HEALTH AND SAFETY POLICY

Learning Academies Trust

Version:	2.5		
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LEARNING ACADEMIES TRUST

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CHANGES

Policy date	Summary of change	Author	Version	Review date
01/03/21	Policy has been created. DRAFT	Duncan Baldie Estates Manager	1.0	01/03/22
19/03/21	Policy QA Checked	PLP/Andrew Young	1.1	01/03/22
28/03/22	Annual Review, HT Changes	Duncan Baldie	1.2	28/03/23
03/11/22	Addition of High View Primary School	Duncan Baldie	1.3	01/11/24
01/04/24	Addition of Former Horizon Schools and Review	Duncan Baldie	2.0	01/04/25
13/06/24	Minor amendment to Role Titles for clarification only	Duncan Baldie	2.1	13/06/25
28/01/25	Minor amendments to Headteacher/Executive Headteacher table	Duncan Baldie	2.2	28/01/26
10/06/25	Addition of e-scooter/e-bike information	Duncan Baldie	2.3	10/06/26
27/02/26	Minor amendments to Headteacher/ Executive Headteacher Table. Updated Appendix 3 and Gas, Asbestos and Legionella sections	Duncan Baldie	2.4	27/02/27
18/09/26	Minor amendments to Headteacher/ Executive Headteacher table. Changes to Appendix 3	Duncan Baldie	2.5	18/09/27

1. AIMS

The Learning Academies Trust (LAT)) acknowledges its duty under Section 2(3) of the Health and Safety at Work etc. Act 1974 to prepare and as often as may be appropriate revise its written statement of this general policy with respect to the Health and Safety at work of their employees and its organisation and arrangements for carrying out its policy.

Our Trust aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school sites
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely and are regularly inspected

2. LEGISLATION AND GUIDANCE

The Learning Academies Trust will ensure all Policies and clauses within reflect and comply with all published Legislation and Approved Codes of Practice. Where possible, all appropriate Guidance as issued by The Health and Safety Executive will be followed along with any recommendation and Guidance issued by Recognised Standard Authorities.

3. MISSION STATEMENT

The Learning Academies Trust has three core beliefs that underpin its work. We believe that every child in our Trust deserves an outstanding education, whatever their starting point or background. We also believe that every child in our Trust deserves an outstanding education, and we believe that schools work best when they work together. Every school is unique as are the children who attend.

Although every school in the Learning Academies Trust has its own individual mission statement and an agreed set of individual school aims and values, every school is committed to the following values.

Aspiration

Together we will not let disadvantage be an obstacle to success.

Excellence

Together we will achieve the best outcomes for all.

Collaboration

Together we will work to harness the collective power of all.

Inclusivity

Together we will celebrate the unique nature of our diverse school communities.

Kindness

Together we will be caring and thoughtful in everything we do.

Respect

Together we will act with integrity and honesty.

And finally, the unique ingredient that makes The Learning Academies Trust a very special place to both learn and work in:

- We will not let social disadvantage be an obstacle to success. We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed.

Learning Academies Trust initially adopted this policy in March 2021 and will review every two years or more frequently subject to significant Trust Structure changes or Legislation updates.

Statement of intent

The Learning Academies Trust will continuously strive to achieve the highest standards of health, safety and welfare, consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted and includes a description of the Trust's organisation and arrangements for dealing with different areas of risk. Section 2 Delegated Responsibility will establish specific responsibilities at all levels of the Trust' organisation. Section 3 Health and Safety Functions will outline the specific arrangements put in place to manage these areas of risk and hence to meet the Trust's obligations under the law.

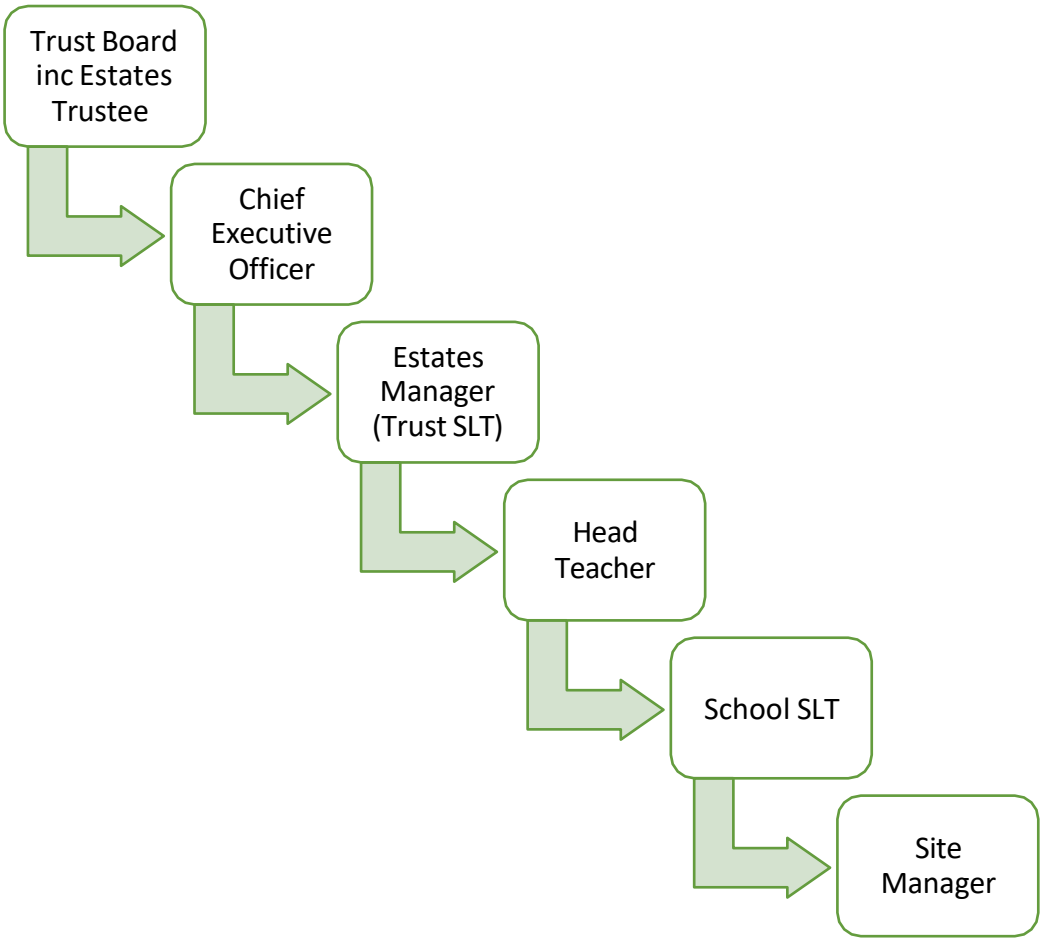
This policy will be brought to the attention of all members of staff through staff induction and staff handbook. A master copy is kept in the main office of all Trust schools and is available online.

This policy statement and the accompanying organisation and arrangements will be reviewed yearly by the Trust Board.

Everyone across all levels of the Learning Academies Trust must comply with this policy. Breaches of this policy may be dealt with under a disciplinary policy.

……	……
Chair for the Trust Board	Date
……	……
CEO	Date

4. DELEGATED RESPONSIBILITIES



4.1 The Duties of the Trust Board

- To produce and regularly review the Health and Safety Policy for the Trust. This policy will reflect the requirements of the Health and Safety at Work Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, children and others affected by the organisation
- To monitor both compliance with, as well as the effectiveness of, this policy
- To provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy
- To review the LAT corporate Risk Register
- To delegate to the Estates Lead through a Scheme of Delegation

To assist in discharging its legal obligations the Trust has appointed a 'competent person' as defined by the management of Health and Safety at Work Regulations 1999. This person is named as Estate Manager.

All settings which are part of the Learning Academies Trust will adopt this Health and Safety policy. Specific guidelines relevant to the setting they are operating within is included within Appendix 1.

4.2 The Duties of the CEO

The CEO is ultimately responsible for Health and Safety in the workplace and ensures good practice is developed and implemented with a proactive Health and Safety management and culture.

Reports to the Trust Board

Delegates responsibility to the Estates Trustee.

4.3 The Duties of the Estates Trustee

Although the Trust Board have delegated responsibility to the Estate Trustee, they will liaise with the Estates Manager and together will make recommendations and provide advice to the Trust Board for approval

The Estates Manager is responsible to the CEO and the Estates Trustee acts as the technical expert.

As of March 2024, the Estates Trustee is Adrian King, and the Estates Manager is Duncan Baldie.

4.4 The Duties of the Estates Manager

The Estates Manager has responsibility for the corporate Health and Safety across Learning Academies Trust.

The Estates Manager also has the delegated task of managing the day-to-day Health and Safety management and processes for schools within the Trust, therefore discharging Executive Head Teachers, Head Teachers, Heads of School most of their duties.

The Estates Manager will liaise with their deputy and the Caretaker/Site Manager for each site to fulfil this aspect and to develop a positive culture to Health and safety throughout the organisation.

In particular, the Estates Manager will ensure that the following actions are completed:

- Write, develop and review the Health and Safety Policy and sub policies and procedures, including the Health and Safety Induction
- Co-operate with the Trust Board to ensure that this policy and its associated arrangements are implemented and complied with
- Communicate the policy and other appropriate health and safety information to all Executive Head Teachers, Head Teachers, Head of Schools, Estates Team, Caretakers and Site Managers to ensure that Safe Systems of work are in place and followed
- Liaise with all Executive Head Teachers, Head Teachers, and Head of Schools on all health and safety matters within their schools
- Assist with the identification of training needs and delivery within schools and across the Trust to ensure staff are suitably knowledgeable and legally compliant where relevant
- Report to the Trust Board on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
- Frequently collate Trust wide accident and incident information and investigate, where necessary and report findings back to the Trust
- Develop and support links with all Caretakers/Site Managers for each individual premises and maintain direct working relations to ensure the premises, plant and equipment are maintained in a safe and serviceable condition
- Liaise with all Caretakers/Site Managers to develop and maintain records of inspection and maintenance and ensure any remedial actions identified are addressed promptly or made known to the Trust Board if funds are not available
- Identify the training needs of Estates staff, Executive Head Teachers, Head Teachers, Heads of School, Caretakers and Site Managers to ensure staff are competent to carry out their roles and are provided with adequate information and instruction
- Instill a positive and proactive Health and Safety culture throughout the Trust
- Ensure all staff and contractors are aware of their Health and Safety Responsibilities and follow CDM Regulations
- Ensure all staff inductions include Health and Safety awareness
- Undertake building inspections and report to the Board any concerns including, the premises, plant and equipment
- Lead general workplace monitoring inspections and performance

- Monitor purchasing and contracting procedures to ensure health and safety is included in specifications

and contract conditions
- Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions and inform the Board as necessary.
- Arrange periodic health and safety audits and share findings and any remedial action with the Trust Board and Executive Head Teachers, Head Teachers, Heads of School, Caretakers and Site Managers

4.5 The Duties of the Executive Head Teacher, Head Teacher, Head of School

The Executive Head Teachers, Head Teachers and Heads of School have day-to-day responsibility for Health and Safety management and will take all reasonably practicable steps to secure the health and safety of children, staff and others using the Trust premises or participating in Trust sponsored activities.

In particular, the Executive Head Teacher, Head Teacher, Head of School will:

- Ensure that robust risk assessments of work activities are undertaken as appropriate, and a written record of the assessments is kept. They will regularly review the assessments and implement any necessary changes, as appropriate
- Communicate the policy and other appropriate health and safety information to all relevant people
- Be vigilant when inspecting buildings and report any concerns to the Caretaker/Site Manager and the Estates Manager, particularly relating to the premises, plant and equipment
- Report any significant risks or policy requirements that cannot be met within budget to the Estates Manager
- Identify the training needs of all staff to ensure all are competent to carry out their roles and are provided with adequate information, instruction and equipment to work within health and safety guidelines
- Ensure there is a suitable recording and monitoring system of visitors
- Ensure accident and near miss reporting is recorded and where required investigated and engage relevant Board Trustees where required
- Promote a positive health and safety culture by leading by example
- Ensure appropriate action is taken with any health, safety and welfare issues that are referred to them, informing the CEO of any issues which cannot be resolved within the resources available.

Whilst overall responsibility for health and safety cannot be delegated, the Headteacher may choose to delegate certain tasks to the relevant health and safety persons in the school, such as Caretaker, Site Manager or Business Manager.

In the transitional period while the above hierarchy is being implemented as part of the Estates Strategy, each school must ensure compliance through the Head Teacher and liaising with the Estates Lead, whilst seeking advice to ensure safety standards are met.

The below table details the Executive/Head Teacher (HT)/ Head of School (HoS) for each school.

School	Executive HT/Head Teacher
Elburton Primary School	Keith Smithers – Head Teacher
Ford Primary School	Dave Sammels – Executive Head Teacher Sarah Sandey – Head of School
High View Primary School	Tessa Saunders - Headteacher
Hooe Primary Academy	Kate Lewin – Head Teacher
Hyde Park Infant School	Ben Norris – Executive Head Teacher Emma Foster – Head of School - Infants
Hyde Park Junior School	Ben Norris – Executive Head Teacher Mark Dellow – Head of School - Juniors
Knowle Primary School	Sarah-Jayne Collins – Head Teacher
Mayflower Primary School	Dave Sammels – Executive Head Teacher Helen Jennings – Head of School
Mount Street Primary School	Bridget Shillaber- Head Teacher
Mount Wise Primary School	Annmarie Allchurch – Head Teacher
Plaistow Hill Primary School	Sharon Burnett – Head Teacher
Pomphlett Primary School	Britta Nicholls – Head Teacher
Prince Rock Primary School	Lucy Hanley – Head Teacher
Salisbury Road Primary School	Emma Benton – Head Teacher
Shakespeare Primary School	Courtney Lobban – Head Teacher
Victoria Road Primary School	Cheryl Brake – Head Teacher
Widewell Primary School	Victoria Broughton – Head Teacher
Woodfield Primary School	Paul Kowalski - Head Teacher

5. RESPONSIBILITIES OF ADDITIONAL PARTIES

5.1 The Duties of Heads of Departments/Supervisory Staff/Subject Leaders

The Heads of Departments/Supervisory Staff/Subject Leaders have specific delegated tasks in relation to health and safety management within their departments/subject areas

They must ensure that:

- They apply the arrangements described in this health and safety policy to their own department or area of work, including the arrangements described in any associated guidance notes
- Staff under their control are aware of and follow any externally adopted health and safety guidance
- Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented
- They ensure that appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively
- They take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher or Estates Leaders of any problems they are unable to resolve within the resources available to them
- They carry out regular inspections of their areas of responsibility and report / record these inspections to the Headteacher or Estates Leaders

- They ensure the provision of sufficient information, instruction, training and supervision to enable staff and children to avoid hazards and contribute positively to their own health and safety
- All accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated
- They partake in Health and Safety audits, both internal and external, by ensuring all relevant documentation is in place

5.2 The Duties of Site Managers/Caretakers/Office Managers

The Site Managers, Caretakers and Office Managers (where applicable) have day-to-day responsibility to support the Head Teacher with health and safety management and will take all reasonably practicable steps to secure the health and safety of pupils, staff and others whilst ensuring that policy is followed.

In particular, their duties will include:

- Robust risk assessments for work activities, premises and compliance are undertaken and regularly reviewed as appropriate and that identified control measures or remedial works are implemented
- Communicate the policy and other relevant safe working procedures with all staff via appropriate training and instruction
- Report any significant risks or policy requirements that cannot be met within budget to the Estates Manager
- Ensure all accidents and near misses are reported and investigated
- Promote a positive health and safety culture by leading by example
- Ensure appropriate action is taken with any health, safety and welfare issues that are referred to them, informing SLT of any issues that cannot be resolved within the resources available
- Carry out frequent walkthroughs of the school site to identify hazards, to include a check of outdoor play equipment. Any findings must be reported to the Head Teacher/Office Manager

5.3 The Duties of all Members of Staff

Under the Health and Safety at Work Act 1974, all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of each school in the Trust.

Specifically, all employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Comply with the Trust's health and safety policy arrangements at all times
- Report all accidents and incidents in line with the reporting procedure
- Co-operate with school management on all matters relating to health and safety
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager
- Ensure that they only use equipment or machinery for its intended purpose and that they have received relevant training for
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons
- Read, understand and follow all relevant Health and Safety documentation and updates, providing

feedback were required

5.4 The Duties of Children and Parents

Children and Parents, in accordance with their age and aptitude, are expected to:

- Observe standards of behaviour and dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the school, including personal hygiene and instructions from staff during in an emergency
- Not willfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety

5.5 The Duties of Contractors

All contractors who work on the Trust premises are required to identify and control any risks arising from their activities and inform the Caretaker/Site Manager of any risks that may affect the staff, children and visitors

All contractors must be given site induction and sign to say they agree with and understand the contents. This should be reviewed annually for regular visiting contractors

All contractors must be made aware of this policy and the associated emergency procedures. They should, always comply to these requirements.

In instances where the contractor creates hazardous conditions and fails to implement remedial measures, the Caretaker, Site Manager, Executive Head Teacher, Head Teacher, Head of School or Estates Manager will take such actions as are necessary to prevent staff, children and visitors being put at risk from injury.

6. TRADE UNION HEALTH AND SAFETY REPRESENTATIVES

The Trust recognises Trade Union Safety Representatives and their appointment and training. Health and Safety issues raised by Safety Representatives will be dealt with as and when required by contacting the Estates Manager or Human Resources as appropriate.

7. SPECIFIC HEALTH AND SAFETY MANAGEMENT FUNCTIONS

The 'arrangements' for health and safety, i.e., the specific measures put in place to manage particular risks, are outlined in this section of Summary Policies. Additional Full Policies will be created to support these summaries where practical and relevant. Please refer to published policies for additional information.

7.1 Accessibility (Statutory)
7.2 Accident/Incident Reporting (Legally Required)
7.3 Air Conditioning Systems (Recommended)
7.4 Alcohol and Controlled Substances (Recommended)
7.5 Asbestos (Legally Required: Additional Published Policy)
7.6 CCTV (Legally Required) (Additional Published Policy)
7.7 Communication and Training (Recommended)
7.8 Confined Spaces (Recommended)
7.9 Consultation (N/A)
7.10 Construction Design Management inc Contractors (Legally Required)
7.11 Control of Substances Hazardous to Health (COSHH) (Legally Required: Additional Published Policy)
7.12 Curriculum Activities (N/A)
7.13 Display Screen Equipment (Legally Required)
7.14 Dogs on School Grounds (Recommended)
7.15 E-Scooters/E-Bikes on School Grounds
7.16 Electricity at Work including Portable Appliance Testing (PAT) (Legally Required)
7.17 Estates Management (Legally Required)
7.18 Fire Safety (Legally Required)
7.19 First Aid (Legally Required)

7.20 Gas (where relevant to school) (Legally Required: Additional Published Policy)
7.21 Health and Safety Induction and Training (N/A)
7.22 Health and Safety Inspections (N/A)
7.23 Incident Reporting including RIDDOR (Legally Required)
7.24 Legionella (Legally Required: Additional Published Policy)
7.25 Lettings and Community Use including Voluntary/Charity Use (Optional)
7.26 Lone working (Legally Required: Additional Published Policy)
7.27 Maintenance (N/A)
7.28 Manual Handling (Legally Required)
7.29 Medication (Legally Required: Additional Published Policy)
7.30 New and Expectant Mothers(Legally Required: Additional Published Policy)
7.31 Noise at Work (Legally Required)
7.32 Oil (where relevant to school) (Recommended)
7.33 Offsite Visits (Legally Required)
7.34 Permit to Work Systems including Hot Works(Recommended)
7.35 Personal Safety and Security including PPE and RPE (Legally Required)
7.36 Radon (Recommended)
7.37 Risk Assessments(Statutory)
7.38 Security (Legally Required)
7.39 Sharps (Legally Required)
7.40 Smoking (Recommended)
7.41 Stress/Wellbeing (Recommended)
7.42 Storage of Materials (excluding COSHH) (Recommended)
7.43 Suspect Packaging & Bomb Threats (Legally Required)
7.44 Trees (Recommended)
7.45 Vehicle Movement around site and use (where relevant to school) (Recommended)
7.46 Vibration(Legally Required)
7.47 Violence & Aggression (Legally Required)
7.48 Working at Height (Legally Required)
7.49 Workplace Safety (Recommended)
7.50 Monitoring (Recommended)

7.1 Accessibility

This document to be read in conjunction with the Trust Accessibility Plan APPENDIX ONE

Schools are required under the Equality Act 2010 to have an accessibility plan. The purpose of the plan is to:

- Increase the extent to which disabled pupils can participate in the curriculum
- Improve the physical environment of the school to enable disabled pupils to take better advantage of education, benefits, facilities and services provided
- Improve the availability of accessible information to disabled pupils

Learning Academies Trust aims to treat all its pupils fairly and with respect. This involves providing access and opportunities for all pupils and staff without discrimination of any kind.

We believe that every child in our Trust deserves an outstanding education, whatever their starting point or background.

The plan will be made available online on each school website, and paper copies are available upon request.

Our Trust is also committed to ensuring staff are trained in equality issues with reference to the Equality Act 2010, including understanding disability issues.

The Trust supports any available partnerships to develop and implement the plan.

Our Trust's complaints procedure covers the accessibility plan. If you have any concerns relating to accessibility in school, the complaints procedure sets out the process for raising these concerns.

We have included a range of stakeholders in the development of this accessibility plan, including pupils, parents, staff, governors of the schools, Trustees and Board Members.

7.1.1 Legislation and guidance

This document meets the requirements of schedule 10 of the Equality Act 2010 and the Department for Education (DfE) guidance for schools on the Equality Act 2010.

The Equality Act 2010 defines an individual as disabled if they have a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on their ability to undertake normal day to day activities.

Under the Special Educational Needs and Disability (SEND) Code of Practice, 'long-term' is defined as 'a year or more' and 'substantial' is defined as 'more than minor or trivial'. The definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy and cancer.

As a Trust we will make 'reasonable adjustments' for pupils with disabilities under the Equality Act 2010, to alleviate any substantial disadvantage that a disabled pupil faces in comparison with non-disabled pupils. This can include, for example, the provision of an auxiliary aid or adjustments to premises.

All construction will be undertaken with due regards to *Approved Document M - Access to and use of buildings: Volume 2 - Buildings other than dwellings* and *British Standard BS 8300-2:2018 Design of an accessible and inclusive built environment. Buildings. Code of practice*

7.2 Accident/Incident Reporting

This Section to be read in conjunction with the Trust First Aid Policy where appropriate.

All employee accidents where time is lost, or Hospital attendance is required, must be reported to the Estates Manager in writing via the Estates Mailbox (Estates@learningat.uk)

All accidents must be reported to the school office manager or the Head of School.

Accidents to children and other non-employees must be recorded in the accident book. Those accidents to children and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported to the Estates Manager directly who will in turn assess the severity and escalate and notify as required.

Parents/carers will be notified immediately of all injuries above superficial injuries.

The Headteacher or Head of School will investigate accidents and take remedial steps to avoid similar instances recurring. The Estates Manager will assist as required.

All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 (RIDDOR) will be reported to the HSE.

7.2.1 Additional requirements for the EYFS

In addition to keeping a written record of accidents or injuries, individual schools will keep a record of first aid treatment in the Early Years Foundation Stage (EYFS).

After an accident, we will notify the child's parents and/or carers about the accident and any first aid given - on the same day, or as soon as 'reasonably practicable'

In the case of a serious accident, illness or injury, or death, of a child, the following agencies will also be contacted:

- Ofsted - as soon as reasonably practical or within 14 days of the incident occurring
- Your local child protection agency

7.3 Air Conditioning Systems

The use of Air Conditioning should be limited and works to the school buildings (including new) shall be designed as much as possible to limit the requirements.

Where possible priority should be given to Fresh Air ventilation and design conducted in accordance with the Government's Good Practice Guide 291, 'A Designer's Guide to the Options for Ventilation & Cooling'.

Where emergency provision is required consideration should be made into the use of Portable Air Conditioning Units.

All Air Conditioning Unit over 12kW must be serviced by an external organisation in accordance with the Manufacturer's Instructions and at periods no greater than 12 months. Units smaller than this be routinely inspected for leaks and performance issues. Any issues are to be reported to the Site Manager at the individual school immediately.

Any equipment small enough to plug in rather than have to be permanently wired is likely to be excluded from the requirements, other than an overall requirement to prevent leakage and to repair any leaks as soon as possible.

Any request for supply of new Air Conditioning equipment (permanent or temporary), must be authorised by the Estates Manager.

7.4 Alcohol and Controlled Substances

For the purposed of this section a drug is defined as any substance which, when taken into the body, affects the chemical composition of the body and how the body functions, this includes Alcohol and other Controlled Medications

- Illegal drugs (those controlled by the Misuse of drugs Act 1971) such as ecstasy, cannabis, crack/cocaine, heroin and LSD, ketamine, GHB, anabolic steroids
- Drugs that are legal to use but are covered by some legislation such as selling to under 18-year-olds including alcohol, tobacco, shisha and volatile substances (solvents, aerosols, petrol & butane)
- Drugs that are legal to use and buy
- Over the counter and prescription medicines e.g., paracetamol

- Prescribed medicines
- Electronic cigarettes
- And other drugs such legal highs/Novel Psychoactive Substances that are illegal to sell for human consumption and e-cigarettes that currently have no restrictions (although laws about selling to under 18s and use in public places are to be put in place)

As a Trust, we seek continually to enrich the lives of those entrusted to our care through a broad and balanced curriculum, designed to meet the needs of each child, enabling them to acquire the skills, attitudes and values necessary for life.

In accordance with these values, this section aims to set out the Trust's approach to teaching and learning about drugs, smoking & alcohol and [school's] management of situations involving drugs.

Although it is highly unlikely that illegal drugs will be in our schools, we acknowledge that drug use and misuse can have a serious effect on health, wellbeing and academic achievement.

Primary aged children need to be protected from the harm that drugs can cause, and it is our responsibility to give them the knowledge and skills to be able to be healthy and keep safe. Through this policy we aim to give a clear message to all parents, staff and visitors about using the school site and our approach to smoking, alcohol and drugs.

Our schools operate a smoke free site and take the matter of illegal drugs very seriously.

7.4.1 Drug Education Curriculum

Drug education is taught by the class teacher and sometimes involves the school nurse or other professionals, including the police.

We welcome the involvement of visitors from external agencies to complement the core delivery by teaching staff.

7.4.2 Confidentiality

Confidentiality is an important consideration with respect to drugs and the boundaries of confidentiality will be made clear to pupils. Pupils need to be able to talk in confidence to staff without fear of being judged or told off. The welfare of children will be central to our policy and practice. However, teachers cannot promise total confidentiality in order to seek specialist help if needed. This is made clear to pupils through the PSHE and citizenship programme. Information about a pupil in relation to drugs will follow the same procedure as for other sensitive information. If teachers have any concerns about the welfare of children, they must inform the Head teacher.

It may be necessary to invoke child protection procedures if a pupil's safety is under threat. In such circumstances the Designated teacher for Safeguarding will be involved. Relevant examples include a disclosure of illegal drug use by a pupil and reporting of problematic substance misuse in the family home.

Parents/carers will be informed immediately if their child has been involved in a drug-related incident. However, there may be some exceptional situations where involving the parents may put the child at risk and in these cases, the school will exercise some caution. The decision will be taken by the Headteacher in liaison with the designated child protection officer with the child's welfare a priority.

It is acknowledged that there are circumstances when some legal drugs are authorised for use in school. These are prescribed medicines, hazardous chemicals (and solvents) and alcohol.

7.4.3 Medicines

The approach to access and administration of medicines is set out in the Trust Medicines Policy. The principles underlying this are to:

- Recognise individual medical needs and promote inclusion to provide an education for all pupils, supporting their medical needs
- Undertake to contact parents/carers if a pupil is ill during the school day

In most cases, staff do not administer medicines at school to pupils unless it would be detrimental to health or attendance not to administer and only with parental written consent. Details about managing medicines can be found in our policy on supporting pupils with medical needs. The decision to allow pupils to self-administer medicines rests with the Headteacher

Asthma inhalers, held in school with written parental consent, are kept secure with safe and easy access for school staff authorised to administer. Children's personal inhalers are taken on all off-site visits and held by the accompanying school staff.

Staff are aware of any serious medical conditions which affect pupils in their class.

The Headteacher will be informed of any children attending the school with medical conditions. Advice will be sought on ensuring they have an appropriate care plan, and that school staff are trained to administer any medication required for the day-to-day management of their condition in school or during a medical emergency.

7.4.4 Hazardous chemicals and volatile substances (solvents)

Arrangements for the secure and safe storage of chemicals e.g. for cleaning are set out in the Trust COSHH Policy

In the event of a child or adult who is required to use medical sharps to address the management of their health condition (e.g., insulin or glucose blood testing) a medical sharps disposal bin will be provided. Advice will be sought from the Head Teacher regarding the management of the sharps and sharps bin on the school site.

7.4.5 Alcohol

Staff and parents must not bring alcohol on to the school site other than on a pre-approved basis.

Any member of staff who appears to be under the influence of drink (or other illegal drugs) which prevent them from fulfilling their duties will be asked to leave the premises immediately. Where necessary, disciplinary procedures will begin.

7.4.6 Smoking

Since 2007 it has been illegal to smoke in any enclosed or substantially enclosed public place that is open to the public.

We are a smoke free Trust and staff, parents, pupils and visitors are not allowed to smoke anywhere on school premises. The school site is defined as anywhere within the school boundary.

Any staff members who smoke are required to leave the site when doing so. Smoking breaks are only taken as part of official breaks and not as additional breaks.

All visitors, contractors, volunteers and delivery staff are required to abide by this policy.

Smoke free signage is prominent around our school grounds.

E-cigarettes (sometimes known as nicotine vaporisers)

Although e-cigarettes are not covered by smoking legislation, we are following Plymouth City Council's approach and not allowing the use of e-cigarettes by pupils, staff, parents, contractors or visitors on the school premises and strongly discourage parents using them when collecting their children from school.

7.4.7 Educational visit/social events

The school's drug education policy applies during school visits and school social events.

During educational visits:

- Staff will be briefed about procedures and responsibilities before all visits, which will include the issue of consumption of alcohol and smoking by staff. On school residential trips, staff may drink in moderation, but

one member of staff (minimum) must not drink each evening in order to accompany a child to hospital if necessary

- Adults should keep any personal medication in a safe place
- A nominated first aider will be responsible for the safe storage of any pupils' medicines and supervision their administration

School social events:

- At all social events organised by the school, the responsibility for the conduct of the pupils present remains with the parent/carer
    - At such events, the school 'No Smoking Policy will be enforced

7.4.8 Management of Drug Related Incidents

A drug-related incident includes any incidents involving any drug that is unauthorised and therefore not permitted within the school boundaries.

Drug related incidents in a primary school rarely involve illegal substances but can involve:

Pupils smoking cigarettes in school, a parent/carer collecting their child whilst drunk, pupils selling cigarettes to other pupils, misusing another pupils' asthma inhaler, disclosing concern about a family member who has a drug problem, giving medicines to another pupil, a teacher with information about the illegal sale of cigarettes at a local shop, the Site Manager finding used syringes in the playground

This school does not permit the possession, use or supply of any illegal or legal drug (unless authorised legal drug), which takes place within the school boundaries. This covers; on or near the school premises, within the school day and during term time, on school visits, school journeys and at school social events. These rules apply equally to staff, pupils, parents and carers, and those working and visiting the school.

Any tobacco, alcohol, solvents or illegal substances found on pupils will be confiscated. If necessary, a pupil will be asked to turn out their own pockets or bags, with another member of staff present. A personal search can only be carried out by police officer or parent / carer.

Substance misuse at school is a serious matter. If a pupil is discovered with tobacco, alcohol, solvents or illegal drugs, then exclusion will be a consideration. More serious disciplinary consequences will be considered, together with support needs and child protection, dependent upon individual circumstances.

The school has the powers, with police assistance if necessary, to remove anyone from the site who is causing a nuisance or disturbance. This includes being intoxicated. The safety of pupils during the journey to and from school is important. If staff have concerns about the safety of a pupil due to parent /carer intoxication, then discussion will be held with the adult and a possible referral made to the MASH team.

7.4.9 School responses to drug-related incidents

In all drug-related incidents the following principles will apply:

- The head teacher and deputy will be informed immediately
- All situations will be carefully considered before deciding on the response
- The needs of the pupil(s) will always come first, whilst also taking account of the needs of the school as a whole
- Parents/carers will be involved at an early stage and throughout any investigation
- Support agencies, including the police will be involved as appropriate and in keeping with legal requirements
- A range of responses will be considered including disciplinary and counselling/supportive responses.
- Permanent exclusion will not be the automatic response and will only be used in the most serious cases and as a final resort

- Any action taken will be in line with the school's behaviour policy
- Decisions about the response will depend on the severity of the situation, whether the offence is one of a series or a first time and whether the person involved is putting themselves and others at risk. The Headteacher, in consultation with key staff will decide whether a disciplinary and/or counselling action should take place
- Incidents will be reported to the CEO

7.4.10 Procedures for managing incidents

All drug-related incidents are reported to the Headteacher

Although there is no legal obligation to report an incident involving drugs to the police, we will inform Police immediately any incident involving a suspected illegal drug. Incidents involving legal drugs will remain school matters, although we will contact Trading Standards or the Police about the sale of tobacco, alcohol and solvents to underage students, from local shops.

7.4.11 Recording the drug-related incident

All drug-related incidents are recorded. The form is given to the Designated Teacher and kept confidential in the school office.

In all drug-related incidents the Headteacher, in consultation with key staff, will decide on the responses, including the use of sanctions and/or counselling and support.

It is very rare for primary-age pupils to misuse drugs in school; however, we believe it is important to be prepared should such an incident occur.

7.4.12 Medical emergencies when a pupil is unconscious as a result of drug use

Staff with first aid qualifications should be called immediately but the pupil is not left alone. The pupil will be placed in the recovery position and an ambulance called immediately. Parents/carers will be informed immediately.

7.4.13 Intoxication, when a pupil is under the influence of a drug

The pupil will be removed to a quiet room and not left alone. The first aider and Headteacher called. The pupil will be helped to calm down and medical assistance sought immediately. Parents/carers will be informed and called to the school.

7.4.14 Discovery/observation

When a person is discovered using, supplying or holding a substance that is not permitted on school premises and which is described in this policy.

If the substance is suspected to be illegal, staff can take temporary possession of it

- It will be confiscated, in the presence of a second member of staff as witness
- The sample will be sealed in a plastic bag with details of the date and time of the seizure/find and witness present and stored in a secure location (e.g., a safe or lockable container) with access limited to the Head and Deputy Head
- The pupil will be taken to the school office and the Head or Deputy Head called and the pupils questioned
- The police will be notified immediately, who will collect it and store or dispose of it, in line with locally agreed protocols
- We will record details of the incident, including the police incident reference number
- We will inform the pupil's parents/carers and they will be asked to come into school, unless it is not in the best interests of the child to do so
- Identify any safeguarding concerns and develop a support and sanctions response including internal/external exclusion whilst investigations are carried out

If the substance is legal (but unauthorised in school) it will be disposed of or handed to the parent/carer.

7.4.15 Searches

Staff are allowed to confiscate pupil's property, as a disciplinary penalty, where reasonable to do so, including substances, whether legal or not.

If staff find other substances which are not believed to be illegal/controlled drugs these can be confiscated where staff believe them to be harmful or detrimental to good behaviour.

If school staff are unable to identify the legal status of a drug, it should be treated as an illegal drug.

If a member of staff has reasonable grounds for suspecting that a pupil is carrying illegal drugs on them or in their personal property, they will ask the pupil to voluntarily produce the substance, in the presence of two members of staff.

Teachers can search pupils' bags/trays and in circumstances where a member of staff believes drugs have been stored there, they will seek the pupils' consent and search with a Senior member of staff present. If consent is refused the decision to search will be taken by the Headteacher.

We will inform parents if a substance is found, although there is no legal requirement to do this or inform parents before or after a search or seek their consent to search a child.

7.4.16 Dealing with drug-taking materials

The Site Manager makes regular checks of the school grounds and knows how to deal with drug-taking materials, including needles, in line with health and safety advice.

7.4.17 Disclosure

When a pupil discloses to a member of staff that he/she has been using drugs or is concerned about someone else's drug use.

In these situations, staff will be non-judgmental and caring and will show concern for the pupil. Pupils know that teachers cannot promise total confidentiality. The Headteacher or Deputy should be informed as soon as possible so that appropriate support can be found. The Designated teacher will be informed, and we will follow the Child Protection procedures.

Staff should not assume use of drugs on the basis of rumours or behaviour alone. However, it there is a suspicion, evidence will be collected over a period of time before a decision is made to question the pupil(s) involved.

7.4.18 Intoxicated parents/carers

Our school's rules for drugs apply to all people who are on the school premises and we expect that parents/carers will adhere to these rules. If a parent/carer comes to school and appears to be under the influence of drugs or alcohol, they will be asked to leave. If they have come to collect their child, we will offer to phone for someone else to come and collect the child. If we are concerned that the child is at risk, then we will follow the Child Protection procedures.

7.4.19 Needs of pupils

We are sensitive to the needs of students whose parent/carers or family members have problems with drugs. Where problems are observed or suspected or a pupil discloses problems, we will assess the pupils' welfare and support needs and if needed, involve external support for the child and, where appropriate, for the family.

Staff matters including training

All staff are expected to work within the agreed policy, their own professional and employment terms and conditions and the Staff Code of Conduct.

7.5 Asbestos

The Trust is aware of the duties imposed by the Control of Asbestos Regulations 2012 and will take reasonable steps to identify whether asbestos containing materials are present in any non-domestic premises owned or operated by the Trust.

The Trust will ensure that any building built before the year 2000, has been subject to a Management Asbestos Survey by a UKAS accredited surveyor. Prior to commencement of building works in pre 2000 buildings, a more detailed Refurbishment & Demolition Survey will be carried out for the affected areas.

The arrangements for the management of asbestos on each school/other site in the Trust are detailed in the Asbestos Management Plan (AMP). This will be located in each individual school in the Trust along with a central record held with the Estates Manager.

The Asbestos Register is held at each school within the Trust and will be made available to all staff and contractors prior to any work commencing on the fabric of the building or fixed equipment containing asbestos such as boilers, kilns, wall finishes, floor coverings.

Where the materials have been assessed as representing a risk to health, an Asbestos Management Plan will be developed, and control measures shall be put into place in accordance with the plan. Following any asbestos works, the Asbestos Register is to be updated.

The condition of known asbestos containing materials is re-inspected at periods not exceeding 12 months. This shall be carried out by competent person within the Trust, or externally where necessary. Any changes of condition shall be noted on the Asbestos Register, and the Asbestos Management Plan shall be amended to detail the appropriate corrective action.

Any persons or organisations who are to carry out work on Trust premises and are likely to disturb asbestos containing materials shall be provided with information specifying the location and condition of such materials prior to commencement.

All work on Asbestos Containing Materials must be carried out by a HSE licensed contractor (this includes work defined as non-licensed). A suitable plan of work developed by the contractor must be approved by the Trust's Estates Lead. The Trust commits to provide suitable asbestos awareness training, at an appropriate level, to all employees who are likely to come across asbestos containing materials during their normal work activities or may be involved in emergency evacuation procedures

The Site Manager shall ensure:

- The Asbestos Management Plan is reviewed annually and that any changes are approved by the Estates Manager
- That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that all work on the fabric of the building or fixed equipment is approved in writing
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded in the Site Logbook
- All changes to asbestos containing materials on site, whether due to removal works or accidental damage, will be recorded in the Register

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to the Estates Manager at the earliest opportunity.

7.6 CCTV

This section is to be read in conjunction with the dedicated published CCTV Policy available on-line and on request.

CCTV systems are installed (both internally and externally) in premises for the purpose of enhancing security of the building and its associated equipment as well as creating a mindfulness among the occupants, at any one time, that a surveillance security system is in operation within and/or in the external environs of the premises during both the daylight and night hours each day. CCTV surveillance at the Trust is intended for the purposes of:

- Protecting our buildings and assets, both during and after school hours
- Promoting the health and safety of staff, pupils, and visitors as well as for monitoring student behaviour
- Preventing bullying
- Reducing the incidence of crime and anti-social behaviour (including theft and vandalism)

- Supporting the police in a bid to deter and detect crime
- Assisting in identifying, apprehending, and prosecuting offenders; and ensuring that school rules are respected so that the school can be properly managed

7.7 Communication and Training

The Health and Safety Law poster (Health and Safety Information for Employees Regulations (HSIER) 1989) is displayed in in the Staff Room (or similar staff area) of all schools within the Trust and further information, including copies of the policy, can be requested from the Estates Manager.

H&S information, where it relates to Trust or School Level activities will be communicated as it becomes available by the quickest possible means.

The Trust consults with its employees on H&S matters in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.

Meetings and briefing sessions will be held at all levels in the organisation on a regular basis, both internally and by outside organisations as required

At a minimum these will comprise:

- Staff induction
- Staff INSET Day Briefings
- Trade Union Joint Consultative Committee
- Annual 1:1s / staff appraisals / team meetings
- Concerns over the standards of H&S within the Trust or issues relating to H&S are to be brought immediately to the attention of the relevant Site Management, including Site Managers, Caretakers, Head Teacher and, where deemed significant (in the opinion of the person with concern), to the Estates Manager

All staff will be allocated relevant training including online via the current training provider for completion during normal working hours where possible. Allocation will be determined by the staff members job role and modified to suit learning objectives and performance management if required.

7.8 Confined Spaces

A confined space is defined as a place that is substantially, though not necessarily entirely, enclosed and where there is a foreseeable risk of serious injury from hazardous substances or conditions within the space or from nearby.

Where work in a confined space is unavoidable it is conducted in accordance with a Safe System of Work as required under the Confined Spaces Regulations 1997.

Activities conducted within the confined space must be subject to a risk assessment to ensure adequate control measures are in place to protect personnel involved or affected by the activity. Where a significant risk is identified a formal Permit to Work system shall be in operation.

No person shall work alone when working in a confined space. All persons will be trained for confined space work and a trained competent 'Topman' will always be in attendance when confined space work is being undertaken.

Contractors who undertake work on behalf of LAT are to comply with this policy and follow safe working procedures when working in confined spaces.

Persons working in poorly lit paces will be provided with portable lighting. Support personnel will be on hand at all times with hand torches if required.

7.9 Consultation

Members of staff with concerns should raise them initially with their Departmental Head or Human Resources. If required, requests for external advice should then be sought via the relevant Trust Lead from the relevant provider. Staff should feel free to contact the appropriate trade union appointed Safety Representative or elected workforce representative.

7.10 Construction Design Management

The Construction (Design and Management) Regulations 2015 (CDM) apply to the entire construction process to ALL construction projects regardless of size of duration. As the Client and a "Duty Holder", Learning Academies Trust

must make suitable arrangements for managing a project, including making sure:

- Other duty holders are appointed as appropriate
- Sufficient time and resources are allocated
- Relevant information is prepared and provided to other duty holders
- The principal designer and principal contractor carry out their duties
- Welfare facilities are provided

The CDM regulations apply to all construction-based projects which are either notifiable or non-notifiable. Where projects become notifiable additional legal duties are placed on all parties but only if the work:

- Lasts longer than 30 days AND has more than 20 workers working simultaneously at any point

OR

- Exceeds 500 person days

If the project becomes notifiable, the HSE must be notified with an F10 notice at the earliest opportunity. This should be issued by the Client however this role is usually delegated by the Trust to the Principal Designer.

The Trust are committed to the aims of the CDM regulations and aim to ensure compliance throughout the entire construction process from inception to completion.

The Estates team must:

- Appoint the right people at the right time (in writing) including an Audit Trail to demonstrate competency for each role
- Understand If a Principal Designer is not appointed, it is deemed that those duties become the Trust's responsibility
- Ensure there are arrangements in place for managing and organising the project
- Allow adequate time
- Provide information to the designers and contractors i.e., written preconstruction information.
- Communicate effectively with all parties
- Ensure adequate welfare facilities
- Ensure a construction phase plan is in place
- Keep the health and safety file
- Ensure all parties are carrying out their duties
- Protect members of the public including employees
- Ensure workplaces are designed correctly
- Notify the HSE if the project is deemed notifiable

7.10.1 Contractors

All contractors (other than those working in their own segregated compound)must report to Main School reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance and requirements for safe practice whilst on site. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register and position of known materials.

To ensure contractor competency, the Nominated Person in Charge will undertake competency checks prior to engaging any contractor. Should any concerns be raised contact will be made with the Estates Manager

In respect of construction works, the Person in Charge will ensure the client's duties under the Construction (Design and Management) Regulations 2015 have been understood and complied with.

7.11 Control of Substances Hazardous to Health (COSHH)

This section is to be read in conjunction with the dedicated published COSHH Policy available on-line and on request.

Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible.

Within curriculum areas (where relevant) Heads of Department are responsible for the safe use and storage of

hazardous substances within their areas of control.

Specifically, Heads of Department must ensure that an up-to-date inventory of hazardous substances and risk assessments are in place within their department.

In all other areas the responsible manager shall ensure that:

- An up-to-date inventory of all hazardous substances used within their area of control is in place
- Safety Data Sheets (SDS) are obtained from the relevant supplier for all such materials
- Risk assessments are conducted and that these assessments are recorded, and control measures are understood by those staff that are exposed to the product/substance. This will include the identification and provision of appropriate Personal Protective Equipment if required
- All chemicals are appropriately and securely stored out of the reach of children
- All chemicals are kept in their original packaging and never decanted into unsuitable and unmarked containers
- Any products are disposed of in accordance with specific disposal procedures and the Trust published Waste Policy
- Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

7.12 Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant Heads of Department / Subject Coordinator using the appropriate risk assessment documentation and reviewed by suitable Senior Leaders.

Documents to kept with Subject Leads

Curriculum based Risk Assessments will be subject to review for suitability regularly or as legislation or wider policy changes.

7.13 Display Screen Equipment (DSE)

All staff that use display equipment daily for continuous spells of an hour or more, or a total daily time of three hours or more, must undertake an annual DSE assessment and complete the relevant training package via the Trust's e-learning provider in accordance with to the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.

Staff identified as DSE users are entitled to an eyesight test for DSE use every two years by a qualified optician, and a contribution towards the cost of corrective glasses (if required specifically for DSE use). Employees should contact HR at hr@learningat.uk for details of the scheme.

In accordance with DSE regulations, all DSE users will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm as a result of DSE use.

Employees whose work requires them to use DSE for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment. Where practicable, discretion will be exercised as to when employees can take breaks. It is recognised that short, frequent breaks are more satisfactory than occasional, longer breaks e.g., a 5–10-minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be more effective than a 15–20-minute break every 2 hours.

7.14 Dogs on School Grounds

Dogs are generally not permitted on school grounds with the exception of Assistance Dogs or authorised "School Dogs"

Assistance Dogs must be clearly identifiable and person in control must be able to demonstrate clear need.

Where there may be occasions, as a learning opportunity, for Dogs, to be brought onto school premises this must be approved by the Head of School in advance

In all circumstances a suitable Risk Assessment must be undertaken, and the following procedures adhered to:

- The adult bringing the dog on site is responsible for cleaning up and removing from site any soiling by their

dog on the school grounds and failure to do so will mean the dog will no longer be allowed in the school grounds (N.B. dog waste must not be put into the school bins)

- All dogs coming onto School grounds must be properly insured, vaccinated and treated for fleas and other parasites, regularly groomed and checked for signs of infection or other illness
- Claws should be kept trimmed to reduce the risk of scratches
- Pets that are ill should be diagnosed and treated by a vet and should not be allowed in the school premises until their health is restored
- All pets should have their coats cleaned regularly

7.15 E-Scooters/E-Bikes on School Grounds

7.15.1 E-Scooters

Although e-scooters can be legally purchased, they are classified as "powered transporters" and are currently illegal to use on pavements, cycle lanes or in pedestrian areas, i.e. they can only be legally used on an individual's private property. In addition to their use being illegal in most applications, e-scooters pose an obvious and significant risk to pedestrians, a fire risk when charging and, when parked or stored, they have created obstructions, including obstructing emergency means of escape.

Therefore, Learning Academies Trust do not grant the permission for use of e-scooters on any school grounds or buildings.

7.15.2 E-Bikes

An electric bike, e-bike, electrically assisted pedal cycle, or electrically power assisted cycle is a motorised bicycle with an integrated electric motor used to assist propulsion. You can ride an electric bike if you're 14 or over, as long as it is an 'electrically assisted pedal cycle' (EAPC). For a cycle to be classified as an EAPC it must:

- Have pedals that can be used to propel it.
- Show either the power output or the manufacturer of the motor
- Show either the battery's voltage or the maximum speed of the bike, which cannot exceed 15.5 MPH
- It's electric motor must have a maximum power output of 250 watts or should not be able to propel the bike when it's travelling more than 15.5mph i.e. the electrical assistance must cut out when the speed reaches 15.5 MPH
- An EAPC can have more than 2 wheels (for example, a tricycle).
- Most modern EAPCs have a walk assist function because the bikes are heavy and are hard to push. This is legal and generally will only allow the bike to be pushed along at walking pace, so barely any speed involved. If an electric bicycle has a throttle this would class it as a motorbike not an EAPC.

If a bike meets the EAPC requirements it's classed as a normal pedal bike. This means it does not need a license, does not need to registered, taxed or insured and can be ridden on cycle paths and anywhere else pedal bikes are allowed. Any electric bike that does not meet the EAPC rules is classed as a motorcycle or moped and needs to be registered and taxed. A driving licence is required to ride one and an approved helmet must be worn.

EAPC can be used as a mode of transport for arriving at and departing from school, they are not to be used on site during the school day. EAPC are not to be charged on school premises.

7.16 Electricity at Work including Portable Appliance Testing (PAT)

All staff must conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment to be reported immediately to the Site Manager and taken out of use.

All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependent upon the level of risk associated with the particular appliance type generally six months for high-risk items

The Site Manager/Caretaker is responsible for keeping an up-to-date inventory of all relevant electrical appliances within their areas of responsibility and for ensuring that all equipment is inspected and where appropriate, tested according to the frequencies set out above.

Personal items of equipment should not be brought into the school buildings without prior authorisation and must be subjected to the same inspection process as Trust owned equipment.

A fixed electrical installation test will be conducted every 5 years. The Business Manager, or Site Manager in conjunction with the Estates Manager is responsible for arranging the remedial actions for all Code 1, 2 and FI non-compliances identified in the report.

7.17 Estates Management

Learning Academies Trust will manage all Trust Assets, and those owned by others but occupied or used by Trust members in accordance with Best Practice and Guidance issued by relevant Chartered Bodies including but not limited to Royal Institute of Chartered Surveyors, The Chartered Institute of Builders and Chartered Institution of Building Services Engineers.

Key Guidance will be followed using the Government Document "Good Estates Management" including the following:

- Estate vision
- Estate strategy
- Asset Management Plan
- Strategic review
- Governance
- Budget and finance
- Buying goods, works and services
- Condition
- Suitability and sufficiency
- Tenure and land ownership
- Acquisitions and disposals
- Performance management of the estate
- Managing and reducing your energy and water usage
- Health and safety
- Statutory compliance
- Planning and prioritisation
- Project delivery

7.18 Fire Safety

The Site Manager is responsible for ensuring the schools fire risk assessment is undertaken by an independent third party and recommendation and controls implemented accordingly. The fire risk assessment is to be located in the Site Manager Office and copy passed to the Estates Manager and uploaded to Every, the property and compliance portal. This will be reviewed annually and a new copy obtained every three years.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in all schools and a summary Fire Action notice will be posted at the exit point of each room. These procedures will be reviewed along with the fire risk assessment and are made available to all staff as part of the school's induction process.

All staff will be briefed in the contents of the Fire Emergency Plan on an annual basis and at initial induction.

This will be augmented by fire drills which will be undertaken termly, and results recorded in the Fire Logbook. Additional specific fire safety training will be undertaken as identified in the Fire Risk Assessment.

Evacuation procedures are also made known to all contractors / visitors.

Emergency contact and key holder details are held with the Emergency Procedures which are completed by each school and held both at school and centrally at the Trust offices

The Site Manager, working with the Estates Manager, is responsible for ensuring that the Trust school Fire Logs are kept up to date and that the following inspection / maintenance is undertaken:

- Dates of firefighting equipment inspections and checks
- Dates and outcome of fire alarm system(s) inspections and checks
- Dates and outcome of emergency lighting system - records of tests
- Dates and outcome of visits by Local Fire and Rescue
- List of all fire training/instruction carried out
- Dates and outcome of fire drills

Procedures for other critical incidents and off-site emergencies are contained within each school's Emergency Management Plan which are located the Site Managers office and will be reviewed annually.

7.19 First Aid

Reference to be made to the published Trust Medicines Policy.

The Trust will facilitate first aid services and facilities for employees to the minimum standard as required by the Health and Safety (First Aid) Regulations 1981.

The number of first aiders will be in accordance with the individual school first aid risk assessment.

Supplies of first aid material will be held at various locations throughout the Schools. These locations will be determined by the Head Teacher in conjunction with the Estates Manager

They will be prominently marked, and all staff will be advised of their position. The materials will be checked regularly (not exceeding 3 months), and any deficiencies made good without delay by a nominated member of staff, who will also make an appropriate signed entry in the First Aid Treatment Book.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on School premises or as part of a school-related activity.

A DfE good practice guide, 'Guidance on First Aid for Schools' has been written to provide advice for Academies on drawing up first aid policies and ensuring that they are meeting their statutory duties. A copy of this guidance on good practice can be found at: https://www.gov.uk/government/publications/first-aid-in-schools

Any suspected infectious disease including Coronavirus should be reported to SLT and the Estates Manager who, if necessary, will seek medical advice from a doctor, the local authority or the Health Protection Agency. Including any dedicated facilities set up.

7.20 Gas (where relevant to School)

The Trust will ensure that all gas appliances, fixtures and fittings satisfy safety standards under Gas Appliances (Safety Regulations) 1995. The Trust will ensure the Gas Safety Management Regulations 1996 and Gas Safety (installation and use) Regulations 1998 will be complied with.

All work on appliances will comply with the Gas Safety (Installation and Use) Regulations 1998. This will be provided by regular inspection, maintenance and servicing by a competent registered 'Gas Safety Engineer'. Checks are made at least annually by a competent person on all gas equipment and fittings and records of these checks are made available for inspection where necessary.

No work should be allowed until proof of gas safe registration is supplied.

Any appliance judged to be unsafe will be prohibited from use until repaired by a registered gas safety engineer or where necessary replaced by new equipment. All gas appliances must be accompanied by full instructions. Notices must be posted indicating the position of the cut off control for the gas. Employees are to receive training on actions to be taken in the event of smelling gas and are familiar with the location of gas, water and electricity cut off points in the building.

Any gas safety incident which is brought to the attention of the Estates Lead is reported to the HSE, via the incident reporting line, where required.

Note: Knowle Primary and Ford Primary currently do not utilise Gas on site, however the Site Managers and Head Teachers should familiarise themselves with this policy should they be required to assist at another site where Gas is used.

Note: CATERed provide Kitchen Services to ALL Learning Academies Trust schools and relevant staff should make themselves area of CATERed Policy and Procedure as well as CATERed being aware of this policy.

7.21 Health and Safety Induction and Training

All new staff to the Trust will have an induction relevant to the Trust and their specific school. Within this induction each staff member is given access to this policy and must be made aware of their responsibility to Health and Safety. This includes any risk assessments that are relevant, how to report an accident, what to do in the event of the fire alarm etc. and where to find further information.

All employees will be provided with induction training in the requirements of this policy, updated training in response to any significant change, training in specific skills needed for certain activities as identified by the relevant risk assessment and refresher training where required.

A training matrix will be kept at each school and shared with the Estates and Human Resources Team. The Headteacher in conjunction with the Estates Manager is responsible for ensuring health and safety training needs are met for all staff. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training, and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

Each member of staff is allocated an e-learning package commensurate with their job role and any additional duties.

7.22 Health and Safety Inspections

It is essential that Health and Safety inspections are undertaken to support teams in their delivery of Health and Safety within schools. Preliminary inspections will be undertaken by the Trust Estates Manager or an External provider on a regular basis.

Each primary school will receive a minimum of one full day inspection per year covering various aspects of Health and Safety.

Actions from the inspections must be completed satisfactory within the agreed timeframe. A system of Red Amber Green (RAG) reporting will be compiled for each school and the Trust as a whole for reporting to the Board on a regular basis.

Additionally, a record for each site as per APPENDIX THREE will be kept locally and passed to the Estates Manager for regular review.

7.23 Incident Reporting including RIDDOR

What incidents to record

The Trust will keep records of all:

- Incidents that are required to be reported to the Health and Safety Executive (see section below for more information about this)
- Work-related injuries that result in a staff member not being able to work for more than 3 consecutive days (excluding the day of the accident)

This is set out in HSE guidance on incident reporting in schools.

Whilst it is not required to record minor accidents and injuries, all schools and employers with the Trust will where possible due to good practice as this will help spot accident trends and reduce the risk of the same types of incidents recurring in the future.

You must report certain incidents to the HSE.

This is set out under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

1. Accidents involving staff members

This will require reporting the accident to the HSE if it:

- Results in death
- Results in a 'specified injury' (for a list of these, see page 2 of the HSE guidance on incident reporting in schools)
- Prevents the staff member from doing their normal job for more than 7 days, excluding the day of the accident but including weekends

Additionally, certain work-related diseases (for a list of these, see page 2 of the HSE guidance on incident reporting in schools).

2. Accidents involving pupils, visitors and other 'non-workers'

The Trust will report the accident if it:

- Results in death and was connected to a 'work-related activity' (see below for a definition)
- Results in an injury that is connected to a 'work-related activity' and the person is taken directly from the scene of the accident to the hospital for treatment (examinations and diagnostic tests do not count as treatments)

A **'work-related activity'** is an accident caused by one of the following:

- A failure in the way a work activity was organised (e.g., inadequate supervision of a field trip)
- The way equipment or substances were used (e.g., lifts, machinery, experiments, etc)
- The condition of the premises (e.g., poorly maintained or slippery floors)

3. Dangerous occurrences

These are specific 'near-miss' events like:

- Collapse or failure of lifts
- Accidental release of any substance likely to cause serious injury or severe illness
- Electrical short circuit that causes a fire or explosion

Additional requirements for the EYFS

In addition to keeping a written record of accidents or injuries, relevant schools will also keep a record of first aid treatment in the Early Years Foundation Stage (EYFS).

After an accident, the school will notify the child's parents and/or carers about the accident and any first aid given - on the same day, or as soon as 'reasonably practicable'

In the case of a serious accident, illness or injury, or death, of a child, the Responsible Person will also notify:

- Ofsted - as soon as reasonably practical or within 14 days of the incident occurring
- Your local child protection agency

This is outlined in the EYFS statutory framework (page 28).

7.24 Legionella

The Trust as the employer, and therefore in the eyes of the law, is the Principal Duty Holder. Headteachers shall hold the duty as the responsible person for the Trust on the control of legionella bacteria in water systems, in their respective schools. The Headteachers will also be required to nominate a Deputy responsible for their school.

Day to day responsibility for Legionella management and emergency action will fall to an Appointed Person, which will generally be the Estates Manager/Site Manager/ for the school.

The Trust will adhere to the requirements of The Control of Legionella Bacteria in Water Systems (ACOP L8) and the Control of Substances Hazardous to Health Regulations 2002 (as amended).

To comply with its legal duties, the Trust will:

• Identify and assess sources of risk (a Legionella Risk Assessment will be organized via an external qualified provider for each academy, and will be subject to review every 2 years). The risk assessment will be reviewed either where significant changes have occurred to the water system or on a biennial basis, and actions undertaken in a timeframe commensurate with the level of risk.

• Prepare a written scheme or water safety plan for preventing or controlling the risk (Water Safety Plan for each academy will be commissioned centrally by the Trust, and will be subject to review every 2 years)

• Ensure suitable and sufficient resources are available

• Implement, manage and monitor all precautionary control measures identified (the Water Safety Plan may well require testing and maintenance to be carried out by competent third parties)

• Keep records of all such measures (tailored record forms are issued to all academies for the purpose of recording monitoring activities)

• Provide employees with information, instruction and training (all duty holders will require basic Legionella management training) The Trust will ensure compliance with "The Control of Legionella Bacteria in Water Systems"; known as L8 and Health and Safety Executive Guidance 274.

7.25 Lettings and Community Use inc. Voluntary/Charity Use

The Headteacher will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Trust's health and safety information.

The hirer/tenant will be required to provide a copy of their Risk Assessment for all their activities in order to identify any hazards either to the building itself or to the safety or health of the occupants within it as well as occupants following on from the use of the premises such as methods of cleaning etc.

The Trust reserve the right to refuse lettings for any purpose and terminate lettings with reasonable notice (Typically 2 sessions) and if due to any other Legislation changes, or criminal activity immediately on these being enforced, or being made aware of.

7.26 Lone working

This section is to be read in conjunction with the dedicated published Lone Working Policy available on-line and on request.

Lone working is defined as 'workers who are separated from their work colleagues'.

To manage risk associated with lone working, a risk assessment must be carried out and a safe system of work developed. Various control measures may have to be introduced into the safe system of work, such as:

- No long working in high-risk activities, e.g., working at height
- Arrangement for remote supervision and good communication
- including emergency contact numbers
- No lone meetings with parents in certain circumstances for example, where there are concerns about the parent's conduct the meeting will need to be conducted with two staff present

7.27 Maintenance

The Trust will ensure regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Site Manager within the school Site Logbook. All staff are required to report any problems found with plant/equipment to the responsible manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The following specific statutory inspections and tests will be undertaken:

- Six monthly lift Thorough Examination, to be undertaken by approved lift specialist
- Annual Pressure Vessel Thorough Examination according to a Written Scheme, to be undertaken by the Trust's insurers
- Annual Thorough Examination of All Automatic Gate/Door Systems
- Annual Thorough Examination of All Play Equipment
- Annual Servicing of all Fire Equipment including Fire Extinguishers and Alarms (6 monthly)
- Annual gas appliance inspection and maintenance, to be undertaken by Gas Safe approved contractor
- Annual gas tightness test, to be undertaken by Gas Safe approved contractor
- Five yearly electrical test and report carried out by approved NICEIC Electrical contractor
- Recommendations raised from ANY inspection are required to be addressed promptly.

The Site Manager in conjunction with the Estates Team is responsible for identifying all plant and equipment in an equipment register for their area of responsibility. Where such plant and equipment present significant hazards, risk assessments will be undertaken, and any training needs and personal protective equipment requirements are provided.

7.28 Manual Handling

All relevant staff are to have access to the appropriate e-learning module.

Generic risk assessments for regular manual handling operations are undertaken as described in the risk assessment section. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

All manual handling activities which present a significant hazard, which are not accounted for in the generic risk assessments described above, will be reported to the Estates Manager. Where such activities cannot be avoided, a specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instructions given when carrying out the task. Staff should ensure that they do not lift heavy items unless they have received a briefing on the control measures in place.

All moving and handling of children will be risk assessed by the SENDCO and recorded in a specific Handling Plan for the individual concerned. All staff who move and handle children will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use. Equipment for moving and handling people is subject to inspection on a 6-monthly basis.

7.29 Medication

To be read in conjunction with the published Medicines and Supporting Children with Medical Conditions Policy

Section 100 of the Children and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting pupils at the school with medical conditions.

Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act in the place of the parent and may need to take swift action in an emergency.

This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information.

7.30 New and Expectant Mothers

This section is to be read in conjunction with the relevant published Staff Policy available on-line and on request.

Risk Assessments of all activities undertaken by all employees of LAT will take into account the needs of pregnant employees and new mothers, in accordance with The Management of Health and Safety at Work Regulations 1999 The assessment will identify and address the risk to the unborn child, a child of a woman who is still breastfeeding and to the mother and will determine which tasks the employee can perform.

The assessment will ensure that adequate steps are taken to avoid the risk to new and expectant mothers arising from exposure to physical, biological and chemical agents and working conditions.

Where the risk cannot be avoided then suitable alternative work will be offered. If this is not possible then Medical suspension on full pay will be considered for as long as it necessary to protect the Health and Safety of the mother and that of her child.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

7.31 Noise at Work

The Trust will comply with the Control of Noise at Work Regulations 2005. This does not include music or entertainment.

The Trust will seek to ensure, so far as reasonably practicable, that all equipment used, hired or purchased will only generate noise levels below those recommended by the applicable Approved Codes of Practice and official guidance notes.

Where possible noise should be managed in order to not only to protect the user but also people in the vicinity. Where required hearing protection must be provided (and used) for areas where noise is greater than 85 decibels on an average of daily or weekly periods of time.

7.32 Oil (where relevant to school)

The use of Oil as a source of fuel for Heating Plant should only be considered where other renewable sources are unavailable. Learning Academies Trust regularly reviews the oil consumption to those schools utilising Oil as a fuel source.

Those Schools at the time of writing include only: Ford Primary School and Salisbury Road Primary School.

Where possible and as part of the strategic review, including Green processes where the requirement to replace plant occurs, full investigation will be undertaken to the feasibility of conversion to alternative fuel sources

All Oil-Fired Plant, including flues will be inspected by a competent and OFTEC approved engineer on a six-monthly basis or immediately if any concern is raised.

All Storage tanks must be inspected on a regular basis and bunds inspected for leaks and contamination.

Additional published guidance must be followed: https://www.gov.uk/oil-storage-regulations-and-safety

Any concerns including contact by Statutory Authorities including The Environment Agency must be raised to the Estates Manager immediately.

7.33 Offsite Visits

Learning Academies Trust has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.

This may include but not limited to

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)

- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventurous Activities.

Approval Procedure
Each School Governing Body has delegated the consideration and approval of offsite visits and activities to the Head teacher.

Before a visit is advertised to parents the Head teacher and the Educational Visits Co-Ordinator will approve the initial plan. The Headteacher/EVC will also approve the completed plan and risk assessments for the visit before departure.

It will also confirm that a set of standard operating procedures or generic risk assessments exist for these visits.

Staffing
The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities. Relevant staff will also complete the Online Training Module for School Trips for Management or School Trips for Organisers or Support.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list kept by the School. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that Safeguarding screening (DBS) is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

Risk Assessment
The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken, and this will be recorded in a risk assessment.

External Activity Providers
Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing.

Parental Consents
Written consent will be requested for all activities that need a higher level of risk management or those that take place outside school hours. Each school has a standard form, which will be used for this purpose.

As part of the parent consent, they will be fully informed of the activities and arrangements for the visit. For all residential visits, parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early, and parents will be expected to cover any costs of the journey home early.

Emergency Procedures
The school will appoint a member of the Senior Management Team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

7.34 Permit to Work Systems including Hot Works

The Trust will operate a Permit to Work (PTW) system for tasks that fall outside normal working patterns or processes, and those tasks which may result in high residual risk despite mitigation.

All staff or contractors will be required to complete an application for PTW to be approved by the Estates Manager or Head Teacher before commencement of the work.

All Hot Works where a naked flame will be used must also ensure the approved Zurich Hot Works Forms are completed and issued to the Estates Manager.

These works include all tasks below where the contractor has not provided a suitable risk assessment prior to works (due to emergency attendance).

- Undertaking work in confined spaces i.e., storage tanks, manholes, cellars and roof spaces
- Work which involves, or is associated with, the isolation of incoming services to a building i.e., electricity, water, steam, fire alarm or gas supplies for a period greater than 1 hour
- Undertaking Hot Works within a building i.e., work involving flame, hot air, welding, cutting, brazing, soldering or any other procedure which could lead to subsequent flame or spark where the premises will be unoccupied within 2 hours of the works being completed
- Carrying out excavations - by machine or hand, anywhere on site when children are on site
- All works that are covered by the Control of Asbestos Regulations 2012 where not being undertaken by a Licensed Contractor
- Working at height as defined by the Work at Height Regulations 2005
- Working on high voltage (H.V.) systems
- All works on pressure systems, as defined by the Pressure Systems Safety Regulations 2000 (HSE ACOP L122 (Second edition)
- Where proposed work is identified as having a high risk due to substances that fall under the COSHH regulations being used, and the relevant SDS, COSHH assessment highlighting potential hazards

7.35 Personal Safety and Security including PPE and RPE

Personal Protective Equipment (PPE) is equipment that will protect the user against health and safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes Respiratory Protective Equipment (RPE). In Health and Safety risk management hierarchy, PPE is the last protection against risk, with elimination of risk, replace the risk, isolate people from the risk, safe systems of work to be considered in the first instance.

The Trust has a legal responsibility to provide the correct PPE for each task undertaken.

A full and relevant risk assessment will be undertaken for all tasks where there is a likelihood of harm and suitable mitigation, which may include PPE or RPE, will be completed.

Where PPE or RPE is required by the employee to safely complete the relevant task this will be provided at no cost to the employee. On completion of the task this equipment is to be inspected and either disposed of or stored securely.

Where equipment is required on a regular basis this may be allocated to the staff member concerned for exclusive use (such as steel toe cap boots) but must be returned on request on termination of employment.

Non-compliance with the rules regarding safety or the PPE Regulations could result in disciplinary measures and exposes each individual, as well as the Trust, to both criminal and civil prosecution.

All staff are required to dynamically assess the individual risk as well as the risk to others for all tasks that they undertake. Where mitigation is required it is recommended this is formally recorded.

Staff must be made aware of all other relevant policies (e.g. lone working, working at height etc.), prior to undertaking tasks and follow the processes involved.

7.36 Radon

All schools within the Trust are located in a Radon affected area as defined by Public Health England (PHE). Radon gas levels will be measured on a maximum 10-year cycle and detectors returned to the relevant authority for analysis.

The Ionising Radiations Regulations 2017 (IRR17) come into effect where radon is present above the defined level of 300 Bq/m3 (as an annual average) and employers are required to take action to restrict resulting exposures. The HSE and Local Authorities are responsible for enforcing these regulations in particular types of workplace.

If levels are below the 300 Bq/m3 threshold, this process of measurement will continue in a cycle not greater than 10 years or when significant changes to the building, or ventilation systems are made. If readings exceed the 300 Bq/m3 threshold a Radiation Protection Adviser (RPA) will be engaged, and a risk assessment of staff exposure will be undertaken in consultation with the RPA.

Based upon the findings of this assessment, suitable mitigation systems will be identified and installed to reduce the radon level to well below 300 Bq/m3. These systems will be maintained, reviewed and inspected annually.

All new buildings will be constructed in accordance with Part C of the Building Regulations and will be tested on completion.

7.37 Risk Assessments

The underlying process which informs safety management is risk assessment.

Assessments of significant risks will be made with those persons responsible for the activity/area affected, and the significant findings of these decisions will be recorded in writing. This will be achieved principally by ensuring adequate risk assessments that address all the significant risk in the Trust are in place.

Risk assessments are available for all staff to view and are held locally with the Head Teacher or Office/Business Manager. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed annually or every 3 years depending upon the levels of risk or should a task change. This will be identified on the risk assessments.

7.38 Security

The Site Manager, in co-ordination with the Estates Manager, is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area.

This will be reviewed annually or after significant change and recorded by amending the relevant risk assessment document.

Should an incident, with no immediate risk of harm, occur initial discussion should be made with the Head Teacher and Estates Manager for review prior to relevant Authorities being notified if appropriate.

Should there be any immediate risk of harm the relevant authorities including the Police should be called on 999.

Should Site Security be compromised, and a Safeguarding risk be identified this risk is to be mitigated immediately and the Estates Manager informed. Temporary security fencing, or similar will be procured as required.

7.39 Sharps

The use of sharps should be strictly in accordance with the school medicines policy. Under no circumstances are children to administer medication without supervision by a suitable trained member of staff.

Should any Sharps be identified on site they must immediately be disposed in the Sharps Bin, either stored within the School Office or any dedicated Medical Room.

Sharps bins are only to be emptied by licensed Collection firms or Plymouth City Council staff.

7.40 Smoking

Smoking including the use of Vaporising Equipment is not permitted on school grounds.

7.41 Stress/Wellbeing

The Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment in line with the HSE's management standards.

The Trust ensures to have suitable occupational health support in place and specific arrangements for responding to individual concerns and monitoring staff workloads e.g., return to work procedures following absence. This service supports the physical, mental and social wellbeing of employees in all occupations. In addition, the Trust has access to counselling services, details of which are shared regularly with all employees and actively provided to individuals with specific concerns. This is monitored by the Trust Human Resources Lead.

Where appropriate, a personal risk assessment may be conducted to identify the extent and causes of employee's stress and any reasonable adjustments or interventions which could help to reduce or manage the stress more effectively. Risk assessment findings will be recorded on the relevant document.

Each individual school has trained Wellbeing Champions who provide support to employees and signpost counselling and wellbeing services provided by the Trust. The Wellbeing Champions also promote wellbeing activities, share resources and meet regularly as a group to share knowledge.

Additionally, the Trust will fully support any staff concerns through appropriate Grievance and Disciplinary Processes and Policies.

7.42 Storage of Materials (excluding COSHH)

- All racking designed for the storage of materials will be fit for purpose and capable of supporting the required loads
- All racking systems will be of good mechanical construction, of sound material, adequate strength and installed and maintained in accordance with the manufacturer's instructions
- Racking will be securely fixed to the floor in areas where mechanical handling equipment are used
- The maximum safe working load and design configuration is conspicuously displayed
- Trust personnel will be trained in safe methods of stacking materials on the racking and removing materials from the racking
- Materials will be stored and stacked to reduce the risk of manual handling injuries and injuries from falling objects
- All storage racking will be visually inspected on a regular basis and a record of inspections will be kept on file
- No Flammable Materials are to be stored in any Escape Route or within 2m of an External Fire Escape Door
- No Flammable Materials are to be stored in any plant room where there is likelihood of ignition
- No Flammable Materials are to be stored within a room which has no automatic Fire Detection/or suppression system or Vision panel without authorisation of the Head Teacher or Estates Manager
- Flammable materials are to be kept as far from site boundaries as possible to minimise the risk of Arson

7.43 Suspect Packaging & Bomb Threats

Suspect Packaging

CONFIRM whether or not the item exhibits suspicious characteristics.

- Some indicators of a suspicious package include:
    - Greasy or oily patches on the package
    - Unusual smell emanating from the package
    - The package being sealed in such a way as to encourage the opening of the package at a particular end
    - Unusually printed address that may include spelling mistakes
    - Adverse physical reaction to the handling of the package- itching or irritation to the eyes
- The HOT protocol may be used to inform your judgement: -

Is it HIDDEN?	• Has the item been deliberately concealed or is it obviously hidden from view?
OBVIOUSLY suspicious?	• Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible? • Do you think the item poses an immediate threat to life?
TYPICAL - Is the item typical of what you would expect to find in this location?	• Most lost property is found in locations where people congregate. Ask nearby colleagues/students if anyone has left the item

If the item is assessed to be unattended rather than suspicious, examine further before applying lost property procedures.

However, if H-O-T leads you to believe the item is suspicious:

CLEAR the immediate area.

DO NOT SOUND THE FIRE ALARM UNLESS YOU CAN BE CERTAIN THAT ALL EVACUEES WILL BE MOVING AWAY FROM THE PACKAGE.

- Do not touch the item
- Take charge and move people away to a safe distance. Even for a small item such as a briefcase, move people at least 100m away from the item starting from the centre and moving out
- Keep yourself and other people out of line of sight of the item. It is a broad rule, but generally if you cannot see the item then you are better protected from it
- Think about what you can hide behind. Pick something substantial and keep away from glass such as windows and skylights
- Cordon off the area

COMMUNICATE

- **Call 999 immediately for advice**
- Inform your Line Manager and Estates Team/CEO
- Do not use radios or mobile phones within 15 metres proximity to the item

CONTROL access to the cordoned area

- Members of the public or staff should not be able to approach the area until it is deemed safe
    - Try and keep eyewitnesses nearby so the emergency services can talk to them

Bomb Threat

Following a series of malicious hoax communications in relation to bomb threats to schools, it is important that you are alert but not alarmed. The vast majority of bomb threats are designed to cause alarm and disruption. While many bomb threats involve a person-to-person telephone call, an increasing number are sent electronically using email or social media applications. No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialling 999.

In the event of a received bomb threat, we must follow the lockdown procedures as outlined in the individual School Emergency Procedures Policy.

If you are unable to complete the directions given in the flowchart you must alert a member of staff to do this. If you receive a bomb threat communication, you should:

- Stay calm and listen carefully
- Complete the check list as detailed in Appendix TWO
- If practical, keep the caller talking and alert a colleague to dial 999
- Record the calling if possible
- If the caller number is display take note of the number, otherwise dial 1471 to obtain the caller number once the call has ended
- If the threat is a recorded message, then you must save the message and write down as much detail as possible
- If the threat is received by text message do not reply to, forward or delete the message
    - Note the number of the sender and follow the advice given by the police
- If the threat is delivered face-to-face try to retain as many distinguishing characteristics of the threat maker as possible
- If discovered in a written note, letter or graffiti treat as police evidence and stop other people touching the item
- If the threat is received via email or social media do not reply to, forward or delete the message
    - Note the sender's email address or username
    - Preserve all web log files for your organisation to help the police investigations

7.44 Trees

Physical damage to trees can cause safety issues and fungus can be a sign of underlying health issues with the tree. The Trust will ensure that formal tree inspections are undertaken for trees which present a significant risk because of their age, condition or proximity to pedestrian routes or busy areas.

The Trust will arrange for regular, independent expert surveys to be carried out by a trained Arboriculturalist, frequently but no more than every 3 years and formally document the findings.

Ad hoc inspections are carried out on a risk assessment basis such as after severe storms. The Site Manager is to undertake these inspections and report any concerns immediately to the Estates Manager.

7.45 Vehicle Movement around site and use (where relevant to school)

At this moment in time no Vehicle Access is possible at Salisbury Road Primary School. All other sites there is limited vehicular access.

The Trust is aware it is almost impossible to separate staff and children from moving vehicles on other sites. Where possible segregation is the best result, however where this is not always possible a risk assessment must be undertaken and distributed to all staff. Young children must be attended; older children need to be made aware of the risk. Control measures can be clear road markings and signage, education, safe passage areas for both vehicles and people. Where possible vehicle movement on site should be limited to a period of 30 minutes before and after school hours.

The Trust will ensure all drivers meet the legal and insurance requirements to drive privately owned vehicles where required as part of their duties

Drivers will need to demonstrate they are legally able to drive with license checks.

Insurance must be in place either by the Trust or by the individual.

Staff using privately owned vehicles must ensure the vehicle meets the legal requirements and that the staff member has the correct insurance.

7.46 Vibration

The Control of Vibration at Work Regulations 2005 impose duties on the Trust to protect employees who may be exposed to risks from either hand-arm or whole- body vibration at work, and others who might be directly affected by the work. This guidance outlines measures that need to be in place to protect employees from the risks of Hand-Arm Vibration Syndrome (HAVS) and an increased risk of back pain, which can be caused by exposure to vibration.

These measures will include:

- Assessing the risks from vibration exposure and taking steps to reduce vibration exposure
- Providing training and information for employees on the risks from vibration and the measures in place to reduce these
- Providing health surveillance where the risk assessment shows that this is appropriate

It is unlikely that Whole Body Vibration (caused by a supporting surface, such as a sit on a ride along mower) will occur during Trust activities. Should any concerns be raised these are to be reported to the Estates Manager.

Hand-arm vibration is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools such as floor buffers, jigsaws or powered lawnmowers.

Regular and frequent exposure to hand-held vibration can cause permanent health effects causing a range of conditions collectively known as Hand-Arm Vibration Syndrome (HAVS), as well as specific diseases such as carpel tunnel syndrome.

Line Managers/Supervisors have a responsibility to ensure that:

- There is a procedure in place to ensure that vibration risks are assessed and that employees are not exposed to vibration above the exposure limit value
- If daily exposure action levels are likely to be exceeded, action is taken to ensure that there are controls in place to eliminate the risk, or to reduce exposure to as low a level as reasonably practicable, and those staff requiring health surveillance are identified through a risk assessment and are referred to the Occupational Health Service
- Staff are provided with information and training on health risks and the control measures in place
- Vibration factors are taken into account when hiring or purchasing new equipment
- The risk assessment is reviewed and updated on a regular basis

Members of staff have a responsibility to ensure that they:

- Comply with control measures outlined in the risk assessment
- Use all equipment in accordance with instructions
- Report to their line manager immediately any symptoms that are associated with hand-arm vibration or whole-body vibration
- Cooperate with health surveillance programmes
- Report any defects or difficulties with any equipment

<u>Exposure action value for hand-arm vibration</u>

The Exposure Action Value (EAV) is a daily amount of vibration exposure above which employers are required to take action to control exposure.

Exposure Action Value (EAV) – 2.5 m/s² A(8) (exposure averaged over a day).

Wherever exposure at or above this level occurs, actions (including health surveillance) are required to control the risk.

Exposure Limit value

The Exposure Limit Value (ELV) is the maximum vibration exposure permitted for any individual on a single day.

Exposure Limit Value (ELV) – 5 m/s² A(8) (exposure averaged over a day).

Operators of some cleaning apparatus (buffers etc) may exceed the limit value, but this will depend on the task and duration of the operation.

5 Steps to Risk Assessment

The following outlines the five steps to complete an assessment of the risk to health created by vibration.

Step 1- Identify the hazards

In order to identify whether there is a significant risk from vibration the following should be considered:

- Ask employees which (if any) tools, machines or processes involve regular exposure to vibration. This will lead to a list of tools and jobs
- Consult equipment handbooks which should declare vibration emission values. This may be provided by the manufacturer: however, manufacturers' data will often come from testing under specific controlled conditions which are very different from normal working practices and therefore may significantly underestimate exposures in practice. Additional information may be sought from equipment suppliers
    - Alternate sources of data include websites which have measured vibration levels of equipment in real use.
- Ask members of staff if they have any symptoms associated with hand-arm vibration or with whole-body vibration
- Observe specific working practices
- Vibration measurements can be taken for specific tools or equipment, if specific measurements are required, ensure that these are carried out by a competent person using specialised equipment

Step 2 - Identify all persons who may be at risk

If there is likely to be a risk the next stage is to identify who may be at risk. This can be achieved by making a list of employees who use vibrating machinery or equipment and which jobs they do. Employees use equipment/tools/vehicles in different ways, their posture or technique may increase their vibration exposure from a particular activity by up to 50% compared to colleagues.

Some members of staff may be at particular risk. These would include employees with existing HAVS or other diseases of the hands, arms, wrists or shoulders. Also, those with existing back conditions.

Step 3 - Assess whether current controls are adequate

In order to assess whether control measures are adequate, an indication of whether individuals are exceeding EAV's and ELV's is required. In order to do this, the Health and Safety Executive (HSE) have produced a 'calculator' tool which calculates the daily vibration exposure that an employee is subjected to. A separate HSE calculator is available for both hand-arm vibration and for whole-body vibration, these resources can be accessed via the Health and Safety Executive website at; http://www.hse.gov.uk/vibration/hav/vibrationcalc.htm

Action should be taken to reduce risks from vibration to as low as reasonably practicable, even if vibration levels are below the Exposure Action Level. These controls should include the following:

- Considering whether the work can be done another way which then eliminates or reduces exposure to vibration. Workstations may be able to be improved to minimise, for example, loads on employee's hands, wrists and arms caused by poor posture
- Replacing tools/equipment with alternatives which produce lower magnitudes of vibration
- Ensuring work activities are designed to take into account ergonomic principles, and to encourage good posture
- Ensuring all equipment/vehicles are properly maintained
- Reducing the time exposed to vibration e.g., regular breaks, job rotation etc
- Providing suitable training and information for all those exposed to vibration
    - Training should include health effects of vibration, how to recognise and report symptoms, significant findings of risk assessments, ways to minimise risk and the purpose and delivery of health surveillance programmes

Wherever vibration levels may exceed the EAV, advice should be sought from Safety and Health Services to assist with risk assessment and reduction of vibration exposure.

Personal vibration exposure must not exceed the Exposure Limit Value (ELV), the only exception to this is for occasional (e.g., emergency work) where the ELV is exceeded on one day.

Step 4- Record the findings

The risk assessment should include an action plan which documents the measures already in place to reduce the risk from vibration exposure and any further measures planned.

The vibration risk assessment can be a stand-alone document or can be incorporated into the overall risk assessment document for a school or service.

Step 5 - Monitor and review the risk assessment

It is the responsibility of the Line Manager to regularly check that controls introduced are effective. This will involve talking to employees and monitoring health surveillance results, as necessary.

It is strongly recommended that the risk assessment should be reviewed if there is any change in vibration exposure and on an annual basis.

Health surveillance

It is the responsibility of Line Managers to identify any staff requiring health surveillance for vibration risks through risk assessment and ensure that they are referred to the Estates Manager or Human Resources. Health surveillance is required if there is a risk to an employee's health or employees are likely to be exposed to vibration at or above an exposure action value.

Where new staff are employed, they should be made aware of the risks of vibration prior to first exposure, or at least within the first week of employment. This can be done at the same time as asking them to complete the initial health assessment form for return to the Occupational Health Service.

Job descriptions need to be specific about detailing hazards which may affect an individual's existing health condition/disability or that has the potential of causing a new health condition/disability. Therefore, any job role where the risk assessment indicates that there is a risk to the health of staff exposed to vibration must outline the hazard in the job description. This information is required to enable the individual to withdraw early in the recruitment process if the job is clearly not suitable.

7.47 Violence & Aggression

The Trust is committed to safeguarding, as far as is reasonably practicable, all employees, students, visiting public and contractors against all forms of violence or aggression.

The Trust believes that employees should not be expected to put themselves in danger and will not tolerate violent or aggressive behaviour to its staff. Staff will report any such incidence in line with the agreed accident/incident reporting process for the Trust and the law.

Employees must not go alone into a potentially dangerous situation or unnecessarily put themselves at risk.

The Estates Lead is responsible for people, premises and services and will assess, through risk assessment, the risk of aggression, violence or potential violence to students and members of staff and take all reasonably practicable measures to eliminate or reduce the level of risk to their health and safety.

All incidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 (RIDDOR) will be reported to the HSE.

A separate specific behaviour policy is in place regarding staff conduct.

7.48 Working at Height

Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant Line Manager in order to identify and implement control measures. Staff who work at height must have completed the relevant e-learning package. When working at height (including accessing storage or putting up displays) appropriate step ladders or kick stools are to be used. Staff must not climb onto chairs etc.

Formal training on working at height will be undertaken where the need is identified in the work at height risk assessment including all Site Managers. Such training will also be undertaken by those who line manage staff who work at height. The Trust's nominated person(s) responsible for work at height is the Estates Manager.

The nominated person(s) shall ensure:

- All work at height is risk assessed and properly planned and organised
- All those involved in work at height are trained and competent to do so
- The use of access equipment is restricted to authorised users
- A register of access equipment is maintained, and all equipment is regularly inspected and maintained
- Access to fragile surfaces is properly controlled by clear warning signs

7.49 Workplace Safety

As directed by Law, Learning Academies Trust is responsible for health and safety management.

The Trust will take full responsibility as an employer to protect the health, safety and welfare of their employees and other people who might be affected by their business. We will do whatever is reasonably practicable to achieve this.

The Trust will ensure that workers and others are protected from anything that may cause harm, effectively controlling any risks to injury or health that could arise in the workplace.

The Trust will give staff information about the risks in their workplace and how they are protected, also instruct and train them on how to deal with the risks.

All employers must consult employees on health and safety issues. Consultation must be either direct or through a safety representative that is either elected by the workforce or appointed by a trade union.

Details on the basics of what the Trust must do to comply with health and safety law in a low-risk business, HSE has produced a booklet Health and safety made simple.

For more details on how health and safety law is meant to work, HSE has produced a booklet: Health and safety regulation: A short guide (PDF) .

The Trust has a legal duty under the Health and Safety Information for Employees Regulations (HSIER) 1989 to display the approved poster in a prominent position in each school or to provide each worker with a copy of the approved leaflet Health and safety law: What you need to know that outlines British health and safety law.

If staff think the Trust is exposing them to risks or is not carrying out their legal duties regards to health and safety, and if this has been pointed out to them but no satisfactory response has been received, workers can make a complaint to HSE.

The Trust believes that no staff member should be expected to put themselves in danger and will not tolerate violent/threatening behaviour to its staff. A separate specific behaviour policy is in place regarding staff conduct.

Staff will report any such incidents in accordance with agreed accident/incident reporting procedures for the school.

Additionally, all staff will assess their own individual safety as well as others in accordance with Risk Assessment processes.

7.50 Monitoring

The Estates Trustee assisted by the Estates Manager will put in place procedures to monitor Estates Compliance with the arrangements described in this policy. The central component of this process is a regular Health and Safety Review process. Feedback from this process is to be referred to the Trust Board.

In all cases the person(s) undertaking inspection will complete a report in writing and submit this to the Estates Trustee and the Trust Board.

Other processes employed to monitor compliance with this policy and health and safety performance in general include:

- Training audits, review of policies, updates from central government
- Monitoring systems will be put in place to ensure that the activities of employees and contractors are carried out in a safe manner in compliance with risk assessments and safe systems of work
- Monitoring systems will be put in place to ensure that plant, equipment and the general working environment are maintained in a safe condition in line with risk assessments and safe systems of work and where appropriate, manufacturers' requirements
- A general inspection of each school will be conducted bi-annually and be undertaken by the Estates Manager or an external provider

APPENDIX ONE

Accessibility Review

Curriculum

TARGET	STRATEGY	OUTCOME	TIMEFRAME	ACHIEVEMENT
To continue with CPD through staff meetings and training to ensure staff are knowledgeable in terms of the needs of pupils with disabilities and strategies to support them	Staff training requirements identified (Performance Management) Guest speakers, link professionals, inset	All teachers fully meet the requirements of disabled children's needs with regards to accessing the curriculum Pupil Progress meetings Parent meetings	On-going	Increased access to an appropriate curriculum for all pupils
All out-of-school activities are planned to ensure the participation of the whole range of pupils wherever possible	Review all out-of-school provision to ensure compliance with legislation	All out-of-school activities will be conducted in an inclusive environment Where possible with providers that comply with all current and future legislative requirements	On-going	Increase in access to all school activities such as trips out, residential visits, extended school activities and sporting events for all pupils
To ensure classrooms are optimally organised to promote the participation and independence of all pupils	Review and implement a preferred layout of furniture and equipment to support the learning process in individual class bases	Lessons start on time without the need to make adjustments to accommodate the needs of individual pupils	On-going	More time available for pupils to participate in curriculum activities
Training for Governors in terms of Raising Awareness of Disability Issues	Provide training for governors	Whole school community aware of issues relating to Access	On going	Society will benefit by a more inclusive school and social environment
To deploy Teaching Assistants effectively to support pupils' participation	Review needs of pupils within each class and staff accordingly Ensure staff skills are matched to pupil needs	Pupils needs are appropriately met through effective deployment of skilled support staff	On-going	All pupils are supported to achieve their full potential

Premises

This plan is structured in conjunction with the school's Safeguarding Policy, Health & Safety Audits and any Capital Spending Projects. The plan considers the essential work necessary to ensure reasonable adjustments have been made to the fabric of the main buildings to accommodate accessibility issues.

LOCATION	ITEM TO IMPROVE PHYSICAL ACCESS	ACTIVITY	TIMEFRAME
Outside areas	Pedestrian access	Review Pedestrian access and provide railing to separate traffic from pedestrians e.g., car park	On going
	Paving	Review levels, gradients, cambers and gullies in proximity to all pathways	On-going
	External lighting	Ensure lighting to Car Park and school grounds is operational, adequate, and considers pollution and local issues	On-going
All areas	Signage	Consider locating colour and tactile signs	On-going
	Contrasting colours of door furniture, handrails and step edges to aid visibility	Replace and upgrade on rolling programme	On-going
	Improve classroom furniture layouts to increase access	Staff to be aware of mobility and H&S issues	On-going
Main Entrance	Weather shelter	Consider canopy over main entrances to allow for extended Social Distancing (one person per lobby)	As Required
Corridors	Remove trip hazards	Identify appropriate storage for equipment and ensure that items are not left indiscriminately	On-going
	Observe fire exit routes	Remove obstacles around signed emergency routes	
	Increase signage and aids for visual and hearing impaired	Inclusion of hearing loops where practical	
Main Schools	WCs	Clear areas from obstacles and inappropriate storage	On-going
		Ensure Accessible Facilities available for all staff pupils, and where possible visitors	

Communication

TARGET	STRATEGY	OUTCOME	TIMEFRAME	ACHIEVEMENT
Availability of written material in alternative formats	The Trust will make itself aware of the services available through IT Leads for converting written information into alternative formats	The Trust will be able to provide written information in different formats when required for individual purposes such as use of symbols, communicate in print, large print or through augmentative communication technology, contrasting colours	When needed	Delivery of information to disabled pupils and parents improved
Make available school brochures, school newsletters and other information for parents in alternative formats	Review all current school publications and promote the availability in different formats for those that require it	All school information available for all through hard copy and website	When needed	Delivery of school information to parents and the local community improved
Review documentation with a view of ensuring accessibility for pupils with visual impairment	Seek advice on alternative formats and use of IT software to produce customized materials	All school information available for all	When needed	Delivery of school information to pupils & parents with visual difficulties improved
Raise the awareness of adults working at and for the school on the importance of using a range communications system according to individual need	Training on range of issues such as functional use of sign language, and managing plans as required	Awareness of target group raised	When needed	School is more effective in meeting the needs of pupils

APPENDIX TWO

Bomb Threat Checklist

This checklist is designed to help staff deal with a bomb threat effectively and to record the necessary information.

Actions to be taken on receipt of a bomb threat

Record the exact wording of the threat in the box below:

Ask the following questions and record the answers in the box supplied.

Where is the bomb right now?
When is the bomb going to explode?
What does the bomb look like?
What kind of bomb is it?
What will cause the bomb to explode?
Did you place the bomb?
Why?
What is your name?
What is your address?
What is your telephone number?
Details of the call:
Time and date of call
Length of call
Caller's number if displayed
Time the police were contacted
Number on which the call was received
Details of the caller:
Gender
Nationality
Age
Delivery of threat
Well Spoken
Irrational

Taped message
Offensive
Incoherent
Message read by threat maker
Background sounds
Street noises
House noises
Animal noises
Crockery
Motor
Clear
Voice
Static
PA system
Booth
Music
Factory machinery
Office machinery
Other (please specify) _____
Caller's voice
Calm
Crying
Clearing throat
Angry
Nasal
Slurred
Excited
Disguised
Stutter

Slow
Lisp
Accent (if so what?) _____
Rapid
Deep
Hoarse
Laughter
Familiar (if so, whose voice did it sound like?)

_____

Other remarks (please state in box below):

Signature: _____

Print name: _____

Date: _____

APPENDIX THREE

EVERY ACTIVITES

Key events outside the weekly/monthly periodic checks

Item	**Periodicity** **STRA** = Subject to Risk Assessment **STMI** = Subject to Manufacturers' Instructions	**Done by** Contractor, Central or School Site Manager
FIRE		
Fire Risk Assessment	As required or 3-yearly STRA	Contractor
Fire RA Review	Annual	Central Estates Team
School Fire Drill	Thrice yearly	School Site Manager
Fire Alarm Service	6-monthly	Contractor
Smoke/Heat Detector Service	Annual	Contractor
Emergency Lighting Service/Test	Annual	Contractor
Fire Extinguishers serviced	Annual	Central Estates Team
Sprinklers	Annual	Contractor
Fire Door Closers serviced	Annual	Contractor
Fire Evacuation Chairs visual inspection, test and service	Annual STMI	Contractor
Fire Policy & Management Plan	Annual	School Site Manager/Head Teacher
ELECTRICAL		
5-year Electrical Installation Condition Report	5-yearly	Contractor
Portable Appliance Testing	Annual	Contractor
Inspection of Portable Appliances	Annual, 6 months after PAT	School Site Manager
Inspection of fixtures/fittings	Twice yearly	School Site Manager
Electrical Risk Assessment Review	Annual	Central Estates Team
Lightning Protection inspection and test	11 month	Contractor
LEGIONELLA AND WATER SAFETY		
Legionella Risk Assessment	Every 2 years	Contractor
Water Safety Plan	Every 2 years	Contractor
Quarterly Shower/spray cleaning	Quarterly	School Site Manager
TMVs serviced and cleaned	Annual STRA	Contractor /School Site Manager

Item	Periodicity **STRA** = Subject to Risk Assessment **STMI** = Subject to Manufacturers' Instructions	Done by Contractor, Central or School Site Manager
Cold Water Storage Inspection, including those within Combi/Fortic heaters	Annual	Contractor
HW Calorifier water drain test	Annual	Contractor
Drinking water dispensers serviced/filters cleaned or changed	Annual STMI	Contractor
ASBESTOS		
Asbestos Management Survey	As required	Contractor
Management Plan Review	Annual	Central Estates Team
Inspection of ACMs	Annual STRA	Central Estates Team
PE AND PLAYGROUND EQUIPMENT		
Internal PE equipment inspected	Annual	Contractor
External play equipment inspected	Annual	Contractor
M & E		
Boilers/heating plant serviced	Oil – twice annually Gas - Annual	Contractor
Boiler/Heating Controls servicing	6-monthly STMI	Contractor
Hot water plant serviced	Annual	Contractor
Other pressure vessels examined	Annual	Contractor
Lifts Serviced	Passenger: 6-monthly Goods: 12- monthly	Contractor
Lifts Inspected	Passenger: 6-monthly Goods: 12-monthly	Zurich (Crimson)
Hoists thoroughly examined by competent person	6-monthly STMI	Contractor
Hoists and associated slings inspected and serviced	6-monthly STMI	Contractor
Air Conditioning Serviced (in accordance with F-Gas Regulations)	6-monthly STMI	Contractor
Ventilation systems cleaned	Annual STMI	Contractor
Kitchen ventilation cleaned	Annual	Contractor
Air Handling Systems cleaned/serviced	Annual STMI	Contractor

Item	Periodicity **STRA** = Subject to Risk Assessment **STMI** = Subject to Manufacturers' Instructions	Done by Contractor, Central or School Site Manager
Gas Safe Inspections/Certificates	Annual	Contractor
Gas Supply Safety Check	5-yearly	Contractor
SECURITY		
Automatic Gates inspection/service	6-monthly	Contractor
Access Controls Servicing	6-monthly	Optional
Intruder Alarm servicing	Annual	Contractor
Automatic door servicing	6-monthly	Contractor
CCTV system servicing	6-monthly	Optional
Audit and muster of keys	Annual	School
Verification of Emergency Contact details	6-monthly	School
MISCELLANEOUS		
Radon monitoring	10 years or less subject to results	Central Estates Team
Tree survey	3-5 years STRA	Contractor
Kiln serviced	Annual	Contractor
Ladders/steps/stools inspection	6-monthly	School Site Manager
Display Energy Certificate (DEC)	1-10 years	Contractor
DEC Advisory Report	7-10 years	Contractor
Employee Liability Compulsory Insurance Certificate renewed and displayed	Annual	Office Manager
TRAINING		
All Staff Awareness Training, including asbestos, fire, electrical, MH, WAH, DSE and COSHH awareness only	Annual	All Staff
Asbestos Management	Every 3 years	Headteacher, Office Manager, Site Manager
IOSH Managing Safely	Every 3 years	Headteacher, Site Manager
Fire Marshal	Every 3 years	Nominated staff

Item	Periodicity **STRA** = Subject to Risk Assessment **STMI** = Subject to Manufacturers' Instructions	Done by Contractor, Central or School Site Manager
Legionella	Every 3 years	Headteacher, Deputy Responsible Person, Site Manager
Working at Height	Every 3 years	Site Manager
Safe Use and Inspection of Ladders	Every 3 years	Site Manager
Manual Handling	Every 3 years	Mealtime Assistants, Cleaning Staff, Site Manager
COSHH Awareness	Every 3 years	Headteacher, Mealtime Assistants, Cleaning Staff, Site Manager
Display Screen Equipment Assessor	Every 3 years	Nominated Staff
Display Screen Equipment User	Annually	All Staff
First Aiders	Every 3 Years	Nominated staff