



# **HEALTH & SAFETY POLICY STATEMENT OF INTENT & GUIDANCE**

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Person Responsible: Operations Manager

Policy Version 2.3

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## 1. 5 Dimensions Trust General Statement of Intent

1.1 The 5 Dimensions Trust believe in keeping all users of their schools safe whilst in school or in activities organised by the school.

1.2 The Trust's policy is to:

- take measures to ensure that the building and its contents are safe to use;
- take measures so that students, staff and visitors are able to be in the school buildings without fear of threatening or violent behaviour;
- ensure that there are adequate and appropriate measures in place should there be an accident;
- ensure there are risk assessments carried out to use best practice with regard to safety whilst involved in school activities;
- ensure our buildings, equipment, apparatus and processes are assessed to minimise risk to users and visitors.

1.3 The Trust will always seek to ensure its actions are fair, consistent and in accordance with best practice and legislation and accept their responsibilities under law.

1.4 The Trust will promote a positive safety culture and ensure the welfare of all users by adopting policies and procedures which support the ethos, aims and vision of the trust as outlined in our Strategic Intent.

1.5 This Health and Safety Policy Statement is the lead document for Health and Safety within the Trust and applies to all users.

The objective of this document is:

- To set the general direction for health, safety and welfare throughout the Trust.
- To demonstrate the Trust's commitment to health & safety
- To meet the requirement of [Section 2\(3\) of the 'Health and Safety at Work etc Act 1974'](#) for a written statement of General Policy with respect to Health & Safety.
- To reflect the approach outlined in the Health and Safety Executive publication, ['Managing for health and Safety' HS\(G\)65.](#)

1.6 This policy will be reviewed on an annual basis to sustain its effectiveness and bring changes to the notice of employees.

**Signed:**

Tony Nelson

**Accounting Officer**

## 2. Delegated Responsibilities

- 2.1 This policy will be reviewed on an annual basis to sustain its effectiveness and bring changes to the notice of employees.
- 2.2 The Trust's Health and Safety Policy will be implemented with the full co-operation of the Trust Board, Local Governing Bodies (LGB) and Staff.
- 2.3 Overall accountability for Health and Safety lies with the 5 Dimensions Trust board. The responsibility for implementing the Trust's policy has been delegated to the Trust Accounting officer. This is supported by the Head of Business Operations for the Trust who will monitor the performance and local operational arrangements developed in each school.
- 2.4 The Principal/Headteacher of each Trust school is responsible for the day-to-day health and safety of staff and pupils. The Principal/Headteacher will delegate some functions to other staff, in particular the school site manager/site assistant etc.
- 2.5 The Local Governing Bodies play an important role in ensuring strategic direction / implementation and will work in close partnership with the Principal/Headteacher to support and promote good health and safety management. Each Governing Body will appoint a Link Governor for Health and Safety.
- 2.6 Each School will implement the Trust's Health and Safety Policy and develop local detailed operational arrangements for health and safety which will, as a minimum, meet the standards and requirements set out in the policy.

### Governance & Monitoring

- 2.7 The Trust's Finance, Resource, Risk and Audit (FRRA) Committee has responsibility for premises and fulfils the Trust's monitoring role. The Committee operates under the terms of the [Safety Representatives and Safety Committees Regulations 1977 \(as amended\)](#) that requires employers to consult their workforce about Health and Safety.
- 2.8 Monitoring
- A report from the Health and Safety Link Governor to LGB identifying any issues based on a formal annual inspection.
  - Within its procedures, each school should automatically inform the Link Governor of any Health and Safety issues or concerns.
  - Accident reports to be considered by the LGB at least twice a year.
  - All LGB Link Governor and Accident Reports will be presented to the Trust's FRAR Committee at least twice a year by the Accounting Officer and the Head of Business Operations.

- Any serious Health and Safety issues will be immediately communicated to the FRAR Chair and the Trust Chair.

# 5 Dimensions Trust Health & Safety Responsibility Chart

## The Accounting Officer

- Is accountable to the Board of Trustees for health and safety throughout the Trust
- Is responsible for ensuring that the objectives of the Trust Health & Safety Policy are implemented
- Ensures health and safety leadership focus is on the management of significant risk
- Attends and reports to the Trust committee which oversees health and safety compliance and performance across the Trust

## Local Governing Body

- Must appoint a member of the Governing Body as responsible for championing health and safety issues
- Ensures funding is allocated for health and safety e.g. training, protective equipment, any remedial work/servicing and maintenance requirements of the building
- Is responsible for the implementation of the Trust policy and ensuring effective and safety management systems within their school, including that:
  - Suitable and sufficient risk assessments of buildings and work activities are undertaken and recorded and that appropriate control measures required are implemented
  - Regular inspections are undertaken with findings brought to the attention of the Local Governing Body and weaknesses are rectified
  - Audits are undertaken, considered and acted upon
  - Every reporting system is utilised effectively
- Provide a termly report to the Accounting Officer (delegated to the Trust Facilities Manager)

## Principal/Headteacher

- Ensure the Trust Health and Safety policy is adapted by the Governing Body and processes are set out which detail the roles, responsibilities, and duties of named individuals who will co-ordinate, manage and carry out health and safety duties
- Any accidents/incidents/near misses are reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 2013 (RIDDOR)
- To complete accident/near miss investigations when appropriate ensuring all are recorded on Every and are reviewed annually or upon change of circumstances
- Suitable and sufficient risk assessments are undertaken, reviewed annually or upon a change in circumstances using the appropriate form. See Appendix A
- All staff know and accept their individual responsibilities regarding health & safety, have received the required training and equipment /resources to enable their duties to be undertaken safely
- Senior school and facilities staff with delegated responsibilities are competent, responsibilities clearly defined, have received training and are provided with equipment/implemented
- Liaison with Union health and safety representatives

## Employees

- Have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.
- Must comply with the Trust Health and Safety Policy and school procedures.

## Head of Business Operations

### Responsible For:

- Delegated strategic lead for H&S  
Developing Trust H&S Policy for Trustee Board approval
- Providing advice to the Trust Board, Executive Team, Headteacher /Principal, governors and managers on H&S issues
- Ensuring H&S Audits are completed, and actions implemented
- Commissioning targeted audits and external support/training as required
- Ensure effective liaison with Unions and employees

### 3. Arrangements

- 3.1 The Trust will ensure, so far as is reasonably practicable, the welfare, health and safety of all staff, students and any other person who may be directly affected by its operations by:
- Ensuring significant health and safety risks arising from its activities are adequately controlled
  - Providing and maintaining safe plant, equipment and systems of work
  - Managing and maintaining a safe and healthy working and learning environment
  - Ensuring that staff receive appropriate training, and are competent to carry out their designated responsibilities
  - Providing sufficient information, instruction and supervision to enable all staff to avoid hazards and contribute positively to their own welfare, health and safety at work
  - Involving employees in health and safety decisions through consultation and co-operation
  - Maintaining appropriate health and safety management systems, arrangements and organisational structures, monitoring and reviewing performance against the HSE's model 'Managing for Health and Safety' HS(G)65.
- 3.2 The Trust Head of Business Operations is responsible for coordinating the implementation of the Health and Safety Policy across each of the Trust's schools, building best practice with each school's health and safety lead and providing support, advice and commissioning training where necessary.
- 3.3 The Trustees also scrutinise the performance monitoring of health and safety management across the Trust through the Finance, Resource, Risk and Audit Committee. This committee fulfils 5 Dimensions Trust's monitoring role alongside schools' individual Health & Safety Meetings.
- 3.3 The FRAR Committee will also initiate targeted audits and will review health and safety policies and procedures and commission external support and guidance where necessary.
- 3.4 School based health and safety committees will report to the Local Governing Body through the facilities leads. Information from this report will be shared with Trustees on behalf of the Local Governing Body.
- 3.5 Please refer to the Terms of reference for the Finance Resource Risk and Audit Committee

### 4. Health and Safety Policies and Procedures

- 4.1 Each school will adopt 5 Dimensions Trust's Health and Safety Policy and develop procedures, guidance, risk assessments and if/where necessary; establish its own individual policies where Trust-wide policies do not cover specific school requirements. The school policies will be in addition to 5 Dimensions Trust-wide policies, procedures and guidance.
- 4.2 The following sections provide specific guidance and set out the Trust's expectations of each school and the minimum standards required to ensure implementation of the health and safety policy.
- .....

## 5. Asbestos Management

- 5.1 5 Dimensions Trust acknowledges the health hazards associated from exposure to asbestos and their duty and commitment to manage Asbestos and to protect employees, pupils, contractors, visitors and any other persons with the potential to be exposed to Asbestos Containing Materials (ACM's) and to reduce to the lowest level 'reasonably practicable' the spread of asbestos from any place where work under the principal of the school's control is carried out.

No schools currently within the Trust were built prior to 1999 or have Asbestos present.

Prior to any major work contracts taking place, an asbestos survey is required.

## 6. Buildings Safety Management

### 6.1 Site safety inspections, repair and maintenance checks

Periodic checks should be completed in line with the designated time period and any repairs and maintenance that are identified must be reported to the Principal/Headteacher or their delegated person. The report should include:

- Date the work/actions were identified
- Description of work/actions required and/or what immediate actions were taken (if any).
- Name of the person reporting
- Date work was completed

It may be necessary to take photographs of the work required in order for a more accurate description to be made.

### 6.2 Contractors

#### Construction/Building Work/Refurbishment or Demolition

The person responsible for contractors on school premises is the Principal/Headteacher, or their delegated staff member. Contractors are required to comply with legislation, relevant regulations and the school's Health and Safety Policy, Procedures, Safeguarding requirements and Guidance.

#### Safeguarding

As required in the Safeguarding and Child Protection Policy, the school will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract).

This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

#### An assessment of the hazards and risks involved with the work



The delegated person who is responsible for the contractor(s), together with the contractor(s) must discuss the planned work to be completed, suitable and sufficient Risk Assessments and Method Statements must be provided by the contractor. They must provide the contractor with information and instruction about all the health and safety potential risks on site that they may need to be aware.

### **Cooperation and coordination**

The 'Responsible Person' or the delegated person and the contractor must work together and coordinate activities to ensure the work can be completed safely and without risks to health. E.g., regular meetings throughout the course of the work.

### **Managing/supervising the work**

Prior to commencement of any works, the Trust Facilities Manager/Site Manager must seek the following information from the contractor:

- Who is in charge of supervising their work and how and agree a line of communication to enable both parties to consult on any issues
- How will the work be done and what precautions will be taken? Always refer back to risk assessments/method statements to ensure the contractor is complying with the control measures and processes identified in the assessments
- What equipment should or should not be worked on/used?
- What personal protective equipment (PPE) is to be used and clarify who will provide it? (It is the contractor's responsibility to ensure that PPE is suitable for the job being undertaken and they are responsible for the supply of PPE).
- What are their working procedures (refer to risk assessments/method statements) including permit to work/hot work.
- What arrangements are there for stopping the work, if there are serious health and safety concerns?

Once the work has started, the Trust Facilities Manager/Site Manager is to ensure checks are made on how the work is going, in line with what was agreed.

### **Contractor information and school Health and Safety requirements, to be provided to the contractor.**

#### **General safety rules that the contractor must comply with:**

- Must sign-in and sign-out of the site and report to Site Manager/supervisor prior to starting work.
- Must comply with the Trust Health and Safety Policy and Procedures.
- Comply with the Health and Safety at Work etc Act 1974, and any subsequent legislation.
- Be directly responsible for the acts and omissions of their workers.
- Comply with Regulations, and work to best practice e.g., Guidance and Approved Codes of Practice
- Comply with the conditions, procedures and control measures as defined by their method statements and risk assessments.
- Provide their workers with appropriate and adequate Personal Protective Equipment (PPE) which must be used/worn.
- Provide suitable and safe work equipment
- Report any issues with health and safety and report any Accidents/Incidents/Near Miss.
- Provide their own First Aid provision.
- Report to the Site Manager any incidents that may directly or indirectly affect health and safety of persons on the school site.
- Report to the site manager any incidents requiring RIDDOR notification.
- Remain in the area of work undertaken and shall not enter any other area without permission of the Principal/Head, Site Manager/supervisor.

- Must not store any hazardous substances on the premises without permission of the Principal/Head, Site Manager/supervisor.
- Must not smoke in/on any part of the School/Site buildings or anywhere on site.

This may not be a comprehensive list and therefore contractors should be reminded that, at all times, they must work in a safe manner.

#### Fire Alarm/emergency evacuation

- All contractors must make themselves familiar with and follow the emergency fire procedures for the site.
- If a contractor discovers a fire they must raise the alarm immediately and follow the emergency fire procedure instructions provided on the Fire Action Notices throughout the building

### 6.3 Permit to Work (PTW)

PTW is a formal management system used to control high-risk activities. A template can be provided by the Trust Facilities Manager. These enable an assessment of risk to be made and to specify control measures, which will be put in place in order to minimise the risk.

They are necessary for such activities as maintenance or construction work by external contractors. Unless suitable and sufficient risk assessments indicates otherwise.

The Trust Facilities Manager/Site Manager is responsible for enforcing the use of PTW's when relevant.

## 7.Contract Catering Safety

- 7.1 Responsibility for health and safety aspects of the work in the school kitchen rests with the Catering Services Contractor on whose behalf the school has delegated local management responsibility although the school must be satisfied with the safety management system that is in place. The school and Catering Services Contractor will co-ordinate safe working where there is a common use of school facilities, e.g. dining areas.

## 8.Control of Substances Hazardous to Health-COSHH (see section 5 for Asbestos Management)

- 8.1 COSHH is the law that requires employers to control substances that are hazardous to health. All reasonable steps will be taken to, substitute substances for safer alternatives, as is reasonably practicable, and to ensure that employees, pupils, and visitors are not exposed to substances hazardous to health.

A comprehensive list of all chemicals used must be available at school level, including Safety Data Sheets and COSHH risk assessment for more dangerous chemicals used. There are exceptions to these regulations, which are already being controlled by their own specific legislation, e.g., asbestos, lead, radioactive substances.

Local School Procedures for the action used to evaluate and control risks will be centrally located and staff will be advised of their location

## 9. Curricular Safety

- 9.1 All programmes of study require that all students should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the supervision necessary to ensure safety.

Staff will ensure that students are familiar with the risks that may arise from the tools, equipment, materials and processes they plan pupils/students to use. Heads of Departments are responsible for ensuring curricular risk assessments are in place, documented and reviewed with appropriate support i.e. CLEAPSS for science and technology.

- 9.2 Where low-level radioactive sources are used the school must appoint a suitably qualified and experienced Radiation Protection Supervisor from its staff to ensure that radioactive substances are accounted for, stored properly, handled safely and monitored regularly. The legal requirement for the employer to also appoint a Radiation Protection Advisor (RPA) will be met by each school commissioning the RPA service from CLEAPSS.

## 10. COVID-19

- 10.1 The Trust complies with Government Guidance in relation to COVID-19 and schools are required to comply with these requirements as a minimum. All schools within the Trust have a detailed risk assessment available on the school website.

All schools will offer information to students/staff and visitors through the use of signage and information to all attending site to reduce risk.

## 11. Display Screen Equipment

- 11.1 The Health and Safety (Display Screen Equipment) Regulations 1992 explains that the employer needs to protect employees from risks associated with DSE i.e. computers, laptops, screens, keyboard, mice and the working environment in which they are used.
- 11.2 A user is defined in the regulations as “an employee who habitually uses display screen equipment as a significant part of his/her normal work”. This is usually interpreted as continuous period of an hour or more on most days of the week. The employee’s line manager will identify DSE users.
- 11.3 To comply with DSE regulations all DSE users must complete the online DSE training and assessment which will provide a workstation assessment and provide information and training. Any questions regarding this process can be This is supported by the HR department at each school.

## 12. Electrical Safety

The Health and Safety at Work etc. Act 1974 impose general duties on employers to ensure the health and Safety of employees and others. The Electricity at Work Regulations 1989 also set out specific requirements on electrical safety. These are:

- 12.1 **Competent Persons to undertake maintenance or repair of electrical installations and portable appliance testing (PAT)**

Under no circumstances will school staff work on live mains electricity, unless they have received the appropriate training and have the level of skills and experience required to do so safely and competently. Certification of the training would be required as proof.

Without exception, such work should be allocated to an individual with appropriate training and expertise.

Only people who have the necessary professional training and skills required should carry out more complex work on testing and maintenance.

## **12.2 Risk Assessment**

Suitable and sufficient risk assessments are required to identify significant risks to health and safety and measures that are to be taken to remove or reduce risks. Risk assessments on electrical safety must take account of the requirements of the Electricity at Work Regulations, which cover electrical apparatus as well as the mains supply.

## **12.3 Visual Inspections and tests**

All portable appliances should be visually inspected at the beginning of each term, but more frequently if its use or environment suggests this e.g., checking for loose cables or signs of fire damage, and if possible, checking inside the plug for internal damage, bare wires and the correct fuse.

All earthed portable equipment such as drills, saws, irons, hand lamps etc., should be subject to a detailed inspection and test at a frequency dependent upon the use of the equipment and determined by a competent person. Items, which are rarely unplugged e.g., refrigerators will need inspecting and testing infrequently.

## **12.4 Portable Appliance Test (PAT)**

Annual PAT must be outsourced to a fully qualified company in line with Electricity at Work Regulations (1989). Recommendations following the testing should be completed in accordance with the findings of the risk assessment.

A written record of the tests, in the form of a register should be maintained and be available for examination and the equipment itself should be marked with stickers identifying the date of the most recent test.

## **12.5 Damaged or Faulty Appliances**

These must be removed from use and either repaired by someone competent or disposed of to prevent their further use. The items must be labelled with a 'DO NOT USE' sticker attached until it is suitably repaired. If the items are to be disposed of, the plugs must be removed and disposed of safely.

## **12.6 Fixed Electrical Installations**

We require our schools to comply with HSE guidance that fixed electrical installations (including the mains system, sockets, lights and heaters provided they have been adequately maintained), should be inspected by a competent person at least every five years. A more frequent inspection and testing will be necessary if the installations are subject to damage and abuse. Full guidance can be accessed at:

<https://www.hse.gov.uk/electricity/information/testing.htm>

Fixed electrical testing may be completed pro rata during the five-year period, e.g. 20% each year during 5

year period. A test certificate showing the date and results of the inspection, test and PASS, is to be kept at the school.

## 12.7 Preventing Accidents with Electricity

In the prevention of accidents and fire the schools will not accept gifts of, or second-hand electrical appliances, or bring in their own appliances from home, unless a competent person has tested the equipment and records provided of the test (PAT).

# 13. Fire Policy

## 13.1 The Responsible Person

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the 'Responsible Person' to ensure The Trust's fire safety management and in particular, fire equipment, fire notices and fire drills are in place and up-to-date.

The 'Responsible Person', is the headteacher/principal and is responsible for ensuring that appropriate arrangements are in place to ensure the safety of the premises and occupants. Duties include, taking:

**Measures to reduce** the risk of fire on the premises and the risk of the spread of fire on the premises. This includes:

- The completion of a Fire risk assessment, which should be suitable and sufficient and carried out by a competent Fire Risk Assessor
- Good housekeeping: i.e. not allowing combustible materials to accumulate.
- Suitable firefighting equipment, which is located in appropriate positions.
- Means of raising the alarm.
- Keeping fire doors closed at all times (unless they are fitted with an appropriate device which enables the door to be closed automatically in the event of a fire).
- Carrying out daily checks on the premises, including security to ensure that all practical measures have been taken to reduce the risk of fire both internally and externally.
- Carrying out monthly checks of all firefighting equipment, associated labelling and all fire exit doors to be completed.
- Outlining school fire procedures in the Staff Handbook which must be issued to each staff member.

### **Measures in relation to the means of escape from the premises.**

The School Fire Policy and Procedures including Emergency Evacuation Procedures are owned by the school and are shared to all staff via EVERY.

## 13.2 Role of Teaching Staff

All teaching staff have the responsibility for the safe evacuation of children in their charge.

Teaching staff should ensure that their children line up quickly and safely and walk out of the building quietly, evacuating by the nearest safe emergency exit route.

## 13.3 People with Disabilities

Teaching staff should be aware of any child in their class that has a disability and may experience difficulties in evacuating the building by the designated escape route e.g. where there is a difference in floor level with stairs or ramps. A Personal Emergency Evacuation Plan must be completed. Provision of

Evac Chairs are placed at strategic locations within the school with designated staff trained in the operation of the Evac Chairs.

Line Managers must complete a Personal Emergency Evacuation plan for all staff with a disability.

#### **13.4 All Staff Members**

Must take reasonable care for their own health and safety at work and that of other persons who might be affected by their acts or omissions.

- Should follow evacuation procedures.
- All staff are required to take mandatory on-line fire awareness training.
- Under no circumstances is anyone to re-enter the building unless the Emergency Services instruct them to do so.

#### **13.5 Fire Risk Assessment**

A fire risk assessment is an organised and methodical look at the premises, the activities carried out there and the likelihood that a fire could start and cause harm to those in and around the premises. The fire risk assessment should demonstrate that, as far as is reasonable, the needs of all people including those with disabilities have been identified.

A suitable and sufficient fire risk assessment must be completed by a competent Fire Risk Assessor and reviewed at least every 12 months, or sooner if there have been significant changes e.g., in the layout of the building, or if there are contractors working on site that may pose a hazard.

#### **13.6 Fire Safety Management Checks (FireSM)**

To ensure compliance with fire regulations, checks must be made to reduce the risk of fire at the school. These tasks are delegated by the 'Responsible Person' the Headteacher/Principal to the Site Manager at the school. FireSM checks daily/weekly/monthly/6-monthly/annual checks must be made with clear records kept.

#### **13.7 Safe Emergency Evacuation Procedures**

The school Emergency Evacuation procedures can be accessed on EVERY.

#### **13.8 Assembly Points**

An area outside the school building must be designated as an assembly point. It must be clearly marked and easily identified by anyone who may be on the school premises. It must be far enough away from the school building(s) to give protection from the heat and smoke given off by a fire. It should be in a position that does not put any people at risk by emergency vehicles responding to the incident.

## 14. First Aid and Administration of Medication

### 14.1 First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide 'adequate and appropriate provision to ensure their employees receive immediate attention if they are injured or taken ill at work'.

The above regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools, but it is the Trust's policy that provision is made for them.

### 14.2 Points to consider/impact on first-aid needs to include:

- The number of people at any one time that occupy the building. These should include staff, pupils, visitors, work experience students and contractors.
- The type of accidents/incidents that have been identified in the past?
- The size of the site.
- Higher level hazards, such as chemicals or dangerous machinery.
- Do any members of staff work remotely or alone?
- Is there enough provision of first-aiders to cover if some are absent?

5 Dimensions Trust defines the minimum first-aid provision on any school site is:

- Suitably stocked first-aid kit(s) determined by the first aid assessment
- Appropriate numbers of trained qualified First Aiders determined by the first aid assessment
- Information for employees about first-aid arrangements e.g., names of first aiders to be displayed, clearly identifiably and accessible first aid kits
- Provision of first-aid needs to be available at all times to people at work

A first aider is someone who has completed training appropriate to the level identified in the assessment of first aid. All first aiders are required to attend an appropriate first aid course with a competent training provider and undertake appropriate refresher training.

The number of first aiders that a school should ensure are available depends on the assessment of its first-aid needs, or where there are additional special circumstances. As an example the HSE suggested numbers available at all times at work are:

- Low hazard - for more than 50 people at least one first-aider trained in every 100 employed
- Higher-hazard - for more than for more than 50 at least one first-aider trained for every 50 employed.

### 14.3 Automated external defibrillators

The Trust supports the recommendation by the Department for Education and requires our schools to have an automated external defibrillator on site. AED devices must be logged with South Central Ambulance Service to ensure they are added to the national emergency register. Training and guidance will be delivered to all staff in a briefing session to promote the AED use and location, should the need arise.

### 14.4 Administration of Medicine

Prescription medicine may be administered to children, but only at the specific request of the parent or guardian and after the completion of an indemnity form. All such medicines will be stored and secured by means of a lock and key away from children and will be permitted to be self-administered under the supervision of a competent adult. Each school has a local procedure for the administration of medicine.

## 15. Gas Safety

### 15.1 Gas Safety

Gas Safety (Installation and Use) Regulations 1998 requires employers and self-employed persons to ensure that any gas appliance, installation, pipework or flue installed at any place of work under their control is maintained in a safe condition, so as to prevent risk of injury to any persons

### 15.2 Competence

No person may work on gas fittings or appliances unless they are competent to do so. The requirements apply to both natural and liquefied petroleum gas (LPG). The work on gas fittings must be carried out by someone on the Gas Safe Register.

Although registration is deemed a basic indication of competence, it must be noted that not **all** engineers are qualified for **all** gas work. Registered engineers are issued with a unique license number and a photo identification card. The card will list specifically the types of work that the engineer is qualified to undertake. The Site Manager or their delegated person must ensure that any contractor engaged to work on gas fittings is Gas Safe Registered and appropriately qualified for the work to be carried out.

You can check this by contacting the **Gas Safe Register online or by calling them on 0800 408 5500**

### 15.3 Minimum Requirements

The headteacher/principal or their delegated employee will ensure:

- All gas systems and appliances are operated and maintained so as to prevent, so far as is reasonable, danger to persons or property.
- Only persons authorised to work on gas installations do so
- Use a competent engineer to install, maintain or repair appliances
- Ensure that gas pipework, appliances and flues are regularly maintained
- Check all rooms with gas appliances have adequate ventilation – do not block air inlets to prevent draughts, and do not obstruct flues and chimneys
- Emergency manuals to be available at all schools showing EMERGENCY ISOLATION locations for gas water & electricity

### 15.4 If you suspect a Gas leak

- Turn off the supply and immediately call the **National Gas Emergency Service on 0800 111 999** for natural gas.
- For LPG call the supplier if in doubt, evacuate the building and inform the police as well as the National Gas Emergency Service or your gas supplier.
- Do not turn a gas supply back on until a leak has been dealt with by a Gas Safe Registered engineer

## 16. Legionella Control

### 16.1 Process

Schools will ensure an effective water hygiene management plan is in place to control the risks of legionellosis



to staff and members of the public. The Site Manager has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. This includes:

- Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out.
- A legionella risk assessment has been documented and the site log book is used.
- A process is in place to deal with any actions should they arise

## **17.Lockdown**

### **17.1 Lockdown**

Each school will establish procedures to lockdown their sites in response to a fast moving incident. Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of).

Schools should take account of DfE guidance on developing these procedures. These procedures should be reviewed at least every two years.

## **18.Lone Working**

The Trust recognises that lone working may take place at each of the school sites. The school will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff are required to adhere to the Lone Working Procedure designed to provide for their safety. The school Lone Working Procedure can be accessed on EVERY.

## **19. Managing Violence and Aggression / Alcohol & Drugs**

5 Dimensions Trust believe that all school staff have a right to expect that their school is a safe place to work, that risks of violence and aggression are effectively controlled and that prompt and appropriate action will be taken if they are subjected to violence or aggression by adults, children and young people on school premises and in exercising their duties off site.

### **19.1 Control**

All schools will ensure:

- Suitable and sufficient risk assessments are carried out of employees' risk of exposure to violence and aggression.
- Appropriate control measures are identified and implemented to prevent and reduce the potential for violence and aggression
- appropriate arrangements are in place for incidents to be reported, recorded and investigated.
- Regular monitoring is undertaken by senior leadership of the level and general nature of any incidents and the school's response to them.
- That there is effective communication about the risk assessments and control measures to staff.
- The Headteacher/Principal or delegated member of staff will review the effectiveness of these

arrangements as a minimum on an annual basis.

## 19.2 Alcohol and Drugs

The requirements regarding Alcohol and Drugs aims to ensure that employees are aware of the Trust's expectations in relation to the misuse of alcohol, drugs and other substances.

Alcohol and non-prescribed drugs are not permitted to be brought onto 5DT premises.

This restriction also applies to lettings customers.

## 20. Manual Handling

The Manual Handling Operations Regulations 1992 (MHOR), (as amended in 2002) apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying.

The MHOR establish a clear hierarchy of measures for dealing with risks from manual handling:

- Avoid hazardous manual handling operations, 'so far as is reasonably practicable'
- Assess any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury, so far as is reasonably practicable

### 20.1 Manual Handling Risk Assessment

The Principal, delegated member of staff (i.e. Line Manager) is responsible for the following:

- Manual handling risk assessments being completed for moving loads that cannot be avoided.
- Information, instruction and training will be provided to employees.
- Wherever possible the load to be moved will be reduced e.g., is it possible to split the load into smaller units?
- The use of appropriate equipment for reducing the need for manual handling; e.g., trolleys to eliminate/or reduce the risk of injury.

## 21. Reporting of Accidents/Incidents and Near Misses

### 21.1 Definition

The definition of accidents/incidents/near misses are:

- **Accident** - any unplanned event that results in personnel injury or damage to property, plant or equipment.
- **Incident** - an unexpected and usually unpleasant event that has happened. Including acts of aggression/verbal abuse.
- **Near miss** - is an unplanned event that did not result in injury, illness, or damage, but had the potential to do so. Other familiar terms for these events are a "close call," a "narrow escape," or in the case of moving objects, "near collision" or a "near hit."

History has shown repeatedly that most of these events were preceded by warnings of near miss incidents. Recognising, reporting and investigating can significantly improve worker safety.

## 21.2 Process for reporting

Each school will use EVERY to report incidents of this nature. The school will provide information to staff on how to report accidents, incidents and near misses. Line managers will investigate such incidents and identify and implement means to prevent recurrence.

The Trust/school may be required to share personal information with the Health and Safety Executive to ensure that it meets our legal responsibilities under the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). The HR team will work with the Site managers to follow this guidance and to ensure compliance, specifically with the over-7 day incapacitation of a worker requirement: [LINK](#)

**Note:** The General Data Protection Regulations Act EU 2016/679 requires that employee's personal information must be kept secure and information kept secure after the form has been completed. This process will be monitored by the GDPR Officer for the Trust.

The record form must:

- Be kept safely and accessible to authorised staff members, governors and trustees.
- The accident report form must be completed for all accidents/incidents/near misses with details of any investigation or changes to risk assessment, strategic or operational practice that results.
- Be reviewed at least half termly to identify any potential or actual hazards and reported termly to the Local Governing Body.

Types of reportable specified injuries under RIDDOR:

### Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

## 22.School Lettings

### 22.1 Consideration of School Lettings

Before agreeing to let school premises to outside bodies, for use out of school hours, the proposed use and responsibility for supervision must be established to ensure that the use is compatible with the premises and equipment involved and that residual problems relating to subsequent school use are not likely to arise.

- The Site Manager will require authorisation from the Principal/Headteacher prior to a letting

agreement being confirmed.

- Outside bodies hiring school facilities will be required to undertake a risk assessment and demonstrate that they are competent and have suitable arrangements for the intended use, e.g. availability of supervision and expertise in dealing with emergencies in the use of equipment.
- Have adequate insurance cover.
- Lettings involving young persons or vulnerable adults, all supervisors must have a Disclosure and Barring Service clearance certificate with a copy being held by the school
- Hirer is responsible for providing qualified first aid trained personnel
- A school Lettings procedure must be in place

## 23.School Trips and Transport

### 23.1 Risk Assessment

For all school visits a risk assessment undertaken by Plumsun must be undertaken and copies passed to the school's Educational Visits Co-ordinator for approval. This will include the preparation of a plan of action identifying any special

health and safety requirements and how they are to be met. A copy of the procedure is kept in the school office.

Each school will have a policy in place to cover school trips and transport.

## 24.Staff Wellbeing

### 24.1 Health and Wellbeing including Absence Management

Each school is required to carry out risk assessments based on the Health and Safety Executive's Management Standards for Work-Related Stress. The Trust endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice. This process is managed by the Trust HR Director.

#### Key Contacts:

Accounting Officer	Tony Nelson	<a href="mailto:tnelson@5dimensionstrust.com">tnelson@5dimensionstrust.com</a>
Trust Head of Business Ops	Emma Gough	<a href="mailto:egough@5dimensionstrust.com">egough@5dimensionstrust.com</a>
Trust Facilities Manager Site Manager: Shenley Brook End School	Greg Cunningham	<a href="mailto:gcunningham@5dimensionstrust.com">gcunningham@5dimensionstrust.com</a>
Site Manager: The Hazeley Academy	Ian Francis	<a href="mailto:ifrancis@thehazeleyacademy.com">ifrancis@thehazeleyacademy.com</a>