



# Cheviot

## Learning Trust

<b>Name of Policy</b>	<b>Health and Safety Management</b>
<b>Responsible Body</b>	Trust
<b>Responsible Person</b>	CFOO
<b>Review Committee</b>	Finance Audit and Risk Committee
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<b>Sources</b>	<a href="#">Northumberland County Council Model H&amp;S Policy</a> <a href="#">Northumberland County Council Health and Safety Manual</a>

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## **1. Purpose**

The Trust is committed to achieving a positive and effective health and safety culture. This document sets out the policy for protecting the health and safety of its employees, pupils and others, e.g. members of the public, visitors and contractors etc who may be affected by the work and curricular activities of our schools. The breadth of the activities undertaken by the Schools in our Trust present many varied health and safety risks. It is essential, therefore, that the Board have effective health and safety management strategies throughout its services.

The Chief Executive Officer (CEO) is accountable for the health and safety arrangements throughout the Trust. The discharge of this duty is given equal priority with any of the other obligations in the provision of services.

The aim is to ensure, so far as is reasonably practicable, the provision of a safe and healthy working environment for all employees and the protection of others who may be affected by the Trust's activities, especially the young people who attend Trust schools.

The Trust will achieve this standard by practising good safety management techniques. Arrangements will be planned, prioritised and implemented through the policy manual and associated guidance, as required. The progress achieved and the effectiveness of controls will be monitored through measurement of performance and regular reviews.

In practice, each of us has a part to play in the promotion of safety as well as the prevention of accidents and ill health at work. By valuing our own safety and that of our colleagues we will each be able to participate fully in assisting the Trust in its commitment to safeguarding the health, safety and welfare of its employees and service users.

We recognise that for this policy to be effective, the management of health and safety must be fully integrated into the decision-making process, and given status at least equal to other areas of the Academy's activities and undertakings.

**This document should be read in conjunction with the Northumberland County Council School Health and Safety Policy. This online document is found [here](#) and the Northumberland County Council Health and Safety Manual which is also an online document and can be found [here](#)**

**Sections A to E7 of the NCC manual describe management arrangements and are replaced by the content of this document to reflect Learning Trust organisation and management structures.**

**Sections F1 onwards of the NCC manual reflect H&S practice in the Trust and are adopted by the Learning Trust.**

## **2. Introduction**

The Health and Safety at Work Act places a duty on employers to publish a safety policy which details the organisational structure and arrangements for ensuring that adequate safety standards are maintained.

Each school should detail its own arrangements, prepare and monitor its own risk assessments and report its arrangements to the school governing board.

## **3. Distribution and Amendment Service**

It is a legal requirement that the Health and Safety Policy Manual is brought to the attention of each employee within a school. During a period of unprecedented change in safety legislation it is crucial that staff have access to the most current information. To facilitate this, the policy manual is available on the Health and Safety Team's webpage at the link above. As changes occur, the relevant sections of the manual will be amended on the webpage. All staff should check this to ensure they are using the most up to date guidance.

Where staff do not have access to the webpage it is important that managers provide them with access to the information in paper copy form.

## **4. Statement of Policy on Health and Safety at Work Cheviot Learning Trust, Health and Safety at Work Act 1974**

**Our statement of general policy is to:**

- ensure the health, safety and welfare of all persons at work
- protect visitors, contractors and the general public who attend our premises/sites or who are affected by our undertakings, from risks to their health and safety which may arise from such activities.
- provide the necessary resources to comply with the Health and Safety at Work Act and all associated legislation concerning health, safety and welfare

- identify hazards and provide adequate control of the risks arising from our work activities
  - provide and maintain safe plant and equipment
  - ensure the safe use, handling, storage, transport and disposal of materials and substances
  - provide information, instruction and supervision for employees
  - ensure that all employees are competent to do their tasks, and to give them adequate training
  - maintain safe and healthy working conditions and ensure that the means of access to and egress from workplaces are safe
  - consult with our employees on matters affecting their health and safety
  - prevent accidents and cases of work-related ill health
  - monitor health and safety performance on a regular basis
  - provide appropriate personal protective equipment, where necessary
  - bring the approved Health and Safety Policy Manual to the attention of all employees and, where necessary, other persons affected by Trust activities.
- Health and Safety Policies will be reviewed and revised as necessary.

## **5. Organisation**

The CEO has overall responsibility for all matters relating to the health, safety and welfare of every person employed by the Trust and for ensuring that members of the public who may be affected by any of its activities are not thereby exposed to risks to their health or safety. In turn, the delegations indicated below show who is responsible for all matters relating to health, safety and welfare within their respective area:

- Chief Finance and Operations Officer – H&S policy compliance across the Trust
- Headteachers/Executive Head Teachers – for H & S matters in the schools they are responsible for.

All other Managers and staff with supervisory duties are responsible for ensuring that adequate health and safety management arrangements are in place within their area of responsibility.

All employees have a duty to exercise personal care and responsibility towards themselves and others, and to cooperate with the Trust in the execution of this policy.

## **Board of Trustees**

The Board has delegated authority for H&S to the Finance, Audit and Risk committee. The principle responsibilities are given below:

- Approve a Trust wide H&S policy and ensure that each school has a local H&S policy that reflects the Trust policy
- Ensure that Headteachers have made adequate arrangements to discharge their responsibilities for health and safety within the school as detailed above.
- Take an active role in the development of the health and safety policy for the school that reflects local procedures and policies.
- Receive monitoring reports throughout the year and at each meeting from the CFOO for health and safety performance. This will include –
  - Any significant incidents will be reported and resulting actions monitored until satisfactory outcomes are achieved
  - Accident and incident reports will identify locations and causes of near misses and minor accidents as well as more significant events to enable the analysis of causes and patterns.
  - Once annually the H&S policy will be reviewed alongside an H&S CPD summary and skills gap analysis
  - Once annually the outcome of CFOO compliance visits will be reported alongside a kpi review
  - There will also be ESafety audits from the Trusts H&S advisors and safeguarding audits from the Trusts safeguarding advisors annually
- Ensuring that health and safety issues are covered at meetings of governing bodies. This should include discussion of any safety reports or information issued to the Headteacher by the Trust.
- To provide information to the Trust Board on Health and Safety matters when requested.
- To ensure adequate resources are given to safety issues.
- To review performance periodically.
- To ensure that safety training is given priority for both governors and staff.

## **CEO**

The CEO has overall responsibility for all matters relating to the health, safety and welfare of all staff employed by the Trust and for ensuring that members of the public who may be affected by any of its activities are not exposed to risks to their health or safety. The CEO is charged to review the statement of policy on health and safety at work and to sign an amended safety policy statement on at least a

five-yearly basis.

## **Headteachers**

In a managerial role, Headteachers are responsible for ensuring that the Trust Health and Safety Policies are adhered to within the school. Headteachers will also co-operate with the CEO in order that they may discharge their responsibilities and fulfil the duties of the Trust, as an employer, as laid down by the Health and Safety at Work Act. In particular, Headteachers are responsible, so far as is reasonably practicable, for:

- Ensuring that all full and part-time employees under their control, including part-time youth leaders and adult education tutors, carry out their work so as to avoid, so far as is reasonably practicable, risk to the health or safety of pupils, students, employees, or any member of the general public.
- Ensuring that health and safety is an integral part of the management of the school. This will include setting of objectives as part of a planned approach to full legislative compliance. Producing and updating, as necessary, a school health and safety policy document which details arrangements with respect to implementing local policies and procedures in school.
- Ensuring that all staff are aware of any literature and follow any instructions or procedures issued by the Trust relating to health and safety.
- Where appropriate, nominating staff to be responsible for specific aspects of health and safety and ensuring that all staff are aware of such delegations.
- Ensuring that only appropriately qualified and experienced members of staff supervise potentially hazardous activities.
- Ensuring that there are adequate arrangements for the supervision of pupils at all appropriate times.
- Ensuring that adequate arrangements exist for the reporting of accidents and potential hazards, and that such reports are forwarded to the CEO and relevant statutory authorities (HSE).
- Ensuring that adequate arrangements exist for emergency evacuations and that all staff and pupils are aware of such arrangements.
- Ensuring that fire safety advice forwarded by the Trust is adhered to, and that all reasonable precautions are taken by staff to minimise the risk of fire. Fire Risk Assessments should also be completed.
- Procedures are in place to ensure that statutory maintenance and testing of equipment and plant is undertaken by a competent contractor (the SLA

with NCC arranges this)

- Carrying out procedures to ensure that only competent contractors are brought onto school sites to carry out works
- Making adequate arrangements for the site induction of any contractor brought onto the site so that the activities do not interfere or cause a risk to the safety of staff and children on site.
- Immediately informing the CEO of any unsafe practice or condition arising from the work of a contractor on the site, which may endanger the health or safety of staff, pupils or members of the general public.
- Ensuring that all staff are fully aware of any asbestos material in the school and make arrangements to ensure that no person brought onto site is exposed to risks from asbestos. Any asbestos that is disturbed should be reported to the SBM and staff and pupils removed from its vicinity.
- Ensuring that arrangements are in place for staff to report defects and unsafe conditions and that appropriate action is taken to remedy concerns.
- To consult with school safety representatives on all matters that arise relating to the health, safety or welfare of staff under their control and take appropriate action in response to reports received.
- Ensuring that members of staff receive adequate health and safety information, instruction and training with respect to their work activities. To ensure that induction and any training identified as part of the risk assessment process are included.
- Ensuring that risk assessments have been completed and are regularly reviewed for all activities on site as required by health and safety legislation.
- Maintaining appropriate safety records in accordance with Trust policy.
- Ensuring that all purchases have been assessed for suitability and compliance with the Provision and Use of Work Equipment Regulations 1998.
- Making suitable arrangements to ensure that all plant and equipment is maintained in safe and serviceable condition.
- Maintaining the routes for communication of health and safety issues, e.g. safety committees and/or safety groups. Maintaining the written communication routes for safety issues, for example distribution of notes of meetings, updating safety manuals and school safety policies.
- Ensuring that the health and safety standards and compliance with procedures are adequately monitored.
- Reviewing the health and safety performance of the school on a regular basis in conjunction with the local governing body.

### **Chief Finance and Operations Officer (CFOO)**

The CFOO is responsible for the Trust H&S policy and ensuring its implementation across the Trust. They will check that Health and Safety processes are operating in schools as intended.

### **Staff with responsibility for caretakers/premises, eg School Business Manager**

For the school they work at, they should help the headteacher to:

- ensure that adequate arrangements are in place to protect, as far as is reasonably practicable, all employees and persons affected by the activities of the school with regard to their health, safety and welfare. This duty is to be fully implemented in accordance with the Trusts general statement of policy on health and safety at work.
- Maintaining the routes for communication of health and safety issues. Maintaining the written communication routes for safety issues, for example distribution of minutes of meetings, updating safety manuals and safety policies
- evaluate the safety performance of the school so that appropriate action may be taken as necessary and resources may be targeted in priority areas.
- recording all safety checks and maintenance records using the caretaker monthly checklist and ensuring these are available for scrutiny on the FM4U portal.

### **School Governing Boards (SGB)**

The Chairs of the SGB's should take steps to discharge their own responsibilities for health and safety performance. The principle responsibilities are given below:

- Ensure that Headteachers have made adequate arrangements to discharge their responsibilities for health and safety within the school as detailed above.
- In conjunction with the Headteacher, provide a monitoring role for the school for health and safety performance. Any inspection reports should contain the following:
  - action allocated to individuals who are responsible for the function
  - time limits set for action
  - remedial action to deal with the problems identified
  - identification of any long term action required in order to address underlying causes of problems
- Ensuring that health and safety issues are covered at meetings of

governing bodies. This should include discussion of any safety reports or information issued to the Headteacher by the Trust.

- To provide information to the Trust Board or central team on Health and Safety matters when requested.
- To ensure adequate resources are given to safety issues.
- To review performance periodically.
- To ensure that safety training is given priority for both governors and staff.

### **Heads of Department**

The Health and Safety at Work Act requires all supervisors to accept responsibility for the safety of processes under their direct control. In order to achieve this objective Heads of Departments are responsible to the Headteacher, so far as is reasonably practicable, for:

- Ensuring that all members of staff in the department are aware of any safety precautions to be taken when undertaking potentially hazardous activities.
- Ensuring that the curriculum of the department includes instructions in the correct and safe methods of carrying out potentially hazardous activities.
- Ensuring that the curriculum of the department does not involve staff and pupils in procedures likely to cause accidents.
- Ensuring that all equipment and machinery is maintained in safe and serviceable condition, and defective equipment not used until the necessary repairs have been carried out.
- Ensuring that competent members of staff carry out risk assessments for all the activities within their control. These assessments should cover general risks as well as the specific risks involved with the teaching and supervision of children. Consideration should be given to the use of hazardous substances, provision of personal protective equipment and selection of work equipment.
- Ensuring that any best practice guidance available in relation to activities undertaken is adhered to e.g. CLEAPSS, AfPE, DATA.
- Ensuring that all members of staff under his/her control adhere to all relevant aspects of the Safety Policy.
- Reporting all potential hazards to health or safety and all accidents to the Headteacher.

## **Senior Technicians**

In respect of laboratory and workshop technical staff the Senior Technician is responsible for:

- Ensuring that all members of staff working in laboratories or workshops are aware of any safety precautions to be observed when undertaking potentially hazardous procedures.
- Ensuring that only appropriately trained members of staff use potentially hazardous chemicals, equipment or machinery.
- Ensuring that members of staff wear appropriate protective clothing.
- Reporting all accidents to the Headteacher or Head of Department and ensuring that the appropriate accident report form(s) are completed.
- Reporting any faulty equipment or machinery or potential safety hazards to the Head of Department.

## **Site Managers, Caretakers and Cleaners in Charge**

These personnel are responsible to the Headteacher for the safe organisation and work of the caretaking and cleaning services. They are responsible for reporting accidents, defects to the building or their equipment, and any other relevant matters to the Headteacher.

Where these services are provided by an external contractor, the Headteacher will then assume all client health and safety roles in relation to the contractor.

## **Kitchen Managers**

Kitchen Managers are directly responsible to the Headteacher for the safe organisation and work of the school kitchen, for reporting accidents, defects to the building or kitchen equipment and any other relevant matter to the Headteacher.

In all school managed services, it is the responsibility of the governing body to develop appropriate procedures to maintain effective Health and Safety compliance.

## **Employees**

Employees also have responsibilities under health and safety law. These are detailed below:

- To take care of the health and safety of themselves and of others who may be affected by their acts or omissions at work.
- To ensure there is no interference or reckless abuse of anything provided in the interests of health, safety or welfare.
- To comply with the provisions of specified statutory regulations so far as they

relate to matters within an employee's control.

- To report to their line manager any hazard, accident or dangerous occurrence that has or might have caused injury or damage to persons or equipment and to co-operate in any investigation of an accident or dangerous occurrence.
- To notify their line manager if they have any of the 'notifiable diseases'.
- To adhere to the agreed procedures for safe working, observe any safety rules or instructions relevant to particular work or locations and to use protective clothing and safety equipment provided.
- To notify their line manager when personal protective equipment requires renewal or repair.
- To assist officers of the Council in their audits, inspections and investigations.
- To assist Inspectors of the Health and Safety Executive to carry out inspections and investigations.

### **Safety Representatives**

Within the Trust, Safety Representatives are essentially Trade Union appointments which are entirely voluntary. Safety Representatives have the function of representing their fellow trade union members in consultations with their employer regarding health and safety, and may represent other trade union members by agreement between the Trade Unions involved. To this end there is an entitlement to carry out safety inspections of the workplace, receive information from visiting Inspectors of the Health and Safety Executive and to examine the cause of accidents.

The employer is obliged to allow such time off as is necessary, with pay, to allow Safety Representatives to fulfil their functions and to receive appropriate training.

### **NCC Health and Safety Team**

The Health and Safety Team has a service role with respect to the provision of health and safety advice. It has the following responsibilities through the service level agreement (if taken):

- To advise the Trust on the demands of existing and proposed legislation with respect to health and safety issues.
- To support management in the effective implementation of health and safety legislation, through assistance in the following areas:
  - workplace inspection
  - risk assessment (both workplace and personalised)
  - devising safe systems of work

- sampling and measurement of workplace hazards, such as noise, vibration and fumes
- To assist Directors and Senior Managers to identify priorities to enable them to fulfil their Health and Safety obligations.
- To assist managers in the thorough investigation of accident and violent incidents and to advise on the appropriate course of remedial action to prevent recurrence. This is undertaken by scrutinising reports submitted through the corporate accident reporting systems or by carrying out full accident investigations, as appropriate.
- Liaise with the Health and Safety Executive on all matters regarding health and safety at work, as required

### **Occupational Health Advisors**

The role of the Occupational Health Advisors, in relation to Health and Safety, is to contribute to the prevention of occupationally related diseases and to monitor the health of the workforce.

Occupational Health Staff are responsible for:

- The assessment of all prospective employees on their fitness for work.
- Liaising with Managers and Health and Safety Advisers with respect to work activity risk assessments and personalised risk assessments.
- Assisting Managers and their staff with the management of sickness absence, offering advice on ill health and a person's medical capability to work
- Carrying out health surveillance, required by health and safety legislation, upon request by Managers.

## **6. Arrangements**

The Trust will take all reasonable steps to meet its responsibilities through appropriate and effective arrangements.

Safety policies, risk assessments and safe working procedures will specify health and safety arrangements in sufficient detail to enable individual employees to promote safe and healthy working practices.

The Trust is committed to the maintenance of high standards of workplace health and safety. The CEO and Trustees will monitor the health and safety performance of the organisation to ensure that targets are met.

Further detailed information on the Trust's health and safety arrangements is

provided in the NCC Health and Safety Policy Manual. Sections up to E7 are replaced by this document and sections from E7 onwards provide detailed guidance that is relevant to the Trust.

## **7. The Legal Background**

### **Introduction**

Until the Health and Safety at Work Act was passed in 1974, the State's approach to occupational safety was based on legislation that had grown up during the previous 170 years in a piecemeal fashion. The Health and Safety at Work Act was the first comprehensive piece of legislation applying to all people at work with the single exception of domestic servants in private households.

Employers have always owed a common law duty of care towards those who are in their employment or who are affected by their activities. Furthermore, a considerable body of case law has been built up over the years, which has helped to define the extent to which employers must strive to discharge their duties adequately in this regard.

### **Summary of the Health and Safety at Work Act 1974**

The Act is based broadly on common law principles and places a duty of care on employers with respect to their employees and to members of the general public. It also places duties on employees towards each other and on manufacturers and suppliers with respect to any organisation which uses their articles or products at work.

It is important to note that the Act specifies certain principles, but unlike previous legislation on Factories, Mines, Offices and Agriculture it does not attempt to specify in any detail the safety measures or the safety standards which are to be adopted. Most of the duties are expressed in very general terms and it is in the regulations and codes of practice issued subsequently that the safety measures which employers are required to take are described in particular detail.

Before new regulations or codes of practice are issued, there is considerable consultation between the Health and Safety Executive, Governmental Departments, as well as employers' federations and trade unions.

### **The Principal Features Embodied in the Act**

#### **Duties of Employers**

All employers are required to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees. This duty includes:

- the provision and maintenance of plant and systems of work that are safe
- arrangements for ensuring safety in connection with the use, handling, storage, transportation and disposal of articles and substances
- provision of necessary instruction, training and supervision so as to ensure health and safety
- the provision and maintenance of a safe place of work and access to it
- the provision and maintenance of a safe and healthy working environment and adequate welfare facilities.

The Act also requires employers to conduct their undertakings in such a way as to protect persons not in their employment who may be affected by their acts or omissions, such as the general public and pupils in schools.

Employers are required to prepare and distribute to their employees a written statement of their general policy with regard to health and safety at work. Employers must also consult with safety representatives with regard to health and safety.

### **Duties of Employees**

Employees have a duty under the Act to take reasonable care to avoid injury to themselves or to others by their work activities, and to cooperate with employers and others in meeting statutory requirements. The Act also requires employees not to interfere with or misuse anything provided to protect their health, safety or welfare.

### **Safety Policies**

Employers with five or more employees must produce a written health and safety policy and make satisfactory arrangements for distribution to all employees.

The policy must include three specific elements:

- A statement of intent, detailing the organisation's commitment to maintaining high standards of health and safety. Compliance with relevant legislation is the minimum standard to be achieved. The document must be signed by a company director or equivalent.
- Details of the organisational aspects of managing health and safety issues, specifying who will be responsible for what.
- Details of the arrangements that are in place to ensure compliance with health and safety legislation, thus reducing the risks to employees and any other persons who may be affected by the organisation's activities.

## **Enforcement Agencies**

The Act created two bodies, namely the Health and Safety Commission and the Health and Safety Executive. In 2008 these were merged into one organisation called the Health and Safety Executive (HSE).

This body has general oversight of national health and safety policy, powers to initiate measures to reduce accidents at work and improve industrial health and safety generally. It also has responsibility for the preparation of health and safety regulations and codes of practice.

The HSE is the major enforcement agency with regard to 3RLT. HSE Inspectors have wide ranging powers available to them in the course of their duties; as a result Inspectors have the authority to:

- Enter premises at any reasonable time
- Obtain assistance from staff
- Be afforded any necessary facilities
- Seize articles or substances for testing or evidence
- Conduct investigations as deemed necessary
- Take statements from witnesses
- Take measurements and photographs as required
- Instruct that premises remain undisturbed for any reasonable time with regard to the completion of any examination or investigation.

In order that the Inspector can enforce the health and safety legislation the following can be imposed upon the employer:

### **Improvement Notice**

Where the Inspector considers that health and safety legislation is being contravened he/she may serve an Improvement Notice on the person or organisation. The Notice will detail the contravention(s) to which they are referring, the reasons why they believe an offence has been committed and the actions required in order to remedy the matter within a specified period.

### **Prohibition Notice**

Where the inspector believes conditions exist which present a serious and imminent danger to the health or safety of employees or other persons, he/she may serve a Prohibition Notice that requires that the activity must cease with immediate effect. The Notice will specify the matters that are presenting the risk and direct that the activity should not be resumed until the matters specified have been remedied.

## **Prosecution**

Criminal prosecution remains the ultimate sanction available to the Health and Safety Inspectors. Should the HSE decide to pursue a prosecution the courts have considerable sentencing powers available to them for example in lower courts this has recently been increased to an unlimited fine, a maximum of 6 months imprisonment, or both. In extreme cases crown courts may impose an unlimited fine and/or up to two years imprisonment.

## **The Meaning of 'Reasonably Practicable'**

The term "so far as is reasonably practicable" has special status when used within the context of health and safety legislation. 'Reasonably Practicable' is a narrower term than physically possible and implies that a computation must be made in which the cost of preventative action is weighed against the probability of injury occurring and likely severity of the injury. Where safety hazards are slight and the cost of protection is disproportionately high, the means of protection can be shown to be not reasonably practicable. This principle has been well established in the past in civil cases and, in general, the greater the risk, the greater is the sacrifice that the employer is expected to make to guard against that risk.

## **8. Safety Management**

### **Relevant Legislation**

The Management of Health and Safety at Work Regulations 1999 Managing for Health and Safety (HSG65)

### **General**

The Management of Health and Safety at Work Regulations have far reaching implications for the management of health and safety in all Trust Schools and areas of service delivery and require that a thorough and modern system of safety management be adopted. The following summary provides relevant details and guidance on how the regulations should be implemented.

The law requires that a written description is prepared detailing the arrangements for a structured scheme of safety management within the establishment, designed to achieve a progressive improvement in standards and performance. The aim of this is to create an effective 'safety culture' in which the commitment to health and safety is adopted at all levels and where all share a common goal of constantly improving the management of risk.

## PLANNING

<p><b>Safety policy and risk assessment</b></p> <p><i>Reference documents:</i></p> <p><i>Model School H&amp;S policy</i></p> <p><i>Schools' H&amp;S Policy Manual sections:</i></p> <p><i>D - Organisation</i></p> <p><i>E6 - Risk Assessment</i></p> <p><i>CLEAPSS website</i></p> <p><i>'Safe practice in physical education' (AfPE)</i></p> <p><i>DATA</i></p>	<p>Prepare a health and safety mission statement to be signed by the CEO</p> <p><a href="#">Health and Safety at Work Act 1974</a></p> <p><a href="#">Northumberland County Council Policy Statement on Health and Safety at Work</a></p> <p>Write and review a model supplementary health and safety policy on at least a three year cycle.</p> <p>Write and review the School's Health and Safety Policy Manual on at least a three year cycle. Detail the health and safety responsibilities of managers in the organisation section (section D). In addition, provide measures to comply with legislation and adopt safe working practices in the arrangements section.</p> <p>Advocate the use of standard texts for reference purposes.</p> <p>Consult with school safety Coordinators and trade union safety representatives.</p> <p>Prepare and update a basic framework of generic risk assessments for school activities which individual schools can adopt by tailoring them to their own needs and circumstances.</p>
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<p>Health and safety and/or specialist advice</p> <p><i>E3 - Managing services and construction projects independently</i></p>	<p>Ensure that suitable health and safety advice is readily accessible to Headteachers, governors and school staff.</p> <p>Ensure that suitable specialist advice is readily accessible to Headteachers, governors and school staff.</p>
<p>Objectives</p>	<p>Ensure that clear objectives are set within strategic policies and procedures as well as setting specific initiatives as the need arises.</p>
<p><b>IMPLEMENTATION</b></p>	
<p>Staff training and competence</p> <p><i>E2 - Training and Competence</i></p>	<p>Promote the need for safety training in a wide range of subjects, both curricular and extracurricular, for example, safe use of Design &amp; Technology machinery, the safe management of science chemicals, first aid and outdoor activities.</p> <p>Offer a range of health and safety training courses (organised centrally) to assist schools to satisfy statutory requirements.</p>

<p>Communication and consultation</p> <p><i>School's weekly e-courier</i></p> <p><i>Safety Bulletins</i></p> <p><i>Section A – Director's Policy Statement, Introduction, communication</i></p> <p><i>E4 – Joint Consultation</i></p> <p><i>E5 – Health and safety information for employee</i></p>	<p>Inform all Governing Bodies about the health and safety issues that affect school activities by issuing circular letters and disseminating safety bulletins.</p> <p>Brief governing bodies about policy updates and important current issues on an annual basis</p> <p>Keep trade union safety representatives fully informed of significant proposals on health and safety matters.</p>
<p>Documentation</p>	<p>Issue health and safety documentation having due regard to date of issue, intended recipients, final destination and revocation of outdated information.</p> <p>Keep appropriate records.</p>

<p>Accident and Incident reporting and investigation</p> <p><i>F1 - accidents, incidents and occupational diseases</i></p> <p><i>F2 - violence at work and staff protection</i></p>	<p>Inform schools of the requirements of statutory reporting (RIDDOR).</p> <p>Ensure that the HSE is notified of all reportable diseases as required by RIDDOR 2013</p> <p>Devise a reporting system for all significant accidents and violent incidents and maintain records of reported incidents. (H&amp;S). Provide accident statistics to individual establishments on request.</p> <p>Undertake statistical analysis of collective school incidents and formulate and implement LA policy based on analysis of accidents, violent incidents, occupational ill health, or lost time data.</p> <p>Investigate all accidents of a serious or complex nature.</p> <p>Liaise with the insurance team with regard to civil claims for negligence.</p>
<p>Fire safety</p> <p><i>Fire Log Book (FLB)</i></p>	<p>Revise the Fire Log Book in keeping with changes in legislation and best practice. Inform schools of any changes in fire safety standards.</p> <p>Maintain liaison between the Fire Safety Team in the Fire and Rescue service and other pertinent personnel.</p> <p>Make general fire safety observations as part of the Health and Safety Inspection Service and refer specific or complex fire safety issues to the Fire Safety Team.</p>

<p>Emergency arrangements</p> <p><i>NCC School Emergency Plan Template and Guidance</i></p> <p><i>Managing Temporary School Crisis</i></p>	<p>Review national guidance. Produce and review the business continuity plan and implement the recommended procedures as and when required.</p> <p>Provide a 24-hour emergency telephone contact.</p> <p>Update guidance on dealing with more common emergency issues, such as local loss of utilities and flooding entitled 'Managing Temporary School Crises</p>
<p>Control of asbestos located in school buildings</p> <p><i>H3 - Asbestos</i></p>	<p>Ensure that the asbestos surveys are kept up to date and issued to individual schools. Offer schools training on asbestos management in schools.</p> <p>Implement the County Council policy for the removal of asbestos from school sites using licensed asbestos removal companies.</p> <p>Ensure that appropriate emergency procedures are in place and communicated to schools.</p>

<p>Control of contractors</p> <p><i>J1 - Construction, design and management regulations (CDM)</i></p> <p><i>J2 - control of contractors</i></p> <p><i>E3 - managing services and construction projects independence</i></p>	<p>Maintain access to approved contractors and monitor their performance on an ongoing basis. Supply relevant information to schools on request, for example building services plans covering gas and electricity.</p> <p>Form HSC1 will be completed for small works where a Construction Phase Safety Plan is not required.</p> <p>Authorise work as appropriate. Recommend improvements to submissions or withhold approval.</p>
<p>Occupational health and welfare</p>	<p>Provide a pre-employment medical service and offer professional advice after long or short-term illness in terms of rehabilitation or fitness to return to work.</p> <p>Provide a range of health surveillance examinations for any staff undertaking high-risk activities that may affect their health.</p> <p>Provide individual, confidential support and counselling for employees in respect of work-related or personal problems. Provide guidance for managers on sensitive employee issues.</p>
<p>Health and welfare of pupils</p> <p><i>L13 - students</i></p>	<p>Provide education welfare and psychological services.. Prepare and update the LA Policy 'Supporting Children with Medical Conditions':2015.</p> <p>Liaise with Public Health England (PHE), the County's Consultant Paediatrician and School Nurse Manager on matters relating to child health.</p>

**CHECKING AND CORRECTIVE ACTION**

<p>Monitoring school health and safety management</p> <p><i>E1 – Safety management</i></p> <p><i>Governors H&amp;S audit template</i></p>	<p>Provide a school Health and Safety inspection service on a periodic basis and provide a report to the Director of Children’s Services, governing body and Headteacher.</p> <p>Action the non-delegated requirements recommended in reports by external agencies such as environmental health officers and Ofsted.</p> <p>Carry out appropriate investigations when Heads, governors, members of staff or parents raise very serious health and safety issues. Provide a verbal response immediately and/or a written response within 10 working days of receipt of relevant information.</p>
<p>Monitoring the safe condition of school premises</p> <p><i>L3 – Workplace (health, safety and welfare)</i></p> <p><i>Governors H&amp;S audit template</i></p>	<p>Maintain an up to date condition survey of all school premises and monitor the condition of the asbestos as appropriate and the condition of the fixed installations.</p> <p>Offer services to schools through SLAs to comply with statutory requirements that have been devolved to school budgets. Monitor standards relating to services commissioned by schools using their delegated funds, where the County Council is the employer or there are potential council liabilities.</p>
<p>Monitoring the safe condition of school equipment</p> <p><i>G1 – Work equipment</i></p> <p><i>G2 – lifting equipment</i></p> <p><i>G3 – pressure systems</i></p> <p><i>G4 – working at height</i></p> <p><i>G5 – play</i></p>	<p>Offer services to school through SLA’s such as Machine Maintenance, Play and PE equipment inspection and Test. Monitor general standards on behalf of the Director of Schools.</p>

<i>equipment</i>	
<p>Monitoring Contractors</p> <p><i>J2 - control of contractors</i></p> <p><i>E3 - managing services and construction projects independently</i></p>	<p>Monitoring the performance of contractors commissioned by Property Services.</p> <p>Carry out strategic monitoring of contractors standards on behalf of the Director of Schools.</p>
<p>Monitoring the safe planning of educational off-site visits</p> <p><i>L16 - Outdoor education</i></p> <p><i>Evolve system</i></p>	<p>Maintain the Evolve on-line system for the management of all school visits and for the notification and approval of all Category 2 visits, namely: those which include adventurous activities, visits to remote areas or hazardous locations such as industrial sites/recycling centres and residential visits abroad. A full list of adventurous activities can be found in the NCC Off-Site Visits Code of Practice which can be accessed through Evolve.</p> <p>Provide training for Education Visits CFOordinators (EVCs) and School staff leading and supporting educational visits.</p> <p>Monitor external providers via: the submission of the 'Provider' form found in Evolve or check that the provider holds a Learning Outside the Classroom Quality Badge (LOtC).</p>
<b>MANAGEMENT REVIEW</b>	
Health and safety performance	Produce an annual health and safety report on the general standards of school safety. Review the previous year's progress and achievements and set new objectives.

## **9. Competence and Training**

### **Relevant Legislation**

Management of Health and Safety at Work Regulations 1999  
Safety Representatives and Safety Committees Regulations 1977

### **General**

If all employees are to make a meaningful contribution to health and safety, there must be proper arrangements in place to ensure that they are competent. This means more than simply training them. Experience of applying skills and knowledge is another important ingredient and this needs to be gained under adequate supervision. Managers need to be aware of relevant legislation and how to manage health and safety effectively.

Employees are to be provided with adequate health and safety training:

- on recruitment (usually in the form of induction)
- during both routine and non-routine activities
- on exposure to new or increased risks due to the:
  - transfer or change of responsibility
  - introduction of new equipment or a significant change therein
  - introduction of new technology
  - introduction of a new system or work
  - organisational changes.

The training is to:

- be repeated periodically, where appropriate (including refresher training)
- be adapted to take account of any new or increased risks
- take place during working hours.

It is accepted that safety training taking place outside normal working hours should be regarded as an extension of time at work. It is not permitted for employees to be requested to pay for their own health and safety training.

### **Identification of Training Needs**

In conjunction with risk assessment, the following checklist can be used to help determine the health and safety training requirements for each person or for an occupational Trust. It is possible that some of the training requirements may fall into more than one of these categories:

<b>Category</b>	<b>Examples of Training</b>
Statutory Requirements	<ul style="list-style-type: none"> <li>• Asbestos</li> <li>• Food Safety</li> <li>• 1st Aid</li> <li>• Fire safety</li> <li>• COSHH</li> </ul>
Policy requirements	<ul style="list-style-type: none"> <li>• Line manager's health and safety</li> <li>• Foundation food hygiene (or higher qualification)</li> <li>• Outdoor activity training and assessment courses, including Leader training for educational visits</li> <li>• Training to comply with national vocational standards</li> <li>• Control and restraint</li> <li>• Minibus driver</li> <li>• Fire warden</li> <li>• First aid</li> </ul>
Needs arising from analysis of job descriptions (role mapping) and examining the nature of work activities in practice. This will involve gathering information from employees about how work is done.	<ul style="list-style-type: none"> <li>• Working at height (including ladder safety and the use of tower scaffolds)</li> <li>• Confined spaces</li> <li>• Woodworking equipment</li> <li>• Food hygiene</li> </ul>
Needs arising from risk assessment. This may involve examining ill health and incident records.	<ul style="list-style-type: none"> <li>• Violence at work/breakaway</li> <li>• Manual handling</li> <li>• Stress awareness</li> <li>• CDM and HSC1(Minor Works)</li> <li>• Risk assessment</li> <li>• Electrical awareness</li> <li>• DSE assessor</li> <li>• Asbestos awareness</li> <li>• Personal protective equipment</li> <li>• Lone worker</li> <li>• Traffic management</li> </ul>
Needs arising from individual employees' circumstances.	<ul style="list-style-type: none"> <li>• On the job training for safe systems of work in specific circumstances (for example, for an employee with</li> </ul>

	<p>a disability)</p> <ul style="list-style-type: none"> <li>• Training provision in different languages</li> <li>• Return to work familiarisation programmes</li> <li>• Responses to employees' self identified training needs</li> <li>• Health and safety for Heads and safety CFOordinators</li> <li>• Duke of Edinburgh Award Unit Leader</li> </ul>
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Training helps people acquire the skills, knowledge and attitudes to make them competent in the health and safety aspects of their work. It includes formal off the job training, instruction to individuals and Trusts and on-the job coaching and counselling.

A range of training is available to all staff through the National College system as well as other sources.

### **Funding Training**

It is essential to consider specific health and safety related training requirements when developing the establishment's budget plan. The provision of safety training should be given equal priority to other training needs.

### **Training Records**

Accurate records of all training and instruction that employees receive should be kept for reference purposes. A record should be kept confirming participation at both off the job training courses and supervisory training sessions (including induction).

### **The Relationship between Health and Safety Training and Competence**

A thorough analysis of health and safety training needs will not only identify formal training course requirements, it will draw out the essential competencies required in order to carry out a task. In order to demonstrate that the person is actually competent the initial training specification must be adequately detailed and there should be some way of validating the final learning outcomes.

Some training courses currently provided do not achieve these aims because they are more about raising awareness than developing skills. Skills-based training courses should be specifically designed to demonstrate competency. In

these cases, there will be an ongoing need to monitor the performance of staff and the application of the training in a structured way in order to demonstrate competency in the longer term.

It should be explicitly stated in the objectives of the training whether the session is skills-based training or awareness training.

### **Monitoring and Review**

A mechanism for ensuring that the training plan is maintained and training needs are met must be in place as part of the employee performance and appraisal process.

### **Competencies of Training Providers**

All in-house trainers and assessors should have received suitable training and be competent to carry out these roles. External providers should also be vetted to ensure that they are suitably qualified and experienced to carry out training on behalf of the establishment.

### **Employees' Duties**

Every employee has a duty to:

- use any equipment or process in accordance with the training and instructions received from the employer
- inform the employer (in practice, the line manager) of any:
  - o work situation which a person with their training and instruction would reasonably consider to be a serious and immediate danger to health and safety
  - o matter which a person with their training and instruction would reasonably consider to be a shortcoming in the employer's protection arrangements for health and safety.

## **10. Managing Services and Construction Projects Independently**

### **Relevant Legislation**

The Management of Health and Safety at Work Regulations 1999 Construction, Design and Management Regulations 2015 (CDM 2015) Schools Standards & Framework Act 1998

### **General**

There are two types of construction works that are undertaken in schools, as follows:

**Major Works** – these include significant refurbishment, maintenance work or any design and build project.

**Minor Works** – these include small-scale projects, for example commissioning a contractor to replace lighting in a school hall over a couple of days, or having a small section of roof repair work carried out.

Since all construction work falls within the scope of the CDM 2015, it is essential that colleagues consult section J1 of the NCC policy, where the requirements of that legislation are set out.

Where schools decide not to procure services through the Council and, instead, commission work themselves they become solely responsible for planning the safety of the work which they commission. The school must also vet its own contractors ([see Section E3 of the NCC guidance](#)) and, most importantly, ensure that their arrangements do not compromise the safety of staff, pupils, contractors or the general public. Before doing this the school should contact the Chief Operating Officer for guidance and to agree a plan of what is required.

Commissioning construction work and managing contractors are not traditional roles for governors or Headteachers. In fact, it is often necessary to possess extensive experience and knowledge when agreeing safe systems of work with contractors. Some activities involve high risks, for example, the removal of asbestos, working at height or working in proximity to underground services. Before assigning the role of commissioning manager for construction works to a particular member of staff, schools should closely and carefully consider the competency requirements.

## **11. Joint Consultation**

### **Relevant Legislation**

Safety Representatives and Safety Committees Regulations 1977

Health and Safety (Consultation with Employees) Regulations 1996

### **General**

The functions of safety representatives are prescribed in the above regulations 1977. Only a recognised Trade Union may appoint safety representatives who should normally be employees, ideally employed continuously for the previous two years. The Trade Union should notify the employer in writing of the names of the persons appointed as safety representatives and the Trust of employees they represent.

Safety Representatives have the function of representing their fellow Trade Union members in consultation with their employer regarding health and safety matters. To this end they are entitled to

- carry out safety inspections of the work place at quarterly intervals
- to receive information from visiting inspectors of the Health and Safety Executive
- to examine the causes of reportable accidents.

In order to avoid having a disproportionately high number of safety representatives in an establishment, it has been agreed that a safety representative may represent members of more than one Trade Union.

The employer is obliged to allow reasonable time off with pay to enable safety representatives to fulfil their functions and to receive appropriate training. In order to ensure that reasonable numbers of safety representatives are appointed, Teachers' Associations have given their approval for the appointment of safety representatives to be arranged by mutual agreement between staff concerned. This has been particularly useful in small establishments in maintaining a reasonable degree of representation. The Trust will CFOOperate so as to enable safety representatives to carry out those functions defined by the relevant statutory provisions.

The Health and Safety (Consultation with Employees) Regulations only apply to employees who are not being represented by safety representatives appointed under Safety Representatives and Safety Committees Regulations 1977

### **The Role of the Safety Representatives:**

The functions of safety representatives are detailed below:

- in general, to represent employees in consultations with employers which help to promote and develop the health and safety at work of the employees
- to investigate hazards and dangerous occurrences at the workplace and to examine the cause of accidents
- to investigate complaints by any employee he represents relating to that employee's health, safety or welfare at work
- to make representations to the employer on matters arising from their investigations
- to make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace
- to carry out inspections

- to represent employees in consultations at the workplace with inspectors of the Health and Safety Executive
  - to receive information from inspectors
  - to attend meetings of safety committees

### **Inspections**

- Safety Representatives are legally entitled to inspect the workplace once every three months. However, in schools, once per term is usually more appropriate.
- Arrangements suitable for each workplace need to be devised. A formal programme of regular inspections may be appropriate. An inspection should be arranged to take place at a time mutually convenient to the Manager and Safety Representative.
- Written reports should be made in respect of unsafe or unhealthy conditions, poor working practices or unsatisfactory arrangements for welfare at work. However, minor matters may be reported orally.
- Normally it should be possible for the employer to take appropriate remedial action. When remedial action is not considered appropriate or cannot be taken within a reasonable period of time then the reasons should be explained in writing to the Safety Representative.

### **Information to be Made Available**

Employers should make available the information within the employees' knowledge necessary to enable safety representatives to fulfil their functions, and to enable them to play an informed part in promoting health and safety at work.

### **Reporting Procedure for Safety Representatives**

Safety representatives should use the existing channels of communication. Matters of concern should be reported to the manager who may be able to take appropriate remedial action. If, after the first investigation, the manager requires further advice or the matter concerns the provision of resources which is outside the control of the school, the matter should be referred to up through Trust. If remedial action is not considered appropriate or cannot be taken within a reasonable period of time, the reasons for this should be explained to the safety representative.

If a safety representative is not satisfied with the response of the Trust, he may refer the matter to the representative of his professional association or trade union representative

Safety representatives are entitled to request the advice of the Health and Safety

Executive, though it is agreed that this should normally only be done after the Trust's normal channels of communication have been used.

### **Safety Committees**

If two or more safety representatives request the employer to set up a safety committee, the employer must do so within three months of the request.

Safety committees should:

- develop safe systems of work and safety procedures
- analyse accidents and causes of notifiable occupational diseases
- review risk assessments
- examine safety audit reports
- consider reports submitted by safety representatives
- monitor the effectiveness of health and safety training
- consider reports and factual information provided by HSE inspectors and Environmental Health Officers
- monitor and review the adequacy of health and safety communication and publicity within the workplace
- continuously monitor all arrangements for health and safety and revise them whenever necessary.

Managers and representatives should agree who chairs the meetings, how often meetings should be held, and what they hope to achieve.

It is important that safety committees actually review health and safety systems. They should not become reporting centres for matters that should be dealt with by managers.

## **12. Health & Safety Information For Employees**

### **Relevant Legislation**

The Health & Safety Information for Employees Regulations 1989

The HSE has published a new, simplified version of the Health and Safety Law Poster. It tells workers what they and their employers need to do in simple terms, using numbered lists of basic points. As an employer, 3RLT is required by law to display the HSE-approved poster prominently in each establishment where Trust employees are based.

In addition to the main poster, and as an alternative for peripatetic workers, a

plasticised pocket card (ref ISBN 978 0 7176 6350 7) is available.

Managers should add the following information to the poster:

- the name and contact details of local union Health and Safety Representatives, if applicable.

### **13. Monitoring & Review**

This policy will be reviewed annually.

## **14. School Health and Safety Arrangements**

### **School Safety Organisation**

Key roles within the school are identified below:

<b>Title</b>	
Chair of the School Governing Board	Mrs B Hudspith
Vice Chair	Mr D Glover
School Governing Board member with Safety Responsibilities	Mr D Glover
Chief Executive Officer	Ms A Witherow
Chief Finance and Operating Officer	Mr M Tait
Headteacher	Mrs A Moore
Deputy Headteacher	Mrs F Warkman & Mrs R Harrison
SENDCo	Mrs F Warkman
Designated Safeguarding (Leads) •	Mrs G Boddy Mrs K Blacklock

<p>Subject Leaders:</p> <ul style="list-style-type: none"> <li>● Pupil premium</li> <li>● English</li> <li>● Maths</li> <li>● Science</li> <li>● Computing</li> <li>● Geography</li> <li>● History</li> <li>● Art and Design</li> <li>● DT</li> <li>● PE</li> <li>● PHSE</li> <li>● Music</li> <li>● MFL</li> </ul>	<p>Mrs F Warkman  Mr N Hamilton  Mrs K Dillerstone  Miss S Neale  Mrs W Underwood  Mrs C Coulthard  Mrs C Coulthard  Mrs D Wallace  Mr J Linnell  Mrs R Burns  Mrs S Wills  Mrs A Del Pino  Mrs C Ward</p>
<p>Lead:</p> <ul style="list-style-type: none"> <li>● COSHH</li> <li>● Manual Handling</li> <li>● Fire and Emergency</li> <li>● First Aid Training</li> <li>● First Aid Equipment</li> </ul>	<p>Mrs S Davies</p>
<p>Educational Visit Coordinator (EVC)</p>	<p>Mrs L Gilmore</p>
<p>Catering</p>	<p>Mrs C Collings</p>
<p>Medical Coordinator</p>	<p>Mrs H Grange</p>
<p>Site Manager</p>	<p>Mr M Underwood</p>
<p>Trust Safety Management Leads</p>	<p>M Tait  M Gibson  S Charlton  S Mungall  M Donkin  C Darmer  K Wilkinson</p>
<p>Membership of the Schools Safety Management Team</p>	<p>Mrs S Davies  Mrs R Burns  Mr C Browne  Mr J Hindle  Mrs H Grange</p>

## **Accidents, Near Misses, Violent Incidents (Section F1 and F2 of SHSM)**

### **Accident Procedure**

- In the event of an accident any member of staff is expected to ensure the scene is made safe and give comfort and aid to the injured person. A message must be sent to the school office as an urgent action. An assessment of the injury should be made by the first aider at the earliest opportunity.

Should an ambulance be required it is usually summoned from the main office. If it is clear that the seriousness of the injury requires immediate medical attention, any member of staff should summon the ambulance by calling 999. In this case, again, a message should be sent to the main office as soon as possible to allow plans to be made to meet the ambulance.

- In the event of serious injury or ill health to a student, the parent (or emergency contact) should be contacted immediately using the contact numbers held in the main office. A request to collect their child to take home or to hospital should be made, as appropriate. *Medical treatment or advice should not be delayed if parents or emergency contacts are not available.*
- In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany them, a member of the school staff should go to the hospital to await the arrival of the parent. On occasion, it may be necessary to take an injured student to hospital in a vehicle belonging to a member of staff. Before this occurs, staff should ensure that their insurance covers this eventuality. Staff should be aware that hospital personnel will stabilise the casualty's condition until the parents arrive and give consent to further treatment.
- Students should only be sent home when a responsible person is present to take care of them. This would normally be a parent/guardian, second emergency contact or close relative.

### **Record Keeping**

#### Accident, Near Miss, Violent Incident Logging (ANVIL) System

- In the case of pupil incidents, an ANVIL report should be completed for all incidents resulting in significant injury such as sprains, strains, lacerations, fractures, injuries to the head and any other unusual injuries. It is important that the member of staff supervising at the time of the incident assists in

recording the details accurately.

- ALL incidents involving staff or visitors must be recorded on ANVIL. There are no exceptions to this. Reports of staff incidents should be completed by the relevant line manager; if the report is completed by another member of staff then the form should be viewed and authorised by the line manager. It is important that actions to prevent recurrence are always recorded and any required actions implemented. *The injured person should not complete the form.*
- In all cases, the ANVIL report form must be submitted to a School Business Manager or Headteacher for approval prior to the form being submitted to the Corporate Health and Safety Team.

### **School Accident Book/Form**

- In the case of insignificant or minor injuries to pupils, which may only require that the pupil be comforted, the school records details of the injury and treatment rendered in the school's own accident book or form. In order to comply with the requirements of the Data Protection Act only the first name and initial of surname should be recorded along with class. It is important that treatment rendered by the first aider is recorded. More serious accident will be reported to the school office.

It is important to indicate the responsibilities of staff when reporting accidents. A School Business Manager should monitor records to identify accident trends.

### **Accident Investigation**

- The School Business Manager should advise staff on the appropriate level of response.
- The School Business Manager or another senior member of staff should undertake an investigation using the form ACC2 if the incident is serious, complex or one which may have serious repercussions.
- In the most serious cases the school should call in a Health and Safety Officer. If appropriate, he/she will undertake a full accident investigation and will take photographs and witness statements.

## Reportable Injuries

The Health and Safety Executive (HSE) should be notified of an incident/incident immediately in the following circumstances:

- Death or 'specified injuries' in respect of employees
- 'Dangerous occurrences'
- 'Occupational diseases' (via the Occupational Health Unit)
- 'Over-seven-day injuries to workers' - this is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident)
- 'Specified injuries' to workers, which include:
  - a fracture, other than to fingers, thumbs and toes;
  - amputation of an arm, hand, finger, thumb, leg, foot or toe;
  - an injury likely to cause permanent blinding or reduction in sight in one or both eyes;
  - Any crush injuries to the head or torso causing damage to the brain or internal organs in the chest or abdomen;
  - serious burns (including scalds) which:
    - cover more than 10% of the body,
    - cause significant damage to the eyes, respiratory system, or other vital organs;
  - scalpings (separation of skin from the head) which require hospital treatment;
  - unconsciousness caused by head injury or asphyxia;
  - any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- 'Gas incidents'

In the case of injuries to employees resulting in an over-seven days' absence from work, these should be reported to the HSE within 15 working days. Office staff should undertake these tasks using information recorded on the ACC1 or VI form. The information should then be checked and countersigned by the Safety Coordinator or senior member of staff.

**All notifiable incidents can be reported to the HSE via their on-line reporting system.**

### [HSE types of reportable incidents](#)

## First Aid Arrangements

(LA Ref: [F3](#))

First aid arrangements are given below:

- A member of staff is nominated to act as first aid coordinator. They should take on the responsibility for ordering items and replenishing first aid boxes and ensuring that certificates remain current.
- A suitable number of staff are trained in first aid (2 day paediatric if needed) , renewable every 3 years. The positions are monitored to take account of staff turnover and the names of all qualified First Aiders are kept on record.
- Arrangements are in place for epi-pen, defibrillator & other relevant first aid/emergency aid training.
- First aid boxes are located in each class. First Aid bags for use on outings are held in the medical room and adapted/packed prior to outings.
- Inhalers and epi-pens are kept in the medical room filing cabinet.
- A medical room is available to treat minor injuries. In more serious cases, the child should be transferred to the care of parents as soon as possible. Third parties using the school are made aware of and have access to our First Aid facilities via our visitors book procedure.
- The provision of First Aid trained staff will be considered for off site visits.

## **Health Matters**

### **[Trust Infection Control Policy](#)**

**(Further details in [Policy on Supporting Students with Medical Needs](#))**

- The means of identifying students' medical needs are:
  - Electronic data provided by parents on medical questionnaire at entry to school
  - Individual letters from parents
  - Data provided by other supporting professionals
  - Staff observation post intake
  - Ongoing communication with parents/carers
- Staff should only administer prescription medication with the agreement of the Headteacher and only when a parental consent form has been

completed. The medication should only be administered during school hours where this is unavoidable.

- Arrangements have been made for the storage of medication in school in secure cupboards/fridges. The exception to this is emergency medication, such as asthma inhalers or auto injector pens, which should not be locked away and are kept in classroom medical boxes.
- Medication is suitably labelled with details of name and dosage.
- A fully comprehensive list of all students' medical information and health care plans, where they exist for more serious conditions, is available with each class teacher and the SENDCo. A student medical summary is also circulated to all staff. Medical input to the individual health care plans should be sought from the School Medical Service.
- If a student brings to school any medication for which the Headteacher has not received written notification, the staff of the school will not be held responsible for it. Office staff will be notified so they can obtain parental consent.
- Arrangements are made to train staff, particularly to recognise and deal with anaphylaxis, asthma and epilepsy.
- It is generally school policy not to administer paracetamol or other pain killers to children. However in some circumstances they may be administered at the headteacher's discretion as long as all of the above criteria are met.

## **Staff Health (including stress management)**

### **(Section [K1](#) of SHSM)**

Schools should note the content of section [K1 'Health'](#) of the SHSM, which signposts to health related policies, and include their own arrangements for complying with these.

## **Building and Site Maintenance** **(LA Ref: [E3](#), [G3](#), [H3](#), [J1](#), [J2](#))**

The Headteacher, in conjunction with the School Business Manager and Site Manager/Security Caretaker is in charge of the maintenance of the school site and its buildings. The Headteacher is responsible to ensure that protocols

detailed in section [E3](#) are applied when the school commissions services independently.

All staff should report minor 'premises defects' to the Site Manager by adding it to his electronic maintenance schedule or writing it in his repairs book in the school office. raising a ticket through the Facilities Helpdesk. The site manager has a responsibility for the reporting of building/site defects and for carrying out minor maintenance where appropriate. The need for emergency repairs should be notified in the same manner.

A Contractors Induction Pack is available to those carrying out appropriate works on the site; the pack, whose purpose is to familiarise contractors with the physical layout of the school and to provide the names of key personnel together with Health and Safety arrangements is available from the Site Manager or SBM. Contractors must also sign the Agreed Works H&S proforma HSC1, prior to starting any site work. **(LA Ref: Control of Contractors - section [J2](#))**

## **Building Maintenance and Testing of Equipment**

The Site Manager is to ensure that:

- Internal school procedures are established and followed
- Liaison with the contractors takes place
- Full records relating to statutory testing are maintained. These will include:
  - Annual safety tests of 240v portable electrical appliances **(LA Ref: [L4](#))**
  - 5 yearly fixed wiring inspection **(LA Ref: [L4](#))**
  - Gas Safety **(LA Ref: [L5](#))**
  - Weekly testing of the fire alarm system **(LA Ref: [F4 Fire Log Book](#))**
  - Water hygiene test/legionella **(LA Ref: [H8](#))**

RCD testing will also be carried out and the results recorded.

The site staff are also to ensure that safety signs or signals are in place providing health and safety information and instruction relating to a particular situation, activity or object. **(LA Ref: [L6](#))**

## **Fire Safety and Emergencies (LA ref: [F4](#) and [F5](#)) (Fire Log Book)**

- The Headteacher should ensure that the fire risk assessment in section 4 of the Fire Log Book is completed for each building. Several parties should be involved in the completion of this task
- The Fire Coordinator (usually the School Business Manager as nominated by the Headteacher) is responsible for devising and coordinating fire drills and maintaining records in the Fire Log Book, such as fire drills and fire alarm tests
- Fire drills should take place each term
- The following arrangements for fire precautions should be in place to ensure that:
  - Flammable liquids are stored in a locked metal cupboard
  - Fire doors are always closed and never wedged open
  - Waste materials are collected daily and are stored in a locked area until collection.
  - Electrical equipment not in use is always isolated from the mains.
- In the event of an emergency the school Business Continuity Plan (BCP) should be followed. The BCP will be reviewed annually or be reviewed following an emergency incident. Members of the school's SLT should read the BCP and become familiar with the actions required in an emergency or catastrophic situation.

## **Safeguarding**

A separate safeguarding pack (available on the Corporate Health and Safety Team web page) has been completed detailing specific school arrangements.

It is the responsibility of all staff to ensure that the school and its staff, students and visitors are secure at all times against the risks of unauthorised entry to the school.

All School staff are required to wear authorised named badges as outlined in the Staff Handbook and a signing in / out system, along with the issue of visitors badges to all authorised personnel, minimises the risk of unauthorised entry to the school buildings and assists in the safeguarding of staff and students.

All individuals who have unrestricted access to pupils are subject to DBS arrangements and details are maintained in the school central register. Trained Designated Safeguarding Officers are available within school and a lead is identified.

Such measures enable schools to be secure and safeguard staff and students against the risks of unauthorised entry to specific site areas and school buildings.

### **Access and Egress**

Vehicular access at the main entrance is restricted to staff, deliveries and authorised visitors only.

Parents are not allowed access to the school site for dropping-off and picking-up their children other than by prior arrangement with the headteacher (usually for medical reasons) and are requested to use the bays outside school where ample parking is available outside of the school perimeter.

Office manager/headteacher monitors the school entrances to ensure the safe passage of students during the busy congested periods and the beginning and end of the school day.

### **Risk Assessment (LA Ref: [E6](#))**

A written assessment of all activities that involve a significant risk to health or safety should be produced, in which the hazards, risks and necessary precautions are identified. The Health and Safety Team provides further guidance and several general assessments have been issued to schools (*available via the Corporate Health and Safety webpage*). However, most assessments are best done in light of the particular circumstances in the school, and by school staff.

With regard to teaching, in many cases standard national texts and model risk assessments are provided by organisations such as CLEAPSS, AfPE and DATA. Where relevant these should be adopted, adapted and implemented.

Where appropriate, the precautions detailed in the risk assessment should be transcribed into relevant working documents, such as lesson plans or worksheets. Risk assessments should be indexed for easy retrieval.

Manufacturers' safety data sheets should be obtained for all hazardous products used in school (except where hazard data is provided by CLEAPSS for Science chemicals). Risk assessments should be completed for activities involving hazardous chemicals. Further information is contained within the COSHH section of the LA Safety Policy (**LA Ref: [HI](#)**)

The School Business Manager is responsible for coordinating and maintaining records of risk assessment. The risk assessments within individual areas/departments are the responsibility of the Manager or Department Lead and records must be kept up to date. They are to liaise directly with the School Business Manager for any areas of concern.

### **Manual Handling (LA Ref: [L1](#))**

A written assessment of all manual handling tasks likely to involve risk of injury should be produced. Wherever reasonably practicable, procedures and practices should be changed to eliminate or otherwise reduce manual handling tasks.

The "[Good Back Care Guide](#)" is accessible by clicking on the link for downloading/printing. THE SBM will ensure that each employee engaged in manual handling reads this document as part of the induction process. Signature will be obtained on the employees induction sheet indicating that the employee has understood the contents. A copy will also be available as a reference source within this policy.

### **Display Screen Equipment (LA Ref: [L2](#))**

Staff who are using computer workstations regularly and for a significant part of their working day (defined as 'computer users') should be provided with a suitable workstation which is ergonomically designed to minimise the stresses and strains of this type of work. In practice this requires the provision of adjustable furniture to provide optimum support and comfort for the user and a clear screen display which is set up to avoid unwanted reflections.

All defined 'computer users' should complete a self-assessment of their workstation which is then passed to a trained workstation assessor to be verified. Each school should have at least one member of staff who is suitably trained in carrying out DSE workstation assessments. All workstations must be assessed periodically and new workstations must be assessed before being put into use.

The cost of reimbursement of eye tests for users and the provision of corrective spectacles, where deemed necessary solely for DSE use, were delegated to schools.

### **Machinery and Work Equipment (LA Ref: [G1](#))**

All new machinery and work equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order, usually by a specialist contract via an SLA or other such contract.

### **Working at Height (LA Ref: [G4](#))**

Falls from height are one of the biggest causes of workplace fatalities and major injuries. Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. Common causes are falls from ladders and through fragile roofs. The Work at Height Regulations 2005 aim to prevent death and injury from a fall from height.

### **Lifting Equipment (LA Ref: [G2](#))**

LOLER builds on the requirements of PUWER by placing requirements on employers and those who control lifting operations and lifting equipment to ensure that it is correctly managed, fit for purpose and used safely. The aim of the LOLER is to reduce the risks to people's health and safety from lifting operations and lifting equipment used at work.

### **Pesticides (LA Ref: [H4](#))**

Pesticides contain chemicals that kill pests or drive them away. They are designed to cause harm to living organisms and are therefore potentially harmful to people, animals and the environment. Pesticides may be found in everyday products that are used to combat fungi, mould, insect pests and to destroy weeds. Strict rules apply to handling poisons. These require additional control measures, such as a higher level of training or the need for two members of staff to be present, for example when using phostoxin for the control of vertebrates, such as moles and rabbits. Detailed risk assessments are also required.

### **Noise (LA Ref: [I1](#))**

Loud noise could be described as unwanted, distracting or annoying sound which has the potential to cause physical damage to the body for example, temporary or permanent hearing loss. Hearing loss is usually gradual through prolonged exposure to noise. Generally, it is only when damage caused by noise combines with general hearing loss due to ageing that people realise how deaf they have become.

### **Control of Vibration at Work (LE Ref: [I2](#))**

Hand-arm vibration (HAV) is a widespread hazard for employees in many industries and occupations. HAV exposure at work can arise from the use of hand-held power tools, such as grinders or hammer drills, hand-guided

machinery, such as lawnmowers and plate compactors, and hand-fed machines, such as pedestal grinders. Prolonged and regular exposure to vibration can have a detrimental effect on an operator's health.

### **Workplace (Health, Safety and Welfare) Regulations 1992 (LA Ref: [L3](#))**

The Regulations cover a wide range of basic health, safety and welfare issues and apply to almost all workplaces. It includes ventilation/temperature, cleaning, workstation arrangements, traffic, falls and falling objects, glazing, doors/gates, sanitary and washing facilities, drinking water supply, facilities for changing/rest and eating meals.

### **Food Safety (LA Ref: [L9](#))**

The legislation is wide-ranging and applies to the manufacturing, wholesale, retail, and catering sectors of the food industry, as well as to those organisations which supply food during their business, such as schools and residential establishments. This section gives the main legal requirements relating to activities, including the enforcement of food safety law.

### **Educational Visits (LA Ref: [L16](#))**

All school trips are planned by a competent Party Leader. The details relating to the planning process are then entered into the County Council's EVOLVE system. These details are then checked by the appointed School Educational Visits Coordinator (EVC) who has undertaken the County Council's recognised training course. The EVC must ensure that risk assessments are in place to cover the trips made by the school for both Category 1 and Category 2 visits. Additionally, the EVC should ensure that members of staff have access to the County Council's Code of Practice for educational visits. All visits must then be approved by the Headteacher.

In the case of Category 2 visits the school's submission is assessed by the Outdoor Education Advisory Panel (OEAP) before final approval is made for the trip to go ahead. Trips must not proceed unless approval by the Headteacher and, where relevant, the OEAP is verified.

### **PE/Play Equipment (Section [G5](#) of SHSM)**

The school PE equipment is checked regularly by school staff and inspected at least annually by a competent contractor (either via SLA with NCC or arranged independently by the school). Written records of these inspections are maintained.

Any actions identified in the annual PE Equipment Inspection report are initiated immediately if identified to be a H&S risk. Where necessary, equipment is taken out of use temporarily until repairs are completed.

Further details about outdoor play/PE equipment can be found in section G5 of the SHSM. This guidance should be followed when planning the installation of any new equipment. An independent commissioning inspection should be undertaken prior to the equipment being brought into use.

Likewise, similar arrangements are in place for the inspection and maintenance of PE/Gym equipment. A contract is in place with a qualified contractor to undertake a formal inspection of this equipment.

### **Personal Protective Equipment (PPE) (LA Ref: [L7](#))**

Where PPE is identified as a control measure in a risk assessment the equipment selected must be appropriate for the task. This ensures that it will provide adequate protection and is compatible with other equipment in use.

The assessment should be reviewed if there is a significant change in the activity. Advice on the selection of PPE is available from the Corporate Health and Safety Team.

All PPE must be maintained in good working order, and any defect reported immediately to the Head of Department, for repair or replacement.

Respiratory protective equipment (RPE) is maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at monthly intervals (3 monthly where use is infrequent) by the Head of Department. A written record will be kept for inspection. Alternatively, disposable RPE is used provided that this is suitable for purpose and worn in line with the manufacturer's instructions.

### **Subject Areas**

Each subject area within the school may have health and safety arrangements that are unique. Where appropriate, Subject Coordinators may submit a summary of key issues and procedures for inclusion in the School Safety Policy.

### **Ionising Radiations Regulations 2017 (LA Ref: [H5](#))**

This section is applicable to High Schools only. The legal requirement to register radioactive sources with the HSE has been completed by Northumberland County Council on behalf of all maintained schools which hold such sources. Schools can

obtain a copy of the registration certificate by emailing the Corporate Health and Safety Team at [healthandsafety@northumberland.gov.uk](mailto:healthandsafety@northumberland.gov.uk)

With regard to the day to day management of sealed radioactive sources, High Schools should refer to the CLEAPSS publication L93 'Managing Ionising Radiations and Radioactive Substances in Schools and Colleges' and its associated documents.

The Ionising Radiations Regulations require an employer 'who carries out a practice that involves ionising radiation' to have access to a Radiation Protection Advisor (RPA). The RPA for the County Council is:

Les Fullerton  
Peak RPA Ltd  
PO Box 85  
Buxton  
Derbyshire  
SK17 6WT

Tel: 01298 27466

Email: [info@peakrpa.com](mailto:info@peakrpa.com)

Web: [www.peakrpa.com](http://www.peakrpa.com)

The school's specific RPS is Michael Dennis, Head of Science/Physics.

Schools that wish to obtain advice on issues relating to radioactivity, arrange a visit to inspect their radioactive stock or dispose of a sealed source can contact the RPA for advice.

### **Dangerous substances and explosive atmosphere regulations (DSEAR) (LA Ref: [H7](#))**

DSEAR requires the employer to assess the risks of fire and explosion that may be caused by dangerous substances in the workplace including, risks caused by gases under pressure and substances corrosive to metals. The aim is to protect employees and others who may be put at risk for example, visitors or members of the public.

## **Reportable Injuries**

- How safety is planned and managed within the Department
- Where safety information is filed
- Special safety rules and training requirements
- Responsibilities of certain individuals with regard to safety tasks or functions
- Liaison with regard to safety tests and inspections
- Maintenance of plant and equipment
- Provision of protective equipment

Dangerous substances can be defined as any substance or preparation (mixture of substances) present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion or corrosion of metal.

### **Lone working (LA Ref: [L11](#))**

Employees can be at risk when working alone in a number of circumstances.

Each area of work activity presents different risks. A detailed risk assessment and associated lone worker procedure should be developed for each team where this is a relevant consideration. It should not be possible for staff to place themselves in high risk situations without a procedure in place which guarantees that the member of staff has left the premises safely at the end of the day.

### **Management of trees (LA Ref: [L12](#))**

The trust has a duty to act as a “reasonable and prudent landowner” and ensure that all trees on its land are kept in an acceptable condition and do not put persons and property at unreasonable risk.

### **New and Expectant Mothers (LA Ref: [L10](#))**

Some hazards in the workplace may affect the health and safety of new or expectant mothers and their children.

### **Young People at Work (LA Ref: [L14](#))**

When employing anyone under the age of 18, whether for employment, work experience or as an apprentice, employers have the same responsibilities for their health, safety and welfare as they do for other employees. In fact, due to their lack of knowledge and experience, children and young people are owed a greater duty of care.

### **Ponds and Sustainable Drainage Systems (LA Ref: [L15](#))**

Locally developed ponds developed for educational purposes are seen as an important part of a wild area and can provide a variety of educational opportunities and environmental benefits.

Although generally safe, they do present some possible dangers, many of which can be avoided by a little thought at the planning stage. This part of the policy outlines some of the hazards and suggests various ways of minimising them.