

Heartwood Church of England

Academy Trust



Health, Safety and Wellbeing Policy

Policy Owner: School Business Manager

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Sign off Signatory:

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SECTION ONE - HEALTH, SAFETY AND WELLBEING POLICY

1.1 Introduction

To comply with the key Sections of the Health and Safety at Work etc Act 1974:

Extract from Section 2 (1)

"It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees."

Extract from Section 2 (3)

"...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees."

Extract from Section 3 (1)

"It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety."

Extract from Section 7

"General duties of employees at work.

It shall be the duty of every employee while at work—

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

...Health and Safety at Work Act 1974

HEARTWOOD Church of England Academy Trust (the Trust) is committed to complying with the above requirements in order to maintain healthy and safe places and systems of work for employees; and taking all reasonable steps to ensure that pupils, parents, volunteers, contractors, hirers of school facilities, members of the public and the environment (that may be affected by the Trust's work) are exposed to the lowest practicable level of risk.

1.2 GENERAL POLICY ON HEALTH, SAFETY AND WELLBEING

This is a policy statement for the health, safety and wellbeing arrangements, and their implementation, at the **Heartwood Church of England Academy Trust** and its four academy schools.

Aims

The overall aim of this Policy is to provide a safe and healthy place to learn, work and visit.

The Board of Directors of the Heartwood Church Of England Academy Trust [the Board] recognises and accepts its responsibilities to provide a safe and healthy working environment and believes that ensuring the health, safety and wellbeing of pupils, staff and visitors is essential to the success of the schools.

We are committed to:

- Safeguarding children, preventing accidents and work related ill health
- Compliance with statutory requirements as a minimum
- Assessing and controlling risks from curriculum and non-curriculum activities
- Providing a safe and healthy learning and working environment
- Ensuring safe working methods and providing safe working equipment
- Providing effective information, instruction and training
- Consulting with employees and their representatives on health safety and wellbeing matters
- Monitoring and reviewing our systems and prevention measures to ensure they are effective
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities and arrangements exist throughout the schools
- Ensuring that staff, pupils and visitors understand their own responsibilities in maintaining a safe and healthy environment

The Board and the Headteachers will provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure compliance with all relevant Health and Safety legislation, and will, so far as is reasonably practicable, ensure:

- The schools/workplace are kept in a safe condition
- A safe working environment
- Safe systems of work
- Safe plant and equipment

- Safe access and egress to all areas of the school
- The safety of articles and substances for use at work and in school
- Sufficient instruction, training and supervision

This policy also aims to ensure that risks relating to activities off school premises are similarly assessed and managed.

1.3 HEALTH, SAFETY AND WELFARE STATEMENT OF INTENT

[to be displayed next to Health and Safety posters]

The Board of Directors of the Heartwood Church Of England Academy Trust (the Board) will take all appropriate steps to meet its responsibilities under the Health and Safety at Work Act and other health and safety guidance and legislation, to provide safe and healthy working conditions for employees, and to ensure that the work of the Trust does not adversely affect the health and safety of other people such as pupils, visitors and contractors.

Each Local Governing Body of the 4 schools also has key responsibilities to ensure health and safety and implement health and safety policies and practices.

The Board will ensure that effective consultation takes place with all employees on health safety and welfare matters and that individuals are consulted before particular health and safety functions are allocated to them.

Where necessary the Board will seek specialist advice to determine the risks to health and safety in the Trust and the precautions required to deal with them.

The Trust will provide all employees with sufficient information and adequate training in health and safety matters.

The Trust requires the support of all staff to enable the maintenance of high standards of health, safety and wellbeing in all school activities.

The full Policy document contains further details of how the Trust will meet its health and safety obligations, including a description of the Trust's management structure chart and its arrangements for dealing with different areas of risk.
[A copy can be accessed from the administrative office at each school.]

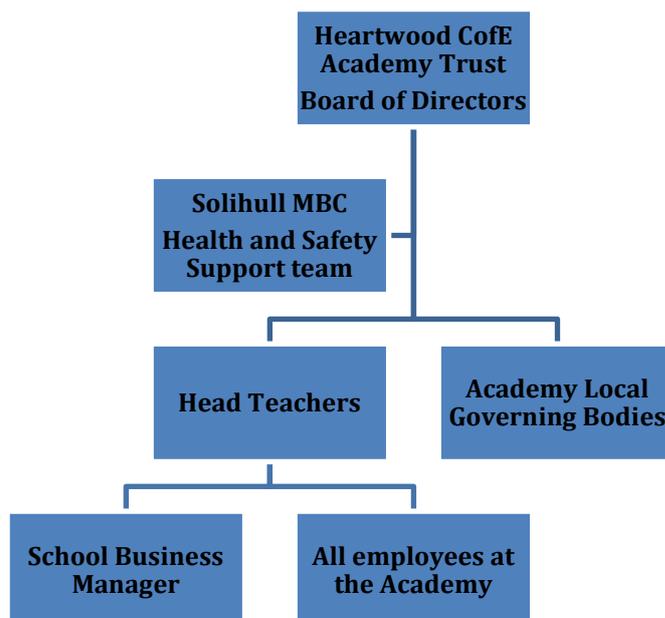
<i>Signature</i>	<i>Role</i>
	<i>Chair of MAT Board</i>
	<i>Chair of Austrey LGB</i>
	<i>Chair of Newton Regis LGB</i>
	<i>Chair of Warton LGB</i>
	<i>Chair of Woodside LGB</i>
	<i>Head of Austrey and Newton Regis</i>
	<i>Head of Warton</i>
	<i>Head of Woodside</i>

Date.....

SECTION TWO - ORGANISATION AND RESPONSIBILITIES

2.1 Health, Safety and Wellbeing Management Structure Chart

The following Health, Safety and Wellbeing Management Structure, and roles and responsibilities, are approved by the Board and Headteachers at Heartwood Church of England Academy Trust.



2.2 The Board of Directors [the Board]

As the legal entity and employer of all staff, the Trust Board has overall responsibility for approving the Trust Health, Safety and Wellbeing Policy and Statement for use by each school as well as coordinating and monitoring successful health, safety and wellbeing implementation through its scheme of delegation.

In addition, the Board has responsibility to ensure that:

- A clear written policy, which promotes, in staff and pupils, the correct attitude towards health, safety and wellbeing, has been created and is reviewed annually
- Sufficient and appropriate resources are allocated to implement and operate the Health, Safety and Wellbeing Policy
- Responsibilities for health, safety and wellbeing are allocated to specific people and that these people are informed of these responsibilities
- Persons have sufficient experience, knowledge and training to perform the tasks required of them

- Clear procedures are created which assess the risk from hazards and produce safe systems of work and learning
- Health, safety and wellbeing performance is measured annually, both actively and reactively, through setting targets and objectives to develop a culture of continuous improvement
- At Director level, there is a remit for health, safety and wellbeing through the Estates Portfolio of Responsibilities

2.3 Local Governing Bodies

Each individual school Local Governing Body is responsible for:

- Ensuring compliance with the Trust's Health, Safety and Wellbeing Policy, Statement and Arrangements in their individual school
- Formulating the local health and safety plan
- Regularly reviewing health, safety and wellbeing arrangements (at least once a year) and implementing new arrangements where necessary
- Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the academy budget
- Ensuring that risk assessments of all the school activities, including those off site, which could constitute a significant risk to the health, safety and wellbeing of pupils, employees or other persons, are done and recorded
- Prioritising action on health, safety and wellbeing matters
- Where necessary, seeking specialist advice on health, safety and wellbeing matters
- Promoting high standards of health, safety and wellbeing within the school
- Active and reactive monitoring of health, safety and wellbeing matters within the school, including health and safety inspection reports and accident and near misses reports
- Nominating Governors with a health and safety remit, to liaise with the Headteacher and School Business Manager to monitor accident reports/trends and complaints

2.4 Headteachers

As the senior manager for the premises and of all on and off site school related activities, the Headteacher in each school is responsible for the day to day management of health, safety and wellbeing matters and for ensuring that health safety and wellbeing arrangements are carried out in practice. The Headteacher at each school will:

- Develop and implement safe working practices and conditions and ensure appropriate and sufficient control measures are in place to remove or reduce the risks to a level that is reasonably practicable

- Implement procedures for reporting, recording, investigating and follow-up of accidents, incidents and near misses, including ensuring remedial action is taken where necessary
- Effectively communicate the contents of this Policy to all relevant persons
- Ensure risk assessments are undertaken for all relevant activities/areas and implement appropriate control measures to manage, monitor, review and report the effectiveness of these and any new risks that are identified
- Advise Directors and Governors of any health, safety or wellbeing issue where their support or intervention, either via system or finance, is necessary and appropriate in order to effect the requirements of this Policy
- Provide necessary facilities and a process for all employees (and their representative) to be consulted on health, safety and wellbeing matters and promote collaborative working
- Identify the training needs of all levels of staff and ensure that adequate levels of training, instruction and supervision to work and learn safely, are provided, paying particular attention to young employees and new starters
- See that induction training is provided for all new staff, including temporary staff, to ensure that they are aware of the emergency procedures and any significant risks within the workplace
- Ensure that contractors are competent to carry out their work safely and are provided with appropriate information about any known risks
- Make sure that emergency and evacuation procedures are effective, practised (fire drills at least termly) and communicated to anyone who may be affected, including visitors and lessees
- Make sure that workplace inspections are carried out each year, to ensure that the working environment and equipment are safe and adequately maintained
- Ensure relevant officers, with a remit for health and safety tasks, are engaged, trained and deployed to ensure health, safety and wellbeing policies and practices are followed

The Headteacher may delegate functions/tasks to other members of staff but will retain overall responsibility for ensuring that these are carried out.

2.5 Deputy Headteachers and Senior Teachers

In the absence of the Headteacher, Deputy Headteachers and Senior Teachers will take on the day to day health, safety and wellbeing responsibilities of the Headteacher [as set out in 2.4 above].

2.6 Competent Persons

Health and Safety Law requires the appointment of one or more “competent persons” to help employers to comply with legislation. At Heartwood Church Of

England Academy Trust, this is currently provided by **the Health and Safety Support Team at Solihull MBC**, who liaise with the Headteachers and School Business Manager. Specifically the Team will:

- Assist with the maintenance of the Trust's health and safety management system, providing advice, support and guidance on all aspects of health and safety
- Assist with the development of health and safety policies, procedures and standards to ensure that consistent and effective health and safety practices exist across the schools
- Carry out a programme of inspections to ensure that the Trust's health and safety policies and procedures are complied with
- Undertake specialist risk assessments, where appropriate
- Review reports of all accidents and near misses and compile statistics to identify causes and trends and make recommendations to improve performance
- Where appropriate, conduct impartial accident investigations and prepare reports of such investigations, with recommendations to prevent recurrence
- Assist in the development and delivery of health and safety awareness and training

2.7 School Business Manager [SBM]

Whilst responsibility/accountability for implementing operational health, safety and wellbeing rests with the Board, Local Governing Bodies and the Headteachers, some of the functions/tasks have been delegated to the School Business Manager, who will:

- Support Headteachers in delivering their duties under this Policy
- Ensure adequate and easily retrievable health, safety and wellbeing records are available at each school
 - Check the various health and safety records completed by others (for example Legionella testing undertaken and recorded by the Caretaker)
- Maintain records of health and safety training required and attended by staff, volunteers, Governors and Trustees, including refresher training
- Provide a termly health, safety and wellbeing report to Directors and to Local Governing Body Resources Committees
- Receive annual fire risk assessment reports and arrange for required actions to be taken
- Ensure appropriate health and safety notices are displayed as required
- Provide up to date advice to Headteachers, Directors and Governors, in liaison, where necessary, with **the Health and Safety Support Team at**

Solihull MBC, including obtaining advice on compliance with CDM [2015] and other Regulations

- Regularly update the Policy and procedures and submit these to the Board for approval
- Ensure contractors are made aware of the Trust's health and safety arrangements; will, where possible by observation, check that contractor's follow safe working practices; and for larger projects, request copies of the contractor's own, suitable, health and safety policies and procedures before work starts
- Monitor the purchasing and maintenance of equipment and materials and ensure that all current health and safety standards are achieved
 - Arrange for any equipment /appliance which has been identified as being unsafe to be removed
 - Arrange for repairs to be undertaken where any defect in the state of repair of a building or its surrounds has been identified,
- Ensure hirer's of school facilities are made aware of the Trust's Health, Safety and Wellbeing Policy as well as the hirer's own responsibilities to anyone [child or adult] in their charge during the letting/while on school premises
- Meet with local Governors and deal with any concerns raised

2.8 Administration Officers

Local Administration Officers will assist to ensure that policies, procedures and safe systems of work are implemented on a daily basis. The Administration Officers will:

- Ensure that contractors, customers, visitors and hirers of the school facilities are aware of safety procedures
- Keep the Health and Safety notice board up to date
- Ensure appropriate procedures for authorisation of school visits is followed
- Ensure that emergency drills and procedures are carried out regularly and are recorded for monitoring of effectiveness
- Ensure that contractors consult the Asbestos Management Plan
- Maintain records and inventories relating to health, safety and wellbeing

2.9 Caretakers

Caretakers are responsible to the Headteacher and will:

- Assist the Headteacher and School Business Manager to ensure that health and safety implications are considered in connection with the security, cleaning and maintenance of the building

- Advise the Headteacher of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged
- Maintain up to date knowledge of health and safety legislation and best practice in relation to their role
- Undertake specialist risk assessments, where appropriate
- Carry out and record the relevant daily, weekly and monthly inspections as required by their role [for example checking and recording water temperatures]
- Ensure that Fire, Legionella testing and Asbestos Logs and other maintenance records are kept up to date
- Provide contractors on site with relevant safety information
- Ensure cleaning materials and equipment, liable to be a danger to pupils, staff or visitors, are correctly used and properly stored when not in use, in compliance with COSHH guidance
- Remove from service any item of furniture, apparatus or equipment that has been identified as unsafe and, where necessary to prevent danger, remove, isolate or contain any identified hazard

2.10 Risk Assessors

Although a Headteacher retains responsibility, nominated Risk Assessors will usually undertake risk assessments. A Risk Assessor is a member of staff who has undergone training to give them the required knowledge and skills to undertake health and safety risk assessments i.e. they are competent. Risk Assessors will:

- Attend appropriate training before carrying out any risk assessments
- Carry out risk assessments as directed by the Headteacher
- Make a written record of the risk assessment using school documentation [a copy of all risk assessments must be forwarded to the academy Administration Officer to form part of the school's documentation]
- Communicate the findings of the risk assessment to the Headteacher
- Where risks are not adequately controlled, develop an action plan with the Headteacher
- Conduct and record inspections of the workplace at least once per term, to ensure that the working environment and equipment are safe and adequately maintained, and forward the record of the inspection to the academy Administration Officer
- Inform the Headteacher of any additional hazards they become aware of
- Seek further advice/support and expertise where required

2.11 Teaching Staff [including supply]

Teachers are responsible for the health, safety and wellbeing of all pupils under their control and in particular must ensure:

- Effective and appropriate supervision of the pupils in their care
- Appropriate and clear oral and written safety instructions and warnings are given to all pupils as often as necessary
- integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health, safety and wellbeing, in line with National Curriculum requirements for safety education
- They know and can guide pupils through the emergency procedures
- They are conversant with the Trust's Health, Safety and Wellbeing Policy and arrangements specific to their role
- Where relevant, all personal protective equipment is suitable and in good condition prior to use
- They comply with the following general duties of all employees

2.12 All Employees [including temporary employees]

Whilst it is acknowledged that the ultimate responsibility for health, safety and wellbeing matters in the individual schools rests with the Headteacher and Local Governing Body, all members of staff have a clear responsibility to ensure the effective delivery of this Policy.

Health and Safety laws require all employees, wherever they work, to be responsible for helping the schools maintain and improve health and safety standards. To enable this to happen all employees must:

- Take reasonable care of the health, safety and wellbeing of pupils, themselves, fellow employees and other persons who may be affected by their acts or omissions
- Co-operate with and support the school, Headteacher and other employees, in meeting their health and safety legal responsibilities
- Report defects, malfunctions, hazards, accidents, incidents, near misses and anything that might present a serious or imminent danger to pupils, themselves or others to the Headteacher, School Business Manager or local academy Administration Officer without delay
- Be encouraged to make suggestions to improve health and safety
- Undertake any required training and only use substances, tools, machinery, plant, vehicles or equipment that they are trained to use
- Take all suitable safety precautions and carry out work in accordance with the information, instruction and training they have received (written or oral).
- Use, wear and take good care of any equipment and protective clothing provided for the purposes of health and safety

- Maintain tools, machinery, plant and equipment in a good condition, only use them for the purpose intended and withdraw from use anything that is considered unsafe
- Be sensibly and safely dressed for their particular working conditions
- Be aware of and follow laid down emergency procedures and ensure that they know the position of fire alarms, fire exits, first aid equipment and the identity of first aid officers
- Inform their line manager (if necessary in confidence) about any personal conditions which could increase the likelihood or impact of an accident or incident

Employees should not undertake potentially hazardous tasks for which they have not been trained. If anyone feels that they have received inadequate training or information before being exposed to new or increased risks, the matter should be raised with their line manager who will bring it to the attention of the Headteacher.

2.13 Pupils

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

- Exercise personal responsibility for the health, safety and wellbeing of themselves and others
- Observe all the health, safety and wellbeing rules of the school and, in particular, the instructions of staff given in an emergency
- Use, and not wilfully misuse, neglect or interfere with, things provided for their health, safety and wellbeing

2.14 Volunteers and Visitors

Whilst the onus is on school staff to make volunteers and visitors aware of health and safety issues and arrangements, fire and emergency evacuation procedures and fire exits, volunteers and visitors are expected to take some responsibility for the safety of themselves, pupils and others when on school premises or taking part in school activities. For example, they will be expected to:

- Take reasonable care of the health, safety and wellbeing of themselves, pupils and others who may be affected by their acts or omissions
- Co-operate with and support the school, Headteacher and staff in meeting health and safety legal responsibilities

SECTION THREE - HEALTH, SAFETY AND WELLBEING PROCEDURES AND ARRANGEMENTS

A separate Child Protection and Safeguarding Policy provides detailed procedures and arrangements for protecting, safeguarding and promoting the welfare of, children. In addition, the following health, safety and wellbeing procedures and arrangements have been established within our schools to eliminate or reduce risks to an acceptable level and to comply with minimum legal health and safety requirements:

3.1 Accident Reporting, Recording and Investigation

All accidents and near misses that occur on school premises must be officially recorded in the Accident Book that is kept in the office at each school. This applies to all pupils, staff and others. It is the responsibility of the adult in charge of the pupil at the time of the accident or near miss to complete the entry in the Accident Book. In the case of more serious accidents and near misses, the SBM, where necessary in liaison with **the Health and Safety Support Team at Solihull MBC**, will investigate the circumstances of the accident/near miss and make a more detailed report of the incident. In extreme cases additional reports forms are required to be sent to the Health & Safety Executive.

3.2 First Aid

First aid kits are located in the main office and various other locations around the schools. They are checked and restocked at least termly by a nominated first aider.

The names of first aiders are displayed around the school and details updated regularly where any changes have occurred.

In an emergency it may be necessary to call an ambulance. Where a parent is unable to accompany a child to hospital, a member of staff, preferably known to the child, will accompany them.

3.3 Managing Medicines and Drugs

Information is given to all teaching, non-teaching and supply staff about about any special medical conditions of pupils in the schools and about what response may be required in an emergency.

The Supporting Pupils with Medical Conditions Policy provides procedural guidance on the administration of medicines and relevant record keeping.

3.4 Fire Precautions and Emergency Procedures

Fire risk assessments and reviews are undertaken annually by Solihull MBC under a service level agreement. They also conduct statutory inspection, testing and servicing of fire alarms, fire fighting equipment and emergency lighting.

The fire alarm is tested weekly by the Caretaker and Administration Officer.

A fire drill is undertaken at least once every term in every school.

Details for evacuation in a fire are displayed in each classroom and fire exits are clearly signposted.

At the start of meetings and events, visitors are advised of emergency evacuation procedures and fire exit locations.

3.5 Curriculum Safety

Teaching staff complete a risk assessment for out of school activities [see separate heading 3.6 below].

Within schools, staff are required to have appropriate training in order to teach all areas of the primary curriculum.

A number of generic risk assessments for routine school activities are held in each school office. Teachers are responsible for considering the risks associated with activities undertaken within the schools and should complete a written risk assessment for unusual activities or those undertaken for the first time. These should be submitted to the school office for inclusion in the schools' risk assessment files.

Staff teaching PE are guided by the Association of Physical Education guidance.

3.6 Educational Visits and Journeys

Nominated persons undertake and record generic risk assessments for all trip locations. Findings are discussed with the Headteacher and an action plan to reduce the risks developed where necessary.

Written parental authorisation is initially obtained to cover all local trips and activities. For trips further afield, such as coach and residential trips, specific written parental authorisation is obtained in advance of each trip.

Supervision requirements are adhered to. School trips have the the agreed ratio of staff to pupils as per guidelines for Educational Visits and Outdoor Educational Activities.

3.7 Equalities and Inclusion

As far as is reasonably practicable, the Board will ensure that reasonable adjustments are made to the premises and amenities, to enable disabled employees, pupils and visitors to make use of school facilities and curriculum.

The Board recognises its statutory obligations with regard to inclusion and the Trust SEND Policy applies. The SEN Coordinators are responsible for planning and assessment for SEND pupils, and making reasonable adjustments in respect of access under the Equality Act, where access is required. The SEN Coordinators also ensure that staff are suitably informed and trained to be able to support and include pupils safely and effectively, in line with the Special Education Needs Code of Practice.

3.8 Outdoor Play Equipment

School Caretakers regularly visually inspect the school grounds and play equipment.

Officers from Warwickshire County Council undertake a safety inspection of outdoor play equipment twice a year.

3.9 Behavior Management and Bullying

The Trust has a Behaviour and Anti-Bullying Policy that sets out the aims, responsibilities and procedures for managing behavior and bullying. This is reviewed by staff on a regular basis and concerns are discussed with a designated teacher for Safeguarding, or for more general concerns, at staff meetings.

3.10 Use of Staff and Parent Cars

None of the schools owns a minibus. Parents and teachers offering to transport pupils to sporting and other events are required to have appropriate insurance and, where considered appropriate by the Headteacher, enhanced DBS checks. Properly fixed child seats must be used where the current Government regulations require it.

Where staff volunteer to use their own vehicles to transport pupils, the Board has a responsibility to make checks to ensure that the vehicle used is roadworthy and that the driver is competent and qualified. A Policy for annual

checking of driver licences, business insurance cover and MOT certificates has been developed.

3.11 Asbestos

The Asbestos Management Plan is held in the main office of each school. Prior to starting any work on the premises, contractors will need sight of the Plan and should sign the Asbestos Log. Staff should not drill or put pins into walls without checking the Plan and obtaining prior approval from the Headteacher. Staff should report any damage to the fabric of the building to the Caretaker or SBM and if they suspect that this damage involves asbestos, they should remove children and others from the vicinity pending proper investigation.

3.12 Hazardous Substances

The Caretakers undertake the necessary risk assessments for hazardous substances used and kept in schools [COSHH]. The substances are locked away with access restricted. Hazard data sheets are completed and retained for each substance.

Staff will be properly trained in the use and storage of hazardous substances and the use of protective equipment.

3.13 Electrical Equipment [Fixed and Portable]

The inspection and testing of portable electrical equipment [PAT testing] is carried out on an annual basis by a suitably qualified person, who provides records of inspection and testing. These records are kept in the main office at each school.

Defective equipment should be reported to the Caretaker.

Personal electrical equipment should not be used in schools.

Testing of fixed electrical wiring is carried out every 5 years by a competent person. The report can be found in the main office of each school.

Any defective wiring should be reported immediately to the Caretaker or SBM and the Headteacher should be informed.

3.14 Personal Protective Equipment [PPE]

PPE will be provided free of charge where risk assessment determines it to be necessary. Such equipment should be fit for purpose and should be periodically

checked and maintained. Equipment should be used for its proper purpose and under supervision if appropriate.

3.15 Handling and Lifting

Handling and lifting activities should be avoided wherever possible, as these can be the cause of many injuries. Where manual handling cannot be avoided, risk assessments should identify potential hazards and control measures should be implemented to minimise the risk of injury to staff. Where practical, aids should be used to reduce the amount of lifting and carrying undertaken. Where applicable, training will be provided.

3.16 Working at Height

Working at height should only be undertaken by those who have had appropriate training.

Ladders are inspected annually by a suitably qualified person.

3.17 Display Screen Equipment [DSE]

A work station risk assessment should be completed annually or following an office move or the installation of new equipment. Staff are able to undertake their own DSE assessment where they have been provided with adequate guidance on how to do this.

3.18 Lone Working

When working alone in the premises a suitable risk assessment should be carried out for the task being undertaken. This assessment should give particular attention to contact information and how to deal with emergency situations. Suitable arrangements must be made for potentially hazardous tasks.

3.19 Violence to Staff and School Security

External doors are kept shut and locked at all times to maintain security. Visitors should only gain entry through the main entrance. Verbal and physical violence are not tolerated and any incidents should be reported to the Headteacher.

3.20 Smoking

Smoking is not permitted anywhere on school premises or within the school grounds. This applies at all times - in and out of school time.

Similarly, the use of products that resemble cigarettes, such as 'electronic' cigarettes, is also not allowed anywhere within the perimeter of the schools at any time.

3.21 Alcohol and Drugs

Drugs are not to be consumed anywhere on school premises at any time.

Alcohol must not be consumed on school premises, with the exception of moderate consumption by adults at organised meetings or events, where prior authorisation has been given by the Headteacher.

3.22 Vehicles on Site

Only authorised vehicles should be on the school sites.

All deliveries should be reported to reception.

Care should be taken when driving into and out of schools.

3.23 Lettings

Health and safety information will be given to all users of the premises. There will be restrictions on the use of equipment and areas accessible. Staff will be on site to open and close the premises and, in some instances, for the duration of the letting. Details of first aid provision, telephone provision, fire and emergency arrangements and emergency lighting will be included in information given.

In addition, the Trust has an appropriate Lettings Policy. Terms and conditions specify the Trust's health and safety arrangements and responsibilities and the responsibilities of the hirer, including licensing and insurance requirements and restrictions on use of equipment.

Hirer's will be required annually to provide evidence of suitable insurance cover.

3.24 Health Safety and Wellbeing Policy Reviews

The Health, Safety and Wellbeing Policy and procedures will be reviewed by the Headteachers and the School Business Manager. Where appropriate, any Governing Body/Board approval will be obtained, prior to publication.

Reviews will be undertaken annually from the date of implementation/last update.

3.25 Consultation

The Trust supports and encourages employee participation in health and safety improvements. We recognise that active employee involvement helps to:

- Promote a positive health and safety culture
- Develop effective risk control measures and realistic safe systems of work
- Reduce accidents at work and related ill health

To achieve this participation we will promote open and constructive consultation with employees and their nominated representatives. This includes the requirements as set out in the Safety Representatives and Safety Committees Regulations 1977 [as amended] and Health and Safety [Consultation with Employees] Regulations 1996 [as amended].

3.26 Information, Instruction and Training

So far as is reasonably practicable, the Trust will provide suitable and sufficient information, instruction and training to all employees. This includes the following:

- Induction information and training for new employees
- Provision and dissemination of health, safety and wellbeing information in team briefings, newsletters, leaflets, posters and other appropriate methods
- Provision of guidance, including current policies and procedures
- Training, as appropriate, on a range of health, safety and wellbeing issues

Additionally, every opportunity will be taken to raise awareness and understanding of health, safety and wellbeing matters. This will include opportunities that arise through undertaking audits and inspections, involvement in accident investigations and face to face communication in other meetings.

This Health, Safety and Wellbeing Policy [and any future revisions] will be communicated as appropriate, to ensure that all staff are aware of its existence and their own responsibilities under it.

3.27 Measuring, Monitoring and Reviewing Performance

Health, safety and wellbeing performance will be measured against performance indicators and targets and will be reported regularly at local school team meetings, Headteachers meetings, Governor and Board meetings.

Local Governors will call for annual reports on:

- Accidents / incidents and near misses
- Results of internal or external health and safety inspections
- Reviews of any procedures carried out by the Headteacher

Risk assessments and the application of this Policy and procedures will be reviewed periodically by the Headteacher and Governors.

3.28 Auditing

The Solihull MBC Health and Support Team will undertake a risk based programme of audits across all schools to ensure that Health and Safety Policies / Procedures are implemented and that (as far as is reasonably practicable) safe working practices operate.