



Larwood Academy Trust



Chair of Trustees: Daniel Login | BA (Hons) |

LARWOOD DRIVE, STEVENAGE, HERTFORDSHIRE, SG1 5BZ

Email: admin@larwood.herts.sch.uk **Telephone:** 01438 236333

Website: www.larwood.herts.sch.uk

Larwood School

Brandles School

Headteacher: Mr Pierre van der Merwe | BA, NPQH |

Headteacher: Mr Paul Smith | BA (Hons), PGCE, NPQH |

Dan Login

Chair of Trustees

Pierre van der Merwe

Acting Executive Headteacher

HEALTH AND SAFETY POLICY

Policy Number: 24

Review Committee: Finance and Resources

Type of Policy: Statutory

Review Period: Annually

Approved: July 2023

Next Review: July 2024

Registered office:

C/o Larwood School, Larwood Drive Stevenage, Hertfordshire. SG1 5BZ, UK. Company Number: 10359418

Telephone: 01438 236333 Email: admin@larwood.herts.sch.uk

LARWOOD ACADEMY TRUST – HEALTH AND SAFETY POLICY

CONTENTS

Organisation
Responsibilities of the Board of Trustees
Responsibilities of the Heads of Schools
Responsibilities of Staff
Risk Assessments
Offsite visits
Health and Safety Monitoring and Inspections
Fire Evacuation and other Emergency Arrangements
Fire Prevention, Testing of Equipment
First Aid and Medication
Accident Reporting Procedures
Health and Safety Information and Training
Personal safety / lone Working
Premises Work Equipment
Flammable and Hazardous Substances
Asbestos
Moving and Handling
Contractors
Work at Height
Display Screen Equipment
Vehicles
Lettings
School Cars (9 Seaters &Others
Stress / Wellbeing
Legionella
Swimming pool
Work Experience

LARWOOD ACADEMY TRUST – HEALTH AND SAFETY POLICY

ORGANISATION

As an Academy School the Board of Trustees as employer has overall responsibility for Health and Safety

At a school level duties and responsibilities have been assigned to staff and trustees as detailed below.

RESPONSIBILITIES OF THE BOARD OF TRUSTEES

The Board of Trustees are responsible for ensuring health and safety management systems are in place and effective.

As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards as detailed in the Education Health and Safety Manual.

A Health & Safety Trustee (Steve Marchant) has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Board of Trustees.

The Board of Trustees will receive regular reports from the Executive Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Board of Trustees will seek specialist advice on health and safety which the establishment may not feel competent to deal with. The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Community Special and VC schools. As an Academy School, we continue to act in the same manner as above and will seek advice and training in the same manner via Hertfordshire County Council or other providers where deemed appropriate.

RESPONSIBILITIES OF THE HEAD OF SCHOOLS

The Executive Headteacher will liaise with the Heads of Schools to assist with, check and monitor compliance with all aspects of this policy and any related procedures.

Overall responsibility for the day-to-day management of health and safety in accordance with the Board of Trustees' health and safety policy and procedures rests with the Heads of school.

The Heads of School have responsibility for:

- Co-operating with the statutory regulations and Board of Trustees to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.

LARWOOD ACADEMY TRUST – HEALTH AND SAFETY POLICY

- Reporting to the Board of Trustees on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant, and equipment are maintained in a safe and serviceable condition.
- Reporting to the Board of Trustees any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction, and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the work place to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

WHILST OVERALL RESPONSIBILITY FOR HEALTH AND SAFETY CANNOT BE DELEGATED THE HEADTEACHER MAY CHOOSE TO DELEGATE CERTAIN TASKS TO OTHER MEMBERS OF STAFF.

The task of overseeing health and safety on the site has been delegated by the Headteacher to the Site Manager at each school. Currently, a Larwood Team member works across both schools in a strategic manner to ensure compliance and provide support when needed. The Deputy Headteacher oversees the risk assessments and coordination for off-site trips. Our school ethos maintains that ALL STAFF have a duty with regards to Health and Safety, on a day-to-day basis.

RESPONSIBILITIES OF OTHER STAFF HOLDING POSTS OF SPECIAL RESPONSIBILITY

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Always comply with the school's health and safety policy and procedures.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.

LARWOOD ACADEMY TRUST – HEALTH AND SAFETY POLICY

Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

RISK ASSESSMENTS

General Risk Assessments

Schools will conduct and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Site Manager/Caretaker- following guidance contained in the Education Health and Safety Manual and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally in the Headteachers Office at Larwood and Site Office at Brandles. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file or the school server, and will be undertaken by class teaching staff. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by Site Manager/Heads of Subject areas, using the relevant codes of practice and model risk assessments detailed below. Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use via schemes of work, lesson plans etc.

In addition, the following publications are used within the school as sources of model riskassessments:

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE
- National Society for Education in Art & Design (NSEAD)
<http://www.nsead.org/hsg/index.aspx>
- Safe Practice in Physical Education and School Sport' Association of PE 'afPE'
<http://www.afpe.org.uk/>

OFFSITE VISITS

Larwood Academy Trust plans and facilitates trips and visits using the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and avia <http://www.hertsdirect.org/services/edlearn/schlfe/outside/offsitevisits/>

LARWOOD ACADEMY TRUST – HEALTH AND SAFETY POLICY

All trips will be planned for and reviewed by members of the school's leadership team. Advice and support are provided for staff, connected to planning, and delivering high quality trips and visits experiences.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-Ordinator(s) –Head of School at Larwood School and Headteacher at Brandles, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher.

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by the Site Personnel at both Schools. They may be joined by the Heads of school.

Inspections of individual departments will be carried out by nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with the Site Manager/Premises Manager.

A named trustee, Steve Marchant, will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full Board of Trustees meetings.

Advice and pro forma inspection checklists can be found in the Education Health and Safety Manual.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

Site Personnel are responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the Education Health and Safety Manual. The fire risk assessment is located in the school's fire logbook and will be reviewed on an annual basis.

EMERGENCY PROCEDURES

Fire and emergency evacuation procedures are detailed as separate guidance and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Evacuation procedures are also made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

FIRE DRILLS

- Fire drills will be undertaken termly, and results recorded in the fire logbook.

FIRE FIGHTING

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves or pupils at risk**, using portable firefighting equipment. Therefore, it is extremely unlikely that staff would pursue this course of action, as our priority is to staff and pupil welfare. A building can be replaced, but staff and pupils cannot!

Details of service isolation points (i.e., gas, water, electricity) at Larwood:

Electricity-Main reception-double cupboard marked mains with

Gas-Main boiler house off to Right of entrance door inside or inside gas metercupboard

Gas-Top boiler house knock off to left of entrance door inside or inside gas metercupboard.

Gas-To main kitchen knock off inside both doors and main kitchen. Gas-To flats 1, 2 and 3 and main kitchen in caretaker's room.

Water-Mains are in boiler houses.

Details of service isolation points (i.e., gas, water, electricity) at Brandles:

Gas is in the boiler house and the sports hall.

There is also a gas isolator against the hedge inside the school grounds on Weston Way.

Electric is in the switch room next to the Pastoral Office.

Water is on Weston Way outside the BVEC building

Details of chemicals and flammable substances on site

An inventory of these will be kept by Site Manager as appropriate, for consultation.

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Site Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire logbook located in the main office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Monday mornings at approximately 8am at Larwood and Friday mornings at approximately 7:30am at Brandles.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer.

A fire alarm maintenance contract is in place with CAMS and the system tested 6 monthly by them.

LARWOOD ACADEMY TRUST – HEALTH AND SAFETY POLICY

FIRE FIGHTING EQUIPMENT

Weekly in-house checks that all firefighting equipment remains available for use and operational. Chubb undertakes an annual maintenance service of all firefighting equipment. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb 0800321666

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken.

MEANS OF ESCAPE

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities)

Larwood:

Gwyneth McMeekin is responsible for regularly checking that the contents of first aid boxes are complete and replenished, as necessary. A check should be made at least termly. If you use any items, it is your responsibility to report this to Mick Dennis

Brandles:

Josh Donkor and Tom Crump are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary Brandles School. A check should be made at least termly. If you use any items, it is your responsibility to report this to Amber Turner.

TRAINED TO EMERGENCY AID LEVEL (6 hour):

Larwood:

Nic Newman, Victor Osubu, Marcus McKechnie, Kerry Paul, Ian Reid, Molly Heritage, Georgina Longcroft and Claire Tooley.

Brandles:

Shelley Smith

TRAINED TO EYFS STANDARD

First aid qualifications remain valid for 3 years. Ian Reid will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

FIRST AID BOXES AND DEFIBRILATOR ARE LOCATED AT THE FOLLOWING POINTS:

LARWOOD ACADEMY TRUST – HEALTH AND SAFETY POLICY

Larwood:

Front office / Corridor by Class 3 / chill out room / Cookery room / Outside nurture group classroom / Medical room/ 2 x Off site first aid kits/ The Play barn/The butterfly room/ The School Car/The Minibuses/ Space hub entrance.

Defibrillator is located in the main school office. It provides talking instructions for staff or visitors to follow in circumstances where it needs to be used.

Gwyneth McMeekin is responsible for regularly checking (termly) that the contents of first aid boxes, including travel kits/ those in vehicles, are complete and replenished, as necessary.

Brandles:

Site Manager's office, Home Liaison Manager's office, D&T room, BVEC store, School Cars, School office, in the school evacuation Grab Bag.

Josh Donkor and Tom Crump are responsible for regularly checking (termly) that the contents of the first aid boxes (including travel kits / those in vehicles) are complete and replenished, as necessary.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers.

Hospital 01438 314333

Schools nurse 01438 781404

NHS direct 08454647

Local Pharmacist 01438 318191

ADMINISTRATION OF MEDICINES

All medication will be administered to pupils in accordance with the DfE document Supporting pupils at school with medical conditions. Detailed arrangements are provided in a separate policy.

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

Larwood:

Gwen McMeekin and Ian Reid are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be kept by Ian Reid at Larwood School for Larwood School.

All non-emergency medication kept in school are securely stored in a lockable cabinet in the medical

LARWOOD ACADEMY TRUST – HEALTH AND SAFETY POLICY

room with access strictly controlled. All pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e., asthma inhalers, epi-pen etc., it will be kept in their classroom and clearly labelled.

Brandles:

Beverley Rogers is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be kept by Beverley Rogers.

HEALTH CARE PLANS

Parents / carers are responsible for providing the school with up to date. Information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year/when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by Gwen McMeekin at Larwood and Natalie Wilsher at Brandles.

All staff are made aware of any relevant health care needs and any medication that a child is taking if recorded on Behaviour Watch under each individual informational.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

ACCIDENT REPORTING PROCEDURES ACCIDENTS

TO EMPLOYEES

As an Academy School, **all** employee accidents, no matter how minor, must be reported to the Finance, Premises and Personnel Committee.

ACCIDENTS TO PUPILS AND OTHER NON-EMPLOYEES (MEMBERS OF PUBLIC / VISITORS TOSITE ETC.)

A local accident book in the main school office is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the Headteacher and Chair of the Board of Trustees. Parents / carers will be notified immediately of all major injuries.

LARWOOD ACADEMY TRUST – HEALTH AND SAFETY POLICY

Accidents will be monitored for trends and a report made to the Board of Trustees as necessary.

Head of Schools, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

REPORTING TO THE HEALTH AND SAFETY EXECUTIVE (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0300 003 1747 and the Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays).

HEALTH AND SAFETY INFORMATION & TRAINING CONSULTATION

The Site and Premises Committee meets half termly to discuss health, safety and welfare issues affecting staff, pupils, or visitors. Action points from meetings are brought forward for review by school management.

The full Board of Trustees meet half termly to discuss relevant/outstanding matters in relation to health, safety and welfare issues affecting staff, pupils, or visitors. Action points from meetings are brought forward for review by school management.

COMMUNICATION OF INFORMATION

The Health and Safety Law poster is displayed in the front entrance of the school.

HEALTH AND SAFETY TRAINING

All employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g., use of hazardous substances, work at height etc.)
- refresher training where required.

Training records will be kept by the Premises Manager.

The Premises Manager is responsible for coordinating health and safety training needs and for including details in the training and development plan (When appropriate). This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

LARWOOD ACADEMY TRUST – HEALTH AND SAFETY POLICY

Premises Manager will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the line managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

PERSONAL SAFETY

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher. The school will work in partnership with the police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be under taken whilst working alone.

Staff working outside of normal school hours must obtain permission of their line manager and sign in and out of the school premises and must adhere to the HCC Health and Safety guidance which is delivered during the staff induction process.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g., access to a telephone or mobile phone etc.

E.g. for staff conducting home visits, expected control measures would include mobile phone contact, notifying a colleague of visit details, expected time of return / end time and arrangements for contacting etc. Where there are known risks, which may affect staff safety staff should not visit alone

SCHOOL STAFF RESPONDING TO CALL OUTS

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

PREMISES AND WORK EQUIPMENT

All staff are required to report to The Site Manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

LARWOOD ACADEMY TRUST – HEALTH AND SAFETY POLICY

The Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified, and relevant risk assessments conducted where required. Equipment restricted to those users who are authorised / have received specific training is maintained by the Site Manager.

PLANNED MAINTENANCE / INSPECTION

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in / by The Site Manager in his office (Key areas for compliance are outlined on the Grid)

ELECTRICAL SAFETY

All staff will conduct a visual inspection of plugs, cables, and electrical equipment prior to use. Defective equipment will be reported to The Site Manager.

All portable items of electrical equipment will be subject to formal inspection and testing Portable Appliance Testing (PAT) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted, every 12 months.

The Site Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted every 5 years.

EXTERNAL PLAY EQUIPMENT

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and the Site Manager will conduct a weekly check and a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection.

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the **“Control of Substances Hazardous to Health Regulations 2002”** (COSHH Regulations).

Within curriculum areas (in particular science and DT), The Senior Lead for Curriculum is responsible for COSHH and ensuring that an up to date inventory and model risk assessments

LARWOOD ACADEMY TRUST – HEALTH AND SAFETY POLICY

contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishments nominated person(s) responsible for substances hazardous to health are The Site Manager.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children and
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, The Site Manager is responsible for ensuring that COSHH assessments are available from contractors (this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc).

ASBESTOS

An asbestos survey and management plan is in place for the school. The school's most recent asbestos management survey was conducted during 2013.

The school's asbestos log (including school plans, asbestos survey data and site-specific management plan) is held in the main school office at Larwood and in the site office at Brandles.

We will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer. (Even stapling / pushing a drawing pin into ACM may result in the release of fibers into the air.)

Any damage to materials known or suspected to contain asbestos should be reported to The Site Manager who would contact an asbestos company to come out and check.

The school's Site Personnel are the authorising officers and refresher training is required every 3 years.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g., boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the

LARWOOD ACADEMY TRUST – HEALTH AND SAFETY POLICY

asbestos log and establish whether permission to work can be given.

The asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g., areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)

The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) will be done via using licensed company.

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to The Heads of School and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

PAEDIATRIC MOVING AND HANDLING

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6-monthly basis by a competent contractor.

CONTRACTORS

LARWOOD ACADEMY TRUST – HEALTH AND SAFETY POLICY

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance, and good practice.

All contractors must report to the school office where they will be asked to sign the visitors' book and wear an identification badge and made aware of safeguarding procedures. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Site Personnel are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

SCHOOL MANAGED PROJECTS

Where the school undertakes projects direct the Board of Trustees are considered the 'client' and therefore have additional statutory obligations. Such projects are managed by an externally appointed company, who will ensure that landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM¹ regulations will apply.

Approved and reputable contractors will be used to undertake contracts and appropriate competency checks will be completed prior to engaging a contractor.

The school, contractor(s) and any subcontractor(s) involved will exchange relevant information regarding the work activities and agree the risk assessment and safe systems of work to be used prior to works commencing on site. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be under taken.

¹ CDM refers to the Construction (Design and Management) Regulations and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. Please refer to the CDM Regulations 2015.

In such instances it is recommended that an agent be used to work on the schools behalf.

WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate step ladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders / stepladders

<http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. Site Staff and Site Manager/Caretaker

LARWOOD ACADEMY TRUST – HEALTH AND SAFETY POLICY

The establishment's nominated person(s) responsible for work at height is The Site Manager.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is properly controlled.

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour or more at a time) e.g. admin / office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the Education Health and Safety Manual

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access.

LETTINGS / SHARED USE OF PREMISES

Lettings for Larwood are facilitated by the Acting Head of Finance and Operations and Site Manager, as per the Premises Hire policy. At Brandles they are facilitated by their Office Personnel.

SCHOOL CARS (9 SEATER & OTHERS)

A list of nominated drivers are kept in the front office. License checks need to be completed by all staff that are involved in transporting pupil/staff or transporting goods.

The Site Personnel are responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses follows County Guidance.

STRESS / WELLBEING

LARWOOD ACADEMY TRUST – HEALTH AND SAFETY POLICY

The school and Board of Trustees are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

The Larwood School line management system maintains an overview of staff wellbeing, using school based data, school surveys, CPD opportunities and reports this over time to the Board of Trustees.

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the Education Health and Safety Manual.

A water risk assessment of the school has been completed by Helomore Water Services and The Site Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed where significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded.

- Water is heated and stored to 60 deg Cat calorifiers (any vessel that generates heat within a mass of stored water)
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods)
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s))
- Quarterly disinfection / descaling of showers
- Stored cold water tanks are inspected for compliance and safety on an annual basis

SWIMMING POOL

The Acting Head of School will ensure that teachers expected to undertake swimming teaching activities will have completed swimming teaching prior to the delivery of swimming lessons and have experience and confidence which is appropriate for the level of swimming instruction. For example TOPS swimming currently, swimming is delivered by qualified swim instructors via Everyone Active who also oversee qualified life guards for each session.

The Acting Head of School will ensure adequate provision is made for life saving, first aid and resuscitation cover appropriate to the types of swimming sessions.