Health and Safety Policy

This policy is effective for all schools within The Mead Educational Trust, the Teaching School Hub, the SCITT, The Mead Institute Apprenticeships and all other activities under the control of the Trust and reporting to the Trust Board.

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Version	Date	Author	Summary of changes
Earlier version history is available on request.			
V 6.0	Oct 2022	DBO	Change of CEO and updates to contractors, asbestos, risk assessments and COSHH.
V 7.0	Oct 24	DBO	Updated guidance on: E-scooters & bikes; Dogs in schools; Hot work permits; Breakfast and cosy clubs; Training (general); Home working (electrical safety)
V 8.0	Sep 25	DBO/MPR	Removal of: 1 Hour inspection of emergency lights; update to job titles; and removed Academy Council responsibility

Contents

1. General Statement on Health and Safety Policy 5
2. The Employer as The Mead Educational Trust 5
3. Responsibilities/Duties of the TMET Trust Board 5
4. Responsibilities/Duties of the TMET Executive Team 6
5. Responsibilities of the Trust Head of Estates 7
6. Responsibilities/Duties of the Principal 7
7. Responsibilities/Duties of Other Managers 9
8. Responsibilities/Duties of All Staff 10
9. Health and Safety Reporting/Communication Arrangements 11
10. Staff Consultative Arrangements 12
11. Hirers, Contractors and Others 13
12. Risk Assessment 14
13. Emergency Plans 15
14. First Aid 15

APPENDIX 1 – Health and Safety Procedures 17

1. Administration of Medicines 17
2. Accident and Incident Reporting 17
3. External Trips & Visits 17
4. Lone Working 17
5. Evacuation of People with Disabilities 17
6. Working Time 17
7. Use of Display Screen Equipment and Laptops 17
8. Manual Handling 18
9. Control of Substances Hazardous to Health (COSHH) 18
10. Security 18
11. On-site Vehicle Movements 18
12. Maintenance 18
13. Asbestos 19
14. Health Surveillance 19
15. Smoking 19
16. Cleaning 19
17. Violence, Aggression and Abuse 19
18. Incidents offsite 19
19. Hygiene and Infection control 19
20. Electrical Safety 20
21. Working at heights 20

22. Guidance of using minibus to be completed by the responsible person 20
23. Fire safety in a school..... 21
24. Work related stress..... 22
25. Legionella bacteria..... 23
26. Employee induction procedures and training..... 23
27. New & expectant mothers..... 24
28. Young persons working or children on work experience in the school..... 24
29. Vibration 24
30. Noise 25
31. Radon 27
32. Dogs in schools..... 27
33. Hot works permits..... 27
34. General training 28
35. Breakfast & other extra-curricular clubs..... 28

Health and Safety is integral to the service we provide and is the responsibility of employees at all levels. As a multi-academy trust we strive to provide high quality education for all our pupils through a committed and motivated workforce. We recognise that effective Health and Safety management is essential to make this happen. This will cover all staff, apprentices, pupils and visitors.

The Mead Educational Trust is committed to the following principles:

- developing a culture that is not risk averse but understands that risks must be effectively managed.
- ensuring that pupils, employees, parents/carers, and members of the public are properly protected.
- empowering staff to sensibly manage health and safety in their working environment.
- ensuring that those who create risks manage them responsibly and the failure to manage risk responsibly is likely to lead to robust action; and,
- educating individuals to understand that although they have a right to protection, they also must exercise personal responsibility.

We aim to create an environment in each Trust school where everyone can reach their full potential without experiencing work-related ill health or injury. This commitment extends to our employees, pupils, parents/carers, visitors, and anyone else affected by our activities.

We are also committed to taking all reasonable steps to prevent injury and ill health by:

- providing safe and healthy working conditions, equipment and procedures.
- ensuring that there is an effective management structure in place to adequately control the risks to health and safety arising from our activities.
- ensuring that our employees are competent to do their work by providing them with adequate information, instruction, training and supervision.
- consulting with employee safety representatives on matters affecting our employees' health, safety, and welfare.
- complying with all relevant health and safety legislation.

The Chief Executive Officer (CEO) and the Board of Trustees collectively and individually accept their role in proactively leading and managing on health, safety, and welfare.

We wish to take a proactive approach, aiming for continuous improvement in the management of health, safety and welfare.

The operation of this policy will be subject to continuous monitoring and improvement and this statement reviewed every two years.

A signed copy of this policy can be found on The Mead Educational Trusts website. A link to the policy can be found here.

Willowbrook Mead Primary Academy

1. General Statement on Health and Safety Policy

1.1. The aim of Willowbrook Mead Primary Academy is to provide a safe and healthy working and learning environment for staff, pupils and visitors. The school believes that the prevention of accidents, injury or loss is essential to the effective operation of the and is part of the education of its pupils.

1.2. The school acknowledges the provisions of the Health and Safety at Work Act 1974 and in particular the duty of every 'employer' (see section 2) to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are and are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The school accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.

1.3. The arrangements outlined in this policy and the various other safety provisions made by the school cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The school will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on School premises, or while taking part in School sponsored activities.

1.4. The Trust will review this policy statement every two years and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and pupils.

2. The Employer as The Mead Educational Trust

2.1. The 'Employer' is The Mead Educational Trust (TMET)

2.2. The Health & Safety at Work Act 1974 places duties on employers to safeguard, as far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of other persons who may be affected by their work activities, such as pupils and visitors. Employers also have additional duties under other legislation such as, for example, The Control of Substances Hazardous to Health and School Teachers Pay and Conditions (work life balance).

2.3. The Business and Operations Manager will implement relevant health & safety enactments, policies, codes of practice/guidelines and operate effective safety management systems for all activities on the site that they manage. (See Hirers, contractors and others)

2.4. For the purposes of health & safety management, Principals are deemed to be key managers.

3. Responsibilities/Duties of the TMET Trust Board

3.1. The Trust Board will adopt and maintain an effective Trust-wide template Health and Safety policy and ensure adequacy of health and safety practice throughout TMET.

4. Responsibilities/Duties of the TMET Executive Team

4.1. The **Executive Team** will, so far as is reasonably practicable, ensure:

- Adequate allocation of resources, including time, for work and activities with implications for health and safety to take place.
- A safe environment for staff, pupils, contractors, hirers and visitors to go about their various activities.
- Adequate and appropriate welfare facilities.
- Necessary safety and protective equipment and clothing.
- Safe plant, equipment and systems of work.
- Safe arrangements for the handling, storage and transport of articles and hazardous substances.
- Adequate information, training, instruction and supervision so that all staff and pupils can perform their activities in a safe and healthy manner.
- The opportunity for all staff to receive health and safety training appropriate to their duties and responsibilities. This should be given before an employee commences any relevant work. Wherever training is required by statute, or considered necessary for the safety of staff, pupils and others, the **Principal** will ensure that such training is provided. Pupils will receive such training as is considered appropriate to school-related activities that they carry out. Records will be kept of all training. Staff and pupil training will be annually updated.
- Ensure that the management structure detailed in the diagram (see 9) is documented, implemented and effective.

4.2. The **Executive Team**, so far as is reasonably practicable and in consultation with the Principal, will:

- Make itself familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999.
- Identify and evaluate risk control measures to select the most appropriate means of minimising risks to staff, pupils and others.
- Set standards and ensure responsibility is assigned for:
- Reporting accidents.
- Recording and investigating accidents.
- Establishing and participating in the school staff health and safety forum
- Reviewing risk assessments, especially with regard to:
    - Potential accidents.
    - Health hazards.
    - School sponsored on and off-site activities.
    - Pupils and their behaviour.
    - Monitoring adherence to health and safety standards.
    - Reviewing documentation and distributing information from the Local Authority etc.
    - Conducting inspections.
    - Providing health and safety training.
    - Providing first-aid.
    - Dealing with emergencies.
    - Supervising storage facilities.
    - Dealing with waste disposal.
    - Monitoring housekeeping standards.
    - Dealing with complaints on health and safety.
    - Purchasing and maintaining equipment.

- Testing of plant and equipment to ensure it is safe.
- Conducting minor repairs to doors, fences, windows etc.
- Organizing security and fire protection arrangements.
- Implementing risk control measures.

4.3. So far as is reasonably practicable, the **Executive Team**, through the **Principal**, as Key Manager, will make arrangements for all staff, including temporary and voluntary staff and helpers, to receive a copy of this policy and comprehensive information on:

- All other relevant health and safety matters.
- The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

4.4. Where the **Executive Team** delegates responsibility for carrying out a particular health and safety function to an employee, they must ensure that the person is aware of the duty, know how they are expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time). In addition, suitable measures for monitoring performance standards must be put in place.

4.5. The **Executive Team** are directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health.

4.6. Where the **Executive Team** award contracts such as cleaning, catering services and building works, etc. they must consider the health and safety aspects before the tendering of any such contract takes place and they must satisfy themselves that successful contractors comply with all relevant safety legislation.

5. Responsibilities of the Trust Head of Estates

5.1 The Trust Head of Estates will hold overall responsibility for quality assuring health and safety compliance across the school. This includes ensuring that statutory requirements, Trust policies, and best practice guidance are consistently implemented and maintained within the school estate. The Trust Head of Estates will carry out regular reviews and inspections of school premises, providing advice and support to the Principal, Business and Operations Manager and site team. They will also oversee the implementation of any corrective actions required, ensuring that risks are appropriately managed, and that a safe and secure environment is maintained for pupils, staff, and visitors.

6. Responsibilities/Duties of the Principal

6.1. As well as having the general responsibilities/duties of all members of staff (see 5 and 6), the Principal, as Key Manager, also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are always met in full.

6.2. The health and safety of pupils, staff and others through the effective implementation of appropriate policies and procedures both on and of the school site.

6.3. The Principal will be responsible for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by, or on behalf of the school. They will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate.

6.4. In particular, the Principal will, so far as is reasonably practicable:

- Be aware of and ensure compliance with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.
- Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Implement this policy with regard to themselves and others, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures – identified in a suitable health and safety action plan.
- Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfil their obligations for the day-to-day implementation of the safety policy, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures.
- Ensure that adequate provision is made for employee consultation on matters regarding health and safety.
- Discuss health and safety matters with the Leicester City Council Health and Safety Team, the Trust Executive Team, the School staff health and safety forum and with other staff as appropriate and seek advice on such matters as necessary from the most appropriate source.
- Ensure that their decisions reflect the health and safety intentions articulated in the health and safety policy.
- Always ensure the health, safety and welfare of staff, pupils and others via the provision of safe working conditions, systems of work, practices and procedures.
- Ensure that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded, appropriately used and regularly maintained.
- Ensure that all substances provided within the school are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment.
- Ensure that appropriate protective clothing and equipment is provided and used whenever necessary.
- Identify the training needs of staff and pupils and make recommendations on resource implications of meeting such needs.
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensure that adequate instruction and supervision are provided for pupils as required.
- Ensure that sufficient first aid cover and facilities are provided.
- Collate accident information and, when necessary, carry out accident and incident investigations.
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Encourage staff, pupils and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- Monitor the standard of health and safety throughout the school, including all School based activities by:
- Ensuring that annual inspections of the premises are carried out and any deficiencies identified are rectified promptly. Please see matrix below.
- Carrying out annual audit and review of the safety management systems that are in place.

6.5 The Principal will ensure that the swimming pool and operations comply with all relevant health & safety legislation and guidance. These are –

- Risk assessments, Normal Operating Procedures and Emergency Action Plans are in place and up to-date. Also ensuring that all staff have been communicated.
- All staff involved in any swim activities are qualified, this includes lifeguards, swimming teachers.
- Water quality checks, chemical storage are maintained safely ensuring they safely used, monitored and locked away.
- Supervision ration and safety equipment meets the required standards to ensure pupil and staff safety.

7. Responsibilities/Duties of Other Managers

(e.g. heads of faculty, curriculum leaders, lead teacher, facilities management etc.)

As well as having the general responsibilities/duties of all members of staff (see section 8), managers will be directly responsible to the Principal, or the member of staff nominated by them for the implementation and operation of the health and safety policy in their relevant departments and areas of responsibility.

7.1. The Business and Operations Manager and Premises Officer will implement fully integrated Health and Safety policies and practice in consultation with the school, Executive Team, Local Authority and relevant statutory bodies to ensure that the service complies and conforms to statutory legalisation, industry practice etc. as detailed in the service specification.

7.2. All managers of staff will, so far as is reasonably practicable:

- Make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school and their area of responsibility.
- Be familiar with and take a direct interest in this health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.
- As part of their day to day work all managers will ensure that:
    - Safe methods of work exist and are implemented throughout their department/area of responsibility.
    - Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
    - All health and safety information is communicated to the relevant persons.
    - They themselves and others for whom they have direct responsibility take part in health and safety training as appropriate.
    - Staff, pupils and others under their management are instructed in safe working practices and adequate supervision is always provided.
    - Daily, weekly, monthly safety inspections are made of their area of responsibility and recorded, and corrective action is taken where necessary to ensure the health and safety of staff, pupils and others.
    - They carry out/are aware of hazard identification and risk assessments as appropriate for their area of work.
    - All tools, machinery, plant and equipment in the faculty/area in which they work are adequately guarded and are in good and safe working order.
    - All reasonably practicable steps are taken to prevent the unauthorised and improper use of all tools, machinery, plant and equipment in the department/area in which they work.
    - Appropriate protective clothing and equipment, first-aid and fire appliances are provided and are readily available.
    - Toxic, hazardous and highly flammable substances in the faculty area in which they work are the subject of a written risk assessment, and are correctly used, stored and labelled.
    - All health and safety signs meet the statutory requirements (e.g. Safety Signs and Signal Regulations) and are displayed in appropriate locations.

- They monitor the standard of health and safety throughout the faculty/area in which they work, encourage staff, pupils and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- They report, as appropriate, any health and safety concerns to the Principal, Line Manager or safety representative.

7.4 The Principal, Business Operations Manager and the P.E Lead to ensure that the onsite Swimming Pool meets the following-

- The pool meets the Health & Safety in Swimming Pools standards
- All procedures are being following correctly such as the Normal Operating Procedures and the Emergency Actions Plan. These should be accessible and followed by all staff.
- Ensure that all staff involved are trained, swim tested and hold the correct qualifications.
- Ensure there is the correct supervision ratios during swimming lessons.

8. Responsibilities/Duties of All Staff

(Add information as necessary i.e. Health and Safety management in swimming pools)

8.1. All staff will familiarise and ensure compliance with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school and the area in which they work. They will, so far as is reasonably practicable:

8.2. Be familiar with this Health and Safety Policy and all safety arrangements including those for fire, first aid and other emergencies.

8.3. Ensure that health and safety regulations, rules, routines and procedures are being applied effectively.

8.4. Carry out/be aware of hazard identification and risk assessments as appropriate for their area of work.

8.5. Take part in health and safety training as required.

8.6. Inform their manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.).

8.7. Only undertake tasks for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice.

8.8. Take reasonable care of their own health and safety and that of any other persons (staff, pupils, visitors, etc.) who may be affected by their acts or omissions at work.

8.9. Co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare.

8.10. Ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner.

8.11. Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment.

8.12. Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied.

8.13. Report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk.

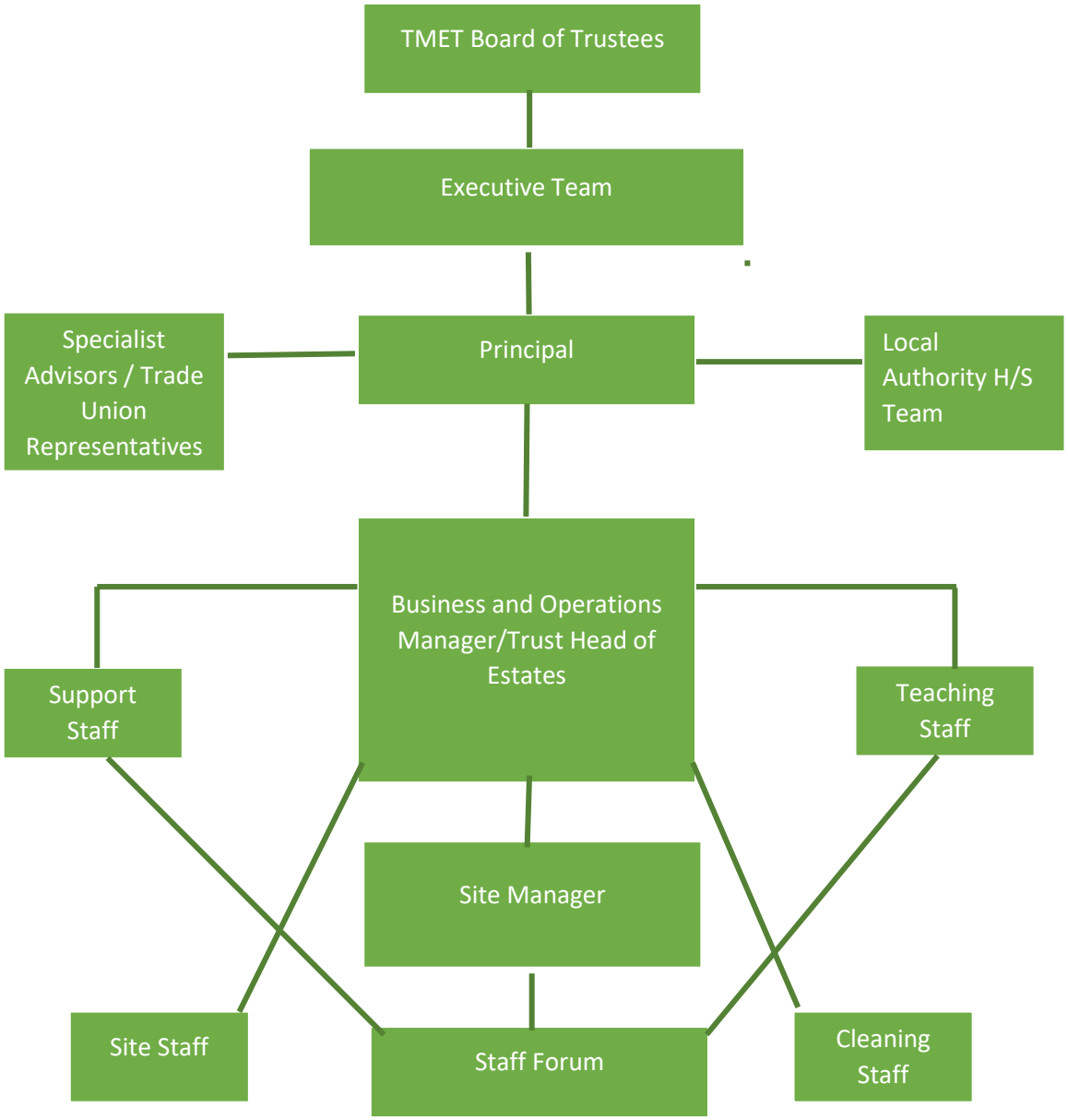
8.14. Report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form.

8.15. Report any medical or physical condition which adversely affects their ability to conduct their work in a safe and healthy manner to their line manager.

8.16. Where an imminent and significant risk to a person's health or safety exists, the activity being undertaken should be stopped and the line manager must be contacted immediately (as soon as safe to do so).

8.17. Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.

9. Health and Safety Reporting/Communication Arrangements



10. Staff Consultative Arrangements

10.1. Employers must consult employees on matters that may affect their health and safety. This can be achieved by establishing a school staff health and safety forum or by including health and safety as a standing agenda item in whole-staff meetings. All health and safety matters or concerns should be fully recorded in the minutes.

10.2. The main function of a staff health and safety forum is to consult with employees on health and safety matters that may affect them, formulate and encourage implementation of health and safety arrangements and bring to light deficiencies in health and safety which arise, with a view to resolving them and to review measures taken to ensure the health & safety of employees. This is often done by analysing accident figures, monitoring safety arrangements, and making appropriate safety recommendations to the employer.

10.3. Employees have a legal right to be consulted about health and safety matters and can make significant contributions towards achieving safe conditions at work. The Safety Representatives and Safety Committee Regulations, 1977 state that a recognized trade union may appoint safety representatives at a workplace where it has one or more members. Under the Health & Safety at Work Act, an employer has a legal obligation to set up a safety committee if requested to do so by two or more safety representatives.

10.4. Representation on this forum will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be entitled to a place on the forum and shall decide amongst themselves which individuals should sit on the committee.

10.5. The staff health and safety forum will report to the Principal, via the Acting Business and Operations Manager/**Victoria Brown** as appropriate.

10.6. **Functions of Staff Health and Safety Forum**

- To assist in the development of safety rules and safe systems of work.
- To assist in the identification of hazards.
- To receive, monitor and analyse accident statistics and trends and make recommendations for corrective action as appropriate.
- To receive and examine safety audit reports.
- To consider the introduction of new or revised safe systems of work.

- To consider the implications regarding health and safety of the introduction of new technologies into the workplace.
- To instigate and promote health and safety awareness campaigns.
- To assist in checking that the declared health and safety policy is fulfilled.
- To receive and act upon reports from the Health & Safety Executive.
- To consider reports from safety representatives.
- To assist in the identification of safety training requirements.
- To monitor the effectiveness of safety training.

10.7. **Functions of Safety Representatives**

- To attend staff health and safety forum meetings.
- To investigate health and safety complaints by employees.
- To investigate accidents, potential hazards, and dangerous occurrences at the workplace.
- To make representatives to the employer on matters arising from the above.
- To conduct immediate formal inspections of the workplace and inspections following accidents.
- To represent employees.
- To receive health & safety information from the Principal / TMET/ AC or Local Authority Health and Safety Team

10.8. **Information and facilities for Safety Representatives**

Safety representatives are entitled to the following safety information:

- Records of accidents, notifiable diseases, and dangerous occurrences.
- Results of any health and safety tests or measurements in the workplace.
- Information on articles/ substances used at work.
- Technical information about health & safety hazards.
- Information about proposed changes which may affect health & safety of employees/ pupils/visitors.

Except where:

- The information is specific to an individual and without their consent.
- Any disclosure which would, for reasons other than its effect on health, safety, or welfare at work, cause substantial injury to the employers undertaking.
- The information is obtained by the employer for the purpose of bringing, prosecuting, or defending any legal proceedings.

10.9. Safety representatives are entitled to reasonable time off work with pay to carry out their duties and for training. Training is not, however the responsibility of the employer but of relevant Unions or Professional Associations.

10.10. Safety representatives are entitled to reasonable facilities to allow them to carry out their function, including facilities to meet and discuss issues.

10.11. Safety representatives are allowed to carry out an inspection of the workplace(s) that they represent subject to giving the employer reasonable notice and providing the last inspection (of that part of the workplace) was not carried out in the previous three months; and may carry out more frequent inspections by agreement with the employer.

11. Hirers, Contractors and Others

11.1. When the premises are used for purposes not under the direction of the principal then, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the Principal.

11.2. The TMET Executive Team notes its residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy.

11.3. The Principal or their designated representative will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are always met.

11.4. When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and comply with the requirements of this section.

11.5. When the premises are hired to persons outside the 'employ' TMET, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Trust and that they do not, without the prior consent of the principle:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for any persons using the premises

Hirers must:

- Comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, etc.)
- **Not exceed** the capacity figures detailed on any lettings documentation

Contractors must:

- All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act.
- All contractors must sign the contractor's folder and read the local asbestos management plan (LAMPS) if applicable
- All contractors must read and return signed contractor assurance document
- All contractors must supply risk assessments and method statements for all works being carried out.

11.6. The Principal will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

12. Risk Assessment

12.1. As Key Manager, the Principal, with the Trust Executive Team, will ensure that annual written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances, personnel or in accordance with

agreed timetables. The **school** requires a regular programme of planned assessments to be completed. In high-risk areas such as laboratories, workshops, gymnasiums, etc., risk assessments for the areas should be reviewed annually unless otherwise documented. In other activity areas, establishments should review risk assessments on an annual basis.

12.2. Written risk assessments must be completed on a 5 x 5 risk rating matrix and will identify significant defects and deficiencies together with the necessary remedial action or risk control measures.

13. Emergency Plans

13.1. As Key Manager, the Principal, with the Deputy Chief Operating Officer (on behalf of the Executive Team), will ensure that an emergency plan is prepared to cover all foreseeable major incidents that could put the occupants or users of the school at risk.

13.2. In undertaking this work Key Managers will have regard to the **Crisis Line** and **Snow Line** procedures published by the Local Authority.

13.3. The school plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save lives.
- Prevent injury.
- Minimise loss.

This sequence will determine the priority of local emergency plan responses

13.4. The school emergency plan will include arrangements for:

- Contacting emergency services.
- Informing parents/guardians.
- Dealing with the media.

13.5. The plans will be agreed by the Executive Team and any necessary actions will be rehearsed annually by staff and pupils.

14. First Aid

14.1. Our school adopts Leicester City Council's First Aid at Work Management Standard as recommended by the Leicester City Council Health and Safety Team

14.2. The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents.

14.3. The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment.

14.4. Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence.

14.5. Each first-aider will have access to a first aid kit and be responsible for liaising with the Team Leader: Inclusion/First Aider to ensure it is kept fully stocked and up to date. They must take care to ensure that when items are discarded, they are discarded safely.

14.6. The Principal is responsible for ensuring that a sufficient back-up stock is held on site.

14.7. Notices will be displayed in prominent locations throughout the establishment identifying how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first-aid signs and containers must be identified by a white cross on a green background.

14.8. First-aid kits must also be held at various locations throughout the school as determined by risk assessment (e.g. laboratories, gymnasiums, workshops, playgrounds, sports fields, etc.).

14.9. A written record will be kept of all first aid administered either on the school premises or as part of a school related activity.

14.10. Adequate and appropriate first-aid provision will form part of the arrangements for out of hours activities at the school for which it is responsible, and all out of school activities.

14.11. There is no mandatory list of items that should be included in a first aid container. The contents will be the HSE suggested minimum, plus items identified during the risk assessment of first-aid needs.

APPENDIX 1 – Health and Safety Procedures

1. Administration of Medicines

The administration of medicines by staff remains a voluntary activity. Employees who volunteer to assist with any form of medical procedure are acting within the scope of their employment and are indemnified by TMET against any legal action over an allegation of negligence, provided they act responsibly and to the best of their ability within the confines of the current guidance and any specified training that has been provided.

Each school will have their own administering medicines policy.

2. Accident and Incident Reporting

All accidents must be reported immediately to the Site Manager/Business Operational Manager and recorded in the Accident Book. Accidents and dangerous occurrences on site must be thoroughly investigated by the Business Operationals Manager to establish the cause and any actions required to eliminate or minimise the risk of reoccurrence.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), reportable accidents and dangerous occurrences must be reported electronically to the Local Authority Health and Safety Team.as soon as possible.

3. External Trips & Visits

The school follows the Leicester City Council Health and Safety Team procedures on school trips and visits, as given in Health and Safety Management Standards.

4. Lone Working

Lone working issues will be considered as part of an overall risk assessment of a job role or activity. However, where lone working has not been considered as part of other risk assessments, a specific risk assessment must be carried out. Each school should risk assess those tasks, document a procedure to state how they will maintain effective supervision for those lone working tasks. This should include emergency response arrangements if contact with lone workers is lost.

5. Evacuation of People with Disabilities

The safe and effective evacuation of staff, pupil and visitors with disabilities is paramount. Staff and pupils with disabilities (including temporary ones) pupils are required to be individually risk assessed in order that an appropriate Personal Emergency Evacuation Plan can be in place, detailing arrangements for evacuation and designated refuge places.

General arrangements are in place for visitors with disabilities. These include ensuring that the venue for the meeting is appropriate and that exit routes are easily accessible.

6. Working Time

The Working Time Regulations 1998 state that employees do not have to work more than 48 hours a week on average over a 17-week period. The limit specified shall not apply in relation to an employee who has agreed with his employer in writing that it should not apply in his case, provided that the employer complies with the requirements of the working time regulations. Where appropriate, normal working hours are set out in the employment contract and written statement of employment particulars.

All support staff are encouraged to take their annual leave within the academic year. Senior and teaching staff are encouraged to take sufficient breaks during school holidays and limit their hours during term time.

7. Use of Display Screen Equipment and Laptops

All employees that use display screen equipment who are classified as 'users' must be identified and, where necessary, given suitable and sufficient instruction or training about how to use the workstation safely.

All laptop users are issued with an employee information sheet, giving guidance on set-up, posture, activity breaks etc.

DSE users should refer to the Trust's Eye Test and Glasses Policy.

8. **Manual Handling**

All manual handling tasks must be identified, logged, risk assessed and reviewed on a regular basis. Staff involved with manual handling tasks as part of their duties will be provided with appropriate training.

Lifting and handling aids will be provided as and where needed.

9. **Control of Substances Hazardous to Health (COSHH)**

We are required to monitor hazardous substances in use in the workplace, assess the risks involved in their use and take any necessary precautions. Any person responsible for purchasing substances must ensure that the supplier provides a safety data sheet detailing any hazards involved in its use and advice on the precautions to be taken. A completed COSHH risk assessment must also be completed for every COSHH item used within their school. These must be filed with other safety information for immediate access near to their place of use.

The Business and Operations Manager must ensure that employees are aware of the risks and precautions to be taken and that they comply with them. Substances must be issued in suitably marked containers clearly identifying the contents. All items falling under the COSHH regulations must be stored securely in clearly identified COSHH cabinets.

All departments should hold their own register and be kept up to date.

10. Security

Premises staff will ensure that the site is secure at the end of the day – all doors and windows locked and the alarm set. CCTV cameras monitor the site 24 hours a day, 7 days a week. In addition, a private security firm will provide patrols overnight daily.

The Principal acknowledges their duty of care to all visitors and users of the school including those letting the premises and will make every reasonable effort to ensure that visitors are aware of the School's health and safety procedures.

All visitors are asked to report to Reception where they are asked to sign in. On signing in, the school visitor's policy is displayed that includes health and safety instructions. Visitors will then be issued with a pass for identification. Staff must also always sign in and out, including holiday periods.

11. On-site Vehicle Movements

Vehicle movements (contractors, deliveries etc.) on-site are restricted where possible to outside of school hours. Where this is not possible, break and lunchtimes are avoided to minimize the risk to staff and pupils.

There are separate, pedestrian access points for pupils.

A risk assessment should be included which highlights pathways, line markings etc.

12. Maintenance

The fabric of the school is maintained on a daily, weekly basis and logs of the work carried out are kept in accordance with school guidelines. Arrangements are in place to ensure that all statutory inspections and tests that are required explicitly by legislation are carried out at the correct intervals. These are monitored by the Business and Operations Manager and included in the Health & Safety annual audit. A table of compliance checks can be found in Appendix 2.

13. Asbestos

There is asbestos on site and locations can be found in the local asbestos management plan (LAMP). If asbestos is in good condition **and** is not going to be disturbed or damaged, there is no risk to health. However, if it is disturbed or damaged it can become a risk as asbestos fibres are released into the air and people can breathe them in.

The Key Manager must:

- ensure that the Asbestos Management Survey is accessible to employees and contractors.
- Ensure the local asbestos management plan is current and updated annually or when there is a significant change
- Access the potential risks from ACM's
- Where practicable, all asbestos is labelled and monitored on a quarterly basis.
- Ensure all staff who monitor or undertake maintenance work are adequately trained

14. Health Surveillance

All employees are required to complete pre-employment health questionnaires, which are forwarded to the occupational health provider. The school is then provided with any appropriate advice regarding working conditions etc.

Management referrals can also be made where there is cause for concern about an employee's physical and/or mental health and there is a potential impact on the normal working routine. Reasonable adjustments will be made by the school where practicable to accommodate employees.

Annual Health Surveillance Questionnaires are completed by staff working in areas where they may be exposed to occupational asthma/respiratory sensitisation, occupational dermatitis or excessive sound levels. These are reviewed to ascertain whether any further action is required.

15. Smoking

Smoking (inc e-cigarettes) and vaping is not permitted anywhere on the school premises.

16. Cleaning

A cleaning schedule is in place and monitored on a regular basis by the Site Manager. Any issues regarding cleanliness should be reported to the premises staff in the usual manner. These will be logged and addressed appropriately.

17. Violence, Aggression and Abuse

The school is committed to providing a safe and healthy workplace including the protection of staff from violence, aggression, and abuse as far as it is able.

Staff shall report all incidents to the principal. These matters are taken very seriously, and any evidence of a serious problem will result in a review. All incidents will be recorded using the SO2 Incident Reporting Form along with measures taken by the school to prevent, minimise and control the risk of violence.

18. Incidents offsite

There may be occasions when staff are made aware of an incident off site before/after school in the close proximity of the school. Staff should discuss the issue and decide whether to escalate to the police or not. Staff are not expected to intervene but have a duty of care to act and make decisions on information received from children. Staff may go and observe what is happening but should be mindful of their own safety, however, if they feel young people are at risk they should notify the police immediately. Any consequences arising from inappropriate behaviour off site will be discussed at Senior Leadership level and parents may be notified.

19. Hygiene and Infection control

The school accepts that to ensure the control of infection from our pupils to others, there needs to be a written statement of procedure to follow if a pupil should accidently wet or soil themselves or is sick or bleeds whilst in the care of the school. These same procedures will also apply when dealing with continence incidents.

- Appropriately trained staff will maintain the dignity of the pupil as much as possible whilst accompanying them to a suitable and private place to clean themselves. If this is not practicable then to isolate the pupil from the gaze of others whilst attending to their needs.
- Wear disposable gloves and aprons while dealing with the incident
- Ensure soiled nappies are double wrapped or placed in a hygienic disposal unit
- Ensure that soiled clothing is double wrapped and laundered or stored temporarily until laundered/handed to carers such that contamination cannot occur
- Ensure the Hygiene Room is cleaned after use
- Ensure that hot water and liquid soap is available to wash hands as soon as the task is completed
- Ensure that a hot air drier or paper towels are available for drying hands.

20. Electrical Safety

- No personal electrical items may be brought into school by any person for any reason unless authorised by the health and safety lead who will ensure the appliance is safe and has been PAT tested.
- E-scooters and E-bikes must not be brought into any school building to be charged or stored
- Appropriate maintenance must be carried out for any non-portable appliances.
- Any faulty electrical equipment maintenance can only be carried out by a competent or qualified individual.
- All faulty electrical equipment should be disposed of according to the user manual and removed from the school's asset list.
- Good electrical practice should always be adhered to ensure the following:
    - Daisy chaining of extension leads
    - Over loading of sockets
    - Fully uncoiling of extension leads
    - Ensuring safe route of cables
- PAT testing by a competent person in line with HSE guidance
- Formal visual inspections by a competent person
- Building fixed electrical installation test – 5 yearly by a competent person
- RCD – functional testing suggests monthly
- All electrical items provided by the school/trust must be tested within the required time frame. School/trust will recall items for testing when required and staff must ensure items are brought in for testing.

21. Working at heights

Firstly, avoid where possible working at height activities. Activities will be **assessed,** and a risk assessment will be in place for these activities. All ladders will be inspected each month and an inspection record kept.

22. Guidance of using minibus to be completed by the responsible person

If the vehicle has between 9 and 16 passenger seats the below must be met

Who can drive a minibus?

All drivers must be:

- Employed by the school/trust
- Over the age of 21
- Must hold a current D1 on their licence
- Must have up to date CPC or working towards
- Have signed the driver declaration
- All drivers aged between 45 & 64 will be required to undergo health screening with OHP every 5 years.
- All drivers aged between 65-69 will need to undergo health screening annually

What checks are needed by each school?

- All drivers must have their driving licence checked annually
- If a driver is over the age of 60, a medical report must be carried out annually
- Weekly checks of the school bus by a competent person
- Section 19 permit
- 10 weekly checks by a competent person/garage
- Annual service & MOT of each bus by a garage
- Each journey, a visual check should be completed by the driver and recorded. Mileage must also be recorded. The driver's responsibility to ensure a first aid kit is collected or present for each journey.
- A fire extinguisher must be on the bus.
- A risk assessment is in place for the use of the minibus
- All trips must be recorded on Evolve.

If the vehicle has between 4 and 8 passenger seats the below must be met

Who can drive a minibus?

All drivers must be:

- Employed by the school/trust
- Over the age of 21
- Must hold a current UK driving licence
- Have signed the driver declaration
- Must have completed a drivers competency test every 4 years
- All drivers aged between 45 & 64 will be required to undergo health screening with OHP every 5 years.
- All drivers aged between 65 & 69 will need to undergo health screening annually

What checks are needed by each school?

- All drivers must have their driving licence checked annually
- If a driver is over the age of 45, a medical report must be carried out annually
- Weekly checks of the school bus by a competent person
- 10 weekly checks by a competent person/garage
- Annual service & MOT of each bus by a garage
- Each journey, a visual check should be completed by the driver and recorded. Mileage must also be recorded. The driver's responsibility to ensure a first aid kit is collected or present for each journey.
- A fire extinguisher must be on the bus.
- A risk assessment is in place for the use of the minibus
- All trips must be recorded on Evolve.

23. Fire safety in a school

A Fire Risk Assessment has been carried out as required by Regulatory Reform (Fire Safety) Order 2005. The significant findings are recorded separately.

The employer or controller of the premises is deemed to be the 'Responsible Person' within the meaning of the Regulatory Reform (Fire Safety) Order 2005, and the Site Manager is responsible for ensuring that the maintenance requirements identified in the Fire Risk Assessment have been carried out.

Fire safety arrangements and procedures have been documented, and all fire safety equipment is appropriately maintained.

All staff are familiar with the Fire Risk Assessment for their work area and are to comply with the fire safety arrangements and procedures of the school.

A logbook is available to record maintenance, false alarms etc of the fire detection and warning system.

Fire extinguishers are not to be tampered with or removed without authorization and are not to be obstructed.

Emergency exits, fire action notices and fire alarm call points are not to be obstructed.

Heater inlet and outlet vents are not to be obstructed, and combustible materials are not to be placed on top of heaters or near the outlet vents.

The whole school site is a designated no-smoking area.

Electrical equipment is to be inspected prior to use to ascertain so far as is possible that it is safe to use and free from defects.

Windows and doors are to be secured when vacating rooms, buildings etc, to reduce the potential for unauthorised entry and arson.

Waste skips are to be kept secure and located away from school buildings, to reduce the potential for arson.

All work requiring the use of sources of ignition is to be Risk Assessed, and the appropriate safety precautions taken.

All staff are to check their work areas immediately after use to ensure that sources of ignition are extinguished or turned off (as appropriate) etc, prior to vacating the area.

Waste bins are to be emptied daily, and combustible materials not allowed to accumulate.

Practice fire drills are carried out termly, and are monitored by the Health and Safety Coordinator, who compiles a report on each for the Head Teacher.

Routine inspections are carried out by the Site Manager to ensure that the fire safety arrangements of the school are not compromised and remain effective.

A pack-up is prepared for the fire and rescue service, which includes a site plan, and the locations of significant hazards and emergency isolators and exit routes in the school.

All fire safety equipment and facilities are appropriately maintained in accordance with the appropriate standards.

Where any Hot Working (welding, hot bitumen, soldering etc) is carried out by Contractors etc the Site Manager is to ensure that the Contractor etc has a Permit to Work System in place, in addition to the relevant risk assessments, to safely manage this work. These controls will include checking the work area a specified time after completion of the hot work to ensure that no fire risk remains.

Fire Risk Assessment to be complied with.

Fire safety procedures to be complied with.

24. Work related stress

Stress is the reaction people have to excessive pressures or other types of demands placed on them. Contributing factors to harmful levels of stress include work overload/underload, the working environment, working relationships (e.g. bullying or harassment), changes taking place, poor communication and organisational style. **Prolonged work-related stress can lead to physical ill health.**

A risk assessment has been carried out to identify and evaluate the schools' potential for stress related risks.

The following minimum control measures have been implemented.

- Factors likely to cause intense or sustained levels of work-related stress are identified and measures implemented to protect staff.
- An open and understanding management style is practiced.
- Staff have the skills, training, and resources they need.
- Fair and consistent treatment is provided for staff.
- Two-way communication takes place, especially in times of change.

- Support and counselling facilities are available where appropriate.
- Staff are encouraged to report any work situation causing intense or sustained levels of work-related stress.
- Regular team meetings take place, and all employees have routine appraisals.
- Individual risk assessments /action plans are carried out for any member of staff reporting the symptoms of work-related stress.

25. Legionella bacteria

There is a small risk of legionella bacteria developing in the water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons.

A company specialising in water hygiene has been commissioned to survey the site and assess the risks. This risk assessment is reviewed regularly and if circumstances change. The recommended remedial work has been carried out to prevent contamination and stagnant water gathering in dead legs of pipework etc, and the control measures outlined in the survey report, such as inspections, temperature monitoring, cleaning, and flushing implemented.

The Business and Operations Manager is the nominated responsible person for ensuring that the schools' legionella controls remain effective.

All staff required to carry out legionella monitoring activities etc have been appropriately trained.

Appropriate records of legionella control maintenance are kept by the Site Manager.

In addition to the Legionella Survey and Risk Assessment, the legionella control arrangements are documented as a Written Scheme, which includes the precautions and arrangements to,

- Ensure any release of water spray is properly controlled
- Avoid conditions that support bacteria growth
- Ensure water cannot stagnate in the systems
- Avoid materials or fittings that harbour bacteria or provide nutrients
- Keep water systems clean
- Treat water to control or limit bacteria growth (i.e. temperature control)
- Monitor control measures
- Keep records of the above measures (including maintenance & repair)

To eliminate the potential for legionella bacteria in this area, only proprietary screen wash is used in the school vehicle screen wash system.

Legionella control maintenance requirements to be complied with.

26. Employee induction procedures and training

The capabilities of all new employees with regard to their responsibilities, their own health and safety and that of pupils in their care will be considered before employment starts. Adequate information and training will be given by the Health and Safety Co-ordinator to ensure that they are aware of the school's health and safety arrangements.

The school induction package is to be completed prior to employees carrying out any other tasks at the school and includes a thorough understanding of.

1. The Health and Safety Policy.
2. Risk Assessment procedures.
3. Relevant safe working procedures & arrangements.
4. Relevant health and safety training.
5. Evacuation procedures.
6. First aid and injury reporting arrangements.

7. Any other relevant policies, emergency procedures, etc, including the Critical Incidents Policy.

The Health and Safety Co-ordinator is to guide new employees through the induction process and organise and document health and safety training as appropriate, including refresher training.

Should the Health and Safety Co-ordinator post be the new employee, adequate hand-over arrangements are to be made by the previous incumbent, and the new employee lead through the induction package by the Head Teacher.

A training matrix is used to identify the minimum training requirements for each post and enable effective tracking of training progress. Each line manager / Department Head is responsible for ensuring that all relevant staff are appropriately trained.

27. New & expectant mothers

Employees who become pregnant shall inform the Principal/Business and Operations Manager so that a separate risk assessment can be carried out to ensure that any risks to themselves or their unborn child, created during their work are identified and eliminated or controlled. This risk assessment will require regular reviews as the pregnancy develops and may still be required for new mothers.

Additional facilities such as a place to lie down or store expressed milk will be provided as necessary.

28. Young persons working or children on work experience in the school

If young persons come to the school to work, or on work experience, additional Legislation applies. A 'young person' is defined as someone who is over compulsory school age, but has not attained the age of 18, and a 'child 'is defined as someone who is not over compulsory school age. Where the standard School risk assessments are not adequate to cater for this age group, 'Young persons' require specific risk assessments to identify any measures that are required to reduce risks, because of their immaturity, inexperience, and lack of awareness.

The Health and Safety Co-ordinator is responsible for organising the work experience etc, liaising with Heads of Department and the person with parental responsibility, to ensure that risk assessments are adequate or carried out and are communicated to the person with parental responsibility. They are also to obtain from the person with parental responsibility, information regarding any hazards / medical conditions etc that the work experience candidate will be bringing to the school, in order that their suitability can be assessed and safety measures adapted accordingly.

Where a 'child' is involved, the findings of the risk assessments and the protective/preventive measures required must be communicated to the person having parental responsibility for the child.

Attendance records will also be maintained, and failure to attend reported to the child's originating school.

All young persons will work directly under the supervision of an experienced employee, who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility for a 'child' are kept fully informed as described above, a copy of this policy shall also be forwarded to them with the confirmation letter, and any specific risk assessments pertaining to the work they will be experiencing.

29. Vibration

School activities are not considered to include significant vibration risks.

A basic understanding of the hazards, symptoms and controls are of use in maintaining this situation, and assuaging employee concern.

Although regular and frequent exposure to hand arm vibration (HAV) can lead to potential health effects, occasional exposure is unlikely to cause ill health.

Early symptoms of HAV are,

- Tingling and numbness in the fingers.
- Not being able to feel things properly.
- Loss of strength in the hands.
- Fingers going white or blanched, and becoming red or painful on recovery.

This can lead to effects such as,

- Pain, distress, and sleep disturbance.
- Inability to do fine work or perform everyday tasks.
- Reduced ability to work in damp or cold conditions.
- Reduced grip strength.
- Limiting the ability to do certain jobs or affecting family or social activities.

Tasks requiring the frequent use of vibrating tools and equipment, and handling of vibrating materials are the main cause of this condition, and the equipment concerned could include chainsaws, hammer drills, powered sanders and powered lawn mowers.

The daily amount of vibration exposure above which actions are required to control exposure is 2.5m/s^2 averaged over an 8-hour working day (and employees must not be exposed to a vibration amount of 5m/s^2 averaged over an 8-hour working day).

Although this is difficult to measure without specialist equipment, it is stressed once again that school employees are extremely unlikely to receive vibration exposures approaching these levels.

A risk assessment has been carried out to assess the vibration risks in the most likely exposure areas, and vibration exposure is not considered to pose a significant risk to employee health.

The vibration controls currently employed by the school include,

Equipment is purchased and maintained to keep vibration exposures as low as reasonably practicable.

Work methods and patterns are such that extended exposures to vibration are minimised.

Employees are informed regarding the hazards, symptoms and controls employed by the school.

Any employees who remain concerned or have any reason to suspect that they are suffering the symptoms of vibration exposure, are to see advice through their Head of Department without delay.

30. <u>Noise</u>

Exposure to high levels of noise can cause permanent damage to the human hearing, in the form of noise induced hearing loss (which may be frequency dependent) or tinnitus (a ringing noise in the ears).

Noise is measured in Decibels, on a logarithmic scale. Therefore, an increase of 3 Decibels would be a doubling of the sound intensity, a difference which you may not even notice.

dB(A) is an average of the noise level received, usually averaged over an 8-hour working day.

Noise exposure is normally averaged over a single working day, but for largely varying or intermittent exposures, a weekly average may be taken.

To control exposure to harmful noise doses, Exposure Action Values have been set, at which differing levels of control are implemented.

These Exposure Action Values are:

- Lower Exposure Action Value = 80dB(A) with a peak sound pressure of 135dB.
- Upper Exposure Action Value = 85dB(A) with a peak sound pressure of 137dB.

There are also Noise Levels that must not be exceeded, and these are:

- A daily or weekly exposure of 87dB(A) or a peak sound pressure of 140dB.

It is the school policy to reduce noise at source, by the purchase and maintenance of equipment to keep the noise level generated as low as possible. Where this cannot be achieved engineering controls, such as acoustic damping etc are employed to further reduce noise exposure. Work scheduling and careful timing of activities is also used to reduce individual noise exposures to as low as is reasonably practicable. And only where the above measure is insufficient or inappropriate is personal ear protection resorted to.

Additionally, practices are adopted, such as switching off unused equipment etc, to eliminate or reduce noise levels to as low as is reasonably practicable.

Risk Assessments have been carried out to determine areas and activities where persons could be exposed to hazardous noise levels.

Training is provided in the care and use of ear protection.

Storage containers are maintained for ear protectors at all appropriate locations.

Guidance.

Faintest audible sounds – Approx 0 dB.

Quiet Library – Approx 20 – 30 dB

Quiet Office – Approx 40 - 50 dB

Conversation – Approx 50 - 60 dB

Loud Radio – Approx 65 - 75 dB

Primary Classroom – Approx 67 - 80 dB

Tractor Cab – Approx 80 - 85 dB

Arc Welding – Approx 87 - 97 dB

Power Drill – Approx 87 - 97 dB

Chainsaw – Approx 103 - 110 dB

As a rule of thumb, if a person must raise their voice to be heard by another person standing 2m away (with normal hearing), then they are probably in a hazardous noise environment.

Activities/Areas where the noise is likely to be between the Lower and Upper Exposure Action Values have been identified, and in these areas.

Persons are informed about the noise hazard and the controls to be adopted.

Hearing protection is available and provided upon request.

Areas where the noise is likely to be at or above the Upper Exposure Action Value have been identified, and in these areas.

Hearing protection zones (where the use of hearing protection is compulsory) have been identified and appropriately signed.

Persons are informed about the noise hazard and the controls to be adopted.

Hearing protection will be worn by all persons within the hearing protection zones.

The use of hearing protection will be monitored and enforced by Heads of Department.

Health surveillance will be undertaken at the commencement of employment and annually there-after for all employees who are likely to be regularly exposed to noise at or above the upper action levels.

Instances where an individuals' noise exposure reaches the Noise Limit will prompt an immediate investigation into reasons for this exposure, and the activity concerned will cease until the noise exposure is brought down below the limit values.

Appropriate hearing protection is where the attenuation of the hearing protectors at low, medium and high frequencies is sufficient to bring the noise level outside the hearing protectors down to below the Exposure Action Values when it reaches the ears, but without preventing the wearer from hearing alarms etc.

31. Radon

A radon risk assessment has been carried out by reference to the UK Health Security Agency interactive Radon Map and postcode checker.

Where the exposure risk is less than 1%, no further action is required, and the risk assessment is reviewed every 10 years.

Where the exposure risk is indicated as 1% or greater, or where work is routinely carried out indoors below ground level (i.e. basement rooms), radon monitoring has been carried out.

Where the Action Level of 300Bq is reached by the monitoring, then this should be documented in the radon risk assessment. Measures should then be taken to reduce the exposure level, and a suitable Radiation Protection Adviser (RPA) appointed (If radon remediation works carried out by a suitably qualified professional are to take place immediately, then the appointment of a separate Radiation Protection Adviser may not be necessary). A shorter risk assessment review period (based upon the remedial works forecast) should be specified where the Action Level is reached.

32. Dogs in schools

Prior to any dogs are brought on any TMET sites, schools must seek prior approval from the Trust and submit evidence of the following documents:

- Dog must be enrolled in a therapeutic dog training class, please submit details when sending your request to the central team with the training completion date.
- The dog must be in a therapeutic training school from a puppy stage and no rescue dogs are allowed on any TMET sites.
- The dog must be of a hypoallergenic breed.
- Only one dog is allowed at any one time in the school.
- The dog must not be onsite 5 days a week and there must be a clear timetable in place with enough rest time.
- No raw food is allowed onsite.
- Communication must be sent out to all parents informing them of the intention of having a dog onsite.
- A full risk assessment must be carried out.

All requests and approvals must be sent to the general enquiries' mailbox (Enquiries@tmet.uk)

33. Hot works permits

In line with our insurance obligations, we must notify them of any planned hot works that are to be completed in our schools. These works can be completed for but not limited to:

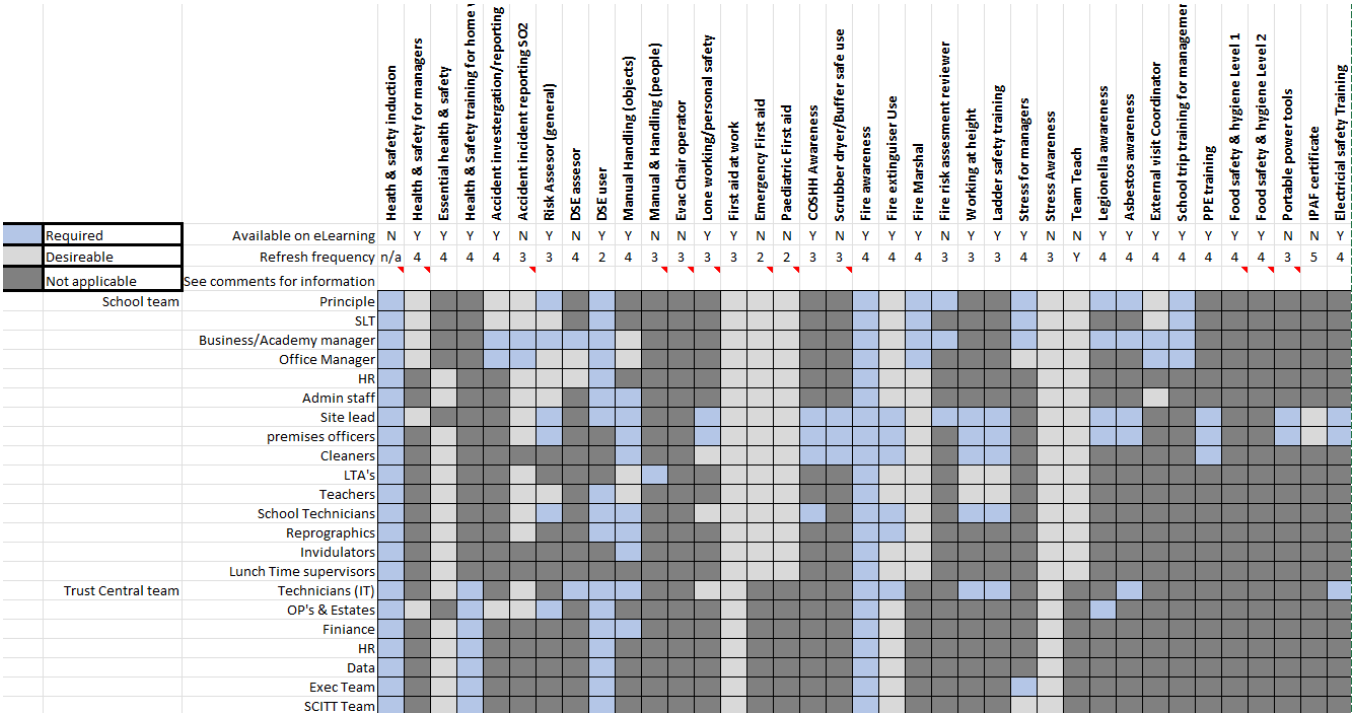
- Roof works
- Soldering of pipes

- Works on refrigeration units

Prior to any hot works can commence on any TMET, schools must inform the central team via the general enquiries' mailbox (enquiries@tmet.uk)

34. General training

The table below gives a generic look at what is required and what is desirable depending on your role within a school or central team. This is to be used as a guide and should be adapted to suit each setting.



			Heath & safety induction	Health & safety for managers	Essential health & safety	Health & Safety training for home	Accident investergation/reporting	Accident incident reporting SO2	Risk Assesor (general)	DSE assesor	DSE user	Manual Handling (objects)	Manual & Handling (people)	Evac Chair operator	Lone working/personal safety	First aid at work	Emergency First aid	Paediatric First aid	COSHH Awareness	Scrubber dryer/Buffer safe use	Fire awareness	Fire extinguiser Use	Fire Marshal	Fire risk assesment reviewer	Working at height	Ladder safety training	Stress for managers	Stress Awareness	Team Teach	Legionella awareness	Asbestos awareness	External visit Coordinator	School trip training for managemer	PPE training	Food safety & hygiene Level 1	Food safety & hygiene Level 2	Portable power tools	IPAF certificate	Electricial safety Training
	Required	Available on eLearning	N	Y	Y	Y	Y	N	Y	N	Y	Y	N	N	Y	Y	N	N	Y	N	Y	Y	Y	N	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	N	N	Y
	Desireable	Refresh frequency	n/a	4	4	4	4	3	3	4	2	4	3	3	3	3	2	2	3	3	4	4	4	3	3	3	4	3	Y	4	4	4	4	4	4	3	5	4
	Not applicable	See comments for information																																				
School team		Principle																																				
		SLT																																				
		Business/Academy manager																																				
		Office Manager																																				
		HR																																				
		Admin staff																																				
		Site lead																																				
		premises officers																																				
		Cleaners																																				
		LTA's																																				
		Teachers																																				
		School Technicians																																				
		Reprographics																																				
		Invidulators																																				
		Lunch Time supervisors																																				
Trust Central team		Technicians (IT)																																				
		OP's & Estates																																				
		Finiance																																				
		HR																																				
		Data																																				
		Exec Team																																				
		SCITT Team																																				

35. Breakfast & other extra-curricular clubs

These provisions when offered at schools provides an important service to our pupils. Staff handling and serving food, must have the necessary training to provide such service:

- Staff preparing any food should complete a food hygiene course
- Food is stored correctly
- Daily fridge/freezer checks are completed including recording daily temperatures
- Pupil specific allergen information must be shared with relevant staff

Appendix 2 – Compliance checks and monitoring

Topic	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/Regularity	Links to Other Information/ Documents	Relevant Legislation/British Standard/Approved Code of Practice
Air conditioning systems	Inspection & service	Statutory	6 months	The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007 No. 991	Under The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007
Anchor points and fall arrest systems	Inspection and testing	Statutory	six monthly and annual depending upon system installed		Personal Protective Equipment Regulations 1992 (as amended) The Work at Height Regulations 2005
Asbestos register	Risk assessment	Statutory	When circumstances dictate e.g., if changes to the premises have been made		Control of Asbestos Regulations 2012 – Management Survey – Refurbishment/Demolition Survey
Automatic doors	Inspection & service	Statutory	6 months	www.hse.gov.uk/work - equipment-machinery/ powered-gates/ responsibilities.htm	Workplace (Health, Safety and Welfare) Regulations 1992. BS EN 16005:2012
Car parking and vehicle/ pedestrian segregation	Risk assessment	statutory	Reviewed annually or when change in circumstance or use		The Workplace (Health, Safety and Welfare) Regulations 1992 (regulation 17)
CCTV monitoring	Procedures to follow	Statutory	On going	https://ico.org.uk/	The Data Protection Act 2018

Topic	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/Regularity	Links to Other Information/ Documents	Relevant Legislation/British Standard/Approved Code of Practice
Clinical waste	Procedures to follow	Statutory	On going		The Hazardous Waste Regulations 2012
Compulsory display of notices	Checks made to ensure correct and up to date information is displayed	Statutory	Monthly checks to ensure information is still on display and is current		Various
Construction (Design and Management) Regulations 2007	On letting of a construction project	Statutory	As required – on letting of a construction project	www.hse.gov.uk	Construction (Design and Management) Regulations 2015
Contractor qualification check	Checks made on contractor's qualifications i.e., NICEIC, ECA	Statutory or Good Practice	On appointment of contractor	See also sections on Gas Safety Regulations and Electricity at Work Regulations	
Control of substances hazardous to health (COSHH) risk assessment	Check on storage and use of hazardous materials	Statutory	Annual (best practice)	HSE - COSHH A Brief Guide to the Regulations COSHH Approved Code of Practice (NB this is a priced publication)	The Control of Substance Hazardous to Health Regulations 2002 (as amended)
Duct hygiene (extraction, kitchen extraction, AHU's)	Inspection and testing	statutory	Annual inspection and testing – thorough cleaning routine determined from testing/ inspection results		Workplace (Health, Safety and Welfare Regulations) 1992 and COSHH LEV Testing
Electrical - PAT	Portable appliance testing	Statutory	Variable but good practice to blanket test all devices annually	The Provision and Use of Work Equipment Regulations 1998	The Provision and Use of Work Equipment Regulations 1998 (PUWER)

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Electrical – fixed electrical installations	Schematic of supply route and primary distribution	Best practice	Annual update	Simple precautions – Work on electrical equipment machinery or installations	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations
	Inspection of fixed wiring and all distribution boards and safety devices	Highly recommended	Annual	The Electricity at Work Regulations 1989 Electrical Safety Council's Best Practice Guide on Periodic Inspection Reporting	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations
	Testing of all fixed wiring and all distribution boards	Statutory	Five yearly (or more frequently as determined by competent person)		Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations
	Testing of all distribution boards in mobile accommodation	Statutory	Annual		Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations
Electrical – stage lighting	Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads	Statutory	Annually inspection and test by competent person		Electricity at Work Regulations 1989
Emergency lighting	Inspection and testing of system	Statutory	Monthly function checks by component person/premises officer. Annual 3-hour test.		Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005

Topic	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/Regularity	Links to Other Information/ Documents	Relevant Legislation/British Standard/Approved Code of Practice

Equalities Act 2010	Inspection	Statutory	Checks to be made whenever alteration/changes are made to the building or the external environment	Disability Discrimination Act 1995 Disability Discrimination Act 2005	Equality Act 2010 see also Disability Discrimination Act 1995 and 2005 and BS8300 for background. Building Regulations 2010
				BS8300	
Extraction systems including fume cupboards	Inspection and testing of dust extraction equipment	Best practice	Annual		Control of Substances Hazardous to Health 2002 (as amended)
	Local exhaust ventilation	Statutory	Every 14 months	Controlling Airborne Contaminants at Work: A Guide to Local Exhaust Ventilation	Control of Substance Hazardous to Health 2002 (as amended) Building Bulletin 88 Fume Cupboards, DfE applies to installation and maintenance of school. fume cupboards There is a British Standard that applies to other fume cupboards
Fire risk assessment and emergency plan	Fire risk assessment	Statutory	Reviewed annually by business manager or competent person. Every 5 years, new fire RA must be done	The Regulatory Reform (Fire Safety) Order 2005	Regulatory Reform (Fire Safety) Order 2005
Fire detection and alarm systems	Inspection and testing of system	Statutory	Daily checks of control panel. Weekly function test by competent person/premises officer Annual inspection by approved contractor		Regulatory Reform (Fire Safety) Order 2005
Fire doors	Inspection and service		Monthly inspection by competent person/premises officer. Serviced annually by approved contractor.		Regulatory Reform (Fire Safety) Order 2005

Topic	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/Regularity	Links to Other Information/ Documents	Relevant Legislation/British Standard/Approved Code of Practice
Firefighting equipment	Inspection and maintenance extinguishers	Best practice	Monthly inspection by competent person Annual service by approved contractor		Regulatory Reform (Fire Safety) Order 2005
	Inspection and testing of fire sprinkler system	Best practice	Function tests every week by competent person or premises officer Annual, although further checks may be necessary for specific insurance requirements.		Regulatory Reform (Fire Safety) Order 2005
First aid equipment	Inspection	Best practice	Monthly checks ensure no equipment is outside of expiry date and all boxes are stocked up	HSE – first aid at work: legislation	Health and Safety (First Aid) Regulations 1981 as amended by the Health and Safety (Miscellaneous Amendment) Regulations 2002
Food safety	Inspection	Statutory	Minimum six-monthly inspections. Annual inspections of electrical and gas in kitchen/ catering equipment	http://ratings.food.gov.uk/	The Food Hygiene (England) (Amendment) Regulations 2010 Came into force 13 April 2010. These regulations amend the Food Hygiene (England) Regulations 2006 by: updating the definitions of certain EU instruments that are referred. to in the Food Hygiene (England) Regulations 2006, and substituting a revised Schedule 1 (definitions of EU legislation) for the existing Schedule 1 (definitions of Community legislation) providing

					that when certain requirements are complied with, a person will be considered. not to have contravened or failed to comply with specified provisions of Regulation (EC) No. 853/2004 laying down specific hygiene rules for food of animal origin.

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Fuel oil storage	Plan of primary pipe work and main isolation points	Best practice	Annual update	The Control of Pollution (Oil Storage) (England) Regulations 2001	The Control of Pollution (Oil Storage) (England) Regulations 2001
	Visual condition inspection	Recommended	Annual		The Control of Pollution (Oil Storage) (England) Regulations 2001
	Maintenance checks on all pipe work devices	Best practice	Annual		The Control of Pollution (Oil Storage) (England) Regulations 2001
Gas safety	Gas safety inspections and certificates	Statutory	Annually by an approved contractor	www.hse.gov.uk/pubns/books/l56.htm	The Gas Safety (Installation and Use) (Amendment) Regulations 2018 Came into force 6 April 2018
Gas appliance	Identification and location	Statutory	Annual by an approved contractor		The Gas Safety (Installation and Use) (Amendment) Regulations 2018 Came into force 6 April 2018
	Servicing for efficient operation, combustion	Recommended for all premises. Statutory duty on Landlords	Annual servicing to include check on ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices working		The Gas Safety (Installation and Use) (Amendment) Regulations 2018 Came into force 6 April 2018
Gas pipe work	Visual condition inspection and testing if required	Recommended	Annual		The Gas Safety (Installation and Use) (Amendment) Regulations 2018 Came into force 6 April 2018
Glazing	Checks	Statutory	Initial survey of building to identify areas where safety glazing should be in place, ongoing checks that any glazing replacements are with safety glass as required.		Workplace (Health, Safety and Welfare Regulations 1992) and Building Regulation, Part K

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Kilns	Inspection	Statutory	Annual	Electrical	To BS Standard 7671. BS7671:2008 Requirements for Electrical Installations (IEE Wiring Regulations 17th Edition)
Lifts and hoists	Thorough examination, full maintenance, and Inspection	Statutory	Every six months minimum for passenger lifts Every 12 months for goods lifts	The Lifting Operations and Lifting Equipment Regulations 1998	Lift operations and Lifting Equipment Regulations 1998
			After substantial and significant changes have been made		
Lightning conductors	Inspection and testing	Best practice	Every 11 months full test to assess adequacy of earthing, evidence of corrosion, alterations to structure. (by competent persons to BS 7430)		BS 6551, 1999 BS EN 62305, Lightning Protection Industry Standards
Minibus (See point 22 above)	10 weekly check/inspection Full service MOT	Statutory	Check/inspection every 10 weeks. Service of bus every 12 months MOT of bus every 12 months where applicable		
Mobiles – stability of	Structural inspection of mobile accommodation	Best practice	Annual (depending on age)		BRE Digest 374 1992
Playground and gymnasium equipment – fixed	Inspection and testing	Best practice	Weekly checks by competent person or premises officer Annual by approved contractor		BS 5696, BS 7188, BS7044, BS 1892 Part 1 2003

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Powered gates	Inspection	Statutory	Annual	www.hse.gov.uk/work-equipment-machinery/powered-gates/responsibilities.htm	Workplace (Health, Safety and Welfare) Regulations 1992.
Pressure vessels	Inspection	Statutory	Annual	www.hse.gov.uk/pressure-systems/law.htm	Pressure Equipment (Safety) Regulations 2016
Radiation equipment and substances	Risk Assessment	Statutory	2 year	www.cleapss.org.uk/	The Ionising Radiations Regulations 2017 (IRR17)
Radon	Risk Assessment			Statutory Instrument 1999 No. 3232	The Ionising Radiation Regulations 2017 (IRR17)
Rolling doors (vertically opening powered rolling doors)	Inspection	Statutory	Annual	www.hse.gov.uk/work-equipment-machinery/powered-gates/responsibilities.htm	Workplace (Health, Safety and Welfare) Regulations 1992.
Security fencing	Risk Assessment	Good practice	Monthly checks by competent person or premises officer	www.securedbydesign.com	
Septic tank	Inspection	Statutory	Annual		Control of Pollution Act 1974.
Shared premises	Risk assessment		As required		Regulation 11 of the Management of Health and Safety at work Regulations 1999
Slips and trips	Risk assessment		As required	www.hse.gov.uk/slips/index.htm	The Workplace (Health and Safety and Welfare) Regulations 1992
Sports field lighting	Risk assessment	Statutory electrical check	**Annually**	BS EN 12193:2007	
Sprinklers	Inspection	Statutory	Function tests every week by competent person or premises officer Annual, although further checks may be necessary for specific insurance requirements.		BS EN 12845 and LPCB TB203 Care and maintenance of automatic sprinkler systems

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Tree safety	Risk assessment/ survey	Statutory/good practice	Annual check by competent person or premises officer Tree survey every 3 years?		Health and Safety at Work Act 1974 Occupiers Liability Act 1957 and 1984
Vacant buildings	Risk assessment		As required		Occupiers Liability Act 1984
Water coolers and fountains	Inspection and servicing	Best practice	Annual	http://bwca.org.uk/about- bwca/codes-of-practice/.	The Water Supply (Water Fittings) Regulations 1999
Water hygiene and safety Legionnaires' disease Water systems Cold water systems	Water hygiene risk assessment; prepare a written control scheme	Statutory	Regular reviews when deemed necessary	Legionnaires' Disease – The Control of Legionella Bacteria in Water Systems ACOP L8 HSG 274	Health and Safety Act Work Act 1974 Control of Substances Hazardous to Health Regulations 2002 (COSHH) Notification of Cooling Towers and Evaporative Condensers Regulations 1992
	Flush through little used outlets	Recommended	Weekly	www.legionellacontrol.org.uk	The Control of Legionella Bacteria in Water Systems ACOP L8 HSG 274
	Temperature testing	Recommended	Monthly		The Control of Legionella Bacteria in Water Systems ACOP L8 HSG 274
	Water quality check and routine maintenance	Recommended	Annual		The Control of Legionella Bacteria in Water Systems ACOP L8 HSG 274
Water Hygiene and Safety Legionnaires' Disease Water Systems – Low pressure hot water systems	Visual condition inspection	Recommended	Annual		
	Maintenance checks on all pipe work devices (strainer, valves, blending valves, pumps etc.	Best practice	Annual updating		

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Water hygiene and safety Legionnaires' disease	Heat emitters and exposed surfaces of pipe work not to exceed regulation temperatures.	Statutory	Annual		Education (School Premises Regulations) 2012 The Control of Legionella Bacteria in Water Systems ACOP L8 HSG 274
Water systems – Water and surface temperature			Monthly		
Workstation assessment	Analysis of workstation to assess any health and safety risks		Change of employee or relocation of workstation	The Health and Safety (Display Screen Equipment) Regulations 1992	Health and Safety (Display Screen Equipment) Regulations 1992
Working at height	Risk assessment		Annually	The Work at Height Regulations 2005 HSE Guide to Working at Height Regulations 2005	Working at Height Regulations 2005
Working at height – safety eyes bolts and cradles	Inspection and testing	Statutory	Annual		Lift Operations and Lifting Equipment Regulations 1998