



The Charter Schools Educational Trust
Transforming lives through the power of inclusive education

Health & Safety Policy and Arrangements

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The Charter Schools Educational Trust

Health & Safety Policy and Arrangements

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Health & Safety Policy and Arrangements

1. General

The Charter Schools Educational Trust recognises its responsibilities under the Health and Safety at Work Act 1974 (HSWA) to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities.

The Trustees will actively work with the Headteachers and staff to identify hazards and where these cannot be removed ensure that they are adequately controlled.

2. Responsibilities

2.1 Local Governing Body

The responsibility for ensuring that health and safety procedures across the Trust are adequate rests with the Local Governing Bodies of the schools. The Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular, the Local Governing Bodies will:

- 2.1.1 Make arrangements to ensure that the Trust complies with all relevant legislation particularly the HSWA and the Management of Health and Safety at Work Regulations 1999.
- 2.1.2 Ensure that procedures are in place to identify hazards and evaluate risk control measures.
- 2.1.3 Ensure that there is an appropriate management structure and periodically monitor its effectiveness.
- 2.1.4 Ensure that a Governor attends any health & safety briefings held by the LA.
- 2.1.5 Have health & safety on the agenda at Local Governing Body Meetings.
- 2.1.6 Ensure that the Headteachers, as the Key Managers for health and safety, carry out the appropriate responsibilities.

The Local Governing Bodies will provide:

- 2.1.7 A safe environment for pupils, staff, visitors and other users of the premises.
- 2.1.8 Plant, equipment and systems that are safe.
- 2.1.9 Safe arrangements for transportation, storage and use of articles and substances.
- 2.1.10 Safe and healthy conditions that take account of statutory requirements approved Code of Practice and DfE or LA guidance.
- 2.1.11 Adequate information, instruction, training and supervision.
- 2.1.12 Provision of all necessary safety and protective equipment.

2.2 Headteacher

The Headteachers, as Key Managers, are responsible for the day-to-day running of the schools and putting the health & safety policy into effect.

The Headteachers are to assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone else using their premises. The Headteachers in particular will:

- 2.2.1 Satisfy their self that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises.
- 2.2.2 Ensure that regular health and safety inspections are carried out.
- 2.2.3 Arrange for risk assessments to be carried out by a competent person.
- 2.2.4 Put into effect any remedial measures or refer as necessary to the Governors or Trust.
- 2.2.5 Consult with members of staff on health and safety matters particularly any accredited staff safety representative.
- 2.2.6 Maintain a liaison with local police and be aware of local security matters affecting the Trust.
- 2.2.7 Attend health and safety briefings and training arranged by the LA
- 2.2.8 Report to the Local Governing Body at least once per term on health and safety matters.
- 2.2.9 Ensure that contractors on site follow safe working practices.
- 2.2.10 Ensure that there are always enough staff on site to safely supervise pupils

2.3 Senior Staff & Key Curriculum/Faculty Leaders

Members of the Senior Leadership Teams, Key Curriculum/Faculty Leaders and others holding posts of responsibility are to familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of responsibility. This information will be provided in the form of a pack by the Headteachers. As part of their day-to-day responsibility, they are to ensure that:

- 2.3.1 Safe working methods are in place.
- 2.3.2 Supervision is adequate and training needs met.
- 2.3.3 Termly safety inspections carried out.
- 2.3.4 Safety requirements for plant machinery and equipment are in place and are adequate.
- 2.3.5 Appropriate Personal Protective Equipment (PPE) is available, in good condition and being used correctly.
- 2.3.6 Any hazardous substances are correctly used and safely stored.
- 2.3.7 Standards of Health and Safety are monitored and appropriate remedial action is taken where required.

2.4 Premises Manager

The Premises Manager has particular responsibility for security and premises related issues and is to:

- 2.4.1 Co-operate with their Headteacher and Business Manager and ensure that they effectively monitor the condition of the premises.
- 2.4.2 Report defects so that appropriate remedial action can be taken.
- 2.4.3 Arrange for the fire alarm to be tested weekly using a different call point each time in rotation, and the findings are to be recorded in the Fire Log.
- 2.4.4 Ensure that the school has a contract for the maintenance of the Fire Alarm System and Fire Fighting Equipment.

2.5 All Staff

Members of staff also have health and safety responsibilities. In particular, staff are required to:

- 2.5.1 Take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
- 2.5.2 Co-operate with all health and safety arrangements.
- 2.5.3 Report any defect or other health and safety matter that they are aware of to their line manager. Resolution of the matter will normally occur within 4 weeks: where this is not the case, the line manager will report directly to the Headteacher.
- 2.5.4 Use correct equipment, tools and protective clothing issued.

3. Premises Security

3.1 Entry

A perimeter fence is to be maintained with entry normally restricted to one pedestrian entry for children and staff, and a separate entry for vehicular access. The pedestrian entry is to be kept closed other than at the start and end of the school day. The vehicular access is to be closed at all times. Access via both entries is to be supervised by the receptionist using closed circuit television as necessary.

Inside the perimeter fence, surveillance arrangements are to be made to ensure the protection of students.

3.2 Visitors

All visitors without a swipe card are to be signed in and issued with a visitor's badge and accompanied by a member of school staff throughout their visit. Where visits require one-on-one interviews, arrangements are to be made to ensure their mutual safety.

4. Premises Hire

Any hirers of school premises are responsible for ensuring that they use them correctly. The Local Governing Bodies recognise their duties as controller of premises and will ensure that:

- 4.1 Premises hired are in a safe condition for the purpose of hire.
- 4.2 Arrangements for emergency evacuation are adequate.
- 4.3 Fire-fighting equipment is in place and in operational condition.
- 4.4 Proper physical security arrangements are made.
- 4.5 Insurance requirements are met.
- 4.6 All hirers are provided with a copy of this policy. Where a letting agent is used, it will be their responsibility to make their sub-lets aware of all Trust policies relating to the premises.

5. Contractors

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control. The Headteachers are therefore to ensure that where contractors are appointed directly by the schools:

- 5.1 Contract meetings are held to agree health and safety measures prior to works commencing and during the project.
- 5.2 Contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises.

6. Communication

All staff are to be made aware of communication channels within the Trust for health and safety. The Headteachers will ensure that all health and safety guidance and advice is kept together in the safety file in the Facilities Office. All such advice is to be communicated to staff where relevant and incorporated in to the Trust's procedures.

7. Staff consultation

The Local Governing Bodies and Headteachers recognise the valuable contribution to health and safety that can be made from all staff, particularly staff representatives.

8. Health & Safety Committee

The Health and Safety Committee provides the main forum for the Governors and staff representatives to discuss health and safety issues. The Committee meets at least once per term and includes a member of the Local Governing Body in addition to the Headteacher.

9. Safety Practices

Guidance issued by the Health and Safety Executive, Department for Education and Employment is to be incorporated into the Trust's procedures. These arrangements will be discussed at the appropriate safety committee and any significant issues are to be relayed to relevant staff.

10. Risk Assessments

The Headteachers are to ensure that risk assessments are carried out for the school activities and operations and for premises related issues. These will be checked every term by the Business Managers and every year as part of the Health and Safety audit. The assessments will be used to identify health and safety hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.

11. Fire Precautions

11.1. Procedures

Procedures to be followed in the event of fire are to be circulated to all staff. They are to conform to Health and Safety Update 92/01.

Notices giving instructions concerning what to do in the event of fire are to be displayed by all Fire Alarm Call Points and in each classroom.

11.2 Fire Drill

A fire drill is to be held at least once per term towards the beginning of term and relevant details recorded in the Fire Log.

12. Accidents, Incidents, Near Misses and Dangerous Occurrences

All accidents, incidents, near misses and dangerous occurrences are to be recorded and reported. The Pupil Accident Book, Employee Accident Book (BS 510) and HS1, HS3 Report forms are to be kept in the First Aid Cupboard at Reception.

When a serious accident occurs, it is important that the accident site is left untouched until advice is obtained from the Department's Health & Safety Advisers. The Headteacher or deputy is also to advise the appropriate staff safety representative, who has the right to inspect the site of an accident involving anyone he or she represents.

The Department's Health & Safety Advisers can be contacted for advice regarding any incident/accident that may occur, but in the event of an incident which the Headteacher believes may require closure of the school, the Department's Health & Safety Advisers or, in their absence, the Principal Property Services Officer must be contacted immediately to qualify the safety concern before such a decision can be taken.

13. Other

13.1 Maximum and minimum working temperatures

Although the Trust is not covered by legislation for maximum working temperatures, it is agreed that staff and pupils should not be expected to work in temperatures of

greater than 30 degrees Celsius. Where temperatures in a room exceed this, staff and pupils will be re-roomed within the school. Where the problem is school-wide (e.g. in the very rare event of a heat wave) the Headteacher will make a decision about whether to close part or the whole of the school for a period.

The same principle applies to minimum temperatures. It is agreed that staff and pupils should not be expected to work inside a building in temperatures of less than 16 degrees Celsius. Where temperatures in a room are lower than this, staff and pupils will be re-roomed within the school. Where the problem is school-wide (e.g., where there is a problem with the heating system) the Headteacher will make a decision about whether to close part or the whole of the school for a period.

13.2 Provision of drinking water supplies

Water fountains are provided for pupil use.

A supply of cold drinking water will be provided for every Key Curriculum Area/Faculty Departments so that staff have easy access to drinking water during the school day.

13.3 The use of VDUs

The Health and Safety (Display Screen Equipment) Regulations 1992 implement an EC Directive and came into effect from January 1993 (some small changes were made in 2002). The Regulations require employers to minimise the risks in VDU work by ensuring that workplaces and jobs are well designed.

The Regulations apply where staff habitually use VDUs as a significant part of their normal work. Other people, who use VDUs only occasionally, are not covered by the requirements in the Regulations (apart from the workstation requirements). However, the Local Governing Body still has general duties to protect them under other health and safety at work legislation. In summary, these are to:

- Analyse workstations, and assess and reduce risks.
- Ensure workstations meet minimum requirements.
- Plan work so there are breaks or changes of activity
- On request arrange eye tests, and provide spectacles if special ones are needed.
- Provide health and safety training and information.

Workstation assessments can be arranged through HR or the Facilities Manager.

15 Stress Management– Information for Employees

Contents:

1. Introduction (1)
2. What is work related stress (2)
3. Who experiences work related stress (3)
4. What can you do at work (4)
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1. Introduction:

1.1 Management is committed to protecting the health, safety and welfare of our employees and recognises that workplace stress is a serious issue. Arrangements are in place to ensure the following:

- The risk to your health from work-related stress is assessed
- Measures to eliminate (or where that is not possible reduce) that risk are put in place
- Consultation with you, either directly or through your trade union or other representative, about workplace and organisational changes that are likely to significantly affect your health and safety

1.2 This guide contains information on what you can do to help prevent work related stress. Remember: stress is not a weakness. Your employer has a duty to protect your health and safety at work and a good manager will appreciate any suggestions you have for reducing work-related stress. Work-related stress is a symptom of an organisational problem, not an individual weakness.

2. What is work-related stress?

2.1 Work-related stress is 'the adverse reaction people have to excessive pressures or other types of demand placed on them'. This makes an important distinction between the beneficial effects of reasonable pressure and challenge (which can be stimulating, motivating, and can give a 'buzz') and work-related stress, which is the distressing reaction to excessive demands or 'pressures' placed on the person.

3. Who experiences work-related stress?

3.1 Everyone can be affected. Work-related stress exists where people cannot cope with what is being asked of them at work. It is important to remember that work-related stress is not an illness, but if it is prolonged or particularly intense, it can lead to increased problems with ill health.

For example:

- Physical effects: such as heart disease, back pain, gastrointestinal disturbances and various minor illnesses.
- Psychological effects: such as anxiety and depression.

3.2 It can also lead to other behaviours that are not helpful to your health, such as skipping meals, drinking too much caffeine or alcohol and smoking cigarettes. You are not alone if you feel very or extremely stressed. In the country as a whole, as many as one in five people could be feeling the same way. In the workplace, the Management of Health and Safety at Work Regulations 1999 require you as an employee to tell your employer about any shortcomings in their health and safety arrangements. This is particularly important when tackling work-related stress – it requires a partnership between you, your manager, and your employer: a partnership based on honesty and trust, where you all say what you feel.

4. What can you do at work?

4.1 You can help at work by:

- Planning your work for the day, plan breaks and stick to them.
- Reduce caffeine intake – tea, coffee and some cola drinks may contribute to making you feel more anxious.

- If you are stressed, report it using the incident reporting system.
- Trying to channel your energy into solving the problem rather than just worrying about it. Think about what would make you happier at work and discuss this with your employer.
- Discussing with your manager whether it is possible to alter your job to make it less stressful for you, recognising you and your colleagues needs.
- If you do not feel able to talk directly to your employer or manager, ask another employee or representative to raise the issue on your behalf.
- Supporting your colleagues if they are experiencing work-related stress. Encourage them to talk to their manager, Human Resources, TU or staff Representative
- Be aware of the following...
 - Health promotion events.
 - One-to-one meetings with your manager/supervisor.
 - Council well-being website.
- Speaking to your GP if you are worried about your health

5 What can you do out of work?

5.1 The following advice will not prevent work-related stress, but may help you take care of yourself and ensure that you do not make the problem worse. You can:

- Eat healthily
- Stop smoking – it doesn't help you to stay healthy, even though you might think it relaxes you
- Try to keep within Government recommendations for alcohol consumption – alcohol acts as a depressant and will not help you tackle the problem
- Watch your caffeine intake – tea, coffee and some soft drinks (e.g. cola drinks) may contribute to making you feel more anxious
- Be physically active – it stimulates you and gives you more energy
- Try learning relaxation techniques – some people find it helps them cope with pressures in the short term
- Talk to family or friends about what you're feeling – they may be able to help you and provide the support you need to raise your concerns at work

6. What to do after a stress – related illness:

6.1 If you have been off work with a stress-related illness, talk to your line manager when you return. Say how you feel, explain what led to the event and what you would like to see happen. Further support and guidance is available from Human Resources.

16 Manual Handling

What does manual handling mean?

1. Manual Handling Operation.

The transport or support of any load by human effort as opposed to mechanical handling by crane, lift, truck etc. This includes lifting, putting down, pushing, pulling, carrying or moving by application of bodily force.

It also includes operations where mechanical assistance is used but human effort is still required to move, steady or position the load.

A load is any discrete moveable object. It includes persons, animals and heavy tools

2. Hazardous Manual Handling Operation.

Any manual handling operation, which could cause injury. The nature of the task, the working environment and the individuals involved need to be taken into consideration, as well as the weight and size of the load.

What is required under the regulations and what do managers need to do?

Where staff and/or students are required to undertake manual handling activities, ensure that the following hierarchy of risk control measures is in place as required under the Regulations:

Eliminate or avoid the need for hazardous manual handling

Undertake a review of manual handling tasks to establish, in the first instance, whether these need to be undertaken or whether less hazardous options are available. For the tasks remaining, identify who might be harmed in undertaking them, how, and the harm that may be caused.

For those manual handling activities that remain, assess the risk of injury

Departmental assessments shall be conducted by those trained to do so. Contact the Premises Manager in the first instance.

Most assessments will require just a few minutes' observation to identify ways to make an activity easier and less risky, i.e. less physically demanding. In doing so they will also identify any existing controls and whether these are adequate.

Ensure that staff undertaking manual handling activities are involved in this risk assessment process.

From the information gathered from the assessment, reduce the risk of injury.

Take such action as is identified to be necessary from the risk assessment. This will include:

- The provision of information, instruction and training to those required to undertake manual handling tasks;

It may include:

- The provision of such equipment (e.g. a sack truck) as may be identified to be necessary to reduce the risk of injury, so far as that is reasonably practicable.
- Ensuring that 'safe systems of work' are in place;

Review the assessment and revise it if necessary

Having implemented the controls, ensure that they are periodically reviewed and revised.

Staff/Student Responsibilities

Staff and students have a responsibility not to undertake any manual handling activities that may cause themselves or others harm and adhere to the information, instruction and training provided. They must immediately bring instances having the potential to cause harm to the attention of their immediate line manager.

Manual Handling Risk Assessments and Training

The Premises Manager is able to assist with the identification of the need for and the undertaking of, risk assessments and wherever possible, provide the training identified

to be necessary. The Premises Manager will also provide advice and assistance to managers and those undertaking risk assessments, on the action they need to take to ensure the safe execution of manual handling activities undertaken by them, or on their behalf.

‘Safe System of Work’

This will include the requirement for information, instruction and training and may also include elements such as are identified, which may only be possible to determine in the light of the actual situation, on the spot, at the relevant time:

- A physical environment that is ‘safe’ in which to undertake specific tasks.
- The sequence in which tasks may need to be undertaken.
- The provision of an adequate level of supervision.
- The provision of written instructions.
- The provision of the correct equipment.
- Such other measures as may be appropriate based on the level of risk involved.

If in doubt, contact the Premises Manager.

17 First Aid

The following are First Aiders at The Charter Schools Educational Trust

Full First Aider

Name	Location	Tel Extension	Expiry Date of Certificate

Basic First Aider

Name	Location	Tel Extension	Expiry Date of Certificate
Charles Howard	Reprographics	6619	

