



Health and Safety Policy

Batley Multi Academy Trust

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Statement of Intent

Introduction

- The Trust recognises and accepts that every one of its employees, students and visitors are entitled to a healthy and safe environment.
- The Trust aims to establish and maintain safe working procedures amongst staff, students and all visitors to school sites.
- The Trust aims to have robust procedures in place in case of emergencies.
- The Trust aims to ensure that the premises and equipment are maintained safely, and are regularly inspected.
- All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others, and to co-operate to ensure statutory duties and obligations are fulfilled. The Trust's Health and Safety Policy can only be successfully implemented with the full cooperation of everyone concerned.
- The Trust is committed to ensuring the allocation of sufficient resources to ensure a safe and healthy place to work, providing appropriate information, instruction, training and supervision, and promoting worker consultation on matters of health and safety.



Julie Haigh

Chief Executive Officer, Batley Multi Academy Trust

February 2020

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.

Roles and Responsibilities

The Board of Trustees delegates operational matters and day-to-day tasks to the Headteachers and staff members.

The Board of Trustees

The Board of Trustees has ultimate responsibility for health and safety matters in the Trust, but will delegate day-to-day responsibility to the Headteachers.

The Board of Trustees 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 school premises.

The Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school 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.

Headteachers

The Headteachers are responsible for health and safety day-to-day. This involves:

- Implementing the Health and Safety policy.
- Ensuring that there is enough staff to safely supervise students.
- Ensuring that the school buildings and premises are safe and regularly inspected.
- Providing adequate training for school staff.
- Reporting to the Board of Trustees on health and safety matters.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- 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 Headteachers' absence, the Trust's Operations Director and Trust's Health & Safety Coordinator (together forming the Trust's H&S Team) assume the above day-to-day health and safety responsibilities.

Health and Safety Leads

The nominated health and safety leads are Mark Limbert (Operations Director), and Mandy Williamson (Trust Health & Safety Coordinator).

Staff

School staff have a duty to take care of students in the same way that a prudent parent/carer 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.
- Cooperate with the Trust 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.

Students and parents/carers

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

Contractors

Contractors will agree health and safety practices with the Headteachers (or through delegation) before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Site Security

School Caretakers are responsible for the security of the Trust sites in and out of school hours. They (or relevant individuals) are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

School Caretakers are key holders and will respond to an emergency.

Fire

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

Emergency evacuations are practised at least once a term.

The fire alarm is a loud signal, specific to each site, but detailed in each site's Fire Action Plan.

Fire alarm testing will take place in each site at a regular time, detailed in each site's Fire Action Plan.

New staff will be trained in fire safety and all staff and students will be made aware of any 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, students and visitors 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.
- Designated staff will take a register of all staff and visitors.
- All persons will remain outside the building until the emergency services say it is safe to re-enter.

The 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.

Invacuation

Individual school protocols must be followed in the event of invacuation being required in one of the Trust schools.

COSHH

Schools 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 and circulated to all employees who work with hazardous substances. Staff will also be provided with Personal Protective Equipment (PPE), where necessary.

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.

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

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

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.

Legionella

- Water Risk Assessments are completed for each site. The Trust's H&S Team is responsible for ensuring that the identified operational controls are conducted and recorded in each school's water log book.
- This risk assessment will be reviewed every 2 years or when significant changes have occurred to the water system and/or building footprints.
- The risks from legionella are mitigated by the following: regular monitoring of temperature, chlorination, disinfection, flushing etc.

Asbestos

- The location of any known asbestos in the school is made available on request and staff are briefed on the hazards, and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any known 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.
- A record is kept of the location of asbestos that has been found on the school site

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

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 appropriate staff immediately (technicians, caretakers).
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Where necessary for electrical appliances, a portable appliance test (PAT) will be carried out by a competent person.
- All isolator switches are clearly marked to identify their machine.
- 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.

PE Equipment

- Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that the equipment is set up safely.

- Any concerns about the condition of the gym floor or other apparatus will be reported to the caretaker.

Display Screen Equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. '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.

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, this must be in line with the school's lone working policy.

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:

- Footstools/kickstools are provided for low level access
- The Caretakers retain 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

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

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

- 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

Off-site Visits

When taking students off the school premises, we will ensure that:

- The individual school's trips and visits policy is followed.
- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, a portable first aid kit (where appropriate), information about the specific medical needs of students along with the parents' contact details.
- There will always be at least one first aider on school trips and visits (where appropriate).
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Lettings

This policy applies to lettings. Those who hire any aspect of the Trust's sites or any facilities will be made aware of the content of the Trust's Health and Safety policy and will have responsibility for complying with it.

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/Headteacher immediately. This applies to violence from students, visitors or other staff.

Smoking

Smoking is not permitted anywhere on the Trust's premises or vehicles.

Infection Prevention and Control (relevant to Early Years Foundation Stage provision schools)

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

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.

Coughing and sneezing

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

Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly.

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.
- School's SEND and safeguarding policies must be followed to effectively safeguard staff and students in the event of any children needing changing.

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.

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.

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.

Students vulnerable to infection

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The Trust 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. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

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.

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.

Occupational Stress

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

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

We take active and positive steps to help support staff who are experiencing stress. We do this by meeting with staff and working together through stress risk assessments. By doing this we are able to identify stressors and put appropriate assistance in place to help minimise stressors. We also utilise the support mechanisms within our Positive Management and Support of Attendance Policy.

We realise the stress implications when working within other policies such as our Disciplinary, Grievance, Capability and Redundancy Policies and support staff through these processes.

As an organisation we are able to refer people to an Occupational Health nurse for medical advice, as well as giving access to the services available through the HSF scheme including counselling support. We actively encourage working styles that promote a healthy work life balance.

Accident/Incident Reporting

Accident/incident 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. Each school will have its own method of recording. Accidents/incidents will then also be reported electronically using the Trust's reporting form, available to all staff. An accident form template can be found in appendix 2.
- As much detail as possible will be supplied when reporting an accident.
- Information about injuries will also be kept in the student's 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. We will take direction from our insurers should they need us to retain documents for longer than the minimum period.

Reporting to the Health and Safety Executive

The Trust's H&S Team 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's H&S Team 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.

Schools with Early Years Foundation Stage Provision

Notifying parents

School will inform parents/carers 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.

Reporting to Ofsted and Child Protection Agencies

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

The Headteacher will also notify other relevant agencies of any serious accident or injury to, or the death of a student while in the school's care.

Training

Our 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, DT or who work with students with special educational needs (SEND) are given additional health and safety training.

Monitoring

This policy will be reviewed by the Trust's H&S Team every 2 years, if there is a change in legislation or if something occurs which requires the policy to be reviewed.

At every review, the policy will be approved by the Board of Trustees.