



The Golden Thread Alliance

Health and Safety Policy

Date Reviewed	<i>Spring 2026</i>
Next Review Date	<i>Spring 2027</i>

This policy has been adopted by all schools within The Golden Thread Alliance



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Review of Procedures

The Health and Safety Policy for The Golden Thread Alliance will be reviewed regularly and revised, as necessary.

Any amendments required to be made to the policy because of a review will be presented to the Chief Operating Officer for approval.

Statement of Intent

The Golden Thread Alliance recognises that ensuring the health and safety of colleagues, pupils and visitors is essential to the success of the Trust and its schools.

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We are committed to:

- a. Providing a safe and healthy working and learning environment.
- b. Preventing accidents and work-related ill health.
- c. Meeting our legal responsibilities under health and safety legislation as a minimum
- d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- e. Ensuring safe working methods and providing safe work equipment.
- f. Providing effective information, instruction, training, and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Trustees, Local Governors, colleagues, and pupils will play their part in its implementation.

Name: _____ **Signature:** _____
(Chair of Trustees)

Name: _____ Signature: _____
(Culverstone Green Primary School Headteacher)

Name: _____ Signature: _____
(Fleetdown Primary Academy Headteacher)

Name: _____ Signature: _____
(Meopham Primary Academy Headteacher)

Name: _____ Signature: _____
(Oakfield Primary Academy Headteacher)

Name: _____ Signature: _____
(The Riverview Academy Headteacher)

Name: _____ Signature: _____
(Temple Hill Primary Academy Headteacher)

Name: _____ Signature: _____

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(West Hill Primary Academy Headteacher)

Name: _____ Signature: _____
(Wrotham Road Primary School Headteacher)

Name: _____ Signature: _____
(Chief Executive Officer)

Date _____

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1 Introduction

- 1.1 In order to achieve compliance with the Statement of Intent, the Academy's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

2 The Trustees

- 2.1 The Trustees are responsible for ensuring that:
- a) This policy statement is clearly written, and it promotes a positive attitude towards health and safety in colleagues and pupils.
 - b) The Headteacher is aware of their health and safety responsibilities and has sufficient experience, knowledge, and training to perform the tasks required.
 - c) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
 - d) Sufficient funds are set aside with which to operate safe working practices.

Health and safety performance is monitored, failures in health and safety policy or implementation recognized, and policy and procedure revised, as necessary.

3 The Headteacher

- 3.1 Reporting to The Trustees, the Headteacher has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available to achieve this.
- a) They will plan as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
 - b) They provide the final authority on matters concerning health and safety at work.
 - c) The Headteacher will make decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks in an appropriate manner.
 - d) The Headteacher will ensure they have access to competent health & safety advice. This is provided through appropriately trained and experienced colleagues, suitability accredited contractors and the Trust's external Health & Safety Consultants, In House Safety.

4 The Chief Operating and Financial Officer (COFO)

- 4.1 The Chief Operating and Financial Officer working in conjunction with the Trust's Health & Safety Consultants, will advise the Headteacher on the Health and Safety Policy. Acting for and on behalf of the Chief Executive Officer, they have the responsibility for implementing and monitoring the policy, principally through the Headteacher.

The Chief Operating and Financial Officer will achieve this by ensuring that:

- a) This policy is clearly communicated to all relevant persons
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for colleagues and their safety representatives.
- d) All colleagues are provided with adequate information, instruction and training on health and safety issues.
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their responsibilities and have sufficient experience, knowledge, and training to undertake them.
- f) Risk assessments of the premises and working practices are undertaken.
- g) Safe systems of work are in place as identified from risk assessments.
- h) Emergency procedures are in place.
- i) Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to inspect the premises and monitor performance.
- l) Accidents are investigated and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled.
- n) A report to the Trustees on the health and safety performance of the school is completed termly.

5 Teaching/Non-Teaching Colleagues holding posts/positions of special responsibility

5.1 This includes the Deputy Headteacher, Assistant Headteacher, Head of Early Years, Curriculum Co-ordinators, School Business Manager and Site Manager. They must:

- a) Apply the Trust's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher
- c) Ensure that all colleagues under their management are familiar with the health and safety procedures for their area of work
- d) Resolve health, safety, and welfare problems that colleagues refer to them and refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe and record these inspections where required
- f) Ensure, that the provision of sufficient information, instruction, training, and supervision enables other employees and pupils to avoid hazards and contribute positively to their own health and safety
- g) Ensure all accidents are investigated in line with policy and appropriate records are kept

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- h) Include health and safety in the regular reports of the Headteacher to the Local Governing Committees

6 Special Obligations of Class Teachers

6.1 Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out
- b) Follow the health and safety procedures applicable to their area of work
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary
- d) Ensure the use of personal protective equipment and guards where necessary
- e) Make recommendations to their Headteacher or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment, or machinery
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation
- h) Regularly check their classrooms for potential hazards and report any observed to the Site Manager
- i) Report all accidents, defects and dangerous occurrences to the Headteacher or Site Manager

7 Obligations of the Academies' Chef Managers

7.1 The Chef Manager is responsible for the safe operation of the catering facilities and must:

- a) Be familiar with the Trust Health and Safety Policy
- b) Prepare risk assessments for all catering activities
- c) Ensure that all kitchen colleagues are instructed and informed to work in accordance with these documents
- d) Inform the Site Manager, Trust Catering Manager or Headteacher of any potential hazards or defects
- e) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned

School colleagues must not use the catering facilities and equipment without the prior agreement of the Headteacher and Chef Manager.

8 Obligations of all Colleagues

8.1 All colleagues must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, and other persons
- b) Observe all instructions on health and safety issued by the Trust, Local Governing Committee, Headteacher, or any other person delegated to be responsible for a relevant aspect of health and safety
- c) Act in accordance with any specific health and safety training received
- d) Report all accidents and near misses in accordance with current procedure
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities
- g) Inform their Line Manager of all potential hazards to health and safety, and particularly, those which are of a serious or imminent danger
- h) Inform their Line Manager of any shortcomings they identify in the Trust or schools' health and safety arrangements
- i) Exercise good standards of housekeeping and cleanliness
- j) Co-operate with the any appointed/elected safety representative(s) and the Enforcement Officers of the Health and Safety Executive
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered

9 Obligations of Contractors

- 9.1 When the premises are used for purposes not under the direction of the Headteacher e.g. the provision of school meals, then, subject to the explicit agreement of the Trustees, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control
- 9.2 All contractors who work on the premises are required to identify and control any risk arising from their activities, inform the Headteacher of any risks that may affect the school colleagues, pupils and visitors and provide evidence of their insurance and copies of their own risk assessments of work to be undertaken
- 9.3 All contractors must undergo induction training for each school site and must always be aware of the Trust's Health and Safety Policy and emergency procedures and comply with these
- 9.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of school colleagues, pupils and visitors

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10 Pupils

10.1 Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of colleagues given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

11 Visitors and Other Users of the Premises

See also the Safeguarding and Child Protection Policy for the checks undertaken for regular visitors.

- a) Where facilities are shared, the school will ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, e.g. Youth Service, Adult and Community Learning and cleaning contractors, outside colleagues based in school.
- b) The Health & Safety at Work Act etc. 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to school premises
- c) All visitors to the school must comply with the Health and Safety Policy and procedures.
- d) Visitors are required to sign in via the Sign In System implemented by the Trust
- e) Where applicable, visitors will be required to wear a 'visitors' identification badge that is supplied by the school
- f) Where reasonably practicable, visitors will be accompanied at all times by a responsible employee
- g) Should a fire or emergency occur or the fire alarm activated whilst visitors are on school premises, the visitors will be escorted to the fire assembly point
- h) Should an incident or accident occur involving a visitor, this must be reported using Medical Tracker and an investigation undertaken as soon as possible by the School Business Manager. If the incident is of a serious nature or fatal, the Headteacher, Chief Operating and Financial Officer and the enforcement authority must be contacted immediately
- i) Adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures
- j) Persons 'hosting' visitors must ensure:
 - i. Visitors are alerted to the establishment's safeguarding procedures including fire procedures
 - ii. Visitors adhere to the school's 'No Smoking' Policy,

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- iii. Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles
- iv. Visitors record their presence on the premises in the appropriate logbook,
- v. Where applicable, visitors are provided with and wear an identification badge,
- vi. Visitors are accompanied or authorised to enter the premises,
- vii. Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied,
- viii. 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,
- ix. Visitors report all accidents, incidents and near misses to the host,
- x. Visitors wear protective clothing that is supplied, when necessary.

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Procedures and Arrangements

Introduction

The following procedures and arrangements have been established within each school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The list provides a summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Colleague Intranet Team.

Accident and Incident Reporting & Investigation

All colleagues are required to ensure that all accidents are reported to the School Business Manager who will work in conjunction with the Chief Operating and Financial Officer to ensure that the accident is investigated and reported to Trustees, the Local Governing Committees and the Health and Safety Executive, as appropriate.

All Health & Safety reporting will be recorded using the designated software systems, currently Medical Tracker.

Accidents involving parents, visitors or contractors will also need to be reported via Medical Tracker and advice from the Health and Safety Advisor should be sought immediately.

For more serious accidents or if the colleague or pupil is not able to return to school for more than seven days, then the RIDDOR procedure should be followed. If an injury is RIDDOR reportable, the Health and Safety Advisor may be notified to give guidance and an accident/investigation form completed along with witness statements, via Medical Tracker.

RIDDOR reportable accidents should be reported online via the HSE website www.hse.gov.uk in conjunction with advice from the Health and Safety Advisor.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported via Medical Tracker so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

Please refer to the Accident and Incident Reporting and Investigation Procedure for further information.

Asbestos

This section only applies to those schools where asbestos containing materials have been or may have been on site.

To minimise risk from asbestos containing materials on the school site, The Golden Thread Alliance and the school maintain a safe and healthy environment by:

- complying with all regulations concerning the control of asbestos.
- removing asbestos containing materials where the risk to building users is unacceptable

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- Monitoring the condition of remaining asbestos containing materials on site on an annual basis.
- The School Business Manager has responsibility for implementing the Asbestos Management Plan developed for the school by a competent company.
- where necessary communicating to all colleagues and visitors where asbestos containing materials are located on the school site via the asbestos register maintained in the school office.
- Having appropriate emergency procedures in place, defined in the Asbestos Management Plan, to deal with any unauthorised release or exposure to asbestos fibres.
- Ensuring all ACM is clearly labelled
- The Site Manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.
- Colleagues must not affix anything to walls, ceilings etc. without first obtaining approval from the Headteacher, School Business Manager or Site Manager.
- Colleagues must report any damage to asbestos materials immediately to the Headteacher.
- Where damage to asbestos material has occurred, the area must be evacuated and secured. The Headteacher will immediately notify the Chief Operating and Financial Officer and Chief Executive Officer, as well as the Chair of Trustees and the Chair of the Local Governing Committee.

A copy of the Asbestos Policy is available for colleagues in the Colleague Intranet channel and can be made available for contractors and visitors, upon request.

A copy of the schools Asbestos Management Plan will be made available for colleagues and contractors to see when required.

Communicable Diseases

Due to the age and number of children present in educational establishments it is not uncommon for them to contract a variety of communicable diseases.

The Public Health Agency has produced guidance in the form of a poster titled "Guidance on Infection Control in Schools and other Childcare Settings".

This document provides guidance on the prevention and spread of communicable diseases and promotes a co-ordinated approach to the management of communicable disease in schools, colleges and nurseries.

The exclusion periods for common infectious diseases and skin infections are also included in this document.

Please also refer to our Control of Infections Policy for further information.

Contractors

The Golden Thread Alliance and its schools recognise its responsibilities in relation to the use of contractors.

In any contractor/client relationship, both parties will have duties under Health and Safety law. Similarly, if the contractor employs sub-contractors, to carry out some or all of the work, all parties will have some

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health and safety responsibilities. The client in these circumstances is either The Golden Thread Alliance or the school.

The client must be satisfied that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

The client and contractor are required to agree the risk assessment for the contracted work and the preventative and protective steps that will apply when work is in progress. Consideration should be given to those risks from either party's work that could affect the health and safety of the workforce or anyone else.

The client will manage and supervise the work of the contractors. The more impact the contractor's work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities of the client. The client therefore requires sufficient knowledge and expertise to manage and supervise the contracted work.

The school will ensure that contractors visiting their premises do not pose a risk to their own health and safety or that of others present within the establishment.

The Site Team are responsible for ensuring that all contractors on site are aware of the asbestos log, fire and emergency evacuation procedures.

Commented [KG1]: Or is this the SBM?

Commented [LT2R1]: Site Manager

The Site Team should inform all contractors of any known hazards that might affect them whilst at work. Contractors in turn should notify the School Business Manager/Site Manager of any hazards arising from their activities, which may affect the occupants of the establishment.

Commented [KG3]: Or is this the SBM?

Commented [LT4R3]: Site Manager

The cleaning contractors are responsible for the safety of the cleaning areas and must notify the School Business Manager of any hazards.

All contractors should report to the front office on arrival, be signed in and abide by the school's site rules.

Further information is available within our Managing Contractors Policy.

Curriculum Safety (including out of school learning activities)

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to colleagues and pupils.

The risk assessments must be made known to all teaching and support colleagues and reviewed regularly.

Guidance from CLEAPSS, Association for Physical Education (AfPE) and other lead bodies should be adopted as appropriate.

All leaders of out of school activities must complete full risk assessments, in line with School policies, in consultation with the designated senior leader.

Display Screen Equipment

The Display Screen Equipment (DSE) Regulations 1992 require employers to minimise the risks to employees who habitually use display screen equipment as a significant part of their normal work.

Other people, who use DSE only occasionally, are not covered by the requirements of the regulations, however, employers still have general duties under other health and safety at work legislation.

Where users are identified, the following must be ensured:

- Workstations are assessed using an appropriate workstation assessment checklist and the risks reduced, as applicable;
- Workstations meet the minimum requirements as outlined on the checklist;
- Work is planned to allow adequate breaks or changes of activity;
- On request, eye tests are arranged, and a contribution made towards spectacles if they are required for DSE use; and
- Health and safety training and information is provided.

Colleague identified as responsible for carrying out DSE assessments will undertake a DSE assessors training course.

Colleagues are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Educational Visits and Journeys

The Health and Safety at Work Act 1974 places a duty on employers to ensure the health, safety and welfare of employees and others (pupils) who may be affected by the work activities. This includes all educational visits, whether local, national or international.

In order to safely manage educational visits, The Golden Thread Alliance and its schools follow guidance issued by the DfE titled "Health and safety of Pupils on Educational Visits"

In accordance with this guidance the school will designate an appropriately trained Educational Visits Coordinator and have developed an Educational Visits Procedure to manage this process.

No educational visit will be allowed to proceed unless an educational visits risk assessment has been completed and the visit has the approval of the Headteacher, for adventurous activities, residential visits and international visits, The Golden Thread Alliance.

Electrical Safety

The Electricity at Work Regulations 1989 set out specific requirements on electrical safety. These Regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained to prevent danger. 'Systems' includes all apparatus as well as the mains supply.

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All portable electrical appliances should be visually checked before use. In particular, attention should be paid to the condition of power cables and of their terminations, as these are often damaged, wrenched and jerked, which may loosen their connections.

Portable Appliance Testing will be carried out by an appropriate contractor appointed by The Golden Thread Alliance and records shall be maintained on the school site by the School Business Manager. Any item which fails such a test must have the appropriate 'fail' sticker attached to it and must be removed from use for repair or replacement.

Fixed electrical installations are arranged by the Site Manager and should be inspected by a competent person appointed by the school at least every five years or frequency determined by the competent person. The school will ensure that any C1 or C2 recommendations identified in the inspection report are appropriately addressed.

Colleagues and pupils may not bring their own personal electrical appliances into the school unless they have had the earth-bond and insulation checked by a competent person.

All colleagues must be familiar with school procedures and report any problems to the Site Manager.

Fire Precautions and Emergency Procedures

The Regulatory Reform (Fire Safety) Order 2005 places duty on employers to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire. The Golden Thread Alliance has appointed a competent company to undertake fire risk assessments and provide competent fire safety advice.

The Headteacher is ultimately responsible for fire safety but may have other competent people to assist them to carry out their duties. These include:

- ensuring recommendations identified in the fire risk assessment have been undertaken,
- reviewing the fire risk assessment on a regular basis,
- developing an Emergency Evacuation Plan,
- ensuring appropriate procedures are in place to call and liaise with the local Fire and Rescue Service
- Ensuring that Personal Emergency Evacuation Plans (PEEPS) for colleagues or pupils with impaired mobility have been completed.
- Ensuring that Fire wardens have been appointed at the school
- Organising termly fire drills
- Ensuring appropriate fire safety records are being maintained.
- Ensuring that colleagues have received appropriate fire safety training for their position.

The Site Manager shall ensure that appropriate competent contractors have been appointed to ensure that the Fire Safety systems are being serviced and maintained in a suitable condition at the required intervals. Contractors will be appointed for:

- Fire Fighting Equipment including Extinguishers

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- Fire Alarm and Detection Systems
- Emergency Lighting Systems

All colleagues have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear and to report any defective or damaged firefighting equipment, such as fire extinguishers.

Any fire that occurs within the premises, however minor, must be reported to the Headteacher and School Business Manager.

First Aid

The Health and Safety (First Aid) Regulations 1981 set out a duty of care on employers to provide adequate and appropriate first aid provision for employees.

The Health and Safety (First Aid) Regulations 1981 do not oblige employers to provide first aid for members of the public. However, The Golden Thread Alliance and its schools have decided that because they provide a service for others, including the public, pupils and others on their premises they will consider them when making their assessment of first aid needs. Advice and guidance is provided in the HSE document L74 "First Aid at Work".

A first aid assessment of needs for the school has been undertaken by the School Business Manager. A copy of the completed assessment is located in an appropriate location on site. This can be accessed by relevant and required persons and will be held in a shared location. This assessment determines an appropriate level of first aid cover for the school.

It is usually necessary to ensure that there is at least one first aider available at all times, taking into consideration colleague absence, holidays, lunch breaks, before and after hours, etc.

Colleagues nominated to administer first aid will attend one of the following courses: first aid at work, emergency first aid, and paediatric first aid or equivalents. (*Whichever is deemed most appropriate*). This training will be monitored and refresher training provided at the required intervals.

Details of the nominated persons with first aid responsibilities are on prominent display around the school site.

The school shall ensure that appropriate first aid equipment is suitable located and maintained around the school site as determined by the first aid needs analysis.

Any accidents requiring first aid must be reported using the accident reporting procedure.

Further information regarding First Aid can be found in the First Aid and Medicines policy.

Commented [KG5]: Do we have one of these for each school?

Commented [LT6R5]: Yes

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Gas Safety

Under the Gas Safety (Installation and Use) Regulations 1998 and the Gas Safety Regulations 2001, any work on gas systems and appliances could only be carried out by persons registered on the Gas Safe Register.

The Golden Thread Alliance ensures that the chosen competent contractor is suitably qualified and experienced to service and maintain the gas appliances within the school and properties, namely commercial boilers, domestic boilers, domestic gas appliances and catering appliances etc.

The Golden Thread Alliance will ensure that the chosen competent contractor will attend the school site on the terms of the service contract, which shall be at least annually.

The school Site Team will monitor the gas appliances on site and will take appropriate actions and report to the relevant competent contractor any defects found.

The school shall maintain the relevant gas safety records on site.

If you smell gas:

- Do not use any naked flames/other ignition sources
- Open doors and windows
- Contact the gas board
- Do not switch on or off the lights or any portable switch appliance switch
- Shut off the gas
- Evacuate the premises, if appropriate

Glass and Glazing

All glass in doors and side panels must be safety glass and all replacement glass is to be of safety standard. The condition of glass is monitored by the Site Team and any glass in a dangerous condition must be immediately replaced. Any single glazed units are checked regularly by the Site Team and high-risk areas filmed or replaced with laminated glass as deemed necessary. A regular glass and glazing survey will be carried out by a competent contractor and records kept up to date.

Hazardous Substances

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 impose duties on employers to protect employees who may be exposed to substances hazardous to health at work, and others who may be affected by such work.

COSHH covers chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on the packaging, then the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases, biological agents that cause diseases such as Leptospirosis or Legionnaires Disease; and biological agents used in laboratories.

Commented [KG7]: Does this still apply to all our schools?

Commented [LT8R7]: I think C.GPS is the exception

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COSHH doesn't cover lead, asbestos or radioactive substances because they have their own specific regulations.

The Site Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The Trust will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice is carried out to identify and assess the risk of hazardous substances. COSHH risk assessments and data sheets will be obtained from the contract cleaning company and any other contractor using an alternative product.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All colleagues are reminded that no hazardous substances should be used without the permission of the Headteacher. The Site Manager will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by colleagues or older pupils under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area.

Health and Safety Advice

The Golden Thread Alliance will ensure that its schools have access to competent safety advice provided by an appropriate company.

Housekeeping, Cleaning and Waste Disposal

Where the school contracts cleaning services (A key element of The Golden Thread Alliance's vision is a clean and comfortable environment for learning and living; the provision of high quality cleaning and personal responsibility by all for keeping our schools clean and tidy is essential to this) from outside bodies via an annual Service Level Agreement or oversees cleaning "in house", on a day-to-day basis, the Site Team will:

- ensure that cleaning is done to a high standard and that rubbish is kept to a minimum and is cleared away.
- ensure that wet floor warnings are in place to minimise risk of slips and falls. All areas are dry mopped to prevent any risk of slips.
- dispose of glass and sharp objects safely.
- put in place arrangements for snow shifting (see also Severe Weather Risk Assessment).
- ensure, as far as possible, that waste and recycling bins are at safe distance from buildings and that they are secure.

Commented [KG9]: Please ensure this section is correct.

Commented [LT10R9]: All good

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Ensure that all contractors provide a copy of their own health and safety policy, risk assessments, safety data sheets and training records via a Contractor Checklist.

Inclusion

All teaching and support colleagues should be familiar with the Trust SEND Policy and supporting guidance.

The Headteacher is responsible for ensuring that there are adequate facilities and support colleagues to ensure the health, safety, and welfare of any pupil with SEND.

All teaching and support colleagues must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The SENDCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEND. No pupil should be excluded from an activity on the grounds of health and safety, unless this is unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be taken and agreed in advance and authorised by the Headteacher.

Jewellery

The school guide for parents outlines guidance for the safe wearing of jewellery. Pupils are encouraged to wear only appropriate items of jewellery.

Lettings/Shared Use of Premises/Use of Premises outside School Hours

Employers have a general duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of their employees at work, and others who are not employees but use their premises. The Act also requires that when parts of the building are used by other organisations that there is "co-operation and co-ordination" between the two parties for the purposes of health and safety.

All parties using the Trust properties will be made aware of the Trust's Health & Safety Policy. They will be required to confirm their adherence to it and the application of its contents in order to successfully occupy the agreed areas. This policy will form part of any contract for short or long-term letting.

The Headteacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the Trust's Health and Safety Policy and Lettings Policy.

The Site Team will undertake regular compliance checks to ensure that:

- the fire alarms are working;
- emergency lighting is working;
- fire doors are working;
- escape routes are clear;

- the hirer is aware of escape routes.

Legionella/Water Management

The Control of Substances Hazardous to Health Regulations 2002 relates to the risk from hazardous microorganisms, including Legionella. Under these regulations, risk assessments and the adoption of appropriate control measures are required to be put in place.

The Headteacher will ensure that an adequate risk assessment of the water systems in its buildings is carried out by a competent person; and will identify and assess the risk of exposure to Legionella bacteria from work activities and water systems on the premises and any necessary precautionary measures.

The school shall maintain a copy of the Legionella Risk Assessment on site for reference purposes.

The school shall ensure all water systems are subject to monitoring, inspection and testing at regular intervals by a competent person. The written records of the monitoring, inspection and testing, in the form of logbook or register, should be maintained and should be retained for at least five years.

Where the risk assessment shows that there is reasonable foreseeability of risk and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective.

Any queries regarding Legionella risk management should be referred to the School Business Manager who will consult with the competent person. The Water Management Policy is available for all colleagues in the Colleague Intranet channel and can be made available to contractors or visitor upon request.

Further information can be found on HSE website www.hse.gov.uk Legionnaires' disease - a guide for employers.

Lifting Operations and Lifting Equipment

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) apply to any item of lifting equipment including new or existing equipment, second-hand or leased equipment and the accessories used for lifting.

- Lifting equipment is work equipment designed and used for lifting and lowering loads; such as cranes, lifts, and hoist; and includes its attachments used for anchoring, fixing or supporting it.
- Accessories for lifting are work equipment for attaching loads to machinery for lifting, such as chains, ropes, slings, hooks, shackles and eyebolts.
- Load includes a person.

Generally, LOLER requires that lifting equipment provided for use at work is:

- Strong and stable enough for the particular use and marked to indicate safe working loads;
- Positioned and installed to minimise any risks;
- Used safely, i.e. the work is planned, organized and performed by competent people; and
- Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

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The Golden Thread Alliance requires that all lifting equipment installed or in use in its schools is clearly marked to indicate the safe working load. Where the safe working load is affected by the configuration of the equipment, then the equipment must be marked to indicate its safe working load in each configuration. Accessories for lifting, such as slings, must also be marked with their safe working load.

The Golden Thread Alliance also requires that all lifting operations are properly planned by a competent person, appropriately supervised and carried out safely. This includes undertaking either a generic or specific risk assessment of the operation, as appropriate.

Colleagues must not use lifting equipment unless they have received appropriate training. Colleagues must use the equipment in an appropriate manner, according to the information received in training and from their Line Manager.

The Golden Thread Alliance requires that all lifting equipment undergoes a thorough examination by a competent person before it is first put into use, unless the equipment has an EC declaration of conformity made not more than 12 months before the equipment is put into service or it is accompanied by physical evidence of its last thorough examination. The Golden Thread Alliance will ensure that a competent person is appointed for this purpose.

Ongoing thorough examination must be undertaken to ensure that lifting equipment remains safe for use. In the case of lifting equipment for the lifting of persons or an accessory, a thorough examination is required at least every six months, for other lifting equipment a thorough examination is required at least every 12 months.

The school will ensure that the following documentation (where available) is kept:

- An EC Declaration of conformity to be kept for the life of the equipment.
- Examination reports to be kept for the following periods of time:
 - Before first use, the examination reports of the lifting equipment should be kept until the equipment is no longer in use. This applies to both installed and freestanding equipment.
 - Before first use, examination reports of lifting accessories should be kept for a minimum two years after the report was made.
 - Ongoing examination reports should be kept until the next examination report is received or for a period of two years whichever is later.

Local Exhaust Ventilation (LEV)

The Workplace (Health, Safety and Welfare) Regulations 1992 specify general ventilation requirements.

Control of Substances Hazardous to Health (COSHH) Regulations require that, where hazardous substances are used, they should either be contained or safely dispersed (i.e. Local Exhaust Ventilation). The regulations also set compliance requirements for LEV systems used to control exposures to hazardous substances.

Where required, the school will ensure that all LEV systems are maintained to standards suitable for their purpose and that visual checks are carried out every week by trained personal.

Commented [KG11]: Is this relevant to our schools?

Commented [LT12R11]: Yes

All LEV systems should be subject to a thorough inspection and testing at least every 14 months by a competent person. The written records of the visual checks (with findings), test and inspection, in the form of logbook or register, should be maintained for at least five years and be available for examination. TRUST will arrange for this testing to occur.

Lone Working

The Health and Safety at Work Act 1974 places a duty on employers to ensure the health, safety and welfare of employees. The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work. This will include the risks to colleagues from lone working.

Lone workers have been defined by the HSE as “those who work by themselves without close or direct supervision”. Lone workers are found in a wide range of situations and can be divided into those who work at fixed establishments (where only one person is on site, where people work separately from others, or where people are working out of normal working hours), and those who are mobile workers, working away from their main working base.

The Trust and its schools will ensure that all lone working activities are identified and the risks from such lone working activities are assessed through risk assessments and control measures identified and implemented to minimise the risk to the health and safety of colleagues.

The Trust recognises that certain medical conditions, disabilities or other personal circumstances may make lone working inappropriate or increase associated risks. Any colleague who believes that have a health condition that may affect their ability to work safely alone must report this to their Line Manager as soon as possible.

The Line Manger will ensure that a risk assessment is completed in consultation with the colleague and, where appropriate, with Occupational Health or the People Team. Where required, reasonable adjustments or additional controls, restricting lone working, increased supervision will be implemented.

Lone working will not be permitted where the assessment identifies significant risk that cannot be adequately controlled.

All colleagues that work alone must be competent to carry out the activities they are engaged in and must have received sufficient information to enable them work alone safely and to be able to summon help and assistance if required.

All colleagues must follow the defined lone working procedures and report immediately any issues, concerns, near issues or changed to their health that could affect their safety while working alone. Line Managers are responsible for ensuring that such issues are assessed promptly and that additional controls are out in place where required.



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To ensure the safety of colleagues and in line with best practice, home visits are not to be undertaken alone. Where home visits form part of a colleague's role, two colleagues must attend and visits must be planned and risk assessed in advance.

All colleagues who work during school closure periods are required to sign in and out via the Sign In System. This means that Site Team know who to account for in the event of a fire or other emergency.

Support colleagues who work during school closure periods are expected to use their mobile phones to enable them to contact the Site Team immediately if required.

Managing Medicines & Drugs

No pupil is allowed to take medication on the school site without a letter of consent from their parent or carer.

Colleagues must notify the Headteacher if they believe a pupil to be carrying any unauthorised medicines/drugs.

The Trust's policy for First Aid and Medicines, as well as the Supporting Pupils with Medical Needs policy provides detailed guidance and all colleagues should be familiar with this policy.

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Site Manager.

The Site Team are responsible for inspection of the following items:

- ladders, steps and scaffold examined each time they are used and kept secure
- fire alarms to be tested weekly
- emergency lighting to be tested monthly
- fire exits to be inspected monthly
- fire extinguisher to be inspected monthly
- fire doors to be inspected monthly
- records kept for fire safety equipment and all health and safety checks.

An annual inspection of all gymnasium equipment takes place by a competent company. Any defective items are highlighted and repaired or replaced as necessary.

All faulty equipment must be taken out of use and reported to the Site Manager. Colleagues must not attempt to repair equipment themselves.

Manual Handling and Lifting

The Manual Handling Operations Regulations 1992 apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Commented [KG13]: Do we need to amend to 'are expected to use their mobile phone to enable them to contact the site team' ?? I don't recall support colleagues having walkie talkies...not all of them anyways!

Commented [LT14R13]: Yes

Employers are required to:

Avoid the need for manual handling, so far as is reasonably practicable;

Assess the risk of injury from any hazardous manual handling that can't be avoided;

Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

The school will be responsible for carrying out risk assessments for all manual handling activities, which pose a significant risk of injury to colleagues and to update and review as necessary

Employees are required to:

- Follow appropriate systems of work;
- Make proper use of equipment provided;
- Co-operate with their employer on health and safety matters;
- Inform the employer if they identify hazardous handling activities;
- Take care to ensure that their activities do not put others at risk.

All colleagues involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed. The school will ensure appropriate training records are maintained.

If a colleague develops any medical/physical condition, the School Business Manager should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support colleagues who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

New and Expectant Mothers

The Management of Health & Safety at Work Regulations 1999 place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their employees to which they are exposed whilst at work in order to identify the measures that need to be taken to comply with health and safety legislation.

In addition, the regulations identify two groups of workers; New mothers and Expectant mothers; for whom a specific risk assessment must be undertaken, or an existing risk assessment must be reviewed in order to identify any additional control measures that may need to be taken.

A "new or expectant mother" is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding.

When a colleague notifies the school in writing that they are in any of the above groups, then a specific risk assessment must be carried out to cover the activities and tasks that person undertakes and any

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specific hazards that may be involved during the course of her work. This must be reviewed and updated on a termly basis, or sooner if changes in condition are advised.

The main areas of concern for new and expectant mothers fall into three main categories of physical, biological and chemical.

Please also see our People Manual.

Noise at Work

The Control of Noise at Work Regulations 2005 are in place to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or suffer from tinnitus.

It is the responsibility of the employer to assess and identify measures to eliminate or reduce risks from exposure to noise. Where the risks are low, the actions taken may be simple and inexpensive, but where the risks are high, they should be managed using a prioritised noise-control action plan.

As a general rule in the school, noise will be considered to be a hazard if:

- Colleagues have to raise their voices to carry out a normal conversation when approximately 2m apart for at least part of the day
- Colleagues use noisy powered tools or machinery for more than half an hour each day
- Colleagues are exposed to high levels of noise for a significant part of their working day.

Where noise is perceived to be a risk to colleagues, the school will:

- Assess the risks to employees;
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if the noise exposure cannot be reduced enough by other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction, training and health surveillance

There should be consideration given to the effects of hand arm vibration caused by some machinery / tools and an appropriate risk assessment should be carried out. More information and a calculator can be found at:

<https://www.hse.gov.uk/vibration/hav/vibrationcalc.htm>

Some colleagues will be given particular consideration when making a noise risk assessment, for example people with a pre-existing hearing condition, those with a family history of deafness (if known), pregnant women.

Outdoor Play Equipment

The outdoor play equipment and safer surfacing complies with BS/EN standards and is formally inspected annually by a competent contractor.

Health and Safety Policy

Accordingly, the playground and all playground equipment is visually checked on a daily basis by appropriate colleagues and a termly inspection is also undertaken by the Site Team. These checks will be recorded and signed by the person responsible for undertaking them.

Risk assessments have been completed for each item of equipment and all colleagues supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment should not be used.

Pupils and pupils' siblings are not permitted to use the play equipment after school hours. Any colleagues who observe unauthorised use of the play equipment must report it to the Headteacher or Site Manager immediately.

PE Equipment

The PE Co-ordinator is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments have been completed for all PE activities, and all colleagues must be familiar with these. These are written in consideration of AfPE guidance.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Head of Department.

Permit to Work

Contractors working on the premises carrying out 'hot work' and other hazardous activities will need to follow the required permit to work system gaining authorisation from the Site Team first before starting work. This also includes Working at Height, and Confined Spaces. (See Managing Contractors policy.)

Personal Protective Equipment (PPE)

The Personal Protective Equipment Regulations 1992 are designed to protect people from risks to their health.

PPE should be properly assessed before use to ensure its suitability and must be maintained and stored properly. Employees should be provided with instructions and training on how to use PPE safely and be supervised to ensure the equipment is being used correctly, by their line manager

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PPE is defined in the regulations as “all equipment (including clothing protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety”, e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

All PPE should be identified through risk assessment, but only if the identified risks cannot be reduced by other means.

Subject areas provide pupil, teaching and support colleagues with suitable PPE in accordance with their risk assessments. PPE identified for use in a particular situation must be worn when necessary by the identified persons.

Any colleagues or pupils who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Colleagues must report any lost or damaged PPE to the Headteacher.

Poster on Health and Safety Law

These are located in a prominent place and will be updated by the School Business Manager.

Risk Assessments

The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work, and any others who may be affected by their undertaking.

The risk assessment must be recorded and reviewed if it is no longer valid, if there have been significant changes in the matters to which it relates, or annually, whichever is the sooner.

A Blank Risk Assessment Proforma is available to record risk assessments.

The school will be responsible for ensuring that risk assessments are undertaken, recorded and reviewed within the establishment by appropriately qualified and identified colleagues.

Employees' have a duty to cooperate with their employer when they are conducting risk assessments and for cooperating with them in implementing any remedial action or control measures to reduce the risk.

Colleague involvement and consultation will be ensured during the risk assessment process.

Note:

The regulations stipulate that a specific risk assessment must be undertaken for new and expectant mothers, young persons (under 18 years of age).

Statutory risk assessments are also required for COSHH, DSE, PPE & Manual Handling

Risk assessment forms are completed annually by all subject and phase leaders and those responsible for the buildings, the fabric of the school and those leading trips and educational visits. These are issued and monitored by the School Business Manager and reviewed by the relevant head of department.

All risk assessments will be maintained in a shared location accessible by all colleagues.

School Gates

During designated gate opening and closing times, the Trust will ensure that an appropriate nominate adult is present to supervise the gate continuously for the entire period it remains open.

School Transport – e.g. minibuses

The Provision and Use of Work Equipment Regulations 1998 set out specific requirements for selection, maintenance and inspection of work equipment, and the provision of appropriate instruction, information and training, to ensure its safe use. These regulations cover minibuses that the school either owns or hires.

Each minibus must have a Section 19 Permit disc displayed on the windscreen to enable its use without having to comply with the full passenger carrying vehicle entitlement (PCV) operator licensing requirements and without the need for their drivers to have PCV entitlement.

It is the responsibility of the school to ensure that a Section 19 Permit is displayed on the minibus windscreen at all times.

Minibus drivers must be over the age of 21 and have received appropriate minibus training. The school shall maintain a list of appropriately qualified minibus drivers.

All minibus drivers must complete the vehicle log each time the minibus is used and carry out a pre-use and post-use check.

All vehicles must have:

- An MOT if over 1-year-old (13 or more passenger seats) or 3 years old (12 or less passenger seats);
- A valid certificate of insurance;
- A fire extinguisher complying with BS 5423;
- A first aid kit.

The minibus must, as a minimum, be subject to the following:

- Pre-use and post-use checks by the driver
- Annual maintenance (including MOT);
- Safety checks between annual maintenances

Please also see our Minibus Policy.

Security

Specific responsibility for school security is not set down in legislation. However, school security is related to health and safety. Therefore, the Headteacher should consider what security measures are necessary to ensure, as far as reasonably practicable, the safety of the colleagues and pupils.

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The Site Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls/fences, entrance points, outbuildings and external lighting.

The Site Manager is also responsible for the security of the site during after school use and lettings.

The two principal aspects of security in an education setting are the security of school premises both during school hours and out of school hours and the personal safety of colleagues and pupils.

There are a number of methods for enhancing security. Knowledge of previous incidents and seeking advice from relevant internal and external agencies will be considered when determining the most appropriate security measures.

Examples of security measures:

- Controlled entry system at gates and main entrance.
- Fencing around perimeter
- Intruder alarm system
- Visitors signing book and badge system
- Procedures for dealing with trespassers
- Appropriate recording procedures for incidents relating to security
- Lockdown due to civil disturbances etc.

Internal/ External Agencies:

- Police – in particular, Crime Prevention and School Officers
- Fire and Rescue Services – in particular, Fire Safety Officers

Colleagues must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception. If an intruder becomes aggressive, colleagues should seek assistance.

Meetings with parents who have previously been verbally abusive or threatening in their behaviour to colleagues should only be held in the reception area of the school where assistance is available. The Headteacher or, in their absence, the deputising senior colleague, should be notified in advance of these meetings.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Headteacher and formally recorded.

Site Maintenance

The Site Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

They will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Headteacher.

Health and Safety Policy

All colleagues are responsible for reporting any damage or unsafe condition to the Site Manager immediately. The job book is:

Culverstone Green Primary School	i Am Compliant
Fleetdown Primary Academy	I Am Compliant
Meopham Community Academy	i Am Compliant or a site folder outside the SBM office
Oakfield Primary Academy	Site maintenance log for non-urgent jobs and white board for urgent jobs
The Riverview Academy	I Am Compliant
Temple Hill Primary Academy	Site Maintenance Log
West Hill Primary Academy	Log book in the Staff Room
Wrotham Road Primary School	Caretaker's Office

The office team will contact them by mobile if the matter is urgent.

Reported defects reports will be checked daily and appropriate measures undertaken on a risk assessed basis. If defects cannot be rectified satisfactorily then other measures will be taken to make the area or situation safe until a permanent repair can be made.

Smoking

It is illegal to smoke or vape anywhere on the school premises.

Colleague Consultation and Communication

Any matters of health and safety raised by colleagues shall be communicated to their Line Manager, School Business Manager or the Headteacher.

Colleague Training & Development

The Golden Thread Alliance and its school are committed to providing all colleagues with the appropriate information, instruction, training and supervision to enable them to undertake their duties safely and without risk to themselves or others.

All new colleagues will receive specific information and training as part of the school induction process.

Health and safety training, and refresher training will be organised for colleagues as appropriate and training records (including induction) will be kept. The school has access to the iHasco Training System for the provision of the majority of safety training. The school is also able to seek specific safety training from other specialist providers as required or as mentioned in the health and safety management plan.

Stress and Colleague Wellbeing

The Trustees and Chief Executive Officer are responsible for taking steps to reduce the risk of stress in the Trust by taking measures to ensure colleagues are supported through:

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- An environment in which there is good communication, support, trust, and mutual respect
- Training to enable them to carry out their jobs competently
- Control to plan their own work and seek advice as required
- Involvement in any major changes
- Clearly defined roles and responsibilities
- Consideration of domestic or personal difficulties
- Individual support, mentoring and referral to outside agencies where appropriate

Teaching Colleagues – all teaching colleagues have a clear line management structure within which they work, and it is the responsibility of line managers to monitor stress levels and the general wellbeing of colleagues in their team. In particular cases of stress or illness, colleagues are encouraged to raise any concerns with their Line Managers and ultimately the Headteacher.

Support Colleagues – all admin, site and extended services colleagues are responsible to the School Business Manager, whereas Midday Meals Supervisor and Teaching Assistants are responsible to Deputy Headteachers and Class Teachers respectively.

Matters of stress and wellbeing should be raised with their Line Manager and will be monitored by their Line Manager. All support colleagues also have the right to raise matters through the Leadership team of the school.

All Colleagues – are supported by The Golden Thread Alliance. The wellbeing of all colleagues is of the highest priority of The Golden Thread Alliance and it will explore all avenues to help ensure the happiness and security of its employees.

Swimming

Children are instructed by ASA Qualified Instructors who are police vetted and health checked. The programmes take place in local authority pools and Sports Centres and are subject to the Swimming Programme Service Specification.

All colleagues must ensure that they are familiar with the local authority swimming guidance before accompanying any swimming groups.

Vehicles on Site

The Workplace (Health, Safety and Welfare) Regulations 1992 require that workplaces are organised to ensure that vehicles and pedestrians can move around safely. This includes organisation of traffic routes to enable pedestrians and vehicles to circulate safely.

A risk assessment of traffic management within the school grounds and immediate vicinity should be carried out.

The following key issues should be considered when carrying out the traffic management risk assessment:

Health and Safety Policy

- By law, pedestrians or vehicles must be able to use a traffic route without causing danger to the health or safety of people working near it;
- Roadways and footpaths should be separate whenever possible or vehicular access restricted during times of high pedestrian traffic;
- Protection for people who work near vehicle routes;
- By law, traffic routes must also keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead on to them, so the safety of pedestrians is not threatened;
- As far as possible, parked vehicles are kept out of the flow of traffic and people;
- Drivers are notified of designated parking areas on entering the site;
- Parking areas are demarcated, which reduces manoeuvring and reversing for large vehicles;
- As far as possible, avoid reversing. When this is unavoidable make sure effective systems are in place to control it;
- As far as possible schedule vehicle movements to prevent overcrowding, of site and surrounding roads;
- By law, traffic routes must also be suitably indicated where necessary for reasons of health or safety;
- Install clear signs to tell drivers and pedestrians about the routes they should use;
- Where signposts are used, they should be constructed to Highway Code Standards; and
- Make sure the signs are kept clean and visible.

Violence/Personal Safety of Colleagues

The Management of Health and Safety at Work Regulations 1999 places duty on employer to consider and assess the risks to employees. This would include the risk of reasonably foreseeable violence.

Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally, in circumstances relating to their work.

Physical or verbal abuse of colleagues within the school will not be tolerated. Consequently, a risk assessment will be undertaken to identify and minimise the risk to colleagues from potentially violent persons or situations. The Headteacher is responsible for undertaking a risk assessment to cover potential violence at work.

Colleagues will, where appropriate, receive information, instruction and training on the risks from potential violence and aggression and how to avoid or minimise potential violent or aggressive situations.

All acts of physical or verbal abuse must be reported using the appropriate report procedures. As an employer, The Golden Thread Alliance and its schools will support any employee who is assaulted or threatened in the course of their duties.

Visitors

All visitors must sign in and out at the school reception desk. This includes parents, carers, guardians, peripatetic teachers and specialists. A badge will be issued which must be worn at all times in school.

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Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

Working at Height

The Work at Height Regulations 2005 requires that, "every employer shall take suitable and sufficient action to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury".

The school will assess the risks from working at height and make plans to either avoid the work at height, or to do the work more safely.

Six monthly inspections are carried out in each school for their ladders.

Where working at height cannot be avoided suitable and appropriate work equipment will be provided and a daily permit issued for the duration of the work. It will be inspected, tested and maintained on a regular basis by a competent person and records will be kept. An annual inspection of equipment used to work at height will be carried out by the Site Team. The school has a Ladder Checklist and a register to record the inspection and maintenance of ladders and/or other access equipment for this purpose.

Colleagues using the equipment should carry out visual checks prior to every use. Colleagues must follow defined work procedures and safe systems of work whilst working at height. Any faulty equipment should be taken out of use immediately and the Site Team should be informed.

All colleagues involved in working at height will be given full information, instruction and training in the use of any relevant equipment.

Colleagues are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays, then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when you are alone. If you are planning to use a step ladder ask the Site Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder.

Never overreach. Try always to keep one hand free on the ladder to steady yourself

Work Experience

Students on work placements/experience are regarded in health and safety law as employees and therefore must be provided with the same health, safety and welfare protection given to other employees.

Health and Safety Policy

Work experience may be defined as a placement on an employer's premises in which a student carries out a range of tasks or duties, more or less as an employee, but with the emphasis on the learning aspects of the experience.

Students who are under the age of 18, taking part in work experience/placements, are considered Young Persons under health and safety law. The Management of Health and Safety at Work Regulations 1999 require employers to specifically take account of young person's when carrying out their risk assessments. All work experience students aged 16 and over must have an Enhanced DBS check undertaken via their place of education.

The Headteacher will be responsible for carrying out risk assessments and maintaining records. Significant findings will then be brought to the attention of students on work experience and the measures they need to take to avoid the risk before they work in the area.

The school will ensure that the parents or guardians of children, i.e. those under minimum school leaving age (MSLA), are informed of the key findings of the risk assessment before the placement begins.

All young people and students on work experience will be provided with appropriate induction, information, instruction, training and supervision.

Adults who supervise children on work experience

Barred list checks must be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity. These considerations will include whether the person providing the teaching/training/instruction/supervision to the child on work experience will be:

- unsupervised themselves; and
- providing the teaching/training/instruction frequently (more than three days in a 30-day period, or overnight).

If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. If so, the School will ask the employer providing the work experience, to ensure that the person providing the instruction or training is not a barred person.

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Appendix 1 – Supporting Policies and Procedures

Supporting Policies and Procedures in the schools channel within the Colleague Intranet

- Educational Visits
- First Aid & Medicines
- Managing Contractors
- Safeguarding Policy (Child Protection)
- Curriculum Specific Policies
- Behaviour
- Code of Conduct
- Fire risk assessment and procedures
- Accident and Incident Procedure

Appendix 2 – School Specific Risk Assessments, linked to the Health and Safety Policy

Culverstone Green Primary School Appendix to Health & Safety Policy

Use of the Ride on Lawn Mower

The Headteacher is responsible for ensuring that the ride on lawn mower is used in accordance with the Health and Safety Policy, and only for the purpose of cutting the school playing field. The mower may only be driven by persons who have undertaken, and passed, appropriate mower training. The mower risk assessment must be read and understood in advance of driving commencing. This risk assessment is reviewed on an annual basis. The mower will also undergo a service annually.

Pond/Wildlife Area

The pond and wildlife area are no longer being constructed. This area has been sealed off with clear signs deterring entry. The gate to this area is also kept locked.

Any health and safety related issues or defects within the area will be reported promptly to the Site Manager and addressed as a priority, no unsupervised access will be allowed at any point.

School Gates

The entrance gate will be appropriately manned at the start and end of the school day by the Senior Leadership Team. All colleagues, including anyone asked to cover gate duty will have been briefed on the gate procedures. This ensures that colleagues are clear on their roles and responsibilities in managing safe entry and exit to the site and in maintaining effective supervision at the gates.

Fleetdown Primary Academy Appendix to Health & Safety Policy

Pond/Wildlife Area

The pond and wildlife area is located within our Quad area and is fenced off with and has an access gate which is locked. It is covered with netting.

This area is only used by pupils under the direct supervision of a competent colleague and in conjunction with the health and safety policy. The pond risk assessment is reviewed and updated annually, and in between if required. Any health and safety related issues/defects within the area are reported to the Site Manager and addressed as a priority, prior to pupils being allowed further access. No unsupervised access is allowed at any point.

Pod in KS1 and KS2 Playground

It is the responsibility of the colleague/third party using the pod for any purpose to ensure that the security of the pod is paramount and is locked safely after use and that any heating/fans are switched off.

School Gates

Drop off entrances (either classroom fire exits or access control exits on KS2 playground) are manned by colleagues at drop off and collection times to welcome/dismiss the children. The main exit gates to EYFS

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are then locked, as is the gate to the KS2 playground. The main gate to the office and the main gate to Treasure Chest are left open but no access can be made beyond these points. Pupils are dismissed only to known adults or adults they have been informed are collecting them on the day. Any adult who is not expected is not permitted to take the child until a phone call has been made with parents or carers to gain consent. Colleagues are aware of their responsibilities and are reminded in briefings and through signposting to the site security RA.

Meopham Community Academy Appendix to Health & Safety policy

Muddy conditions during winter months

The school field at Meopham is highly likely to become slippery and dangerous during periods of heavy rainfall during the winter months (Oct- March). This will result in areas of the field being out of use for the pupil and additional measure taken to prevent slips and falls throughout the school (additional cleaning, additional matts, restricted use of multiple entrances and stringent use of wellies).

Perimeter Security

The perimeter security has been mentioned in our latest RPA inspection.

Currently, measures are in place to ensure the perimeter of the school remains secure. An outer gate is locked with a padlock during peak times to ensure parents on use the pedestrian entrances. Internally, keypads and padlock combinations are used and changed regularly so children cannot use exit doors unsupervised.

The future plans will be to install a higher perimeter gate and introduce 'secured entry' doors to the main entrance of the building.

The Pond

This area is used by pupils under the direct supervision of a competent colleague and in conjunction with the Health and Safety Policy. The pond risk assessment will be reviewed and updated annually, and in between if required. Any health and safety related issues or defects within the area will be reported promptly to the Site Manager and addressed as a priority, prior to pupils being allowed further access. No unsupervised access will be allowed at any point.

School Gates

All gates will be appropriately manned at the start and end of the school day by colleagues wearing hi-vis jackets and using radios to communicate. All colleagues allocated to gate duty will have been briefed on the gate procedures. This ensures that colleagues are clear on their roles and responsibilities in managing safe entry and exit to the site and in maintaining effective supervision at the gates.

Oakfield Primary Academy
Appendix to Health & Safety Policy

Canteen Building

The Headteacher is responsible for ensuring that the It is the responsibility of the assigned supervising adult/midday meals supervisor to ensure that the pupils transition to and from the externally located canteen building and are supervised at all times to ensure their safety whilst crossing the pathway and that all pupils are accounted for.

Hut

It is the responsibility of the colleague/third party using the Hut for interventions to ensure that the security of the Hut is paramount and is locked safely after use and the heating is turned off.

Lone working with a child, a risk assessment has been completed, parents have been informed, TED posters and DSL posters are displayed in the Pod.

In the event of a fire or lockdown, there is a sounder in the pod to alert them.

All third-party personnel have received an induction to communicate the lockdown and fire evacuation procedures.

Pod

It is the responsibility of the colleague/third party using the Pod for interventions to ensure that the security of the Pod is paramount and is locked safely after use and the heating is turned off.

A risk assessment has been completed, parents have been informed, TED posters and DSL posters are displayed in the Pod.

In the event of a fire or lockdown, there is a sounder in the pod to alert them.

All third-party personnel have received an induction to communicate the lockdown and fire evacuation procedures.

Drop off area

It is the responsibility of the parent and carer to ensure that they enter the drop-area and park their vehicle safely in the allocated bays. The parent and carer ensure that their child exits the vehicle onto the pathway safely and promptly and allows their child to walk down the path and into the school independently. The drop-off area has painted parking bays and signage to ensure the safety of pedestrians and drivers and ensure the smooth running of the drop-off process.

School Gates

The school's three pedestrian gates operate on a timer system and are only open for set periods throughout the day.

The vehicular drop-off area is supervised by members of staff wearing high-visibility jackets, along with a member of the Senior Leadership Team (SLT) and the Family Liaison Officer (FLO) each day. All colleagues allocated to drop-off duty are aware of their roles and responsibilities.

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**The Riverview Academy
Appendix to Health and Safety**

Forest School

Forest School is risk assessed separately and must be read and understood by colleagues using the area. The risk assessment is reviewed on an annual basis. All forest school trees are included within a yearly tree inspection.

Trim Trails

Trim trails are to be supervised by colleagues when used by children during school hours and at After School Club.

School Gates

Both the Marling Way and Cimba Wood gates at Riverview will be appropriately manned at the start and end of the school day by members of the staff team. All staff allocated to gate duty will have been briefed on the gate procedures and will have read and signed the specific risk assessment relating to the start and end of day arrangements. This ensures that staff are clear on their roles and responsibilities in managing safe entry and exit to the site and in maintaining effective supervision at the gates.

**Temple Hill Primary Academy
Appendix to Health & Safety Policy**

Car park and main school entry

As there is no designated foot path, the use of vehicles is prohibited between 8:20-8:50am and 3-3:30pm daily to reduce the risk of accident/injuries.

Forest School

Forest School is risk assessed separately and must be read and understood by colleagues using the area. The risk assessment is reviewed on an annual basis. All forest school trees are included within a yearly tree inspection.

External play equipment

Trim trails and outdoor gym equipment are to be supervised by colleagues when used by children during school hours.

School Gates

Both the Hilltop Gardens (Nursery gate) and St Edmunds Road gates will be appropriately manned at the start and end of the school day by colleagues. All colleagues allocated to gate duty will have been briefed on the gate procedures and will have read and signed the specific risk assessment relating to the start and end of day arrangements. This ensures that colleagues are clear on their roles and responsibilities in managing safe entry and exit to the site and in maintaining effective supervision at the gates.

Health and Safety Policy

While we make every effort to ensure these arrangements run smoothly each day, there may occasionally be circumstances that affect staffing or timings. We will always do our best to maintain safe and effective supervision, and we are grateful for the understanding and support of our school community.

West Hill Primary Academy Appendix to Health & Safety Policy

Forest School and Outdoor Classroom Areas

These areas will be used by pupils under the direct supervision of a competent colleague and in conjunction with the health and safety policy. Both the Outdoor Classroom and Forest School risk assessments will be reviewed and updated annually, and in between if required. Any health and safety related issues/defects within these areas will be reported promptly to the Site Manager and addressed as a priority, prior to pupils being allowed further access.

Adventure Playground Area

This area will be used by pupils under the direct supervision of a competent colleague and in conjunction with the health and safety policy. The Play equipment will be serviced and checked by a competent contractor annually. In addition to this there will be weekly visual inspections by the Site Manager to check that the equipment is safe for the children to use.

The Adventure Playground risk assessment will be reviewed and updated annually, and in between if required. Any health and safety related issues/defects within the area will be reported promptly to the Site Manager and addressed as a priority, prior to pupils being allowed further access.

School Gates

All school gates along Lawrence Hill Road at West Hill Primary Academy will be appropriately manned at the start and end of the school day by members of the staff team. All staff allocated to gate duty will have been briefed on the gate procedures and will have read and signed the specific risk assessment relating to the start and end of day arrangements. This ensures that staff are clear on their roles and responsibilities in managing safe entry and exit to the site and in maintaining effective supervision at the gates.

Wrotham Road Primary School Appendix to Health and Safety Policy

Pond/Wildlife Area

The pond and wildlife area is currently out of bounds as maintenance needs to be undertaken when budgets allow.

The area will be used by pupils under the direct supervision of a competent colleague and in conjunction with the health and safety policy. The pond risk assessment will be reviewed and updated annually and in between in required. Any health and safety related issues/defects within the area will be reported promptly to the Site Manager and addressed as a priority, prior to pupils being allowed further access. No unsupervised access will be allowed at any point.

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Mezzanine

The mezzanine corridor overlooks the school hall. The hand rails are at a high level on top of a solid brick wall. Supervision by colleagues should always be a priority when walking pupils around the mezzanine.

School Gates

Both the Wrotham Road and Sheppey Place gates will be appropriately manned at the start and end of the school day by colleagues. All colleagues allocated to gate duty will have been briefed on the gate procedures and will have read and signed the specific risk assessments relating to the start and end of the day arrangements. This ensures that colleagues are clear on their roles and responsibilities in managing safe entry and exit to the site and in maintaining effective supervision at the gates.

Glossary

Accident

An undesired event resulting in death, injury, damage to health, damage to property or other form of loss

Allergen

Substance causing an allergic reaction in a person who is sensitive to that substance

Appointed Person

A person who has been nominated to take charge in the event of an accident or illness (and support designated first aiders if present) and has been trained in basic lifesaving first aid techniques (See Designated Person)

Asbestos

Hydrated magnesium silicate in fibrous form

Compliance

The act or process of fulfilling requirements.

Control of Substances Hazardous to Health - COSHH

Regulations promoting safe working with potentially hazardous chemicals

Designated Person

A person who has been designated as a first aider at work and has been trained to have the knowledge and confidence to deal with any first aid emergency (See Appointed Person)

Display Screen Equipment

Any alphanumeric or graphic display screen regardless of the process employed to display the information. Typical examples include computer monitors and microfilm viewers.

Fires

Class A - Fires in ordinary combustible materials such as wood, cloth, paper, etc.

Class B - Fires in flammable liquids and liquefiable solids or electrical fires

Class C - Fires involving gases.

Class D - Fires involving combustible metals such as potassium or sodium

Class F - Fires involving cooking oils or fats

Good Practice

HSE definition: Those standards for controlling risk which have been judged and recognised by the HSE as satisfying the law when applied to a particular relevant case in as appropriate manner. (See Best Practice).

Hazard

Potential for harmful effects

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Health & Safety Executive

Organisation responsible for proposing safety regulations through-out the UK. It is responsible for enforcing, statute, regulations, approved codes of practice and guidance

Improvement Notice

A statutory notice that is issued by an authorising body such as Health and Safety Executive (HSE), Environmental Health Officer (EHO) or Fire Officer on discovery of a breach of statute. It states that an offence has been committed, what action needs to be taken, the reason for the action and the time deadline by which it must be taken

Incident (or Near Miss)

A generic term for those events that do not cause significant harm but which might have done so under different circumstances

Manual Handling Operations

Tasks that require a person to exert force in order to lift, lower, push, pull, move, carry, hold or restrain an object

Near Miss

See "Incident"

Permit to Work

Formally delivered criteria for control/risk reduction when undertaking pre-planned work that is hazardous, either because of its location or the nature of the activity.

Policy

A statement of an organisation's strategy for achieving a safe and healthy working environment and the responsibility, organisation and arrangements for pursuing and implementing the strategy

Prohibition Notice

A statutory notice that is issued by an authorising body such as Health and Safety Executive (HSE), Environmental Health Officer (EHO) or Fire Officer on discovery of a breach of statute that presents a risk of serious personal accident. The effect of the Prohibition Notice is to stop the activity from starting or to cause it to cease if it has already started.

Regulation

A statutory device made under a general provision that is contained in an act of parliament. Regulations themselves are approved by parliament and are generally absolute legal standards.

Risk

A quantifiable expression of the likelihood of injury or harm resulting from a hazard

Risk Assessment

A formal estimation of the likelihood that persons may suffer injury or adverse health effects as a result of identified hazards

Risk Management

The introduction of change or control measures with the intention of eliminating or bringing the level of risk associated with a hazard within acceptable limits

Safe System of Work

A method of working designed to eliminate, if possible, or otherwise reduce risks to health and safety

Safety Culture

A general term for the degree to which the culture of an organisation promotes and cooperates with safe and healthy work practices

Stress

That which might result when an event or situation places increased demand on a person's mental or emotional resources. Sources of stress may arise from domestic or social situations as well as occupational circumstances.

The individual's response to such situations can lead to health and safety related problems such as depression, cardiovascular disease, Musculo-skeletal disorders and an increased tendency to be accident-prone.

Ventilation

Movement of air, usually associated with the introduction of fresh air

Workstation


The combination of equipment items that a user requires to fulfil their allotted tasks. In Display Screen Equipment terms, the components might include: desk, chair, computer monitor, keyboard, processing unit and such ancillary equipment as required by the work, such as document holder or telephone.



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