

Review date; January 2024

Changes since the previous version (January 2023)

Minor amendments to update hyperlinks and ensure wording and roles reflects current practice.

Changes to organisational structure (Finance Director and Director of Estates roles – page 2)

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1. General Policy Statement

Aurora Academies Trust (the Trust) is committed to ensuring health and safety good practice across all areas of school life. We take our responsibility for the health and safety of staff, pupils, volunteers and any other visitors to our schools very seriously and use this policy and in accordance with the Health and Safety at Work Act 1974, to maintain the highest possible levels of health and safety in our schools.

It is the intent of the Trust to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

These responsibilities will be achieved by the establishment of an effective health and safety management system within our schools that will be underpinned by risk assessments. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures and our overall health and safety performance including any emergency arrangements. In addition, the Trust will undertake to ensure compliance with policy and guidance. The Trust will ensure that adequate resources are identified for health and safety. To support us in complying with its legal responsibilities, the Trust has appointed East Sussex County Council to act as its Competent Person to advise on health and safety matters.

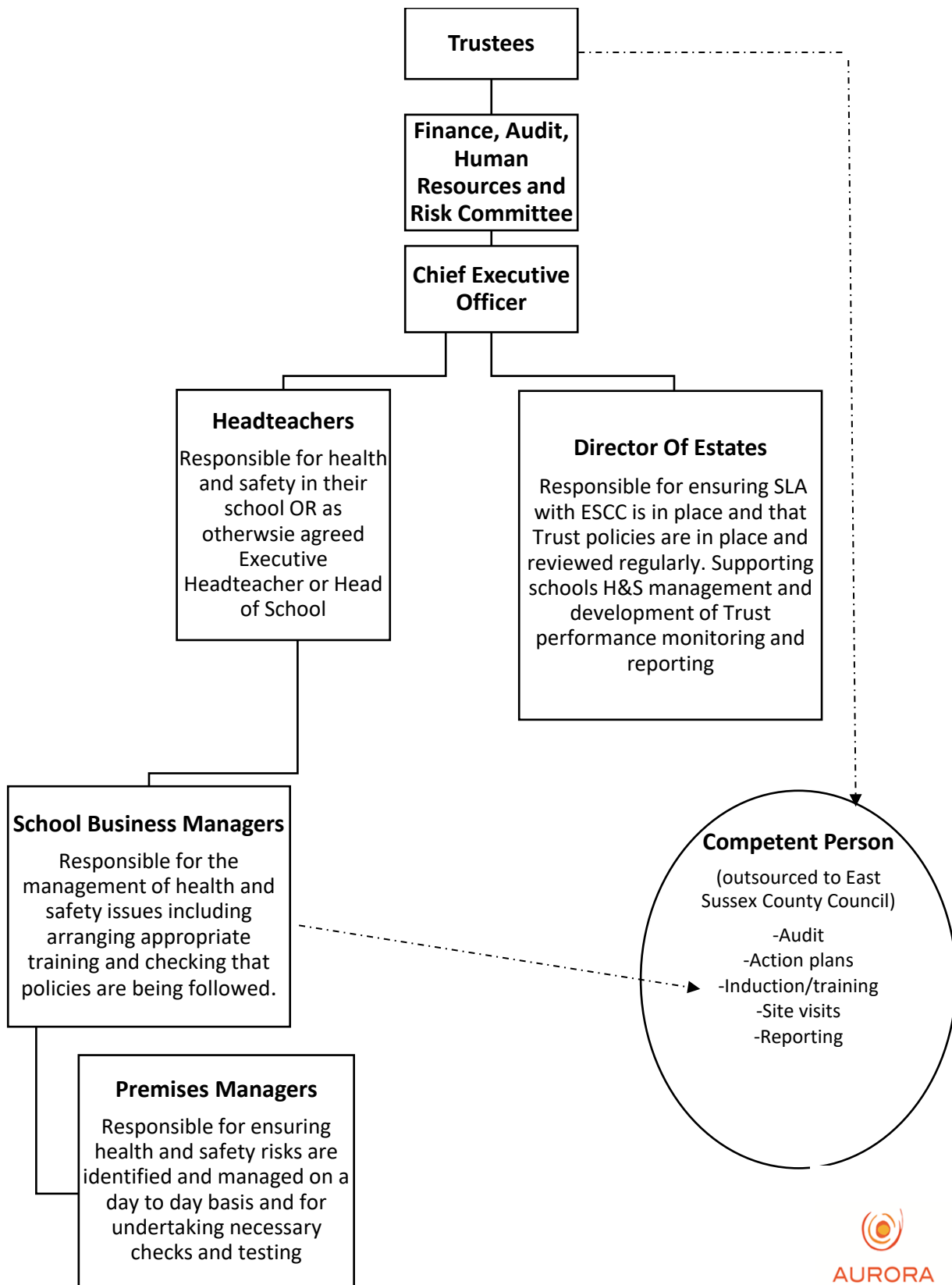
We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to our schools. We expect all staff to co-operate fully with this policy and to actively contribute to any consultations in relation to health and safety policy and procedures. In addition, we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Trust that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties. The policy will be reviewed periodically, following a significant event or a change to policy or procedures and revised where necessary.

2. Organisational structure

Ultimately the responsibility for all school organisation and activity rests with the Trust. However, all staff have a responsibility towards safety with the specific lines of delegation being set out as shown in the Trust's health and safety organisational structure below.



NB Each school shall have a nominated **Health and Safety Coordinator** who is either the School Business Manager or Premises Manager.

3. Roles and responsibilities:

3.1 The Trust

The Trust will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, pupils, visitors) in accordance with the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Trust will:

1. ensure that a 'competent person' is appointed to provide advice on health and safety legislation and best practice;
2. ensure this Health and Safety Policy is being implemented and is effective, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents;
3. ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the schools in line with Health & Safety legislation;
4. ensure, via reviewing risk assessments and inspection reports, that there is adequate provision both in staffing, facilities and resources to allow the schools to meet both their legal and moral obligations with respect to health, safety and welfare;
5. receive updates on health and safety via its Finance, Audit and Human Resources Committee;
6. to consider information, statistics and reports relating to health, safety and welfare matters;
7. to maintain and review the risk register.

3.2 Headteacher (or equivalent acting role to include Executive Headteacher or Head of School)

The Headteacher has overall responsibility for health and safety policy, organisation and arrangements throughout the school and in particular will be responsible for the following duties. This is the standard arrangement in most schools. However, in some circumstances, Executive Headteachers and a Head of School may be nominated. Any changes in this responsibility structure should be agreed with the Director of Estates.

1. budget for safety and health matters;
2. ensure Trust health and safety policies are effectively implemented;
3. nominate specific staff with designated safety roles, e.g. Health and Safety Co-ordinator, Site Manager, throughout the school;
4. ensure that all site specific hazards are risk assessed and managed appropriately, such as swimming pool or ponds
5. ensure the Trust is aware of any health & safety risks at the school
6. ensure safety procedures are developed and adhered to for operations carried out within the school by staff and by outside contractors under their control;
7. ensure that health and safety is considered as an integral part of teaching;
8. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within Trust policies or health and safety legislation;
9. ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation or usage, etc.;
10. ensure that emergency procedures and fire evacuation practices are in place within the school;
11. have a general oversight of health and first aid matters;
12. review pupil health records prior to entry and to share SEN or medical information that needs to be brought to the attention of specific staff (e.g. epilepsy);

13. ensure adequate numbers of staff are provided with appropriate training.

The Deputy Headteacher (or Assistant Heads) will assume these duties in the absence of the Headteacher or Head of School and has the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger or,
- dangerous practice, or
- breach of the law.

3.3 Health & Safety Co-ordinator

The Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management on behalf of the Headteacher and in particular, will:

1. have a general oversight of health, safety and first aid matters;
2. ensure that premises safety inspections are carried out at specified intervals e.g. weekly, bi-termly, recorded and that necessary remedial action is carried out;
3. ensure all full and part-time staff receive appropriate health and safety training;
4. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
5. ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
6. develop and establish emergency procedures, and organise fire evacuation practices within the school;
7. ensure that incidents, near misses and dangerous occurrences are reported via the online incident reporting system or hazard reporting system, as appropriate and minor injuries via the school's online reporting system;
8. ensure that incident investigations are carried out and learning outcomes applied to future practice to prevent reoccurrence;
9. monitor incident trends to identify methods of reducing accidents;
10. investigate and advise on hazards and precautions;
11. ensure the necessary records are maintained relating to accidents associated with the work of the school;
12. assist with inspections and safety audits;
13. monitor the general safety programme on behalf of the Headteacher;
14. make recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation;
15. publicise safety matters to staff within the school;
16. liaise with outside bodies concerned with safety and health
17. attend briefings provided by the Competent Person employed by the Trust.

3.4 Premises Manager:

1. reports on health and safety matters with respect to the school buildings and grounds are prepared;
2. safety procedures are developed and adhered to for operations carried out within the school by their staff and by outside contractors under their control;
3. keep records of hazards identified on site by staff and the remedial action taken and when;
4. when liaising with contractors, assume the duties as outlined in 3.11 below;
5. the provision and maintenance of all 'fire' equipment and for the preparation and review of fire risk assessments;
6. ensure all accidents within the area of responsibility are recorded in line with the school policy.
7. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
8. ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep

- records of any faults identified (if appropriate);
9. attend to defect reports and recommendations from the Headteacher, staff, Safety Representative and Health and Safety Co-ordinator;
 10. ensure that all portable electrical equipment is tested on an annual basis;
 11. ensure all accidents within the area of responsibility are recorded in line with the school policy;
 12. ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

3.5 The Educational Visits Co-ordinator (EVC) will:

1. be involved in educational visit management in order to ensure that the Children's Services' Offsite Activities and Educational Visits Policy is followed;
2. work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
3. after discussion with the Headteacher and Governing Body, either approve proposal or submit to the Children's Services Outdoor Education Adviser;
4. ensure that all educational visits meet the Children's Services Departmental requirements;
5. confirm that adequate risk assessments have been carried out;
6. support the Headteacher in the management and evaluation of educational visits;
7. confirm the leadership of the group is appropriate, this to include accompanying staff and volunteers.

3.6 Teachers

Teachers are responsible for the immediate safety of the pupils in their classroom. Teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

1. follow safe working procedures personally;
2. ensure that risk assessments are referenced as part of the lesson planning process;
3. ensure that risk assessments are appropriate for the activity and pupil group. Any amendments should be recorded as part of a specific risk assessment
4. give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
5. ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary;
6. ensure that clear instructions and warnings are given to pupils verbally as often as necessary;
7. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
8. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
9. report defects and make recommendations to their line manager where necessary;
10. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

3.7 Teaching Assistants

The teaching assistant is immediately responsible to the teacher whilst the class is in session.

Additionally, the teaching assistants will:

1. follow safe working procedures personally;

2. be familiar with the general and particular safety rules that apply to their area of work;
3. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
4. undertake a visual inspection of equipment prior to use;
5. report defects to the class teacher;
6. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

3.8 Members of Staff Generally

Each member of staff is responsible for their own personal safety and that of other persons in the school by ensuring that they are familiar and up to date with health and safety policies and procedures.

Staff are reminded of the general duty imposed by the Health and Safety at Work Act 1974 at Sections 7 and 8:

7. *'It shall be the duty of every employee while at work*

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,*
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

8. *'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'*

4. Provision of competent health and safety advice

To ensure compliance with legislation, the Trust has engaged East Sussex County Council to act as the Competent Person across the Trust and all of its schools. It will:

1. advise on health and safety legislation and best practice. This supports and enhances the policy, guidance documents and model templates that are issued to ensure compliance with health and safety legislation
2. provide access to a web based auditing tool and inclusion within the audit programme to support compliance with health and safety legislation and best practice
3. visit site to provide advice and guidance on a range of health and safety topics.
4. publish health and safety newsletters to keep health and safety co-ordinators up to date on health and safety legislation.
5. provide an onsite induction for new Executive Headteachers and Health and Safety Co-ordinators.
6. provide access to an online incident reporting system and completion of RIDDOR reportable accidents to the Health and Safety Executive by the Health and Safety Team.

5. Staff Consultation

Consultation with staff on health and safety matters will be via staff meetings. Health and safety will be a standard agenda item every month and staff are encouraged to raise any concerns either via this process or individually. The aim of consultation is to improve and maintain health and safety policies and procedures within the school and to encourage effective communication regarding health, safety and welfare matters.

6. Crisis Management

A crisis management plan which identifies a crisis management team should be developed by each school. The function of the crisis management team in school is:

- to develop the School Crisis Management and Business Continuity Plans that will be used for handling emergency situations and disruption to school operations;
- to act as the decision-making authority for the management of an incident;
- to develop the procedures and practices to be used for handling emergency situations and communicating these to all staff;
- to establish and maintain a crisis management centre.
- to assess the nature, degree and likelihood of threats to the school
- to test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

7. General Emergency Procedures

The summoning of emergency services is via the Headteacher. In the event of a major disaster the school's crisis management team must be alerted.

8. Fire Procedures – (also see the Fire Safety Policy and individual school procedures)

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before it has been confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as you do so.

Everyone must walk swiftly – not run – and take no belongings with them.

When outside the building assemble the pupils at the designated assembly point. Check that all pupils/visitors/volunteers, etc. are accounted for.

The Headteacher will ensure arrangements are made for practicing fire evacuations as appropriate, but at least three times per year, and monitor for effectiveness. The fire alarm will be tested weekly and serviced quarterly or six monthly by a competent contractor.

The extinguishers will be serviced and maintained annually. This contract will be monitored via the premises inspection. Any faults must be reported to the Headteacher for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Health and Safety co-ordinator will ensure that these notices are displayed in a prominent position as part of the premises inspection.

Any pupil with special needs must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Headteacher, if the class teacher or SENCO identify a specific issue.

A fire risk assessment will be reviewed on an annual basis or when any changes occur.

9. Bomb Incident Management

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore the school's crisis management team will liaise with Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc. by an appropriate means.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Headteacher or a member of the senior leadership team in their absence.

10. First Aid Procedure – (also see the First Aid Policy)

There should be at least one qualified first aider in school at anytime. A printed list of the first aiders for the school is available from the school office.

All injuries which come to staff attention, no matter how slight, should be recorded on the school's online incident reporting system and parents will be advised either via note, email or phone call if required.

In case of doubt as to whether or not a pupil's parent should be immediately alerted, the Headteacher should be consulted. In the event of an accident, if the parents (and their nominated contacts) are unavailable, but it is still considered wise to send the pupil to hospital, the pupil will be accompanied by a member of staff.

11. Incident/Accident Recording and Reporting (also see the Incident Reporting Policy)

In the event of an incident/accident the following procedure must be followed:

- render any equipment inoperative
- summon assistance
- if the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider
- if the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians
- if the injured person is mobile then they should be taken to the hospital for emergency treatment.

The member of staff taking the injured person should:

- stay with the injured person and return with them; or
- stay with the injured person until the parent/guardian arrives at the hospital and then return to school.

All staff must report any incidents, accidents (including violence), dangerous occurrences or near misses involving themselves, visitors or volunteers to the Health & Safety Co-ordinator who will then record the details on the online incident reporting system. Pupil accidents, depending on the severity will be reported on the online reporting system.

Specified categories of incidents are reportable to the HSE and these will be undertaken by East Sussex County Council as Competent Person on behalf of the Trust.

All accidents will be investigated, including the review of relevant risk assessments, to prevent re-occurrence. The Health & Safety Co-ordinator and The Site Manager will monitor the accidents, incidents and near misses to identify trends and escalate to the Headteacher where required.

12. Health issues

12.1 Smoking, Drugs, Alcohol and Stress Management

For information regarding the Trust policies on smoking, alcohol, drugs and stress management please see the Trust Employment Manual.

12.2 Expectant Mothers (also see the New and Expectant Mothers Policy)

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and will return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. The New and Expectant Mothers Policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

12.3 Communicable Diseases (also see the Communicable Diseases Policy)

From time to time infectious diseases will occur amongst pupils and staff. Good personal hygiene precautions are crucial to prevent the spread of infections and hand washing is the single most important intervention in the control of cross-infection.

13. Risk Assessments and Guidance Notes (also see the Risk Assessment Policy)

Specific risk assessments are required for activities involving fire, manual handling, hazardous substances and the use of display screen equipment. More general risk assessments must be completed for those activities where specific assessments have not been carried out.

Staff should be made aware of the content of these assessments via the induction process. Any changes to the risk assessments will be discussed at staff meetings and all staff must ensure that the risk assessments are implemented when undertaking any activities.

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. All staff must familiarise themselves with the contents of those risk assessments that relate to their area of work.

14. Specific Hazards

Schools are not generally considered dangerous places to work in, but they can still present risks which could lead to injury or ill health. The general hazards relevant to schools are detailed below.

1. Asbestos (also see the Asbestos Management Policy)
2. Legionella (also see the Legionella Policy)
3. Contractors (see also the Contractors Safety Management Policy)
4. Display Screen Equipment (DSE) (see the Display Screen Equipment Policy)
5. Electrical Equipment (see the Electricity at Work Policy)
6. Machinery and Equipment (see the Work Equipment Policy)
7. Moving and Handling (see the Moving and Handling Policy)
8. Working at Height (see the Working at Height Policy)
9. Housekeeping (see the Workplace Health, Safety and Welfare Policy)
10. Violence at Work (see the Violence and Aggression at Work Policy)
11. Lone Working (see the Lone Working Policy)
12. Offsite Visits (see the Educational Visits Policy)
13. Work Experience (see the Work Experience Policy)
14. Hazardous Substances (also see the Control of Substances Hazardous to Health (COSHH) Policy)
15. Noise at Work (see the Noise at Work Policy)

15. Supporting Pupils with Medical Conditions (also see the Supporting Pupils with Medical Conditions Policy)

Each school has a separate policy on the local arrangements for supporting children with medical conditions including the administration of medicines. Staff should make themselves familiar with the content of that document.

16. Training and Information (also see the Health and Safety Training Policy)

A training needs analysis will be undertaken by the Health & Safety Co-ordinator to identify the mandatory health and safety training required for each member of staff and this will be reviewed annually.

All members of staff will receive a comprehensive health and safety induction when they commence employment with the school and the induction will include specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in school.

The Health & Safety Co-ordinator will:

- inform staff of any changes in the policy
- assess the training needs of new members of staff.

17. Monitoring Health and Safety

Health and safety standards must be regularly monitored by the Headteacher, Health and Safety Coordinator and Site Manager.

17.1 Inspections

To maintain and improve standards throughout each school a formal premises safety inspection will be undertaken four times per year and records kept. The school will be inspected by the Site Manager accompanied periodically by the Health and Safety Coordinator and the Headteacher.

The Headteacher and Health and Safety Coordinator will review the inspection checklists to ensure that these are being carried out, that they are effective and that issues raised are being resolved.

17.2 Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed, East Sussex County Council appointed as Competent Person on behalf of the Trust will complete a health and safety audit at least every 3 years. The action points identified through the audit will form part of a Health and Safety Action Plan and progress will be monitored by the Trust at the Finance, Audit and HR Committee.

18. Visitors

All visitors to the school must sign in at the school office and sign out when they leave. The Health and Safety Coordinator must ensure that visitors including volunteers have the necessary safety information.

19. Trade Union Safety Representatives

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training.

The trade union safety representative will consult the Headteacher on any relevant health and safety matters.

20. Health and Safety Policy Monitoring and Review

The Trust will monitor and update this policy together with the linked policies listed at Appendix A as appropriate via the Finance, HR and Audit committee.

21. List of Useful Contacts

The East Sussex County Council Health and Safety (H&S) Team can be contacted by email at healthandsafety@eastsussex.gov.uk or phone 01273 336 306

Please review the school contact list to confirm details of the Health and Safety Co-ordinator, first aiders and Educational Visits Co-ordinator (EVC).

Appendix 1: This policy is supplemented by the following local documentation and linked policies which are available on the Aurora Knowledge Bank:

Health and Safety linked policies
<u>Aurora Asbestos Management Policy</u>
<u>Aurora Communicable Diseases Policy</u>
<u>Aurora Contractors Safety Management Policy</u>
<u>Aurora COSHH Policy</u>
<u>Aurora Display Screen Equipment Policy</u>
<u>Aurora Electricity at Work Policy</u>
<u>Aurora Fire Safety Policy</u>
<u>Aurora First Aid Policy</u>
<u>Aurora Health and Safety Training Policy</u>
<u>Aurora Incident Reporting Policy</u>
<u>Aurora Legionella Policy</u>
<u>Aurora Lone Working Policy</u>
<u>Aurora Moving and Handling Policy</u>
<u>Aurora Noise at Work Policy</u>
<u>Aurora Offsite Activities and Educational Visits Policy policy)</u>
<u>Aurora Personal Protective Equipment Policy</u>
<u>Aurora Risk Assessment Policy</u>
<u>Aurora Supporting Children with a Medical Need Policy</u>
<u>Aurora Violence and Aggression at Work Policy</u>
<u>Aurora Voluntary Work Policy</u>
<u>Aurora Work Equipment Policy</u>
<u>Aurora Work Experience Policy</u>
<u>Aurora Working at Heights Policy</u>
<u>Aurora Workplace Health, Safety and Welfare Policy</u>