



**The de Ferrers Trust**

## **HEALTH, SAFETY AND WELLBEING POLICY**

Author:	Trust Estates Manager
Approval needed by:	Finance, Audit and Risk Committee
Consultation required	Director of Finance (took place November 2018)
Adopted (date):	4 December 2018
Date of next review:	December 2020

## **Part 1 – Health, Safety and Wellbeing Policy Statement**

### **The de Ferrers Trust (“the Trust”)**

1. The Trust recognises and accepts its statutory responsibilities as an employer and will strive to secure the health, safety and welfare of its employees and stakeholders affected by its activities (for example students, members of the public, local governors and trustees, visitors, contractors, etc.). We will do this by assessing the possible risks and establishing suitable and adequate risk control measures.
2. The Trust is committed to complying with all relevant health and safety legislation. The Trust does, however, recognise that compliance with legislation is only a minimum requirement, and therefore we strive to improve to achieve higher standards.
3. Sufficient financial and physical resources will be provided to implement this policy. It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety.
4. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Trust Board, the Local Governing Bodies together with those in control of each academy within the Trust recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work Act 1974.
5. In compliance with the Health and Safety at Work Act 1974 and related regulations, directives and codes of practice, the Trust Board (together with the individual Local Governing Bodies) will ensure so far as is reasonably practicable that:
  - all places and premises where staff and students are required to work and engage in academy activities are maintained in a condition which is safe and without risk to health. (This includes the Health and Safety of persons on academy premises or taking part in academy activities elsewhere.)
  - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
  - appropriate safe systems of work exist and are maintained.
  - sufficient information, instruction, training and supervision is available and provided to ensure that staff and students can avoid hazards and contribute in a positive manner towards their own Health and Safety and others.
  - a healthy working environment is maintained including adequate welfare facilities.
6. In addition to the above the Trust will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its activities.
7. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
8. This policy statement and the accompanying organisational arrangements supersede any previously issued.

## Part 2 - Organisation and Responsibility

Overall responsibility for Health and Safety in each academy within the Trust rests with the Trust Board, as the employer. Day to day management of the Health and Safety requirements are delegated to the Local Governing Bodies of each academy within the Trust. When members of the Local Governing Bodies visit their academy, they are expected to follow the procedures that apply to all visitors to the academy, as described in this document.

Where staff employed by third parties are working regularly on Trust premises (e.g. cleaning, catering and ICT staff), their employer retains the overall responsibility for their health and safety. However, the Management of Health and Safety at Work Regulations 1999 puts a shared responsibility for others regularly working on Trust sites. Each academy must ensure adequate provision of welfare facilities and a safe working environment for these staff. Health and safety arrangements should be workable with the contractors own arrangements as dictated by applicable risk assessment.

The Principal at each academy within the Trust must make arrangements for ensuring the implementation of this Health and Safety policy.

### Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and local governors based upon the following roles.

<b>Policy-makers</b>	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the Trust's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
<b>Planners</b>	Develop the local plans to achieve health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
<b>Implementers</b>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
<b>Assisters</b>	Have the authority, independence and competence to advise the Local Governing Body and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
<b>Employees</b>	Irrespective of their position within the academy's structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

**Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?**

	<b>Policy-makers</b>	<b>Planners</b>	<b>Implementers</b>	<b>Assisters</b>	<b>Employees</b>
<b>The Trust Board (via the Finance, Audit &amp; Risk Committee)</b>					
<b>Local Governors (on Local Governing Bodies)</b>					
<b>Trust Estates Manager</b>					
<b>Academy Principals</b>					
<b>Academy Leadership Teams</b>					
<b>Premises Managers</b>					
<b>Premises Teams</b>					
<b>External Health and Safety Adviser</b>					
<b>All Staff</b>					

## The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
<b>Trust Board</b> <b>Trust Estates Manager</b> <b>Academy Principals</b> <b>Health and Safety Adviser</b>	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the academy's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy Makers must:

- Be familiar with the overall responsibilities laid down for **Policy Makers** in this policy.
- Ensure that the Trust has a structure in place to manage Health and Safety which includes; planning, implementation of these plans, monitoring, reviewing and auditing. This must be integrated into general day to day management.
- Ensure that plans for continuous improvement in Health and Safety management are developed and reviewed regularly.
- Ensure that all academy activities are organised and have sufficient arrangements and resources; to ensure that Health and Safety can be managed effectively.

As Policy Makers the Trust Board:

- Will delegate responsibility for review, implementation and ongoing monitoring of the Health and Safety policy to the Finance, Audit and Risk Committee.
- Must ensure that those who have been assigned specific responsibilities for Health and Safety have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise them on Health and Safety issues.  
Will set Health and Safety targets (with Planners) to improve health and safety performance.
- Is required to monitor that the Health and Safety targets are being met and the Trust is meeting Health and Safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
- Seek advice from and receive reports from the Trust's Health and Safety Advisers as appropriate and take actions as necessary.
- Will ensure that the auditing of Health and Safety takes place and that action plans are developed as a result of audit.
- Will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.

<b>Planners</b>	
<b>The Trust Board</b> <b>Local Governors</b> <b>Trust Estates Manager</b> <b>Academy Principals</b> <b>Academy Leadership Teams</b> <b>Premises Managers</b>	Develop the local plans to achieve academy health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will, at individual Academy level:

- Be familiar with the overall responsibilities laid down for **Planners** in this Policy.
- Take overall responsibility for the day to day Health and Safety management of their academy and academy activities taking place outside the academy's premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of their academy's planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Academy Principal from the overall day to day responsibilities for Health and Safety within the establishment.)*
- As part of their management of Health and Safety, appoint a Premises Manager (see **Implementers** below) /competent person
- Ensure that these staff receive appropriate Health and Safety training.
- Ensure that all staff within the academy are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in Health and Safety management by using the various resources and communications available to them.
- Ensure that suitable and sufficient training, instruction and information is provided when required.
- Set Health and Safety objectives as part of the academy's planning process.
- Include Health and Safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Local Governors of the resources and arrangements needed to manage Health and Safety effectively as part of the academy's planning process.
- Communicate any Health and Safety actions outlined in the academy's planning process to relevant staff and Local Governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the academy's overall policy.
- Seek help from Staffordshire County Council's Strategic Health and Safety Service or other specialist to ensure that the H&S Policy can be implemented effectively and advise the Local Governing Body where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual Premises Health and Safety Evaluation Checklist is carried out.
- Ensure that an Annual Health, Safety and Wellbeing Self Audit is carried out. Draw up

any action plans required from the results of the Premises Health and Safety Evaluation and Annual Health, Safety and Wellbeing Self Audit and monitor these regularly.

- Take part in and cooperate with any Health and Safety Audit which may be carried out by the External Health and Safety Advisers and/or the Trust Estates Manager.
- Advise the Local Governing Body and others of the results of any Health and Safety monitoring (including KPI information) which takes place and of any actions required as a result of this, to enable the Local Governing Body to report to the Finance, Audit and Risk Committee on a timely basis.
- Consult with staff as necessary on matters of Health and Safety which may affect them at work.

### Health and Safety Committee

Each academy in the Trust should have a dedicated Health and Safety Committee which should meet regularly (at least termly) to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance.

At Primary phase, the staffing structure may not allow for a separate Committee. If this is the case, Health and Safety should be a standing agenda item on Leadership Team meetings (and as such, the Academy Leadership Team then fulfils the requirements of this policy in respect of Health and Safety Committee).

A termly report to the Local Governing Body, outlining achievements against the health and safety plan and KPI's (identified in Part 4) should be considered by Planners and Implementers. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

<b>Implementers</b>	
<b>Local Governors</b> <b>Academy Principals</b> <b>Academy Leadership Teams</b> <b>Premises Teams</b> <b>All Staff</b>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will, at individual academy level:

- Maintain an understanding of the academy's Health and Safety Policy
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying health and safety problems and rectifying them if possible
  - Challenging poor health and safety performance or attitudes
  - Communicating regularly about health and safety.
- Be responsible for and take the lead on implementation of Health and Safety policies and any arrangements which have been developed by the Policy Makers and Planners.

- Understand and own the plans in place for Health and Safety as part of the overall academy's planning process; monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have Health and Safety objectives as part of their annual review process where appropriate (these may reflect the overall health and safety plans)
- Encourage participation in Health and Safety and ensure that communication about health and safety issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for Health and Safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of Health and Safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good Health and Safety standards are maintained.
- Ensure that adequate monitoring of Health and Safety takes place e.g. by taking part in Premises Health and Safety Evaluation Checklist and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve Health and Safety in the future.
- Avoid allocating "blame" to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor health and safety standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the External Health and Safety Adviser or other specialist as required.
- Make use of all other resources provided by academy and Trust or other specialists to promote Health and Safety at work (e.g. intranet/newsletters).
- *In addition to the above, Teaching Staff are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site (e.g. classrooms, laboratories, workshops) and off site (e.g. academy trips).*

### **Premises Managers**

In addition to the responsibilities above, the Premises Manager at each individual academy within the Trust have the following specific duties:

- To maintain an understanding of the academy's Health and Safety policy arrangements and the Premises Manager responsibilities detailed within them, and an



- awareness of relevant premise related Health and Safety legislation, issues and procedures and operating within these requirements;
- To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
  - Ensuring adequate security arrangements are maintained;
  - Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
  - Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace Health and Safety standards are in effective working order and that a safe means of access and egress is maintained;
  - Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
  - Ensuring that plant and equipment is adequately maintained;
  - Arranging for the regular testing and maintenance of electrical equipment;
  - Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
  - Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
  - Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
  - Undertaking thorough investigation of all premises related accidents/incidents. Ensure the availability of an accident book at each premise ;
  - Ensuring the adequate provision of Health and Safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
  - Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
  - Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon request;
  - Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
  - To respond promptly to all D1 and C1 notifications that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them as a result of a maintenance contract visit.

<b>Assisters</b>	
<b>Trust Estates Manager External Health and Safety Adviser</b>	Have the authority, independence and competence to advise Trustees, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so.

## **Employees**

Irrespective of their position within the academy, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

### **Employees (including temporary & volunteers)**

**Employees** – Irrespective of their position within the academy's structure, all staff are employees and therefore all the employee responsibilities within this policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in this policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the academy so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

### **Students (This section should be drawn to attention of all students)**

All students must be encouraged to follow all safe working practices and observe all academy safety rules.

All students will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

### **Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the local governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he/she represents relating to that employees health and safety or welfare at work;
- to make representations to the Principal via the Health and Safety Coordinator on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

However, if a recognised Union appoints a safety representative, they do have obligations to carry out functions assigned as per The Safety Rep's and Safety Committee Regulations 1977 and The Health and Safety (Consultation with Employees) Regulations 1996.

## Part 3 - Arrangements & Procedures for Health, Safety and Welfare

Academy: \_\_\_\_\_

***This part should be populated/tailored locally by each Academy within the Trust.***

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

- 1. Accident Reporting, Recording & Investigation in accordance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 – (RIDDOR '95)**  
*[Who should be notified, who reports to the LA/HSE, how details are to be recorded, who undertakes investigation]*
  
- 2. Asbestos Management in accordance with the Control of Asbestos Regulations 2012**  
*[Name of Responsible person who maintains the Asbestos Record System, location of manual, arrangements to ensure contractors and others such as site supervisors etc. have sight of manual prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from premises manager/checking manual, how staff should report damage to asbestos materials]*
  
- 3. Contractors**  
*[How contractors are selected, arrangements induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, how staff should report concerns and who to, liaising with the] local authority and/or their assigned responsible bodies.*
  
- 4. Curriculum Safety** [including out of school learning activity/study support]  
*[Requirements for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. Interactive Whiteboards, Cooking or Science Equipment. Specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE"]*
  
- 5. Drugs & Medications**  
*[Parental requests for medicines to be administered, special staff training requirements, storage arrangements, recording administration, the schools policy should be repeated in school prospectus]*
  
- 6. Electrical Equipment** [fixed & portable] **in accordance with the Electricity at Work Regulations 1998**  
*[Frequency of visual inspections of portable items by users, and thorough examination by competent person within agreed schedule, who maintains the*

record of inspection, any limitations on bringing personal items to school. Who undertakes examination of fixed installation, how to report or repair defective equipment. Who inspects equipment in different or more specialised parts of the site such as school kitchens, science laboratories or Design and Technology rooms]

- 7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**  
*[Who is responsible for , frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire alarm, fire exits /escape routes, fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting etc.]*

**Fire Risk Assessment** (any associated action planning, who is responsible for, how often reviewed and where this is located) **in accordance with The Regulatory Reform (Fire Safety) Order 2005**

- 8. First Aid procedures in accordance with the Health and Safety (First-Aid) Regulations 1981**  
*[Names and locations of trained appointed first aid staff, location of first aid boxes and who is responsible for checking & restocking, who summons ambulance, who accompanies children to hospital, cover in the event of absence, training & retraining of first aiders.]*

- 9. Glass & Glazing**  
*[All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard. Glass on escape routes to offer fire resistance as per agreed specifications.]*

- 10. Hazardous Substances management in accordance with The Control Of Substances Hazardous to Health Regulations (COSHH) 2002**  
*[Rules on selection and use of substances, safety data sheets, risk assessments, staff training in safe use, selection & use off protective equipment, storage arrangements, staff health surveillance, use of mechanical controls, name of RPS (secondary only), name of Radiation Protection Adviser (The Trust)]*

- 11. Health and Safety Advice**  
*[Details of arrangements the school has made to obtain competent health and safety advice, e.g. Trust Estates Manager, Local Authority departments, or other recognised, accredited bodies.]*

- 12. Housekeeping, cleaning & waste disposal**  
*[Arrangements to ensure premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins]*

- 13. Handling & Lifting in accordance with The Manual Handling Operations Regulations 1992**  
*[Arrangements for identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks, staff training in manual handling, school guidelines for specific tasks, use of lifting aids, staff suggestions for improvement]*
- 14. Jewellery** [This should be repeated in school prospectus]  
*[Policy on pupils wearing earrings and other jewellery, instructions to pupils,]*
- 15. Lettings/shared use of premises**  
*[Restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fund raising events, emergency lighting, public entertainment license. Who will carry out risk assessments and follow up on these.]*
- 16. Lone Working**  
*[Safe working practices/rules for staff who work alone, contact arrangements, risk assessment]*
- 17. Maintenance/Inspection of Equipment (including selection of equipment) in accordance with The Provision and Use of Working Equipment Regulations (PUWER) 1998 and The Lifting Operations and Lifting Equipment regulations (LOLER) 1998**  
*[Details of what equipment requires periodic inspection, examination, testing. List types of equipment e.g. ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc, type of check required and frequency, who undertakes the checks and what records must be kept. When new equipment is required, who selects this and defines whether it is suitable, who ensures that equipment is installed correctly]*
- 18. Monitoring the Policy and Results**  
*[Who carries out annual Health and safety Evaluation Checklist and Self Audits, other checks or workplace inspections to monitor implementation of policy by staff, monitoring accident reports/trends, complaints. Who is responsible for ensuring the implementation of new and updated policies?)*  
*How the school's health and safety performance is measured, KPI's reported upon and how often these are reported and how e.g. annual report to Local Governing Body)*
- 19. Personal Protective Equipment in accordance with The Personal Protective Equipment (PPE) at Work Regulations 1992**  
*[Selection of equipment which is suitable, arrangements for periodic checking and maintenance of equipment, ensuring proper use, supervision, PPE to be provided free of charge where risk assessment determines to be necessary]*

- 20. Reporting Defects**  
*[Who hazards should be reported to, interim measures to be taken pending rectification, who arranges remedial works etc.]*
- 21. Risk Assessments**  
*[Who is responsible for ensuring RA's are undertaken, arrangements for undertaking special RA's (such as for staff who are pregnant or who have health problems), arrangements for periodic review of RA's]*
- 22. School Trips/Off-Site Activities**  
*[Requirements when planning school trip, schools to seek authorisation through EVOLVE, emergency arrangements, parental authorisation, supervision requirements, first aid provision, name of school Educational Visits co-ordinator]*
- 23. School Transport – e.g. minibuses**  
*[Driver medical examinations, license requirements, authorised drivers, name of person responsible for undertaking checks on minibuses, pupil supervision arrangements]*
- 24. Smoking/Vaping**  
*[How the establishment complies with the Smoke-free (Premises and Enforcement) Regulations 2006]*
- 25. Staff Consultation and Communication**  
*[Frequency of H&S committee meetings (or meetings where H&S is regular agenda item), terms of reference, how staff can raise issues of concern and make suggestions for Health and Safety improvements. How staff are communicated to, where information about Health and Safety can be found. List nominated Health & Safety Committee members together with identification of Premises Manager]*
- 26. Stress and Staff Wellbeing**  
*[Trust, School and LA arrangements in place for supporting staff]*
- 27. Supervision** [including out of school learning activity/study support]  
*[Supervision requirements for pupils during curriculum time (e.g. pupils must not be left unattended) and all other times when in care of school, agreed ratios for school trips, requirements for criminal conviction clearance]*
- 28. Swimming Pool Operating Procedures (where applicable)**  
*[Operating procedures to include minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators. Utilise the HSE guidance "Managing Health and Safety in Swimming Pools" (HSG179) for guidance]*
- 29. Induction, Training and Development**  
*[How new staff are briefed about H&S arrangements and by whom, establishing*

*minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, work at height, use of DSE equipment) and certain roles (e.g. premises manager, , head of department, site supervisor etc)]*

**30. Use of VDU's/Display Screens / DSE in accordance with The Health and Safety (Display Screen Equipment) regulations 1992**

*[Training requirements for staff who make significant use of VDU's, how to report defects in workstation, how to report health concerns and who to, advice on maximum time to be spent on VDU without break, arrangements for eyesight testing]*

**31. Vehicles on Site**

*[Rules for the management of vehicles on site, restriction on vehicle movement at certain times, segregation of large vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries]*

**32. Violence to Staff/School Security**

*[Specify rules for maintaining site security (e.g. keeping doors shut, controlling visitor access, signing in arrangements, identifying staff who are at greater risk of injury, where required how risk assessment is carried out, special training requirements, requirement for all staff to report all incidents of verbal & physical violence]*

**33. Working at Height procedures in accordance with The Work at Height Regulations 2005**

*[Assessment Processes, Restrictions on staff using steps and ladders, training required, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc.]*

**34. Water Hygiene in accordance with The Approved Code of Practice: Legionnaire's disease – The control of Legionella bacteria in water systems (L8)**

*[Arrangements for ensuring water hygiene samples and checks take place as required by the premises Water Hygiene Manual, who is responsible for recording and updating the Manual, where the manual is located]*

**36. Work Experience**

*[Arrangements for assessing potential work placements, training requirements for work experience co-ordinators, arrangements for induction and supervision of students on work placement within own establishment,]*



## **Part 4 - Local Health and Safety Key Performance Indicators (KPI's)**

It is important that managers can monitor the Health and Safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

The following Key Performance Indicators have been identified:

- Fire Risk assessment has been completed or reviewed within the last 12 months;
- Premises Health and Safety Evaluation Checklist has been completed or reviewed within the last 12 months and an action plan is in place;
- Health, Safety and Welfare Self Audit has been completed or reviewed within the last 12 months and an action plan is in place;
- Health and Safety Committee or Leadership Meetings with Health and Safety agenda item meets regularly, meetings are well-attended, minutes are taken and made available to staff. Actions are followed up and action plans arising from the above are considered.
- Accident numbers (both students and staff/adults) are monitored with commentary on all aspects of Health & Safety management including report against targets set being provided to the Local Governing Body for each of their meetings.