

Abbey Academies Trust



Every Child Matters POLICY For Health & Safety

Amended

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|----------------|----------------|----------------------------|
| September 2016 | September 2019 | October 2021 |
| September 2017 | September 2020 | November 2021 |
| September 2018 | September 2021 | January 2022 (name change) |

**Every Child Matters within a loving and caring Christian environment
Striving for excellence, caring for all**

HEALTH AND SAFETY STATEMENT

2021-2022

1. STATEMENT OF INTENT

We have reviewed our Health and Safety Policy, including our systems and practices regarding Coronavirus (COVID-19) and following DfE, Government, Public Health England and Local Authority guidelines and directives, to ensure our schools have clear, consistent and robust H&S practices in place. We continue to work with Notts County Council H&S advisors and update our 'live' COVID-19 risk assessment regularly. This can be found in the school office.

The Board of Trustees and Local Governing Body of Abbey Academies Trust will meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Board of Trustees and Local Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Board of Trustees and/or Local Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Board of Trustees and/or Local Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Board of Trustees and/or Local Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools' activities.

This Statement includes a description of the establishments' organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Signed:



(Chair of Trustees)

Signed:



(Executive Headteacher/CEO)

Date: 04.01.22

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Other sources of Health and Safety Information:-

- NCC Health and Safety Manual
- Education Visits Policy Documents
- Asbestos Log
- Legionella Log
- Fire Log
- Well – Worker records
- NCC Schools Portal – HASAW Bought in services (see Executive Administrator for log in details)

1. Responsibilities of the Board of Trustees and Local Governing Body

The Board of Trustees and Local Governing Body is responsible for:

- Complying with the Trust's Health and Safety Policy and Arrangements
- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan
- Reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary
- Ensuring that the sites and premises are maintained in a safe condition and that appropriate funding is allocated to achieve that from the schools' delegated budgets
- Ensuring that risk assessments are made and recorded of all the schools' work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons
- Ensuring that the statement and other relevant health and safety documentation is drawn to the attention of all employees
- Prioritising action on health and safety matters where resources are required from the establishments' budgets, seeking further advice where necessary and ensuring that action is taken
- Seeking specialist advice on health and safety which the establishments may not feel competent to deal with
- Promoting high standards of health and safety within the establishments
- Active and reactive monitoring health and safety matters within the schools including health and safety inspection reports and accident reports
- Managing asbestos effectively through an asbestos management policy and an asbestos management strategy

2. Responsibilities of the Executive Headteacher/Head of School

The Executive Headteacher/Head of School shall also be responsible for ensuring, so far as is reasonably practicable, all health and safety matters affecting the operations and activities of the schools, including those organised on behalf of the schools but being undertaken away from the school sites. To do this effectively the Executive Headteacher/Head of School will work with the Board of Trustees and Local Governing Body and keep them fully informed of policies affecting the health, safety and welfare of staff, pupils and other persons of their responsibility. Executive Headteacher/Heads of School therefore:

- Take day to day responsibility for all health and safety matters in the operations of the schools
- Ensure effective communications on health and safety matters exist between the schools and the NCC Health & Safety team

- Co-ordinate work with the Board of Trustees and Local Governing Body to achieve standards and the procedures prescribed for health and safety
- Provide Trustees and Governors with an annual report on all matters affecting health and safety in the schools
- Together with school staff, assess and control the risks to health and safety of all persons from hazards within the schools and any other activities, wherever they are undertaken
- Provide equipment and articles for the schools that are adequate for their intended use, are correctly serviced and properly maintained
- Ensure hazardous materials and substances are properly used, stored and disposed of
- Maintain First Aid facilities and accident reporting schemes that are suitable for the school
- Evaluate the need for health and safety training of staff and arrange its delivery
- Bring to the attention of the Board of Trustees and Local Governing Body any matters of health and safety that cannot be resolved, or are of imminent danger to any person
- Liaise with contractors, or their representative undertaking any works on the school sites, to ensure the safety of all persons exposed
- Ensure guidance on fire precautions and fire safety in schools is implemented and complied with
- Co-operate with accredited safety representatives appointed by recognised Trade Unions
- Keep the Trust's health and safety policy under review and bring any amendments to the notice of all staff.

The Executive Headteacher/Head of School will be advised and guided in these responsibilities by specialist bought in service providers (currently Notts CC).

3. The Executive Administrator is responsible to the Executive Headteacher/CEO for:-

- All health and safety matters of the schools in the absence of the Executive Headteacher/CEO
- Ensuring that all equipment provided for the schools is adequate for its intended use, is safe and correctly serviced, and properly maintained
- Withdrawing from use any unsafe equipment, its proper repair and return, and where necessary its correct disposal
- Initiating the necessary action to remedy defects in the school buildings and grounds (e.g. heating, lighting and play equipment)
- Liaising with building works contractors to ensure the safety of staff and pupils on school premises
- Reporting to the Executive Headteacher/CEO any problems or imminent danger associated with their responsibility as soon as it is practicable to do so

4. The Site Manager is responsible to the Executive Headteacher/CEO for:-

- Ensuring, so far as is reasonably practicable, that health and safety provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to
- Ensuring that cleaning materials and equipment liable to be a danger to pupils, or staff, are correctly used and properly stored when not in use.
- Ensuring that all waste materials from the school are disposed of in accordance recommended guidelines
- Maintaining a clean and effective boiler area
- Maintaining a high standard of housekeeping

Reporting to the Executive Headteacher/CEO any problem, or imminent danger associated with his responsibilities, as soon as it is practicable to do so.

Ladders

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| Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is: | Michael Pateman Howard Keeffe Stewart Mitchell |
| Person(s) authorised to use is/are: | Michael Pateman Howard Keeffe Stewart Mitchell |

Stepladders

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| Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is: | Michael Pateman Howard Keeffe Stewart Mitchell |
| Person(s) authorised to use is/are: | Michael Pateman Howard Keeffe Stewart Mitchell Teaching and Support Staff |

5. Responsibilities of all staff:

All staff employed at the establishments have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work
- Check classrooms/work areas are safe
- Check equipment is safe before use
- Ensure safe working procedures are followed
- Co-operate with the school Trustees and Governors and the Executive Headteacher/CEO on all matters relating to health and safety by complying with the health and safety policy

- Not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report immediately to their Executive Headteacher/CEO/Line Manager any serious or immediate danger
- Report to their Executive Headteacher/Line Manager any shortcomings in the arrangements for health and safety
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use
- Participate in health and safety inspections and the health and safety committee where appropriate.

6. Arrangements and Procedures in school:

a. Emergency Plan

Most emergencies can be dealt with by school staff, those with emergency first aid training and with the aid of emergency services. The schools have a comprehensive Emergency Plan in place which is updated annually. Telephone numbers for local medical centres and police stations are included in the Emergency Plan. All staff are conversant with its content and it is offered to supply staff undertaking supervisory duties.

b. Unauthorised persons

Procedures are already in place to ensure no entry to the premises is possible without notice by teaching, support or ancillary staff. There is a digital door lock between the front office and main school. Visitor procedures require signing in and out by other than regular staff. Each visitor must wear a school badge. Staff are required to approach visitors, especially without a school visitor badge, and request identification. If unsatisfied, police response should be sought. No member of staff should put themselves in a vulnerable/dangerous situation, but request police attendance promptly where any concerns exist.

c. Report suspicious person(s)

Where any concern is indicated by any of the reporting persons, police attendance should be sought. The Executive Headteacher or Head of School takes responsibility for passing on information to other schools, parents/carers etc., as deemed appropriate.

d. Violence to staff

Staff are made aware of the Anti-Violence policy by the Executive Headteacher/Head of School. The policy is reviewed annually.

e. Injury Reporting Procedures

All accidents should be reported to the Executive Headteacher/Executive Administrator who will ensure that all the necessary forms are completed.

f. First Aid Procedures

(See also First Aid Policy)

Fully trained First Aiders are in place in each school and a training record is kept.

The majority of teaching and support staff also have one day first aid or pediatric first aid training as appropriate.

First Aid Boxes are to be found in all year groups, and the hygiene suite.
All boxes are clearly marked.

The First Aiders are responsible in the event of the occurrence of serious injuries for:

- Summoning ambulance if necessary – or making suitable arrangements to get the injured person to hospital
- Contacting local surgery if appropriate
- Informing the Executive Headteacher/Head of School/Executive Administrator
- Informing parents/carers or next of kin
- Having as much information about the injury as possible to pass on to experts
- Keeping a record of the injury
- Attending to minor injuries
- Maintaining the First Aid Store and the First Aid Kits for all school visits
- Ordering stock

In the absence of the Appointed First Aiders, the majority of staff have undertaken one day First Aid Training

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| The address and telephone number of the nearest medical centre/NHS GP is: | Galletly Practice, The Surgery, 40 North Road, Bourne, Lincs, PE10 9BT | Colsterworth Medical Practice, Back Lane, Colsterworth, Grantham NG33 5NJ |
| | 01778 562200 | 01476 860243 |

g. School Outings

It is the responsibility of the teacher concerned to take a portable first aid kit. The school has an Educational Visits Coordinator – Jill Bates (BAPA), Peter Bellamy (BEPPA), Louise Jordan & Stephanie Cornish (Colsterworth). The Executive Headteacher/CEO/Heads of School and EVCs monitor all risk assessments and they are in turn monitored by the LA through EVOLVE.

h. Kitchen

The Cook/Supervisor is responsible for the kitchen first aid box. All kitchen staff and Middays are made aware of risk assessments folder and the Emergency Plan by the Executive Administrator/Head of School.

i. Medication

Medical opinion states that “only medically qualified persons should administer medication to the injured or ill”. Therefore, medicines should **not** be brought into school. (Letter and regular reminders sent to parents.)

In line with school policy on the “Supporting Children with medical Conditions’ teachers may volunteer to administer drugs, however if a child is ill they should not be at school.

In view of the increase of asthma related problems the Trust has an Asthma Policy which is

on each school's website.

Use of inhalers in school:-

- It is the parents/carers responsibility to provide the correct medication for their child and inform the school/class teacher
- Inhalers should be clearly marked with the child's name and the correct dosage to be taken ("use as directed is not good enough")
- Children who need emergency inhalers, not preventers, must carry them at all times, especially on school trips, football matches, swimming sessions etc.
- Medication must not be "borrowed" from other children
- Inhalers may be the responsibility of the child, if self- treatment is recommended. (Again regular reminders sent to parents/carers)

j. Fire Safety

Fire drill and shelter drills are carried out regularly at specially selected "different" times of the school week. Practice evacuations also involve the blocking of different routes out of the building.

Fire points are tested each week by the Site Manager. This is done in rotation.

In the event of a fire, the first adult to be aware, should ring the fire bell and alert the Fire Brigade. Classes should go to the fire assembly point (playgrounds), through the nearest doors, for registration. Staff are responsible for taking registers to ensure all children are accounted for. Staff are responsible for checking toilets and other areas where children may be.

A specific fire risk assessment for each school has been written and displayed in the staff room. All staff are aware of procedures. It is reviewed annually and updated by external contractors every two years.

k. Physical Intervention

At Abbey Academies Trust we believe that everyone is entitled to feel safe. To ensure the safety and well-being of pupils, staff and visitors it may be necessary to physically intervene if a pupil is likely to hurt themselves or others and the pupil has not responded to verbal requests to modify their behaviour. We have a Physical Intervention Policy which is reviewed annually. Most staff have undergone 'Team Teach' training.

l. Arrangements for consultations with staff on health, safety and welfare matters affecting the school

On an informal basis, the Executive Headteacher/CEO has an "Open door" policy and is available at all times to discuss current matters of concern. On a more formal basis, staff meetings and Senior Leadership Team meetings (held weekly), provide a forum at which Health and Safety matters are discussed.

m. Equipment Maintenance Procedures

The Trust has annual contracts as appropriate to have Fire, PE and Electrical equipment checked routinely.

In addition, the Site Managers/Caretaker, SLT and support staff complete a visual check of portable appliances at appropriate intervals.

n. Smoking

The Governing Body has prohibited smoking and vaping on all school premises and in vehicles under its control.

Notes:

Employees are not permitted to smoke or vape when teaching or supervising pupils or when they may otherwise come into contact with pupils including school visits and residential.

The policy applies equally to all people who have business in the premises including County Councillors, employees, pupils, parents/carers and other visitors.

All job applicants will be informed of the no smoking/vaping policy.

No Smoking/No Vaping signs will be displayed in the school wherever appropriate, as determined by the fire risk assessment.

The Board of Trustees and Local Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to the Executive Headteacher/CEO.

Please read this policy in conjunction with the schools' First Aid Policy, Supporting Children with Medical Conditions Policy, Risk Assessment folder, Lettings Policy, Emergency Plan, Fire Risk Assessment document, Staff Handbook, Physical Intervention Policy, Guidelines for Volunteer Helpers in School and Security Statement.

Updated January 2022 (name change)

Review date September 2022