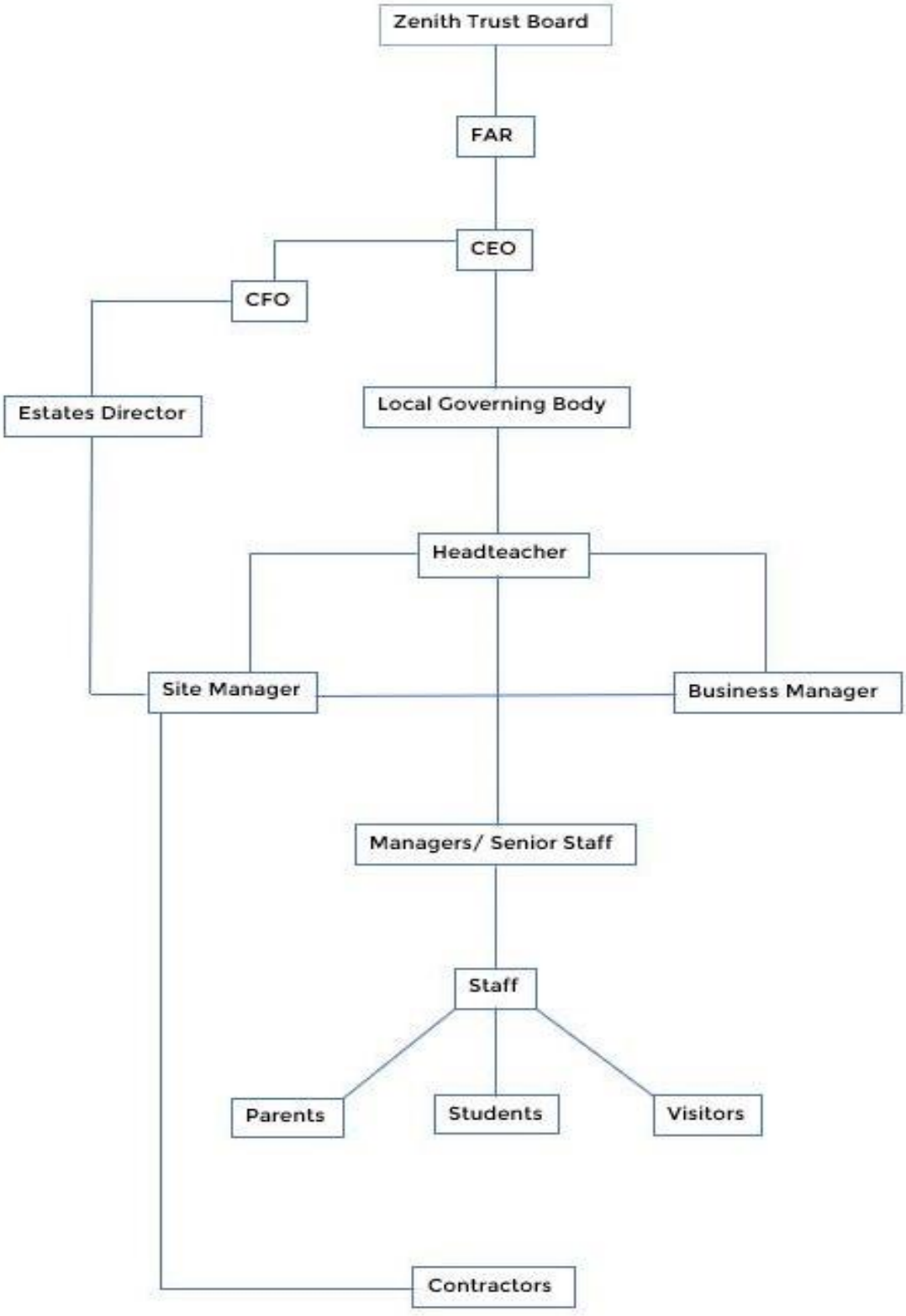
Third Party Competent Person:
HSE Group,
11 Purdeys Way,
Rochford,
Essex,
SS4 1ND
08009 996150

Appendix B



*For matters of significant risk, the Headteacher shall be immediately contacted, in the absence of the Headteacher, the CEO will be available.

Appendix C


Zenith Trust Board
FAR
CEO
CFO
Estates Director
Local Governing Body
Headteacher
Site Manager
Business Manager
Managers/ Senior Staff
Staff
Parents
Students
Visitors
Contractors