



GREENWOOD TREE
ACADEMY TRUST

HEALTH AND SAFETY POLICY

MILBORNE ST ANDREW FIRST SCHOOL

Version: 1.1

POLICY DETAILS	
Author:	Trust Business Manager/ Leadership Group
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Signed by Chair of LGB:	
Signed by Headteacher of School:	
Target Audience:	Staff/Pupils/Parents/Community

POLICY HISTORY			
Approved on:	Version No	Next Review	Nature of Change
7 December 2016	1	December 2018	New
	1.1	June 2022	Minor updates

Statement of Intent

Greenwood Tree Academy Trust (GTAT) recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

In Greenwood Tree Academy Trust, statutory health and safety responsibilities fall on the Trust (as the employer) and on all Trust staff (as employees).

As the management body, the Trust Board must ensure that Trust staff, schools and other premises comply with the Trust's health and safety policies and practices, and:

- Develop and regularly update a health and safety policy and advise employees of it;
- Have a critical incident/emergency contingency plan;
- Ensure, so far as reasonably practicable, the health, safety, and wellbeing of all Trust staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to the Trust including volunteers involved in any Trust activity and contractors working on Trust sites;
- Assess the risk of all activities, both in school and off-site; where appropriate, introduce measures to manage the risks, and instruct employees about the risks and the measures to control them;
- Ensure that staff are competent and trained in their responsibilities and are actively involved in health and safety;
- Take reasonable steps to make sure that Trust buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

The Trust Board cannot delegate its ultimate accountability for health and safety in the Trust but it may and will delegate specific health and safety responsibilities to staff at the Trust or appropriate third-party contractors.

The Local Governing Body (LGB), and the Headteacher/Head of School, must comply with any direction given to them by GTAT concerning health and safety of persons on the school's premises or taking part in any school activities elsewhere.

Signed:

Chair of Trust Board

Executive Headteacher

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for the health, safety and wellbeing in the Trust. The individuals and groups identified below are expected to have read and understood the Trust's policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them.

Trust Board

As the management body, the Trust Board must ensure that Trust staff, school and other premises comply with the Trust's health and safety policies and practices, and:

- Develop and regularly update a health and safety policy and advise employees of it;
- Have a critical incident/emergency contingency plan;
- Ensure, so far as reasonably practicable, the health, safety, and wellbeing of all Trust staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to the Trust including volunteers involved in any Trust activity and contractors working on Trust sites;
- Assess the risk of all activities, both in school and off-site; where appropriate, introduce measures to manage the risks and instruct employees about the risks and the measures to control them;
- Ensure that staff are competent and trained in their responsibilities;
- Take reasonable steps to make sure that Trust buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

The Directors have established an Audit Committee to receive information, monitor the implementation of policies, procedures and decisions and feedback to the local governing body on health, safety and wellbeing issues.

The GTAT Directors, including the Executive Head, are ultimately responsible for ensuring that mechanisms and procedures are in place for health, safety and wellbeing across the Trust schools. The Directors will receive regular reports from LGBs to enable them to prioritise resources for health, safety and wellbeing issues.

Where a school has a 'Head of School' the Executive Head teacher will have overall responsibility as listed below.

Executive Headteacher

The Executive Headteacher has delegated responsibility for day to day management of health and safety matters in the Trust.

The Executive Headteacher has responsibility to provide the Trust Board with sufficient, timely and accurate information to enable the Board to make an informed assessment as to whether the Trust is providing, so far as reasonably practicable, the health, safety, and wellbeing of all Trust staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to the Trust including volunteers involved in any Trust activity and contractors working on Trust sites.

The Executive Headteacher will be supported by the Trust Business Manager in discharging these responsibilities and will also delegate specific responsibilities to Headteachers/Heads of School and other staff.

Headteachers/Heads of School

Headteachers/Heads of School have delegated responsibility for day to day management of health and safety matters in their school in accordance with the health and safety policy.

Headteachers/Heads of School may delegate specific responsibilities to other staff in their school and should record this delegation at Appendix A of this policy.

Headteachers/Heads of School must provide the Executive Headteacher with sufficient, timely and accurate information to support Trust-wide management and reporting of health and safety matters.

Headteachers/Heads of School must ensure timely implementation of audit recommendations from the Trust's health and safety advisors.

Headteachers/Heads of School will:

- Ensure that regular workplace inspections (Appendix C – excel spreadsheet) are carried out and submit these to the LGB and GTAT.
- Ensure action is taken on health, safety and wellbeing issues.
- Pass on information received on health and safety matters to appropriate people.
- Carry out accident investigations.
- Ensure that Health and Safety is an agenda item at LGB meetings.
- Identify and facilitate staff training needs.

- Liaise with Governors, Executive Head and the GTAT Board on policy issues and any problems in implementing the health and safety policy.
- Co-operate with and providing necessary facilities for trade union safety representatives.
- Provide necessary facilities for all employees to be consulted on health and safety matters.
- Where contracts are negotiated directly between the school and the contractor, the headteacher is also expected to monitor purchasing and contracting procedures, to ensure that the employer's health and safety policy is complied with.
- Sharon Hunt (Milborne St Andrew First School, Head Teacher) or Briony Hosford (Milborne St Andrew First School, Administrator) is responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.
- Sharon Hunt (Milborne St Andrew First School, Head Teacher) or Briony Hosford (Milborne St Andrew First School, Administrator) is appointed with the authority of the Headteacher/Head of School to request action from the contractor where conditions are considered to be unsafe.
- Whilst the responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated, to other members of staff (i.e. the schools safety co-ordinator/manager, site manager).

Local Governing Body

The LGB is responsible for ensuring that mechanisms and procedures are in place for health, safety and wellbeing and that these are adhered to at their school. The Governors will appoint a Health and Safety Governor to receive information, monitor the implementation of policies, procedures and decisions and feedback to the LGB on health, safety and wellbeing issues. Where there is no Health and Safety Governor assigned it is the responsibility of the Headteacher to report. The LGB/Headteacher will report to the GTAT Audit Committee on a termly basis.

The Governors will:

- Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.

- Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- Endorse and support the safety policies of GTAT, and to assist the GTAT to discharge those responsibilities, which it holds as an employer.
- Seek improvement to working conditions according to priorities within existing resources.
- Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- Ensure that risk assessments are carried out within the school and reviewed at least annually.
- Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- Ensure that staff can access training to ensure their competence for their task.
- Accept the duties they may hold as a client when they arrange for work through contractors or volunteers. Follow GTAT guidance for the selection of competent contractors and will seek assistance from the Property Surveyor or other property management service as directed by GTAT.
- Ensure that volunteers receive adequate instruction and supervision to work safely.
- Ensure all staff accidents, significant pupil accidents and third party accidents are reported to GTAT and to DC in accordance with the accident reporting procedure, as set out in the DC accident reporting policy and procedure.
- Review on an annual basis, all accidents and incidents reported to identify trends.
- Consult with the school council and inform pupils of their responsibility for health and safety.
- Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so they may undertake their health and safety related functions, including reasonable paid time off for consultation, inspections and investigations.
- Ensure regular health and safety checks are completed.
- Review health and safety checks and send to GTAT.

Staff with Special Responsibility

The following staff have special responsibility: (school to specify responsible people for example, business manager, finance officer, H&S co-ordinator, heads of department or site manager). Levels of responsibilities will change within individual schools.

These job holders will be responsible for:

- The local arrangements to ensure the effective control of risks within the specific areas under their control.
- The local arrangements for the purchase, inspection and maintenance of equipment and its specification.
- The coordination of the schools health and safety policy in their own department or area of work, directly responsible to the headteacher for the application of the health and safety procedures and arrangements.
- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools and machinery.
- Resolving health, safety and wellbeing problems referred to them by members of their staff or referring to the headteacher or line manager any problems they are unable to resolve within the resources available to them.
- Ensuring that risk assessments are carried out when necessary and reviewed, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible.
- Ensuring, as far as reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
- Obtain relevant advice and guidance on health and safety matters.

Employees

All employees are directly responsible for:

- Taking reasonable care for the health safety of themselves and of other people who may be affected by their acts and / or omissions.
- Co-operating fully with their manager or responsible person on all matters relating to their health and safety at work.

- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that have been provided in the interest of health and safety.
- Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression or cases of work related ill health.
- Report to the relevant manager, any defects, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others. Any defective equipment should be labelled to ensure other employees cannot use the item.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice and health and safety policy and procedures, and adhering to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.

Volunteers

Volunteers have a responsibility to act in accordance with the Trusts policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

Trust health and safety representatives

Trust and each school to insert below.

The current safety representatives are: Jenna Wittman (Milborne St Andrew First School, Health and Safety Coordinator) and Briony Hosford (Milborne St Andrew First School, Administrator).

Contractors

All contractors under school control will be appropriately selected and competent in terms of health and safety.

- Contractors must be made aware of and abide by the Trust's health and safety policy and not endanger pupils, staff or other visitors to the site.

- Sharon Hunt (Milborne St Andrew First School, Head Teacher) or Briony Hosford (Milborne St Andrew First School, Administrator) is responsible for the co-ordination of the contractors' activities on site.
- The Headteacher/Head of School must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the headteacher, or by the contractor, in consultation with the headteacher. All contractors must report to the responsible person named above before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his safety and that of others.

Visitors and other users of the Trust's premises

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers, e.g. youth service, leisure centre, catering and cleaning contractors and outside staff based in schools.

- All visitors to the school must comply with the Trust's and each school's health and safety policy and procedures.
- Headteachers/Head of School must ensure that a suitable system is implemented whereby visitors are required to record their visit to the school (visitor's book) and the time they leave. This should include all visitors to the school including Governors, Property Surveyor, Contractor's etc.
- Where applicable visitors will be required to wear a 'visitors' identification badge which will be supplied by the school.
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- Should a fire / emergency occur or the fire alarm is activated whilst visitors are on the schools premises, the person who is accompanying the visitor will take him / her to the fire assembly point.
- Should an incident / accident occur involving a visitor it must be reported using the Trust's accident reporting policy and procedure and form and sent to the County Health and Safety Team. An investigation must be undertaken as soon as possible by the relevant responsible person.
- If the incident is of a serious nature or fatal the Headteacher/Head of School should contact the GTAT Executive Head/Business Manager immediately on 01305 848293. In addition the Executive Headteacher/Headteacher/Head of School should contact the County Health and Safety Team immediately on 01305 225019.

- Persons hosting visitors including meeting arrangers must ensure:
 1. Visitors are alerted to the establishment fire procedures.
 2. Visitors adhere to the 'no smoking' policy.
 3. Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
 4. Visitors record time of arrival and departure in the visitors' book.
 5. Where applicable visitors are provided with and wear identification badges.
 6. Visitors are accompanied or authorised to enter the premises.
 7. Visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied.
 8. Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised.
 9. Visitors report all accidents, incidents and near misses to the host.
 10. Visitors wear protective clothing that is supplied when necessary.

Lettings

The Headteacher/Head of School or their delegate will ensure that the hirer of the premises, for any event, is aware of his/her obligations under health and safety legislation and GTAT's Health and Safety policies where appropriate. The Headteacher/Head of School of each Trust school or their delegate will ensure that all letting of the school buildings or premises is carried out in accordance with the Trust's lettings policy.

Pupils

Pupils will be reminded that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and / or hygiene, as detailed within the appropriate curriculum safety guidelines.
- Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for their health and safety.

All pupils and parents will be made aware of this section of the policy through (*school to specify for example prospectus*).

Arrangements

The Health and Safety Policy will be actively distributed to all employees in soft or hard copy by the end of September each academic year. In-year joiners will receive a copy as part of their induction.

1. First aid

Trust schools must assess the need for first aid provision and ensure that the guidelines given within the latest DC First Aid Code of Practice are complied with.

An up to date list of all first aiders and first aid kits will be displayed prominently in each Trust school. At Milborne St Andrew First School this is on the back of each classroom door and an additional copy to be held in the main reception area.

First aid kits are located at strategic points in each Trust school. Milborne St Andrew First School keep a first aid kit by the playground door in addition to the sensory/ medical room and in the Reception classroom and portable kits are available for lunchtimes, PE lessons and trips and visits. The contents of the kits will be checked once a half term and the kit will be labelled with the date of checking and signature of the person who has checked the kit.

Each Trust school will have an adequate number of first aiders with training appropriate to their role.

For further information please see the schools' First Aid Policy.

2. Accident and incident recording

Trust schools will record accidents, incidents and near misses in accordance with Dorset County Council's (DC) accident reporting procedure, as set out in the DC accident reporting policy and procedure.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will be completed by the County Health and Safety Team on the Trust's behalf.

3. Administration of medicines

The Trust schools follow DfE guidance on the dispensing of medicines within school.

For further details please see the individual school's administration of medicines policy.

4. Educational visits

Each Trust school has a nominated and adequately trained Education Visits Co-ordinator.

Risk assessments including insurance arrangements are completed for each off-site trip and will be brought to the attention of all relevant staff.

A schedule of residential, overseas and adventurous activities is provided to the Trust Business Manager termly by each Trust school in order that the Trust's insurers can be appropriately notified.

The Trust schools follow DC Off Site Events and Adventurous Activities Policy. Further information can be found within this policy.

5. Fire safety

The Headteacher/Head of School/LGB will ensure that a fire risk assessment is completed and updated at least annually or more frequently if there is a significant change to the building, and there will be timely implementation of the action plan.

Each Trust school will have local formal fire evacuation procedures which will be tested in a fire evacuation drill at least once per term and recorded with the date in the fire log.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

A personal emergency evacuation plan (PEEP) will be developed for staff and pupils who are at higher risk due to disability or other risk factor.

Employees will receive fire awareness training appropriate to their role.

Each Trust school will maintain a fire log with entries for weekly fire alarm checks and fire door checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Formal termly site inspections at each Trust School will be carried out to check that:

- fire exits are in good working order and are free from obstruction
- fire notices are clearly displayed
- firefighting equipment is visible, accessible, and has a valid test certificate
- wheelie bins are locked or otherwise secured
- boiler and plant rooms are tidy and clear of combustible materials

6. Electrical equipment

Each Trust school will undertake to inspect and test all portable appliances by a competent person on an at least two yearly basis with a written annual visual check in between the years of PAT test.

The competent person will produce an inventory of test which will be maintained in the school and will be available for inspection.

Each Trust school will ensure that the fixed wiring inspections are completed on a 5 yearly basis by a competent contractor.

All staff must visually inspect electrical equipment before use for obvious defects.

Defective equipment must not be used, and must be labelled and reported in accordance with school arrangements as defective for replacement/repair.

If personal items of electrical equipment are required to be used in school then permission must be sought from **Jenna Wittman (Health and Safety Coordinator)** and the equipment must have a current portable appliance test.

7. Plant and equipment

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for work equipment and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment that require statutory inspection, for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be inspected by the Trust's insurers in accordance with statutory cycle for inspection.

Any personal protective equipment (PPE) required for the safe operation of plant and equipment will be supplied free of charge by the Trust. All employees must wear the PPE when operating the equipment.

8. Access equipment

All access equipment must be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Training and use of the equipment.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment with a formal written 6 monthly check (tower scaffolds and mowps will require specialist and more frequent checks).

9. Control of hazardous substances

All substances that may be considered hazardous to health will be assessed unless covered by CLEAPSS' hazcards.

A copy of the health and safety data sheet and COSHH assessment will be available in the location of where the chemicals are used / stored.

Any person using these chemicals will follow the information given on the COSHH assessment including appropriate storage and the wearing of identified personal protective equipment.

Staff must not bring any hazardous chemical onto the Trust site unless prior permission has been sought and a COSHH assessment has been completed.

10. Asbestos

Each Trust school maintains an asbestos register (even if there is no asbestos on site there still needs to be a register to state this) which is located within the school office. All contractors will be shown the register before work commences.

Any damaged or suspected damage to asbestos will be reported to the school's Headteacher/Head of School who will contact the Trust EHT and their DMIS Property Surveyor immediately.

11. Legionella

Each Trust school has a legionella survey which is located in the **Health and Safety Documents Folder for Milborne St Andrew First School.**

Each Trust school will have a Legionella survey which is reviewed at least annually, and there will be timely implementation of the action plan.

Each Trust school will maintain Legionella records with entries for weekly flushing and monthly temperature checks. **Briony Hosford (Milborne St Andrew First School, Administrator)** is responsible for ensuring the legionella checks are completed.

12. Transport on site

Schools to complete site specific arrangements for this area.

13. Violence

The Trust schools follow DC policy and guidance for violence at work. For further information please refer to the DC Violence at Work Policy (schools).

All incidents of verbal and physical abuse will be recorded on the accident/incident form and sent to the County Health and Safety Team and GTAT.

Any employee who suffers violence or aggression in the workplace will be provided with appropriate support.

14. Manual Handling

The Trust schools comply with the DC Manual Handling Policy and Procedures and completes risk assessments on any significant manual handling task. Employees who complete manual handling tasks will have suitable and sufficient training. For further information please refer to the DC Manual Handling Policy.

A suggested list of manual handling risk assessments for Trust schools is set out at Appendix B, but the actual school list is a local decision for the Headteacher/Head of School.

All manual handling risk assessments will be reviewed at least annually and also after any significant change, accident or incident. Manual handling risk assessments will be brought to the attention of all relevant staff.

A risk assessment proforma and further guidance on completing risk assessments on manual handling tasks is available in the DC manual handling policy and procedure and the Trust will develop and share a central library of model risk assessments. However, the Trust is not prescriptive about the format of written risk assessments so long as they are fit for purpose.

15. Risk assessments

The Trust schools comply with the DC Risk Assessment Policy. Risk assessments are completed for any significant risks in accordance with the DC Risk Assessment Policy.

A suggested list of core written risk assessments for Trust schools is set out at Appendix B, but the actual school list is a local decision for the Headteacher/Head of School.

All written risk assessments will be reviewed at least annually and also after any significant change, accident or incident. Written risk assessments will be brought to the attention of all relevant staff.

A risk assessment proforma and further guidance on risk assessment is available in the DC risk assessment policy and procedure, and the Trust will develop and share a central library of model risk assessments. However, the Trust is not prescriptive about the format of written risk assessments so long as they are fit for purpose.

16. Training and Records

The school will ensure that all staff has suitable and sufficient training to complete the tasks required of them. The school will ensure all training is recorded and up-date training is completed where required.

17. Display Screen Equipment (DSE)

Each Trust school will ensure that employees who are “significant users” of DSE have an up to date workstation assessment, and that the implementation of actions arising from the assessments is timely.

The Trust’s view is that other than in exceptional cases, teaching staff are not “significant users” of DSE for the purposes of this policy.

Employees will receive working at height training appropriate to their role. Employees must not use access equipment unless appropriate training has been given.

Each Trust school must maintain an inventory of access equipment, which must be stored securely and be visually checked before each use. A formally recorded 6 monthly check of access equipment will be carried out, except where specialist equipment requires more frequent checks.

18. Monitoring

The Trust schools have a DC Service Level Agreement for Health, Safety and Wellbeing and they are CMIOSH accredited. As part of this service the DC Health and Safety Team conduct a regular audits and reviews of the health and safety systems in each Trust school.

Each Trust school must complete an annual self-audit of the health and safety system.

Each Trust school must complete written termly premises inspections see Appendix C.

19. PE

The PE leader in each Trust school has a copy of the latest edition of the AfPE publication “Safe Practice in Physical Education” which is used to inform PE practice and risk assessment in the school.

All PE risk assessments will be reviewed at least annually and also after any significant change, accident or incident. PE risk assessments will be brought to the attention of all relevant staff.

Each Trust school must maintain an inventory of PE equipment, which must be stored securely and be visually checked before each use. PE equipment is formally inspected annually by a specialist.

20. Kilns

Kilns will be located in safe and secure locations, with operating procedures clearly displayed, and will be inspected and serviced annually by a specialist contractor.

Employees who may use the kiln will receive training appropriate to their role. Employees must not use a kiln unless appropriate training has been given.

A risk assessment will be prepared for each kiln which will be reviewed at least annually and also after any significant change, accident or incident. Working at height risk assessments will be brought to the attention of all relevant staff.

21. Outdoor play equipment

Each Trust school will have a risk assessment for outdoor play equipment, non-grass playing areas and playing fields.

Each risk assessment will be reviewed at least annually and also after any significant change, accident or incident. The risk assessments will be brought to the attention of all relevant staff.

Each Trust school must maintain an inventory of outdoor play equipment which must be visually checked before each session of use. Outdoor play equipment is checked as part of formal termly site inspections at each Trust school and is inspected and serviced annually by a specialist contractor.

22. Swimming pool

Each Trust school that has a swimming pool will have a Normal Operating Plan and Emergency Action Plan, informed by risk assessments which will be reviewed at least annually and also after any significant change, accident or incident. The risk assessments will be brought to the attention of all relevant staff.

Appropriate supervision will be provided at poolside whenever the pool is in use. Those responsible for the management and maintenance of the pool, and those responsible for poolside supervision will receive training appropriate to their role. Employees must not provide poolside supervision unless appropriate training has been given.

The pool water will be tested daily before, during and after use, with the results recorded and immediate action taken to restrict usage if required. Microbiological testing will be carried out periodically by specialist contractors.

The pool plant room will be kept locked, and the pool area will be secured when not in use.

23. Food

Each Trust school must comply with relevant school food standards legislation.

24. Driving at work – own vehicle

The Headteacher/Head of School of each Trust school or their delegate will ensure that relevant staff in their school hold valid driver documentation by completing a driver risk assessment form for each member of staff before they are permitted to drive on Trust business, and at least annually thereafter.

All drivers must have business use cover. Trust business includes driving between trust school sites, or driving to training courses or meetings that are held elsewhere than an employee's main place of work.

Drivers are legally responsible for ensuring that any vehicle they intend to drive is in a safe and roadworthy condition. They must ensure that any concerns about the vehicle (any damage or faults, or lack of road fund licence or MOT) are reported to their Headteacher/Head of School before driving on Trust business.

Drivers must notify their Headteacher/Head of School promptly in the event of any possible crash or collision, driving offences, proceedings or convictions that may impact on their legal entitlement to drive.

Drivers must notify their Headteacher/Head of School promptly of any injury, illness, impairment or other circumstance (such as a course of certain medication) that may affect their ability to drive.

25. Driving at work – school minibus

Trust minibuses will be operated in accordance with the DC Minibus & MPV Guidance Notes (June 2013).

The Headteacher/Head of School of each Trust school or their delegate will ensure that minibus drivers complete the minibus driver risk assessment form (as per the prescribed form in the DC Minibus & MPV Guidance Notes) for each member of staff before they are permitted to drive a Trust minibus, and at least annually thereafter.

26. Lone working

Each Trust school completes risk assessments for identified lone working arrangements. The schools comply with the DC Lone Working Policy.

Appendix A - School level delegation of responsibility

School:

Academic year:

	Activity/Task	Responsible Officer
A	Health & Safety Policy	
1	First Aid	
2	Accidents & Reporting	
3	Administration of Medicines	
4	Educational Visits	
5	Fire Safety	
6	Electrical Equipment	
7	Plant & Equipment	
8	Access Equipment	
9	COSHH	
10	Asbestos	
11	Legionella	
12	Transport on Site	
13	Violence	
14	Manual Handling	
15	Risk Assessments	
16	Training Records	
17	Display Screen Assessment	
18	Monitoring	
19	PE	
20	Kilns	
21	Outdoor Play Equipment	
22	Swimming Pool Management and Maintenance	
23	Food	
24	Driving at Work – own vehicle	
25	Driving at Work – minibus	
26	Lone Working	

Appendix B – Model Index of Risk Assessments

School:

Academic year:

	Activity/Task Heading (may be multiple RAs in each category)	Date Completed	Completed by:	Reviewed by:
A	Pre/post-school clubs and activities			
B	Art activities			
C	Cleaning			
D	Driving at work			
E	Design & technology activities			
F	Grounds maintenance			
G	Hot school meals			
H	Lone working			
I	Managing breaks and lunchtimes			
J	PE activities			
K	Pond			
L	PTA events			
M	Science activities			
N	Site management			
O	Site security			
P	Slips and trips			
Q	Snow and ice			
R	Transport on site			
S	Young workers			
T	Manual handling			
U	Violence at work			
V	Working at heights			
W	Educational visits (1 per visit)			
X	Outdoor play equipment			
Y	Non-grass play areas			
Z	Playing fields			
AA	Swimming pool			
AB	Food			
AC	Driving at work – own vehicle			

AD	Plant and equipment (including kilns)			
AE	Lettings			
AF	Fire			
AG	Water Hygiene/Legionella			