



**Stowe Valley**  
MULTI ACADEMY TRUST

## **Health and Safety Policy**

Adopted by Trustees: 1<sup>st</sup> December 2020

Next Review Date: 23 November 2021

Person responsible for overseeing the implementation: CEO/Trust Head of Estates

Chair of Trustees signature: *C. L. Chevassut*

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**N.B. All references to legislation and guidance are as updated, amended or replaced from time to time.**



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

The Board of Directors of Stowe Valley Multi Academy Trust acknowledge the overall responsibility to provide and maintain safe and healthy conditions for all employees, children, clients, the community and any other parties that may be affected by our work activities.

As a trust we undertake, as far as is reasonably practicable, to provide safe places of work, safe equipment, safe systems of work, information, training and supervision as may be needed to create and maintain a safe and healthy work environment.

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

This Statement supplements Stowe Valley Multi Academy Trust Health & Safety Policy which will continue to be updated with appropriate guidance notes and each Academy will be responsible for disseminating this information to their staff.

As a management body, the Trust Board must ensure that school staff and premises comply with the health and safety policies and practices (e.g. reporting accidents, first aid provision etc.), and:

- Ensure, so far as reasonably practicable, the health, safety, and wellbeing of all staff, the health and safety of students in school and on off-site visits, and the health and safety of visitors to the school including volunteers involved in any school activity and contractors working on the school site.
- Assess the risk of all activities, both in school and off-site, introduce measures to manage the risks, and instruct employees about the risks and measures to control them.
- Ensure that staff are competent and trained in their responsibilities (including written records of training), and are actively involved in health and safety.
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the Trust Board may delegate these tasks to each Local Governing Body.

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## 1. Aims

Our Trust aims to:

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

## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

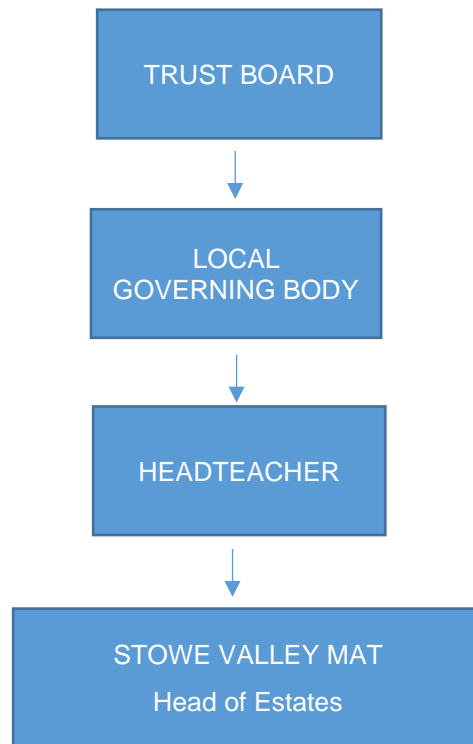
- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The Trust follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

### 3. Roles and responsibilities

#### DELEGATION CHART



#### 3.1 The Stowe Valley Multi Academy Trust

The Trust Board has ultimate responsibility for health and safety matters in the Academy, but will delegate day-to-day responsibility to Local Governing Bodies.

The Trust has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the Academy premises.

The Trust Head of Estates, as the Health and Safety Lead, has delegated responsibility for providing competent health and safety advice and support to the Trustees, LGBs and Headteachers, advising and assisting in the discharge of legal duty by:

- Ensuring familiarity with the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and any other health and safety legislation and buildings codes of practice which are relevant to the work of the Trust's schools
- Taking all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met
- Periodically assessing the effectiveness of the Trust's Health and Safety Policy and ensuring that any necessary changes are made and brought to the attention of the CEO and Trustees
- Monitoring the effectiveness of health and safety management across the Trust through appropriate level meetings and termly H&S inspections

- Ensuring a structure of reporting is in place at all levels, including governance, to ensure ongoing accountability, attention to maintaining high standards of health and safety practice and detecting, reporting and acting on any problems that arise.

### **3.2 The Local Governing Body**, has a duty to:

- Assess the risks to staff and others affected by Academy activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided

### **3.3 Head teacher**

The head teacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise students
- Ensuring that the Academy building and premises are safe and regularly inspected
- Ensure adequate training is provided for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensure appropriate security of the site consistent with all elements of students welfare
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the head teacher's absence, the deputy head teacher assumes the above day-to-day health and safety responsibilities.

### **3.4 Health and safety lead**

The nominated health and safety lead is the Trust Head of Estates.

### **3.5 Staff**

Academy staff have a duty to take care of students in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the Academy on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for students
- Understand emergency evacuation procedures and feel confident in implementing them

### **3.6 Students and parents**

Students and parents are responsible for following the Academy health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### **3.7 Contractors**

Contractors will agree health and safety practices with the site staff before starting work. Before work begins the contractor will provide evidence that they have completed a risk assessment of all their planned work.

### **4. Site security**

The site staff are responsible for the security of the Academy site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The site staff are key holders and will respond to an emergency.

### **5. Fire**

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff are automatically by default fire marshals for pupils in their care at time of fire detection. Staff will ensure all pupils exit via the nearest available route, sweeping the building making sure they close doors and windows behind them. Staff, students visitors and contractors will congregate at the assembly points.
- Form tutors/class teachers will take a register of students, which will then be checked against the attendance register of that day
- The Fire Leaders will take a register of all staff
- Staff and Students will remain outside the building until the emergency services say it is safe to re-enter

Each school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

### **6. COSHH**

Academies are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists

- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Heads of Department. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

*All hazardous substances are stored in locked cupboards or rooms where no student access is allowed.*

Any hazardous products are disposed of in accordance with specific disposal procedures.

### **6.1 Gas safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

### **6.2 Legionella**

- Water Risk Assessments are completed. A contracted company is responsible for ensuring that the identified operational controls are conducted
- This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of showers, etc.

### **6.3 Asbestos**

- Procedures are in place to ensure that staff are briefed on the hazards of asbestos, the location of any asbestos in the Academy and the action to take if they suspect they have disturbed it. A record of the briefings and any incidents where asbestos has been disturbed should be maintained.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe and that the site team should be informed immediately.
- A record is kept of the location of asbestos that has been found on the Academy site and this record is checked periodically for accuracy.
- Any other legal requirements for the management of asbestos should be clearly documented in procedures.

## **7. Equipment**

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards



- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### **7.1 Electrical equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the site team immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed, isolator switches should be clearly marked to identify the machine or other appliance that they relate to.
- Procedures are in place to identify when Portable Appliance Testing is necessary and a record of when testing is completed should be kept. Where necessary a portable appliance test (PAT) will be carried out by a competent person. Checks, such as checking of plugs, should only be undertaken by trained members of staff.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person. Inspection and testing of fixed wiring installations should be completed regularly and a record maintained of when this is completed and any issues identified. The frequency of such testing should be documented in procedures.

### **7.2 PE equipment**

- Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the site team

### **7.3 Display screen equipment**

- All staff who use computers daily as a significant part of their normal work can do a self-assessment display screen equipment (DSE) assessment. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

### **7.4 Specialist equipment**

Parents are responsible for the maintenance and safety of their children's wheelchairs. In the Academy, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

## **8. Lone working**

Lone working may include:

- Late working
- Home or site visits

- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

## **9. Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The site team retains ladders for working at height
- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

## **10. Manual handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The Academy will ensure that proper mechanical aids and lifting equipment are available in the Academy, and that staff are trained in how to use them safely.

Staff and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## **11. Off-site visits**

When taking students off Academy premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed

- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' contact details
- All staff are given information on the use of the first aid kit and actions to be taken

## **12. Lettings**

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the Academies health and safety policy, and will have responsibility for complying with it.

## **13. Violence at work**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/head teacher immediately. This applies to violence from students, visitors or other staff.

## **14. Smoking**

Smoking is not permitted anywhere on the premises.

## **15. Infection prevention and control**

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

Please refer to Covid-19 Return to School Risk Assessment for specific Covid-19 measures. Covid-19 Return to School Risk Assessments are available on individual Academy websites

### **15.1 Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### **15.2 Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

### **15.3 Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

### **15.4 Cleaning of the environment**

- Clean the environment frequently and thoroughly

- Clean the environment, including all equipment, frequently and thoroughly

### **15.5 Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

### **15.6 Laundry**

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

### **15.7 Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

### **15.8 Animals**

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from students
- Supervise students when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

### **15.9 Students vulnerable to infection**

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

### **15.10 Exclusion periods for infectious diseases**

The Trust will follow recommended exclusion periods outlined by Public Health England,

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## **16. New and expectant mothers**

Risk assessments will be carried out whenever any employee or student notifies the school that they are pregnant.

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

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

## **17. Occupational stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors.

Systems are in place within the Trust for responding to individual concerns and monitoring staff workloads.

## **18. Accident reporting**

### **18.1 Accident record book**

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the students educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **18.2 Reporting to the Health and Safety Executive**

The Trust Head of Estates will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Trust Head of Estates will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - 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)
- 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, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

### **18.3 Notifying parents**

The relevant academy will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **18.4 Reporting to Ofsted and child protection agencies**

The Trust will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in Academy care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Trust will also notify local child protection agencies of any serious accident or injury to, or the death of, a student while in Academy care.

### **18.5 Reporting accidents to LGB's**

- Each school should report regularly to its LGB about accidents that have required external notifications.
- An annual report any patterns of accidents and recommendations to reduce risk.

## **19. Provide suitable and sufficient risk assessments**

We have a 'duty of care' to make sure, as far as possible, your health, safety and welfare while you're at work. Risk assessment will be completed by a competent person to spot possible health and safety hazards.

## **20. Training**

ALL staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with students with special educational needs (SEND), are given additional health and safety training.

## **21. Monitoring**

This policy will be reviewed by the Trust every 2 years or before if required. At every review, the policy will be approved by the Trust.

## **22. Links with other policies**

This health and safety policy will link to other policies as appropriate.

Related policies –

Staff Wellbeing and Work Life Balance Policy