



# **CASTLE Trust**

## **Health and Safety Policy 2020 - 21**

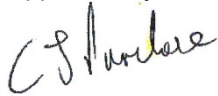


## CASTLE Trust

### Health and Safety Policy

1. This Policy is to be used by all Trust Schools.
2. This Policy is issued under the authority of the Board of Trustees and compliance with these procedures is mandatory for all Trust schools.
3. This policy is subject to review annually and as otherwise required.

Approved by:



For the Board of Trustees

Approved on: 19<sup>th</sup> November 2020

*This Policy contains the prescribed expectations and standards for CASTLE Trust Staff. However, due to the transition period required for new schools joining the TRUST to conform to the required processes, it may be the case that not all procedures are fully embedded in all schools immediately.*

*However, in all cases, the principles of the policies, practices, procedures and workplace rules detailed must be adhered to.*

## CASTLE Trust

### Health and Safety Policy - Record of Amendments

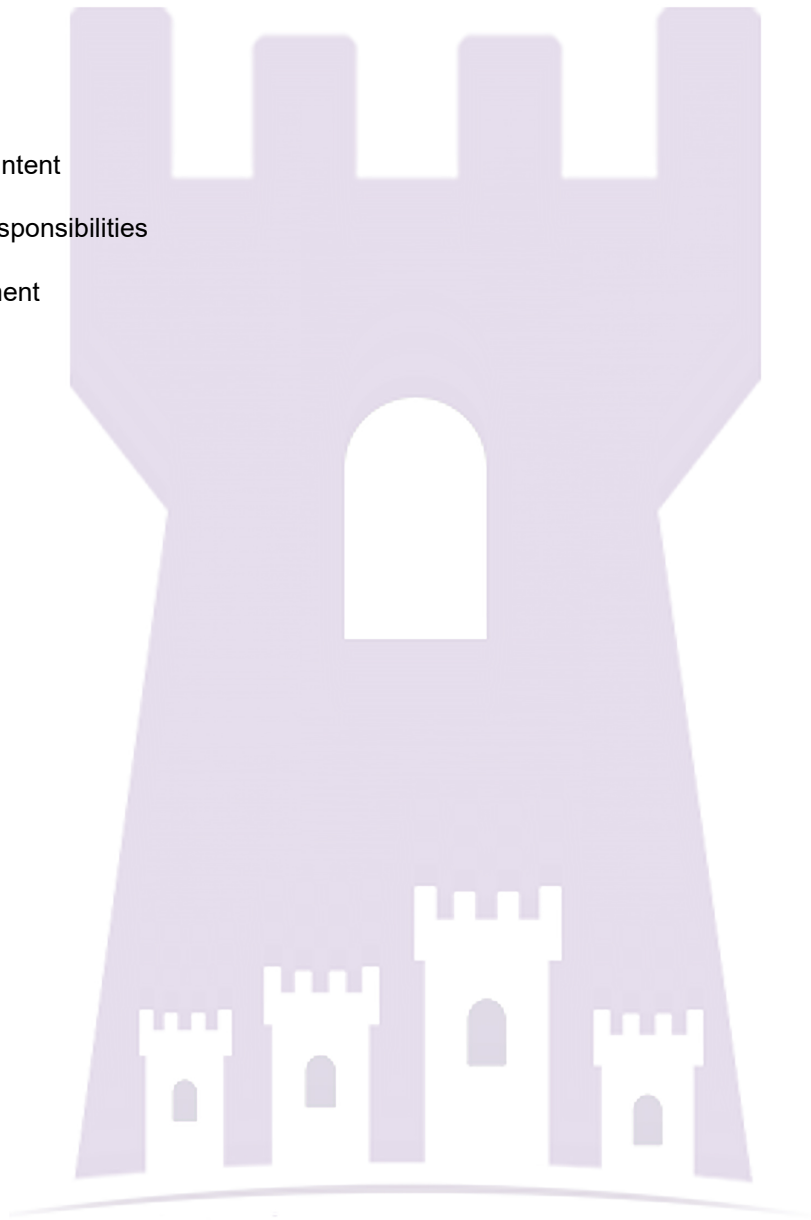
Amendment No.	Nature of Amendment	Page Number	Date of Amendment	Author	Amendments approved & manual re-issued
1	Remove references to Audit and Resources ctte. as responsibilities, now rest with the Board	Throughout	24/09/20	JAK	
2	Widen escalation routes to include EBM	Throughout	05/10/20	JAK	
3	Include reference to Trust Board for approval of residential or overseas trips	11	16/11/20	JAK	
4	Remove reference to Purple Pod	11	16/11/20	JAK	
5	Correct grammar	Various	16/11/20	JAK	
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# CASTLE Trust

## Health and Safety Policy

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## 1. Introduction

As the employer, the Trust has the overall responsibility for the health, safety and welfare of all parties who may be affected by using a school premises or participating in school sponsored activities.

The Trust recognises that, decisions about workplace health and safety should take into account the views and priorities of the workforce and the management.

The Trust will support schools to put in place clear policies that focus on key risks and in checking that control measures have been implemented and remain appropriate and effective.

Whilst school Local Advisory Committees (LAC's) are not the employers of staff, they play an important role in monitoring strategic direction and will work in closely with the Head Teacher and Senior Leaders of individual schools and the Trust Central Team to support and promote good health and safety management.

The LAC will report to the Trust Board via LAC Chair.

Although overall accountability for health and safety lies with the Trust Board, the Head Teacher is responsible for the day-to-day health and safety of staff and pupils in their school. The Head Teacher may delegate some functions to other staff, in particular the Business Manager, Finance Officer, Site Manager / Caretaker / Site Officers etc.

**The following health and safety policy, procedures and guidance will be adopted by all Trust schools. For clarity, there are other linked policies and procedures for individual schools, such as fire evacuation procedure, medicines in schools and disaster recovery plan etc.**

## 2. Statement of Intent

It is the aim of the Trust that Head Teachers and LACs will comply with The Health and Safety at Work etc. Act 1974 and all subsequent legislation.

They shall be committed to taking effective actions 'so far as is reasonably practical' to ensure the health and safety of staff, pupils and visitors.

Ensuring a safe learning and working environment for all is of paramount importance and this policy reflects the Trust's dedication to creating this in its schools.

Head Teachers and LACs will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before any particular health and safety responsibilities are delegated to them.

Where necessary, Head Teachers and LACs will seek advice from the Trust to determine the risks to health and safety in their school and the precautions required to deal with them.

All employees must follow policy, procedures and guidance to ensure the maintenance of high standards of health and safety on school premises and at events or activities.

This Policy Statement of Intent and the organisation and arrangements that support it will be reviewed annually, as necessary or more where significant changes occur.

### 3. Roles and Responsibilities

#### Organisation

To achieve compliance with the Statement of Intent, specified roles within the Trust's management structure will have additional responsibilities assigned to them as detailed below.

#### Responsibilities of the Board of Trustees:

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the Trust.

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. In the context of health and safety, it discharges these responsibilities by adopting an annual plan, monitoring Trust safety management systems and managing the Trust risk register. The overall aim is to ensure a positive health and safety culture is established and maintained across all schools within the Trust.

The Board of Trustees will ensure reasonable steps have been taken to reduce the possibility of accident or injury to staff, pupils and/or visitors.

Specifically, The Board of Trustees' will;

- Ensure that each member of the Board accepts their individual role in providing health and safety leadership for the Trust;
- Ensure the Board formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the Trust;
- Ensure that Board decisions reflect its health and safety intentions, as articulated in the health and safety statement;
- Provide strategic direction in health and safety matters;
- Ensure that LACs and school leaders effectively discharge their responsibilities in terms of health and safety;
- Ensure that a proportionate and prioritised risk management system is implemented and monitored;
- Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety;
- Ensure there is an effective business continuity and emergency plan in place;
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments;
- Ensure effective safeguarding of children is in place in all Trust schools;
- Ensure that adequate resources are committed to the management of health and safety.

## **Responsibilities of the Chief Finance Officer (CFO) and Executive Business Manager (EBM):**

The CFO and EBM are the conduit between the Board and school leaders with responsibility for health and safety across the Trust and as such are responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions

The CFO and EBM will;

- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in schools;
- Consider the impact of health and safety in all strategic and operational decision-making;
- Implement ways to reduce the likelihood of people being harmed by Trust activities;
- Monitor findings from health and safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and implement changes to policy and procedures where required;
- Implement and monitor an informed, proportionate and prioritised risk management system for the Trust;
- Ensure there is an effective accident reporting and investigation procedure across the Trust;
- Ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust's premises;
- Agree a programme of health and safety inspections with schools;
- Ensure the development and implementation of the overall health and safety strategic plan;
- Ensuring all staff receive adequate health & safety training;
- Be the point of contact with the Trust's appointed health and safety consultant and ensure that the arrangement is fit for purpose and represents good value for money

## **Responsibilities of the LAC:**

LACs, will work with the CFO and EBM to establish and meet the Trust's health and safety objectives.

Specifically, LACs will;

- Act in accordance with the Trust's policy procedures and guidelines;
- Ensure local policies and procedures are in place, that these are reviewed annually by the school and approved by the LAC in in line with the Trust policy review plan;
- Monitor the implementation of local policies and procedures;
- Appoint a LAC health and safety champion with responsibilities to monitor and undertake an annual health and safety walk/check throughout the school;
- Address health and safety matters via LAC meetings and report any material strategic issues and causes for concern to the CFO or EBM who will report directly to the Board. Any urgent strategic issues may be reported directly to the CFO or EBM as appropriate, while urgent operational matters should be dealt with between Head Teachers and the CFO or EBM;
- Communicate regular updates, approval of the local annual policy review and an annual report including exceptions to the Board at the first business meeting of the academic year.

## **Responsibilities of Head Teachers;**

Head Teachers will act as the competent person towards the general health and safety legal duties, have responsibility for the development and co-ordination of safe conditions within their school and will ensure:

- That there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures. Communicating the policy and other appropriate health and safety information to all relevant people within the school, including occasional contractors;
- That an investigation is carried out by a competent person, following an accident or incident, liaising with appropriate authorities and third parties as necessary;
- LAC H&S representatives work with school leaders to ensure H&S policy and procedures are triangulated at least 3 times per academic year;
- Hazards which cannot be rectified within the establishment's budget are reported to the EBM;
- Risk assessments are undertaken for any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly;
- That the school appoints a named Educational Visits Co-ordinator, who has received relevant training (WSCC evolve) to carry out the role;
- That there are effective health and safety management arrangements for educational visits. - appointing a named first aid co-ordinator for the school - ensuring that there is an adequate number of appropriately trained first aiders in the school;
- That health and safety arrangements within the school are aligned to the Trust health and safety policy;
- That all reasonable steps have been taken to reduce the possibility of accident or injury to staff, pupils and visitors;
- That the Trust CFO or EBM is informed of all RIDDOR reportable incidents within 24 hours of the incident occurring;
- Detailed responsibilities and accountabilities of staff within their school are in place.

## **Responsibilities of Senior Leaders;**

Although the Head Teacher is responsible overall for health and safety in the school, Senior Leaders may be required to undertake any of the Head Teacher duties which have been reasonably delegated to them and have some specific responsibilities including:

- Ensuring the Trust health and safety policy is applied to their own areas of work;
- Developing, publishing and sharing with members of their teams, specific health and safety procedures for high risk activities, including but not limited to use of science, design and technology art and PE equipment;
- Ensuring regular health and safety risk assessments are undertaken for the activities / trips for which they are responsible and that control measures are implemented and shared with all staff;
- Ensuring that where necessary, appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented;
- Resolving any health and safety or welfare problems members of staff refer to them, informing the Head Teacher of any problems to which they cannot achieve a satisfactory solution with the resources available to them;
- Carrying out and recording regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe including reporting any defaults in line with school procedure where required;
- Checking the adequacy of fire precautions and procedures in liaison with the Headteacher;
- Ensuring that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible;
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility;
- Ensuring that all accidents (including near misses) occurring within their area of work are promptly reported and investigated using the appropriate forms etc.



## **Responsibilities of the Site Manager / Supervisor / Caretaker;**

The Site Manager / Supervisor / Caretaker will ensure that;

- Safe means of access and egress are maintained;
- Premises are kept clean and that adequate welfare facilities are provided;
- Health and safety information is provided to contractors e.g. asbestos register, underground services, floor loading, safe working loads, school activities - ensuring safeguarding requirements are met;
- There is a programme of servicing and inspection of workplace equipment;
- There is a programme to ensure that all safety systems are checked and serviced e.g. fire alarm, fire doors, firefighting equipment, smoke detectors etc;
- There is a programme to ensure that the use of showers and water systems are checked and maintained to ensure the control of Legionella;
- Safe working arrangements are in place when contractors are working on the premises;
- All premises-related accidents/incidents/near misses are recorded and investigated;
- Regular inspections of the premises take place with Trust representatives invited to take part and records kept;
- A copy of the health and safety law poster is displayed in an easily accessible location.

## **Responsibilities of all Employees;**

Implementation of the policy is a management responsibility, but the co-operation of all employees is essential.

All employees must act responsibly to ensure that;

- They are familiar with, and comply with, the health and safety policy, procedures and guidance;
- They take responsibility for their own health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during offsite activities;
- They report any serious or immediate danger or near misses of which they become aware immediately to the Head Teacher, Senior Leaders or their Line Manager;
- They report any defects noted with plant, equipment, machinery or the workplace generally to the Head Teacher or Senior Leaders or to their Line Manager;
- There is no misuse of anything that has been provided for health and safety purposes;
- They use the correct equipment and tools for the job and wear any protective equipment that may be necessary.

## **Pupils should be encouraged to;**

Children should be taught how to identify and reduce risks to themselves and others by following safe practices and observing safety rules including;

- Following instructions issued by a member of staff in case of emergency;
- They do not intentionally interfere with safety equipment, e.g., fire extinguishers and fire alarms;
- They inform a member of staff of any situation, which may affect their safety or that of another pupil.

#### 4. Risk Assessment

The underlying process, which informs this policy, is Risk Assessment and assessments of significant risks will be made in conjunction with those responsible for the activity/area affected and recorded in writing.

It will be the responsibility of the CFO, EBM, Head Teacher and Senior Leaders to ensure relevant Risk Assessments are maintained and kept up to date.

- **Accident/Incident Reporting:** every injury must be reported and recorded in-line with the identified procedures. Any injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity that the incident or near miss occurred.
- **Animals in School:** only the following small mammals can be kept in school – fish, gerbil, hamster, rabbit and guinea pig (subject to pupils' medical conditions being checked).  
  
No dogs except service dogs are allowed in schools or on school grounds. Prior permission for a service dog to be in a school must be sought in writing from the CFO or EBM.
- **Asbestos:** the school's Asbestos Management Plan will inform arrangements for the on-going management of asbestos and will be consulted ahead of any building processes on the building fabric.
- **Buildings/Premises:** the school will be kept in a condition which is safe for staff, pupils and other users in accordance with statutory requirements, including statutory inspection and maintenance of workplace plant and equipment.
- **Consultation:** members of staff with health and safety concerns should raise them with the Head Teacher, Senior Leaders or their Line Manager.
- **Contractors:** contractors will be vetted for their health and safety performance. They will be required to act in accordance with this policy and the school's specified local arrangements. Contractors are required to assess the risks to anyone who might be affected as a result of the performance of their work. In particular, they are required to make appropriate arrangements to ensure that the Head Teacher or Senior Leaders are sufficiently and suitably informed and consulted on issues relevant to risk control.
- **COSHH:** schools should operate under COSHH regulations 2002 and aim to reduce the risk of using hazardous substances through training, carrying out and recording COSHH risk assessments and establishing appropriate control measures.
- **Curriculum Safety:** all learning requires that children are taught how to identify and reduce risks in the way they work and a balance achieved between independent learning and the supervision necessary to ensure safety. Staff should review risk assessments and ensure they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for children to use.
- **Electrical Equipment (Fixed and Portable):** any electrical faults should be reported immediately to the site team who will resolve them or inform the Head Teacher. Any faulty fittings (e.g. cracked sockets etc) should be isolated until repaired. Portable Appliance Testing (PAT) and periodic inspections of fixed electrical installations will be arranged by the Trust.

**Staff must not bring electrical items in from home into school.**

- **Educational visits:** where a school undertakes educational visits, it will have a named Educational Visits Co-Ordinator (EVC) who will ensure that activities are led by Group Leaders with the necessary training who will take responsibility for ensuring that pre-site visits have been undertaken, risk assessments have been completed and lodged with the EVC before departing, volunteers have been DBS checked and have been provided with a briefing of their roles, safeguarding issues and been provided with relevant information including risk assessments.

The EVC will ensure that plans for Category C trips (residential and higher risk activity), including risk assessments, are independently checked by the Trust's appointed contractor and processed in the 'Evolve' system.

**All visits must have the prior approval of the Headteacher and where residential or overseas must be authorised by the Trust Board**

**Employees must not bring electrical items from home into school.**

- **Fire Safety:** fire extinguishers are located at strategic points within the school. All staff should familiarise themselves with these points. Maintenance is regularly undertaken by outside contractors

In case of need, the Fire Brigade will be summoned by telephone from the School Office. Access to a phone must be available at all times when the school is occupied.

Procedures for the evacuation of the building as a result of an alarm should be displayed in all classrooms, at strategic points within the school and contained in the staff handbook, staff are reminded of the need to keep corridors, passageways and emergency exits free of obstruction at all times.

**Fire drills in schools must be held three times per annum as a minimum.**

Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the weekly testing of the fire alarm system.

- **First Aid:** schools will provide information and training on first aid to staff to ensure that statutory requirements and the needs of the school are met. First Aid boxes are located in all classrooms and at strategic points within the school.

Plastic, disposable gloves are available for staff to use. If there is an emergency situation, an ambulance will be called. If the emergency involves a child and if possible, a parent should accompany their child. If this is not possible, the child should be accompanied by two members of staff. In a non-emergency situation, staff may transport a child or use a taxi.

**Phone calls should always made to parents for any kind of head injury.**

#### **Inspection and Monitoring:**

- The Head Teacher or Senior Leaders will ensure the necessary arrangements are in place for procedures to be examined and workplaces to be inspected to ensure that workplace precautions remain suitable and sufficient.

The central component of this process is the undertaking and reviewing of periodic Risk Assessment and safety review document(s) for the school.

- **Legionella:** schools should take all necessary steps to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure. The arrangements in place will be in accordance with statutory guidance and advice.
- **Lettings/shared use of premises:** schools should ensure that the hirer has public liability insurance and will share with the hirer all relevant School health and safety information. The hirer will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

- **Lockdown Procedure:** it is possible that a circumstance could arise where a school may wish to lock itself down to secure staff and pupils from an outside threat.

If a lockdown is declared:

- The Head Teacher or Senior Leaders and Leadership Teams will be advised to implement the lockdown via word-of-mouth or school specific policy;
- Staff will be advised that the school is in 'lockdown' by word-of-mouth or school specific policy;
- Staff will remain in classrooms and keep pupils calm and away from windows /closing blinds if necessary;
- Pupils in external PE lessons will be escorted back to their classrooms by the PE teacher;
- The Head Teacher or Senior Leaders and Leadership Teams must communicate the situation to the CEO, CFO and EBM via phone if they are not on-site.

Lockdown will proceed in the following priority:

- Any open external gates will be closed and locked ensuring no one can enter or leave the premises (actioned by the Head Teacher or Senior Leaders / Premises Teams).

The following doors will then be locked:

- All building entrances and exits (actioned by the Head Teacher or Senior Leaders / Premises Teams)

Once the site is secure, staff should return to the building and discretely monitor the situation from the windows in the school offices.

The gates will only be opened on the authority of the Head Teacher or Senior Leaders once they have established visual confirmation of the presence of the Emergency Services.

- **Medication Arrangements:** there is no legal duty requiring the school to administer medicines however, most pupils will at some time have a condition requiring medication and the administration of this will be handled in line with the schools' Managing Medicines in Schools Policy.

In long-term cases that need special arrangements, parents or carers must give the school written details of the pupil's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school. Staff involved in administering the medication will receive training, usually from the school nurse (see local policy).

- **Moving and Handling:** any activities that involve significant manual handling tasks should be risk assessed and, where appropriate, training will be provided for staff.
- **Partnerships:** linked partners should exchange health and safety policies and procedures with the school and ensure that the health and safety of all staff and users will be protected to a level, which is reasonably practicable and equivalent in standard to that provided by the school. In particular, partners will be required to provide school staff and others, who might be directly affected, with sufficient guidance and advice on any risks or procedures that will be new or unusual in comparison with the school's routine activities.
- **Personal Safety:** certain personal safety issues may arise, such as lone working and schools must ensure that such issues are appropriately risk assessed, controlled, supervised and managed.
- **Security:** where fitted, school gates should be closed at all times during the school day.

The main entrance should be clearly sign posted from the gates and keypads on doors to prevent entry if possible.

All staff and pupils are encouraged to be aware of strangers on the premises.

All visitors must report to Reception to sign in and will be given identification badges. If a staff member encounters any visitor who is not wearing identification, they should escort them to Reception to be given one.

In the event of anything suspicious or a pupil or staff member being at risk of injury then the Head Teacher or Senior Leaders or a member of the Senior Leadership team must be called for immediately.

Any act of violence or abuse towards a member of staff must be immediately reported to the Head Teacher or Senior Leaders who will take the appropriate action.

- **Training and Information:** training and development needs will be evaluated, and appropriate training provided. Local health and safety training will be available to school staff as necessary and appropriate and records maintained by the Head Teacher or Senior Leaders.
- **Working at Height:** activities which require work at height should be identified and eliminated where possible. Where it is not possible to eliminate work at height, all reasonable steps should be taken to minimise any risks including undertaking risk assessments prior to commencement of any working at height activity to be undertaken. It is the responsibility of the person working at height to ensure this take place.
- **Work Equipment:** all work equipment used on the premises should be fully inspected upon installation and must undergo an annual recorded maintenance and service inspection by a competent person and any defects found should be reported to the Site Manager / Caretaker / Premises Team.

**Employees must not provide their own equipment.**

