



HEALTH AND SAFETY POLICY

Trade union consultation date 4th October 2023
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Board 2nd November 2023

NEXT REVIEW – AUTUMN 2024
CRANMER EDUCATION TRUST

Contents

Section 1 - Health and Safety Policy Statement	1
Section 2 – Responsibilities	2
Section 3 – Operational Arrangements	7

Section 1 - Health and Safety Policy Statement

1. Our Statement of General Policy is to:

- 1.1 provide adequate control of the health and safety risks arising from our work activities.
- 1.2 consult with our employees on matters affecting their health and safety.
- 1.3 provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European, or international standard, is regularly inspected, tested, and maintained; and offers protection from danger by being suitably guarded (where appropriate). This includes heating and hot water plant, kitchen equipment and appliances e.g., meat-slicer, powered cleaning equipment and portable electrical appliances.
- 1.4 ensure safe handling, use, storage and transport of articles and substances.
- 1.5 provide adequate information, instruction, and training to enable adults and pupils to carry out activities in a healthy and safe manner and enable them to contribute positively to their own health and safety and that of others.
- 1.6 ensure all employees are competent to do their tasks.
- 1.7 prevent accidents and cases of work-related ill health.
- 1.8 decide within the school for the reporting of all accident/violent incidents to the Health and Safety service.
- 1.9 make positive arrangements for fire evacuation, first-aid, and other emergency situations.
- 1.10 provide and maintain a safe and healthy school building/s with safe access and egress, paying particular attention to the structure of the building/s, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements to minimise the risk of acts of violence.
- 1.11 provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation.
- 1.12 provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings.
- 1.13 maintain safe and healthy working conditions; and
- 1.14 review and revise this policy as necessary at regular intervals.
- 1.15 Comply with relevant legislation:
 - Health and Safety at Work Act 1974,
 - Management of Health and Safety at Work Regulations 1999,
 - Regulatory Reform (Fire Safety) Order 2005,
 - Control of Asbestos Regulations 2012,
 - Construction (Design and Management) Regulations 2015,
 - School Premises (England) Regulations 2012,
 - Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013.

Section 2 – Responsibilities

Organisation

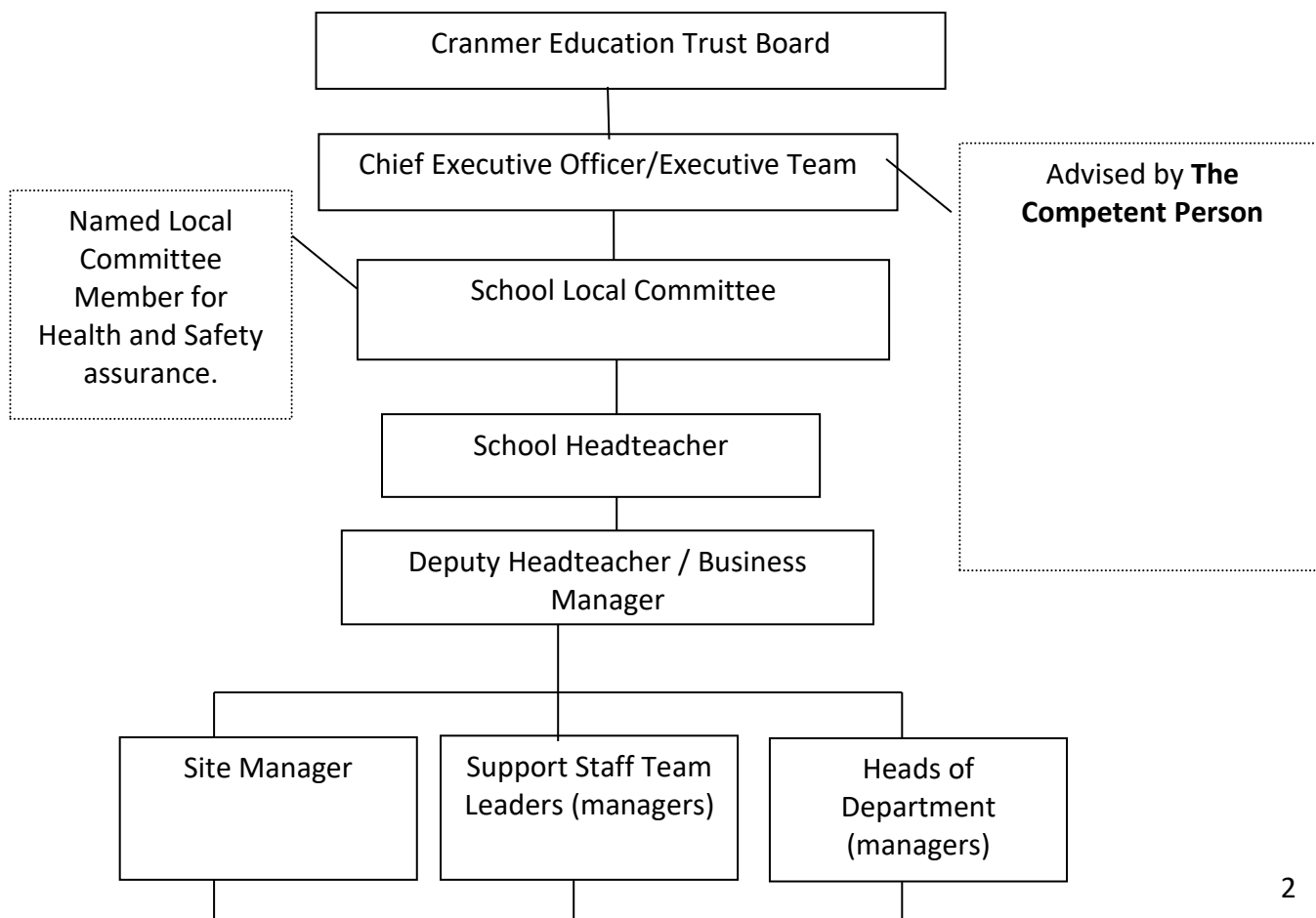
The Cranmer Education Trust is a school trust comprising primary and secondary schools, sixth form, a teacher training arm (SCITT), Cranmer Institute and the East Manchester Teaching School Hub.

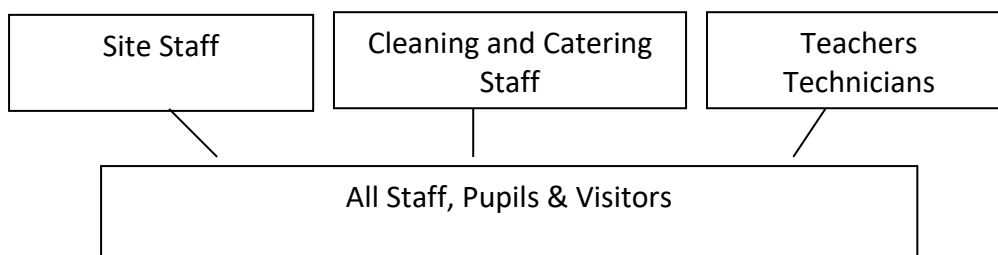
Overall and ultimate responsibility for health and safety within the Trust lies with the Trust Board which delegates responsibility through the Trust Scheme of Delegation to the Headteacher, the Executive and the Local Governing Committee of each school. At strategic level, the Trust commissions professional support from a third-party company, Compliance Education, who provide the Trust with a Competent Person who is a Chartered Member of IOSH and on the occupational safety and health consultants register. The Competent Person visits each school on a regular basis to carry out checks and audits and produces action plans for each school which are reported to the Chief Operating Officer and, subsequently, to the Trust Board.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Headteacher* at each school, and the leaders of the Hub and the SCITT, each of whom is directly responsible to the Chief Executive Officer (CEO) and to the Local Governing Committee. The CEO reports to the Trust Board.

*Including Hub and SCITT leaders with headteachers and members of CET Executive team as appropriate.

Management Structure





2. To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas.

2.1 **The Trust Board** shall ensure, so far as is reasonably practicable:

- 2.1.1 compliance with all legal requirements
- 2.1.2 formulate and ensure the implementation of policies and procedures which it is intended will achieve a consistently high standard of health & safety across the Trust.
- 2.1.3 exercise reasonable care and skill, using personal knowledge and experience to ensure the Trust is well run and efficient.

2.2 **The Chief Executive Officer** shall:

- 2.2.1 be supported by Trust Officers, who, in turn, take advice from the Competent Person following their regular and independent assessment of health and safety arrangements across the trust,
- 2.2.2 direct and support the operation of each school, assisting the Headteacher, so far as is reasonably practicable, with all legal requirements as required by The Board
- 2.2.3 specify management controls and reporting requirements, require the audit of associated processes, procedures and outcomes in each school, and support Headteachers in identifying and delivering appropriate training and support.
- 2.2.4 report to the Trust Board on progress and provide operational and management support, e.g., through Trust Officers, to the Headteachers and senior leadership teams within the schools.
- 2.2.5 ensure the policy is reviewed and updated as appropriate.

2.3 **The Competent Person shall:**

- 2.3.1 Offer expert advice as a chartered member of IOSH and an occupational health and safety consultant.
- 2.3.2 Work with the Trust Executive on a comprehensive strategic approach to health and safety reporting and systems across a group of schools.
- 2.3.3 Advise on technical queries or approaches to health and safety, including relating to staff.
- 2.3.4 Develop health and safety policies.
- 2.3.5 Carry out school auditing, assisting with risk assessments and support and challenge staff to meet the required standard.
- 2.3.6 Develop and deliver staff training.
- 2.3.7 Carry out bespoke audits, recommendations, and strategic plans as required.

2.4 Local Committees shall ensure as far as is reasonably practicable:

- 2.4.1 the health, safety, and welfare of all staff,
- 2.4.2 the health and safety of pupils in-school and on off-site visits.
- 2.4.3 the health and safety of visitors to schools, and volunteers involved in any school activity.
- 2.4.4 That the headteacher keeps health and safety as a high priority in the day-to-day management of the school.

2.5 Headteachers are responsible for the day-to-day management of their school and shall so far as is reasonably practicable, ensure that:

- 2.5.1 the Health and Safety Policy is always implemented and adhered to.
- 2.5.2 all members of staff know, understand, and accept their health and safety duties and responsibilities and that these are reflected in job profiles / descriptions.
- 2.5.3 adequate resources are allocated to facilitate healthy and safe working and teaching practices.
- 2.5.4 the Local Committee is advised of health and safety implications when undertaking the review of the school budget.
- 2.5.5 all employees, pupils and visitors receive adequate information, instruction, training, and supervision, both within school and on school trips as appropriate.
- 2.5.6 all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner for which it was designed and is periodically examined, tested, and maintained as appropriate.
- 2.5.7 the use of safe working practices is in place and where necessary draw up and communicate written codes of practice for safe working and teaching.
- 2.5.8 only approved chemicals and substances are used at school and that the appropriate safety information and risk assessment is available to the user.
- 2.5.9 suitable and appropriate protective clothing is provided for staff and pupils who require it, and that it is worn when necessary.
- 2.5.10 adequate first aid treatment is available by the provision of a First-Aider or appointed person and that first aid boxes are kept adequately stocked.
- 2.5.11 accidents/violent incidents are recorded and where necessary, investigated and reported to the Health and Safety Adviser as soon as possible if advice is required.
- 2.5.12 accidents/violent incidents will be reported to the Local Committee Health and Safety Representative during their termly school visit and if serious, will be noted in their report.
- 2.5.13 ensure that in the event of a major injury, the Chair of the Local Committee and the CEO shall be informed.
- 2.5.14 a record is kept of any contagious disease contracted, and all acts of violence and bullying, and that this is reported to the Local Committee as appropriate.
- 2.5.15 a suitable and sufficient fire risk assessment is carried out, updated, and reviewed for the school premises. This is reviewed annually, with support from a third-party specialist at least once every three years, sooner if there has been significant change.
- 2.5.16 fire procedures are planned and rehearsed at least once per term.
- 2.5.17 fire equipment, fixtures and exits are checked and maintained in line with regulations and good practice to ensure they are in working order in line with The Regulatory Reform (Fire Safety) Order 2005.
- 2.5.18 adequate welfare facilities are provided and maintained for staff and pupils.
- 2.5.19 periodic safety inspections of the school are carried out.

- 2.5.20 there is consultation on policy with recognised trade unions through the Trust JCNC and, Staff Consultative Committees or equivalent, on local matters of health, safety, and welfare.
- 2.5.21 contractors working in the school report to a designated person before work commences to ascertain work details and agree safety procedures.
- 2.5.22 in the absence of the Headteacher, health and safety duties are delegated as appropriate.
- 2.5.23 there is an annual appraisal of the school's health and safety performance.
- 2.5.24 risk assessments are undertaken and reviewed as appropriate; and
- 2.5.25 any matters of concern regarding health and safety are reported to the Local Committee via the named health and safety committee representative and the CEO.

2.6 Managers are responsible for the day-to-day operation of their areas and shall so far as is reasonably practicable, ensure that:

- 2.6.1 the Health and Safety Policy is always implemented and adhered to.
- 2.6.2 all members of their team know, understand, and accept their health and safety duties and responsibilities and that these are reflected in job profiles / descriptions.
- 2.6.3 adequate resources are allocated to facilitate healthy and safe working and teaching practices.
- 2.6.4 all colleagues, pupils and visitors receive adequate information, instruction, training, and supervision.
- 2.6.5 all machinery, appliances and equipment purchased for the department or area, conforms to a British, European or International Standard, is used in the manner for which it was designed and is periodically examined, tested, and maintained as appropriate.
- 2.6.6 safe working practices are in place and where necessary draw up and communicate written codes of practice for safe working and teaching.
- 2.6.7 only approved chemicals and substances are used and that the appropriate safety information and risk assessment is available to the user.
- 2.6.8 suitable and appropriate protective clothing is provided for staff and pupils who require it, and that it is worn when necessary.
- 2.6.9 accidents/violent incidents are reported and recorded.
- 2.6.10 contractors working in the school report to a designated person before work commences to ascertain work details and agree safety procedures.
- 2.6.11 undertake health and safety training as the role requires.
- 2.6.12 risk assessments are undertaken and reviewed as appropriate; and
- 2.6.13 any matters of concern about health and safety are reported to the Business Manager (or equivalent)

2.7 All Staff (Permanent and Temporary), where appropriate and so far, as is reasonably practicable ensure that:

- 2.7.1 they are fully aware of the health and safety responsibilities of their role and seek clarification if unclear.
- 2.7.2 the Trust's / School's policies are always implemented (these are available from the Trust's published drive which is accessed P:_CET\Policies and on the Trust SharePoint Policies page).
- 2.7.3 they are fully aware that they are responsible for the health and safety of the pupils they supervise.

- 2.7.4 equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher so that the equipment can either be repaired or disposed of.
- 2.7.5 in the event of a fire, ensure all pupils know the fire procedures and are evacuated safely.
- 2.7.6 in the case of an injury, they will arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details on the appropriate documentation.
- 2.7.7 all classroom-based activities are carried out in a safe and healthy manner.
- 2.7.8 playground activities are supervised as appropriate, and any violent behaviour is stopped.
- 2.7.9 pupils are adequately supervised at lunchtimes.
- 2.7.10 whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies.
- 2.7.11 whilst transporting pupils by car, appropriate restraints are worn, and guidelines outlined in the Trust/school's Trips and Visits policy are followed.
- 2.7.12 when undertaking school trips and holidays, sufficient research, planning, precautions, and supervision are undertaken as laid down in the School's Trips and Visits Policy.
- 2.7.13 pupils do not bring into school any potentially dangerous article or hazardous substance.
- 2.7.14 they take appropriate action to make safe any dangerous condition caused by wet or icy weather.
- 2.7.15 accidents/violent incidents are reported and recorded.
- 2.7.16 any agreed security provisions are carried out.
- 2.7.17 they co-operate with the Headteacher on all aspects of health, safety, and welfare; and
- 2.7.18 they co-operate with the Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.
- 2.7.19 any matters of concern about health and safety are reported to the Business Manager (or equivalent)

2.8 Union appointed safety representatives may:

- 2.8.1 inquire to the Headteacher about any accident / incident occurring and any potential hazard reported.

2.9 Post holders with specific health and safety duties may:

- 2.9.1 carry out role specific checks including for example ladder checks or maintenance and minor repair work.
- 2.9.2 monitor communal areas.
- 2.9.3 maintain documentation and make available for consultation.

2.10 Pupils must:

- 2.10.1 comply with all school policies and regulations.
- 2.10.2 co-operate with all school staff on health and safety matters.
- 2.10.3 not interfere with anything provided to safeguard their own health and safety.
- 2.10.4 take reasonable care of their own health and safety; and
- 2.10.5 report all health and safety concerns to a teacher or other adult.

Section 3 – Operational Arrangements

3.1 Health and safety risks arising from our work activity.

- 3.1.1 Risk assessments will be undertaken by staff across schools in line with their job descriptions / roles and responsibilities.
- 3.1.2 The findings of the risk assessments will be reported to the Headteacher or their nominee.
- 3.1.3 Action required to remove / control risks will be approved by the Headteacher or their nominee.
- 3.1.4 Senior managers will be responsible for ensuring the action required is implemented.
- 3.1.5 Senior managers will check that the implemented actions have removed / reduced the risks.
- 3.1.6 Assessments will be reviewed annually or when the work activity changes, whichever is sooner.
- 3.1.7 Risk assessments will be carried out by HR for persons identified through law or otherwise as requiring one, e.g., new, and expectant mothers, young person's aged 16-17 years old.

3.2 Consultation with Employees is provided by.

- 3.2.1 Recognised trade unions at the JCNC.
- 3.2.2 The Staff Consultative Committee, where they exist, who meet on a regular basis.
- 3.2.3 Regular health and safety updates on school bulletins, SharePoint sites, and via staff briefings
- 3.2.4 Regular requests for reviews / feedback on health and safety matters from the Business Manager or equivalent (e.g., risk assessment reviews, classroom checklists)

3.3 Safe Plant and Equipment

- 3.3.1 The Site Manager / Business Manager will be responsible for identifying all equipment / plant needing maintenance.
- 3.3.2 The Site Manager will be responsible for ensuring effective maintenance procedures are drawn up in accordance with the manufacturer's instructions and reviewed.
- 3.3.3 The Site Manager will be responsible for ensuring that all identified maintenance is carried out.
- 3.3.4 Any problems found with plant / equipment should be reported to the Site Manager / Team and the item/s taken out of commission until such time as problems are resolved
- 3.3.5 Designated staff will check that new plant and equipment meets health and safety standards before it is purchased.
- 3.3.6 All equipment is stored in the appropriate containers, area, with the correct labels.
- 3.3.7 Lifts will be subject to regular checks in accordance with Lift Operating and Lifting Equipment Regulations (LOLER) 1998

3.4 Gas Safety

- 3.4.1 Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- 3.4.2 Gas pipework, appliances and flues will be regularly maintained.
- 3.4.3 All rooms with gas appliances are checked to ensure they have adequate ventilation.

3.5 Electrical Safety

- 3.5.2 Maintenance of electrical appliances will be carried out by a qualified person.
- 3.5.3 Annual Portable Appliance Testing will take place at each school.
- 3.5.4 Fixed wiring is inspected and tested at intervals determined by a competent electrician.
- 3.5.5 No unauthorised electrical equipment is to be used on school premises and where appropriate, residual current devices should be used with all electrical equipment.
- 3.5.6 Maintenance, repair, installation, and disconnections work will be carried out where necessary by a competent person.
- 3.5.7 All electrical faults and hazards are reported to the Site Manager or Business Manager and arrangements made to have the fault or hazard safely dealt with.

3.6 Asbestos

- 3.5.1 Asbestos surveys must be undertaken in all schools. Once asbestos has been identified, a decision must be made as to whether the asbestos should be removed.
- 3.5.2 If the asbestos was not deemed to be a risk due to its location and/or condition, its management will come under the AMP (Asbestos Management Policy) which forms part of the nominated staff member's statutory checks (e.g., site manager).
- 3.5.3 A regular inspection system is in place to monitor the condition of the asbestos (where it is accessible) and the findings will be recorded. If any damage or flaking is noticed to an asbestos containing material, either during an inspection or otherwise, it should be reported immediately to the school health and safety named person and/or the Headteacher.
- 3.5.4 Material known to contain asbestos, for example ceiling tiles, must never be drilled or screwed into, nor must any item be affixed to it e.g., posters, mobiles, especially with pins or staples.
- 3.5.5 All contractors must be provided with an appropriate site plan with known asbestos locations clearly marked.

3.6 Water / Legionella

- 3.6.1 Legionella surveys/water risk assessments must be undertaken in all schools.
- 3.6.2 A responsible person, e.g., the Site Manager / Assistant at each school must carry out weekly and monthly checks of water service temperatures and maintain local records.
- 3.6.3 Other checks (bi-annual/annual) will be carried out and documented by appointed contractors as part of the school external contract arrangements and confirmation provided for inspection by the named Local Committee member for Health and Safety as required.
- 3.6.4 To prevent scalding, water temperatures should be no higher than 43°C.

3.7 Reinforced autoclaved aerated concrete (RAAC)

- 3.7.1 With the executive estates lead, schools should establish whether buildings contain RAAC and then take steps to manage and control risk.
- 3.7.2 Where any buildings contain RAAC, competent structural engineer specialist advice will be sought to assess it and develop a management plan to control risk.

3.8 Safe Handling and Use of Substances

- 3.8.1 Designated staff will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.
- 3.8.2 Science Technicians and designated staff will be responsible for undertaking COSHH assessments.

- 3.8.3 Managers will be responsible for ensuring that all actions identified in the assessments are implemented, including how hazardous products will be stored and details on pupil access to substances.
- 3.8.4 The use of chemicals for teaching as set out in the national curriculum will be done in accordance with guidance and hazard cards produced by CLEAPSS School's Science Service.
- 3.8.5 Designated managers will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- 3.8.6 Designated managers will check that new substances can be used safely before they are purchased.
- 3.8.7 Assessments will be reviewed on a regular basis, when the work activity changes, or the constituents of the product change, whichever is the sooner.
- 3.8.8 Any hazardous products will be disposed of in accordance with specific disposal procedures.

3.9 Information, Instruction and Supervision

- 3.9.1 The Health and Safety Law poster should be displayed prominently in each institution.
- 3.9.2 Supervision of young workers and trainees will be arranged, undertaken, and monitored by designated managers.
- 3.9.3 The Headteacher or their nominee is responsible for ensuring that Trust employees working at locations under the control of other employers are given relevant health and safety information.
- 3.9.4 Health and Safety advice is available from The Competent person / Health and Safety Practitioner who is a chartered member of IOSH and on the occupational safety and health consultants register whose contact details are available from the Site Manager/Business Manager/COO.

3.10 Competency for Tasks and Training

- 3.10.1 Induction training will be provided for all employees.
- 3.10.2 A health and safety training matrix is held for all role types which summarises both mandatory and optional training requirements and helps to easily identify gaps.
- 3.10.3 Job specific training will be provided by designated trainers.
- 3.10.4 Examples of specific jobs requiring special training are:
 - Deputy Headteachers
 - Educational Visits Coordinator (EVC)
 - Heads of Department in certain subjects
 - Teachers in certain subject areas e.g., DT
 - Facilities Manager
 - Technicians
 - Designated First Aiders
 - Site Manager / Assistants
 - Grounds Persons
 - Minibus drivers
- 3.10.5 Training records are kept by HR.
- 3.10.6 Training records are posted to staff personal files.
- 3.10.7 Training will be identified, arranged, and monitored by designated line managers.

3.11 Accidents, Incidents, First Aid and Medical Conditions

- 3.11.1 The separate Trust Medical Conditions and First Aid Policy should be followed.
- 3.11.2 The first aiders and/or appointed persons are listed in each staff room and/or prominent places.
- 3.11.3 First aid box locations should be made known to staff.
- 3.11.4 Staff administering medication in an emergency **must** be fully trained to do so.
- 3.11.5 All accidents, incidents and cases of work-related ill health are to be recorded on an accident form/log/book. See Appendix 1 and 2
- 3.11.6 Completed report forms are kept in school in line with the Trust Retention Policy. (Please refer to P:_CET\Policies\Data or the Trust SharePoint Policies Page for more information).
- 3.11.7 If the accident/incident is RIDDOR reportable, the information will also be sent to the Health and Safety Executive. Certain workplace accidents, reportable diseases and near-misses are RIDDOR reportable. The Responsible Person will refer any accident considered as reportable to the Headteacher.
- 3.11.8 Violent incidents will be recorded on the school's violence at work forms, which are available from the responsible person (e.g., Site Manager, Business Manager or Estates Manager).
- 3.10.9 Accidents should be investigated depending on the potential consequences and the likelihood of the accident (or adverse event or near miss) recurring. The headteacher or business manager will be the arbiter of which accidents should be investigated and follow HSE accident investigation guidance.

3.12 Monitoring

- 3.12.1 To check working conditions, and ensure our safe working practices and policies are being followed the following monitoring takes place:
 - 3.12.1.1 The nominated Local Committee Governor will carry out visits termly and report their findings to the Local Committee in a standard report format agreed by the CEO.
 - 3.12.1.2 The Health and Safety Adviser will conduct health and safety audits at each school at a frequency of every 3 years.
 - 3.12.1.3 The Headteacher will nominate a member of staff responsible for investigating accidents.
 - 3.12.1.4 The Headteacher or their nominee will liaise with the Trust HR Department for investigating work-related causes of sickness absences.
 - 3.12.1.5 The Headteacher or their nominee is responsible for acting on investigation findings to prevent a recurrence.

3.13 Emergency Procedures – Fire and Evacuation

- 3.13.1 Each school must have a Fire Evacuation Policy which will be reviewed at least every 2 years and approved by the local committee of the governing body and must include arrangements for the evacuation of people with mobility needs.
- 3.13.2 Headteachers are responsible as far as is reasonably practicable for the building and for ensuring that an external fire risk assessment is undertaken at least every 3 years and actions implemented and monitored through a Fire Action Plan.
- 3.13.3 Escape routes and exits must be checked by all staff daily.
- 3.13.4 Fire extinguishers must be maintained and checked by the school nominated contractor once per year.
- 3.13.5 Alarms must be tested by the designated contractor (at minimum) annually.

- 3.13.6 Emergency evacuation / fire drills will be carried out termly and records will be kept in a designated central location or administrative office.
- 3.13.7 Smoking or vaping is not permitted in any part of the Trust's premises, or within sight of an entrance, exit or perimeter of a Trust school including anywhere where students or parent may observe staff. This includes a ban on smoking or vaping within vehicles on school grounds.

3.14 Visitors

- 3.14.1 Where reasonably practicable any person visiting the premises is requested to make an appointment prior to the visit.
- 3.14.2 On entering the premises, all visitors must go to the reception / main office and sign-in.
- 3.14.3 All visitors will be issued with a visitor's badge / lanyard, which is to be worn for the duration of the visit.
- 3.14.4 On departure, visitors must sign-out and return their visitor's badge / lanyard to reception.

3.15 Contractors and Safety

- 3.15.1 Contractors are selected based on proof of competence as per the Trust Approved Contractor Central Record which includes criteria such as production of qualification certificates, production of a company safety policy, cost, references and efficiency and reliability.
- 3.15.2 For major works, all contractors are required to attend a pre-start meeting with the Headteacher's nominee / Site Manager and any other relevant personnel for health and safety and safeguarding regulations to be communicated.
- 3.15.3 For minor works, the Site Manager is responsible for ensuring the contractor understands their responsibilities in relation to health and safety.
- 3.15.4 All contractors are required to sign in and wear a visitor's badge / lanyard for the duration of the visit. Contractors' equipment must **not** be left unattended.
- 3.15.5 Contractors' activities must not present a hazard to others in the vicinity of the work.
- 3.15.6 All contractors are required to read and sign the Trust's 'Safety Guidance for Contractors' before work commences.
- 3.15.7 Contractors must sign the Asbestos Register where intrusive works are being carried out.
- 3.15.8 School site staff use a check list for all contractors as a formal record of the due works, this includes working at height, hot works, asbestos management, basic electrics, etc. This allows site staff to tailor procedural rules and guidance.
- 3.15.9 The Site Manager / Assistant is responsible for monitoring contractor's activities whilst on site.
- 3.15.10 New contractors must be added to the Approved Contractor central record, along with evidence of relevant certification (e.g., gas safety).

3.16 Educational Visits / Extra Curricular Activities

- 3.16.1 The Headteacher is responsible for ensuring that the Trips and Visits Policy is followed.
- 3.16.2 The Educational Visits Co-ordinator for the school is the designated Deputy/Assistant Headteacher
- 3.16.3 All educational visits must be authorised by the Headteacher / EVC in advance.
- 3.16.4 The Headteacher or nominee will ensure that all appropriate information relating to the trip e.g., arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children.
- 3.16.5 Supervision ratios will be determined via risk assessment. See Trips and Visits Policy.
- 3.16.6 The Evolve portal site provides detailed procedures and guidelines. Login details can be obtained from the person responsible for trips and visits administration e.g., Trips Officer, Office Manager, Business Manager.
- 3.16.7 The Headteacher is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations contain appropriate seat belts, are properly taxed, insured and have valid M.O.T. certificates.
- 3.16.8 Advice relating to educational visits can be obtained from:

For Oldham – Rod Steele Castleshaw Centre Waterworks Road Delph Oldham OL3 5LZ Tel: 0161 770 8595 Rod.steele@oldham.gov.uk	For Rochdale – David Scourfield Educational Visits Adviser Early Help & Schools 01706 926760 07976 059303 david.scourfield@rochdale.gov.uk Rochdale Borough Council Highwood Centre Highwood, Norden, Rochdale, OL11 5XP
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3.17 Movement of Vehicles

- 3.17.1 Staff and visitors should park their vehicles in the designated car park.
- 3.17.2 Speed restrictions are in place where necessary.

3.18 Minibus

- 3.18.1 Minibus safety checks are carried out on a regular basis by the site team.
- 3.18.2 Regular servicing takes place in accordance with the lease agreement.
- 3.18.3 Minibus drivers undertake MIDAS training.
- 3.18.4 Schools carry out and record annual driving licence checks of minibus drivers.

3.19 School Security

- 3.19.1 Refer also to ‘The arrangements for Visitors’ document.
- 3.19.2 Where there are school lock down procedures in place these must be communicated to all staff and followed.
- 3.19.3 The security of the school is maintained by reception staff supported by site staff and senior colleagues.

	Yes	No
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Perimeter fencing	√	
Duty Officers stationed within individual buildings	√	
External Doors being locked during school hours *	√	
CCTV	√	
Signposting	√	
Security lighting	√	
Other security measures – colour coded staff lanyards*, 6 th form lanyards*; visitor passes	√	

* Exclusions at some locations

3.20 Occupational Health Services and Stress

- 3.20.1 Occupational health services are provided by an external occupational health advisory service.
- 3.20.2 Any individual suffering from work related stress should contact the designated HR Officer at their school.
- 3.20.3 A workplace stress risk assessment is carried out annually to review the stress risk factors within the school/organisation and to consider and listen to any concerns raised specifically at this school, focusing on prevention and organisational level solutions.
- 3.20.4 Individual stress risk assessments may be offered where appropriate or where requested.

3.21 External Groups / Activities

- 3.21.1 External groups currently letting school premises vary within the schools and may include local football and / or rugby teams or nurseries.
- 3.21.2 Health and safety particulars including escape routes and fire exits, alarm call points etc) will be communicated to external group representatives by the designated Finance / Administrative Officer when bookings are initiated.
- 3.21.3 All extra-curricular groups using school premises will be made aware of school health and safety rules.
- 3.21.4 Groups that use school premises to hold functions are responsible for carrying out the necessary risk assessments implementing appropriate control measures to reduce any risks identified.

3.22 Violence, Behaviour, Bullying and Harassment

- 3.22.1 Efforts will be made to train all staff in how to handle violent and aggressive situations.
- 3.22.2 If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance, and do not do or say anything to antagonise the situation.
- 3.22.3 If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g., onto playing fields, then a mobile phone is taken to ensure assistance could be summoned quickly in an emergency.
- 3.22.4 If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e., 'doubling up', will be considered.
- 3.22.5 Schools will address bad behaviour, bullying and harassment involving pupils by using the Trust/school approach including monitoring behaviour and logging issues on the relevant system and referring problem situations via the pastoral system.
- 3.22.6 Please refer to the Trust's Violence and Aggression Policy for further information (P:_CET\Policies\Human Resources and on Cranmer SharePoint Policies page).

3.23 Lone Working

- 3.23.1 Lone working will be generally risk assessed at school level for all employees and reviewed annually or when staffing changes. The general risk assessment will outline steps to avoid or control risks where necessary.
- 3.23.2 HSE guidance on protecting lone workers will be followed when assessing the school's lone working risks.
- 3.23.3 Schools will not put lone workers at more risk than other workers.
- 3.23.4 Risk assessments will include manual handling, violence, the medical suitability of the employee to work alone, requirements for training and levels of experience. Employees will be involved in considering potential risks.
- 3.23.5 Communication and keeping in contact methods and procedures will be in place for all lone workers.
- 3.23.6 Working from home is classed as lone working and should be considered in general risk assessments.
- 3.23.7 Arrangements for periods of school closure or weekend working should be risk assessed.
- 3.23.8 Access to first aid facilities will be considered.
- 3.23.9 If any employee has a health condition, which may require additional interventions, or reasonable adjustments, these will be considered on an individual basis including those required by the Equality Act 2010: <https://www.equalityhumanrights.com/en/multipage-guide/employment-workplace-adjustments>.

3.24 Infection Control

- 3.24.1 General spread of infection - best practice guidance staff and students will be followed for pupils in an age-appropriate way through curriculum and for staff will be sign-posted in relevant areas e.g., toilets and bathroom.
- 3.24.2 Staff and students who are identified as being at greater risk e.g., pregnant employees or someone undergoing medical treatment will have their activities assessed and should contact HR for specific arrangements.
- 3.24.3 Food safety standards will be adhered to by catering facilities.
- 3.24.4 COSHH standards will be applied to employees who through their line of work are exposed to infectious micro-organisms.
- 3.24.5 Public Health England and/or Department for Education advice and guidance will be followed in the event of a pandemic or other national concern for infection control.

3.25 Manual Handling, Working at Height

- 3.25.1 Specific risk assessments will address the risks associated with manual handling and working at height. They should consider all areas of activity, skills, knowledge, and experience, and be reviewed regularly and will be communicated with the members of staff involved.
- 3.25.2 Contractors are expected to provide their own ladders for working at height.
- 3.25.3 Access to high levels, such as roofs, must be risk assessed and is only permitted by trained persons.
- 3.25.4 It is up to individuals to determine whether they are fit to lift or move equipment and furniture and ask for assistance if required and to follow manual handling basic procedures including assessing the load, use aid where appropriate, clear obstructions, bend knees and keep your back straight avoiding stretching and reaching where possible.

3.26 PE equipment

- 3.26.1 Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- 3.26.2 Any concerns about the condition of the gym floor or other apparatus will be reported to the relevant member of staff usually the premises team.
- 3.26.3 PE equipment will be risk assessed and serviced as risk assessment determines.

3.27 Screen equipment

- 3.27.1 All staff who use computers as a significant part of their normal work have a display screen equipment (DSE) assessment carried out as an electronic checking process.
- 3.27.2 Additional checks will be carried out for pregnant women at 20 and 30 weeks, following surgery or other medical conditions unless requested or required at other times upon request or following occupational health assessment.

3.28 Persons with Disabilities

- 3.28.1 If any employee has a health condition, whether physical or mental which may require additional interventions, or reasonable adjustments, these will be considered on an individual basis will be protected from everyday hazards at the school including those required by the Equality Act 2010: <https://www.equalityhumanrights.com/en/multipage-guide/employment-workplace-adjustments>.
- 3.28.2 Any staff with disability will be considered for a personal evacuation plan (PEEP) for evacuation purposes specific to their needs.

3.29 Associated policies / documents (P:_CET\Policies or on Cranmer Staff SharePoint Policies Page)

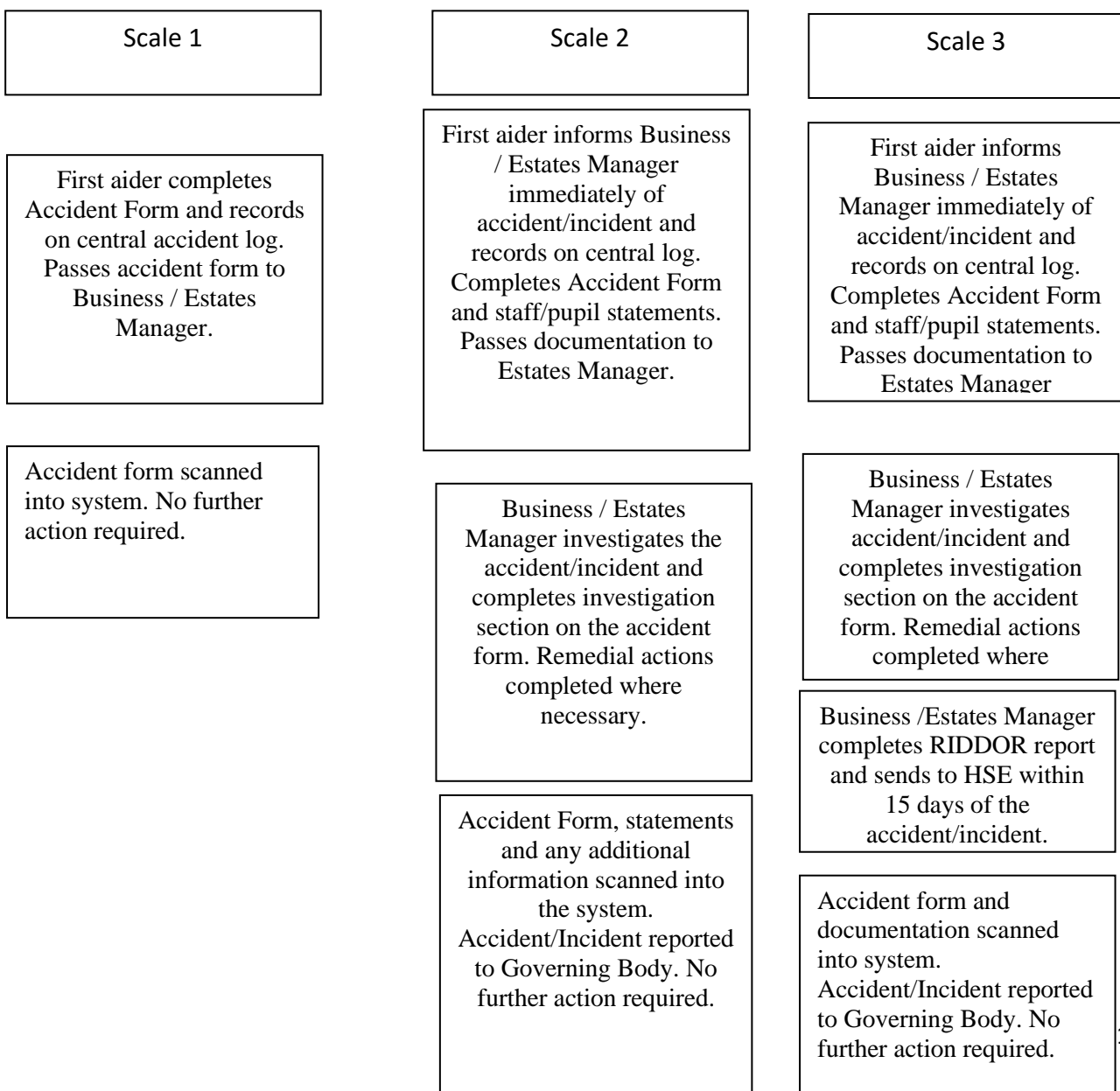
- Asbestos Management Plan
- Asbestos Policy (in progress)
- Contractor Induction document
- Emergency Evacuation / Invacuation
- E-Safety
- First Aid and Medical Conditions
- Improving staff attendance
- Legionella Policy (in progress)
- Minibus Handbook
- Risk Assessment Policy
- Safeguarding
- Stress Risk Assessment
- Traffic management Risk Assessment
- Violence and Aggression at Work
- Wellbeing Strategy

Appendix 1 – Accident reporting flowchart

HEALTH & SAFETY ACCIDENT REPORTING

Accidents/Injuries are graded on a scale of 1-3 as follows:

- 1) General accidents or incidents that pose no threat to others and are not because of faulty equipment/lack of supervision/site issue.
- 2) General accident or incident but which requires check on site/basic investigation. These will include near misses and violence/aggression incidents.
- 3) All accidents involving staff which are RIDDOR reportable – a serious accident resulting in a major injury or where the employee is off work for more than 3 days as a result of the accident/injury **OR** accidents to students/members of the public where a fatality or major injury occurred on school premises or controlled activities off the school site or where the person is taken directly to hospital from the site of the accident and receives treatment **AND** the accident was as a result of defective equipment / premises / lack of supervision /and/or the way in which equipment or substances were used



Appendix 2 – Accident and Incident Reporting Form

1. Injured Person	
<input type="checkbox"/> Employee	<input type="checkbox"/> Pupil
<input type="checkbox"/> Contractor	<input type="checkbox"/> Visitor
<input type="checkbox"/> Other	
Name: _____	Surname: _____
Address: _____	Age: _____
Postcode: _____	Telephone No: _____
	Occupation: _____
2. Accident/Incident Details	
<input type="checkbox"/> Accident	<input type="checkbox"/> Injury
<input type="checkbox"/> Near Miss	<input type="checkbox"/> Incident
<input type="checkbox"/> Violence and Aggression	
Location of the accident: _____	Date & time: _____
Description of accident/incident <i>(continue separate sheet if needed)</i> : 	
If the injured person is an employee, were they engaged in work at the time of the accident/incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What was being done at the time of the incident: 	
Has the injured person been off or unable to do their normal work for more than 7 days, including weekends, as a result of the accident/incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, date absent from: _____ to: _____ or Still Absent? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Injury Details	
Nature of the injury <i>(e.g., fracture, sprain, cut, include part of the body injured)</i> 	
First aid given by <i>(inc job title)</i> : 	
First aid treatment given <i>(i.e., compress, plaster)</i> : 	
Was the injured person taken to hospital from the scene: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Were they detained: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes how long for in days? _____	
4. Witnesses	
Name _____	Name _____
Address _____	Address _____

Contact Number _____	Contact Number _____
Are witness statements attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Report Details	
Accident reported to <i>(i.e., Manager, supervisor, 1st Aider (inc name))</i> :	
Reported on <i>(date)</i> :	Time:
Signed by injured person <i>(if employee)</i> :	
Parent guardian informed	<input type="checkbox"/> Yes <input type="checkbox"/> No Date
Details:	
Other – please specify	<input type="checkbox"/> Yes <input type="checkbox"/> No Date
6. Accident Investigation <i>(to be completed by manager/department head/responsible person)</i>	
Carried out by:	
Position/occupation:	
Contact No:	
How did the accident/incident happen?	
What has been done to prevent reoccurrence?	
Do general risk assessments require updating? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what additional risk control measures are needed / recommended?	
Is additional information, instruction and training required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, detail what action has been taken:	
Signed:	Date:

7. For Internal use only

Reported to the HSE:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reported by:	Date:	
Comments:		
Signed:	Date.	

