

Health and Safety Policy

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Southfields
Multi-Academy
TRUST



Southfields
Academy



Linden Lodge
School
A Specialist Sensory & Physical College

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Introduction

- 1.1. This document is provided by The Trustees, CEO and Principals/Headteachers of the Southfields Multi Academy Trust (MAT) in pursuance of the Health and Safety at Work etc. Act 1974 and subordinate legislation.
- 1.2. The document acknowledges the MAT's legal responsibilities and outlines the objectives of the MAT for the health and safety of its staff, pupils and visitors.
- 1.3. The document is issued to all Linden Lodge staff who are to read, understand and comply with its requirements.

Statement of Intent

- 2.1 The Board of Trustees, in consultation with the CEO of Southfields MAT accepts responsibility for all safety and environmental matters within the MAT including health and safety at work, environmental protection and fire safety. The Board of Trustees is aware of the requirements of the Health and Safety at Work etc. Act 1974, the Environment Protection Act 1990, the Environment Act 1995, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation. In keeping with the spirit and intentions of the Acts, and in accordance with guidance on safety and environmental matters, an Organisation (paragraph 3) and Arrangements (paragraph 4), to ensure that the MAT meets its legal and moral obligations and complies with legislation, has been set up.

2.2 The Board of Trustees is committed to achieving the highest standards in all aspects of safety and environmental protection within the MAT. To achieve these high standards Codes of Safe Working Practice have been produced to provide a practical guide for staff on current legislation.

2.3 All employees have a duty to themselves, to their colleagues and to visitors and contractors to work safely and in a manner, which prevents pollution and minimises the use of resources. All Academy staff should read and co-operate with the requirements contained within this document.

2.4 The Board of Trustees will make regular reviews of safety and environmental standards within their areas of responsibility to ensure compliance with all the standards as laid down.

2.5 Contractor and sub-contract staff and visitors have a similar duty of care and a right to a safe working environment. Like staff, they must ensure that they comply with the requirements of this statement and the Academy Codes of Safe Working Practice.

Organisation

3.1 The Board of Trustees

3.1.1 The Board of Trustees has overall responsibility for ensuring compliance with this Health and Safety Policy document. In particular, the Board of Trustees is responsible for:

- ensuring a health and safety policy is in place for each school (Linden Lodge and Southfields Academy);
- monitoring the application of the health and safety policy including consideration of inspection reports;
- prioritising actions where resources are required;
- ensuring actions are taken;
- including health and safety on The Board of Trustees meeting agenda; ➤ producing an annual report on health and safety; ➤ ratifying the local health and safety policy.

3.2 The MAT CEO and Principals/Headteachers of the Academy

3.2.1 The MAT CEO together with the Principals/Headteachers of the School have day to day responsibility for ensuring compliance with the policy statement and that all staff endeavour to ensure the safety of others; be they staff, pupils, parents, visitors or contractors. Specifically, they will be responsible for:

- ensuring that the Health and Safety Policy is prepared and, together with the Board of Trustees, is regularly reviewed;

- ensuring that an emergency evacuation procedure is in place and is regularly tested;
- day-to-day management of all health and safety matters in the School in accordance with the health and safety policy;
- passing on information received on health and safety matters to appropriate people;
- reporting to the MAT Operational Committee;
- liaising with the Board of Trustees and XSELV Limited, who will support the MAT in fulfilling their statutory requirement for the provisions of competent persons to comply with the Management of Health and Safety at Work Regulations 1999, on policy issues and any problems in implementing the health and safety policy;
- co-operating with and providing necessary facilities for trades union safety representatives.
- carrying out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by XSELV Limited
- ensuring regular inspections are carried out;
- submitting inspection reports to the Board of Trustees and XSELV Limited
- ensuring remedial action is taken where appropriate;
- arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced;
- identifying staff safety training needs;
- exercising effective supervision over those for whom they are responsible;
- being aware of safe working practices and setting a good example personally;

3.3 Facilities Manager and Premises Officer

3.3.1 The Facilities Manager and Premises Officer is responsible for:

- inspecting the buildings and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe (for example, by removing snow and ice in the Winter);
- inspecting the buildings and equipment on a termly basis
- recording all defects noted and, if minor, effecting immediate repair;
- reporting major defects to be repaired by outside contractors/authorities to the Principals/Headteachers
- ensuring that the fire alarm system is kept in a serviceable condition and for testing the system each week at by operating a manual call point as detailed in the Fire File
- assisting with the termly fire drill and recording the date of the drill, the evacuation time, the number of persons evacuated and feedback in the Fire Log Book;
- ensuring fire appliances are properly maintained, checked and kept in designated positions and that fire signage is correctly displayed;

- ensuring the monthly checking of emergency lighting for general condition of fittings and operation by simulation of mains failure. A contract is in place for the annual duration test.
- ensuring the monthly checking of fire doors – that the smoke and fire seals are intact and that the doors are not damaged
- all external contractors working within the School, reminding them of their obligations under this Policy and notifying them of any existing hazards;
- notifying the Principals/Headteachers of any hazards introduced by contractors on site;
- the correct storage of all equipment, tools, etc.;
- annually undertaking a risk assessment relevant to the work environment;
- annually ensuring all electrical appliances are Portable Appliance Tested as required and a record of testing is kept.

3.4 First Aid, Administration of Medicine & Accident/Incident Reporting

3.4.1 The Principals/Headteachers will ensure that a suitable number of staff, based on risk assessment, are qualified to administer first aid in an emergency.

3.4.2 The Medication Policy in Appendix 1

- Responsibilities of all staff, clinical staff and first aiders
- Location of first aid boxes and facilities
- Contents of first aid boxes and arrangements for the replenishing of stock
- Arrangements and process for the storing, administration and monitoring of medication
- Record keeping requirements

3.5 Employees

3.5.1 All staff are responsible for:

- taking care of themselves and others who may be affected by their acts or omissions;
- co-operating with the Principals/Headteachers to ensure that statutory requirements are met;
- not interfering with or misusing anything provided in the interest of health, safety or welfare;
- checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed;
- checking equipment is safe before use;
- ensuring they are aware of safe procedures and that these are followed;
- ensuring protective equipment is used when needed;
- participating in inspections and the Health and Safety Committee as appropriate;
- bringing problems to the attention of the line manager in the first instance;
- reporting any accident/potentially serious near miss involving pupils/students in classroom areas for which they have responsibility.

3.6 Health and Safety representatives

- 3.6.1 The Board of Trustees recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out School inspections within directed time wherever practicable. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Principals/Headteachers or the Board of Trustees.

Arrangements

4.1 Risk assessments

- 4.1.1 The Principals/Headteachers will ensure that suitable and sufficient risk assessments are carried out where appropriate including specific risk assessments e.g. lone working, violence etc. Risk assessment will follow the following steps:
- Identify hazards;
 - Evaluate the risk that these hazards present and to whom;
 - Identify suitable measures to reduce and control the risks;
 - Record the significant findings;
 - Monitor the effectiveness of the control measures; ➤ Review the risk assessment on a regular basis.

4.2 Training

- 4.2.1 Safety induction training must be given to all staff on commencement of work at the School.
- 4.2.2 All staff must be competent to perform their duties thus specific training is required where, for example, additional hazards exist or if specialist duties are required. Fire Wardens, those responsible for swimming pools and Facilities Managers/Premises Officers are among those staff requiring specific training.
- 4.2.3 A record of all training courses attended by staff should be maintained, preferably in their Personnel File.

4.3 Accident reporting

- 4.3.1 All accidents, no matter how minor, that occur to members of staff, are to be reported using the accident reporting proforma. These are kept securely. A copy of the completed form is to be sent to XSELV Limited at admin@xselv.co.uk.
- 4.3.2

Accidents to pupils/students and visitors must be reported in the same way as those to employees using the proforma. All forms returned to the Facilities Manager for review and action. The facilities manager will decide whether accident is or is not related to the school's undertaking.

4.3.3 Major accidents, i.e. any fatality, major injury, reportable disease or dangerous occurrence, must be reported immediately by telephone (07974 721 879) to XSELV Limited to enable a report to be submitted to the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

4.3.4 In the event of an unexpected death of a pupil, member of staff or visitor while in the care of Linden Lodge School, staff will ensure that the procedures outlined in this policy are followed without exception. The purpose of this policy and procedures is to ensure that Linden Lodge safeguards the dignity of the deceased, promptly informs and supports the family/next of kin, complies with relevant legal requirements and supports staff and pupils affected by the event. For further information please refer to Appendix 5 – Unexpected Deaths on Site Policy

4.4 Fire precautions

4.4.1 Every employee must ensure that:

- they know what to do in the case of fire;
- they are familiar with the sound of the alarm –
- on hearing the alarm, all classrooms and other areas are vacated in accordance with the Emergency Evacuation Plan APPENDIX 2/Fire File
- where possible hazardous electrical appliances are disconnected and all doors shut when vacating the premises; and
- they always check for any potential fire hazard at the end of the day.

4.4.2 Further, every employee must:

- NEVER ignore a fire alarm or disregard any notice on fire prevention.
- NEVER smoke in the School buildings
- NEVER be untidy and leave waste materials laying around.
- NEVER leave obstructions in passages or stairways.
- NEVER leave any temporary heating appliances burning when unattended.
- NEVER move or interfere with fire fighting appliances.
- NEVER leave electrical appliances plugged in when not in use.
- NEVER leave furniture etc. by fire exits or placed directly in front of electrical heaters.

4.4.3 Alarm sounding points (manual call points) are noted in the Fire File.

- 4.4.4 Locations of Fire extinguishers are noted in the Fire File.
- 4.4.5 All staff should know where the nearest fire fighting appliances are and the alarm sounding points around the School. The fire alarm is tested weekly and records maintained in the Fire File. Fire drills take place Termly.

4.5 Smoking and fire hazards

- 4.5.1 Smoking is not allowed in the School buildings or in the grounds of the school.
- 4.5.2 Cigarettes and matches should not be left where the pupils/students can have access to them. If teacher's light candles for any reason (e.g. religious services, scientific experiments, etc.) they should not be left unattended.

4.6 Use of machinery and work equipment

- 4.6.1 Care should be taken when using all machinery and work equipment which will be provided in compliance with the Provision and Use of Work Equipment Regulations 1998. If anyone does not know how to use a particular machine/equipment they should ask for help and advice before attempting to use it.
- 4.6.2 If there is a fault with any electrical equipment, the staff member who notices the defect should follow the School's defect reporting process. If the appliance is dangerous then the Facilities Manager/Premises Officer should be contacted immediately. The appliance should be removed or marked so that other staff do not attempt to use it.
- 4.6.3 All staff members must visually check all appliances prior to each use. If staff members are in any doubt as to whether the appliance is faulty or not, they should not use it.
- 4.6.4 Staff should not use their own electrical appliances unless they have been checked by the Facilities/Premises Manager. All electrical appliances are checked periodically by the Facilities Premises/Manager.
- 4.6.5 Computers/Display Screen Equipment (DSE) - No adult or pupil/student should work with DSE for more than 60 minutes without a short break, unless for a specific activity individually risk assessed. The School office has appropriate lighting for employees to work with DSE. All DSE users, those who use the DSE for an hour or more at a time must complete a DSE self-assessment under The Health and Safety (Display Screen Equipment) Regulations 1992.
- 4.6.6 Photocopying machines - Instructions as to how toner is to be replaced in the machines are to be followed exactly. The machines should be switched off each evening.

4.6.7 Solvent abuse – Pupils/students should not be allowed to use corrections fluids, Copydex and other solvent based products. They must be used only by an adult and stored with care.

4.7 Pupil safety

4.7.1 At Linden Lodge no pupil should be left unattended anywhere in the School buildings and should be escorted in accordance with advice from the Habilitation Team, around the grounds – no running, for example, to assembly, a P.E. lesson, etc. The teacher should remain with their class at all times unless they hand that responsibility over to another adult i.e. when the teacher has noncontact time or when the midday supervisors or LSAs are in charge.

4.7.2 No pupil/student is to carry glass or crockery and are to be reminded to take care when using scissors, compasses, etc.

4.8 General safety

4.8.1 All staff should ensure that working areas are sufficiently ventilated.

4.8.2 No hot drinks are to be walked around the School or taken onto the playground.

4.8.3 Health and Safety guidance will be provided to all staff on arrival on site.

4.8.4 All staff will be given a copy of the Staff Handbook and the Health and Safety policy at the commencement of their contract.

4.8.5 There is no parking available for staff at Linden Lodge. Parking within the Southfields grounds is for staff and official visitor only. In order to ensure the safety of pupils/students extreme care must be taken at all times. Parents should not drive in the school grounds unless it is to collect a sick child or it is outside the school day. The speed limit of 5 mph must be adhered to at all times.

4.9 Lone working

4.9.1 A specific risk assessment will need to be carried out in order to establish specific hazards and control measures required to reduce the risk.

4.9.2 Lone working may occur in the case of a member of staff working late in the evening or where the Facilities Manager/Premises Officer is required to work during a weekend or holiday.

- 4.9.3 Locking and unlocking the School should also be considered and, wherever possible, suitable communications systems put in place to minimise the risk.

4.10 Safeguarding – Access to school

- 4.10.1 Parents and guardians are requested to deliver pupils to and collect pupils from the designated area. Nursery children are taken to the nursery entrance. Students must enter via the designated entrance.
- 4.10.2 Parents must not take late pupils into the classroom but deliver them to the School reception office. If the pupils are young or new to the school, a settling-in period should be allowed. However, all staff should frequently remind adults of the correct procedures. Late students must report to the Reception. Any persistent problems should be reported to the Headteacher who will speak to the individuals concerned.
- 4.10.3 The pedestrian gate, before and after school, is opened and locked in accordance with Linden Lodge Appendix 3. At all other times the gate is only unlocked by a visitor pressing a button and alerting a member of the office staff.
- 4.10.4 The drive gates are open in accordance with Appendix 3. At all other times access can only be gained by the visitor alerting a member of the office staff.
- 4.10.5 All visitors and contactors will be instructed to report to the School reception and will be given a badge to wear and supervised whilst on the premises. Therefore, anyone without a badge has not conformed with this request and should be approached and asked to do so.
- 4.10.6 All staff, both teaching and support, have their DBS checked before they begin work in the School. The agencies that are used for supply staff vet their own staff. The school only uses agency staff who have been vetted in this way.

4.11 Safety on school visits

- 4.11.1 The Teacher-in-charge of an outing is responsible for all aspects of health and safety when off the School premises. A specific risk assessment must be completed for each outing. The risk assessments will consider Individual Health Care Plans and arrangements outlined in the Medication Policy.
- 4.11.2 When taking pupils/students out of school, mobile telephones should be taken so that in an emergency the school can be contacted and contact maintained between groups when travelling.

4.12 Cash handling

- 4.12.1 The amount of cash entering and being handled on the premises should be kept to a minimum. Cash must be kept in the School safe and should be banked on a regular basis, as a minimum either weekly or when a certain amount has accumulated.
- 4.12.2 Cash should be counted out of sight, for example in an inner room. Where staff necessarily need to take cash to the bank this should be carried out at random times and, in the instance of a member of staff being subjected to a robbery, should hand over the cash and report the incident immediately to the Police.

4.13 Manual handling

- 4.13.1 All staff involved in the lifting, pushing, pulling or carrying of equipment or pupils must receive training in compliance with the Manual Handling Operations Regulations 1992, prior to being asked to carry out such duties. Please see Appendix 6 Moving and Handling of Pupils Policy for more information.
- 4.13.2 A specific risk assessment must be carried out for all manual handling operations, if required.

4.14 Tree safety

- 4.14.1 All trees within School playgrounds/sites of a particular age and height must be checked for disease and checked to guard against falling branches annually. A Tree Survey will be carried out based on risk assessment, remedial action reviewed and scheduled, if required.
- 4.14.2 Similarly, all low level bushes etc. should be checked to ensure that they do not present a risk to pupils/students, either of scratches or skin or eye penetration by sharp twigs.

4.15 Asbestos

- 4.15.1 A copy of the Asbestos Register is to be kept in the Premises Office. The Register will include a site plan showing the location of all items/areas containing asbestos. All staff must be made aware of the dangers of disturbing asbestos, for example, they must be instructed not to use drawing pins in asbestos board.
- 4.15.2 The Facilities Manager/Premises Officer should be familiar with the location of asbestos within the premises and must ensure that contractors access the Asbestos Register prior to commencing work in School.
- 4.15.3 An Asbestos Management Plan is to be produced detailing how any asbestos containing material on the premises is to be protected.

4.15.4 The Asbestos Register and Management Plan are to be reviewed on an annual basis in Compliance with the Control of Asbestos Regulations 2012.

4.16 Hazardous Substances

4.16.1 The use of hazardous substances will be in accordance with the Control of Substances Hazardous to Health Regulations (COSHH)

- An inventory of all hazardous substances will be maintained and reviewed regularly
- All hazardous substances will have a Safety Data Sheet (SDS)
- A COSHH risk assessment will be completed for each hazardous substance used, stored together with the SDS and shared with relevant staff
- Where possible, exposure to hazardous substance will be prevented e.g. non-hazardous substance used and where exposure cannot be prevented control measures will be implemented
- Personal Protective Equipment will be provided, where identified in the risk assessment
- Any requirement for health surveillance will be carried out
- COSHH risk assessments will be monitored and reviewed annually to ensure that any new hazardous substance is included
- Supervision, instruction and training will be provided to relevant staff
- Minimal quantities of hazardous substance must be stored correctly on site and disposed of in accordance with the SDS ➤ Arrangements will be in place to deal with emergencies
- .

4.17 Legionella

An Exposure to Legionella Bacteria risk assessment is in place. All premises staff have received training on Legionella Awareness and this is renewable every 3 years.

4.18 Storage and use of oxygen

Oxygen is a very combustible material so it is essential that it is used and stored safely and correctly

- Oxygen will be stored in a well-ventilated area away from extreme temperatures, combustibles and naked flames e.g. cookers, hot works ➤ Cylinders will be kept securely

- At Linden Lodge if oxygen cylinders are being transported, cylinders should be secured in vehicles. If this is not possible the cylinder should be stowed in the rear footwell of the vehicle
- Warning signs must be displayed to advise that oxygen is stored, being used or transported

4.19 Hirers, contractors and others

- 4.19.1 When the premises are used for purposes not under the direction of the Headteacher, then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is an School sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this Policy.
- 4.19.2 When the premises are hired to persons outside the employ of the Board of Trustees it is a condition that all such hirers, contractors, and others using the School facilities or premises, are familiar with the requirements of this Policy. They will comply with all safety directives of the Board of Trustees and will not, without the prior consent of the Board of Trustees:
- introduce equipment for use on the School premises;
 - alter fixed installations;
 - remove fire and safety notices or equipment;
 - take any action that may create hazards for persons using the premises or the staff or pupils/students of the School.
- 4.19.3 Immediately prior to use the Facilities Manager/Premises Officer should meet the contractor or hirer regarding specific arrangements including site specific welfare facilities, emergency procedures are understood and requirements for any alterations to the environment to be made (e.g. alterations to the heating, ventilation including opening/closing of windows etc.), manual handling tasks (e.g. rearranging classroom furniture etc.) and any other task which may pose a risk to the user will be included in the contract which will be signed off by the user.
- 4.19.4 All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of the Headteacher, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Headteacher must take such actions as are necessary to prevent persons in their care from risk of injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied. Refer to Appendix 4

4.20 Emergency Planning

- 4.20.1 The Headteacher will ensure that a suitable and satisfactory Emergency Plan is prepared to cover all foreseeable situations which may place staff or pupils/students at risk. The Plan will be agreed by the Board of Trustees and regularly reviewed.
- 4.20.2 Procedures to deal with fire, bomb, gas leaks, electricity supply failure, lockdown and natural disasters, for example, flooding should be included in the Plan.
- 4.20.3 Evacuation points need to be established as far from the building as possible and consideration must be given to an off-site assembly point in the event of the School not being immediately re-accessible following an emergency evacuation, for example in the case of major fire damage. This will provide shelter whilst parents are contacted to collect pupils/students and/or arrangements for students to return home safely are made. Refer to Appendix 2.

4.21 Monitoring

- 4.21.1 The Policy is put into practice and monitored on a daily basis and the results of any monitoring carried out will be reported to the Board of Trustees. Termly Health & Safety monitoring inspections will be carried out by means of a walk around by the Health and Safety Team.
- 4.21.2 A report will be drafted and actions allocated with deadlines. Any items not rectified by the next inspection will be carried forward, items rectified will remain on the report for everyone to note.

4.22 Codes of safe working practice

- 4.22.1 This Policy will be supplemented by codes of safe working practice. These codes will be followed by all staff and will assist in the application of this Policy. See Appendix 8

4.23 Review

- 4.23.1 This policy will be reviewed annually or when a significant change has occurred.

Signature..... Chair of Governors Date

Signature..... Headteacher Date

Appendices

Appendix 1

Medication Policy

Appendix 2

Emergency Management Plan

Appendix 3

Safeguarding Policy

Appendix 4

Lettings Policy

Appendix 5

Unexpected Death Policy

Appendix 6

Manual Handling Policy

Appendix 7

Keeping Children Safe in Education 2018

Appendix 8

Codes of Safe Working Practices