

Our vision: **'Let your light shine'** based on Matthew 5.16



Durham &
Newcastle
Diocesan
Learning
Trust

Egglescliffe C.E. Primary School

Health & Safety Policy

September 2021 - 2022

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1.0 Foreword by Head teacher

The purpose of this policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all its staff and pupils. To this end, information, training and supervision are provided as necessary. Responsibility is also accepted for the health and safety of other people who may be affected by the school's activities.

The school's health and safety policy provides an overview of the organisation, systems, and procedures by which the school intends to achieve its health and safety objectives. The school will make reasonable resources, both of time and money, available for implementation of its policy. The allocation of safety related duties, the particular arrangements made to implement the policy, and the way in which the policy is monitored is set out in this document.

A copy of this policy will be given to all members of staff, and visitors when requested.

This health and safety policy gives you all the essential guidance required. Many of the actions recommended are required by law and must be observed, but in any case, they are mostly common sense.

Study this policy now – it will be too late once an accident or ill health has occurred.

Emma Robertson

Head Teacher

2.0 Health and Safety Policy Statement

The management of Health and Safety is regarded as being of the utmost importance for all pupils, staff and visitors to Eggescliffe Primary School. Therefore, the Trust recognises and accepts its responsibility to set standards at least as high as that required by the Health and Safety at Work Act 1974 and supporting regulations, and so far, as is reasonably practicable, to achieve zero work related fatalities, as well as an incident and injury free environment. The school will accomplish this target, in so far as is reasonably practicable, through adopting an approach to continuous improvement through:

- Providing and maintaining plant and equipment and systems of work that are safe and without risks to health;
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and pupils and visitors;
- Maintaining any place of work under the school's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;
- The provision and maintenance of a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
- Providing such protective equipment as is necessary for the health and safety at work of employees and pupils;
- The encouragement of staff to set high standards of health and safety by personal example, in order that pupils leaving the school should take with them an attitude of mind which accepts good health and safety practice as normal;
- Striving to monitor the effectiveness of health and safety provisions within the school;
- Ensuring the schools health and safety policy is reviewed at least annually in order to support the Trusts policy of continuous improvement and to duly publish any amendments.

Signatures

Date

Position

..... .../.../... Head teacher

..... .../.../... Chair of Academy Council

3.0 Organisation

Although health and safety within the school is a collective responsibility this policy recognises the responsibility that effective and efficient management has towards achieving the Trusts safety objectives. The Head Teacher is responsible to the Academy Council for the management of Health and Safety matters within the school. This section outlines the responsibility that each element within the academy has towards the health, safety and welfare of those connected with the school.

3.1 The Academy Council

The Academy Council for Egglecliffe Primary School shall ensure that when undertaking the management of the academy budget, all health and safety implications are considered. Their main functions are:

- (a) Monitoring the academy safety performance (including consideration of inspection reports);
- (b) Prioritising actions where resources are required;
- (c) Ensuring actions are carried out;
- (d) Including health and safety on governors' meeting agenda;
- (e) Ratifying the policy.

3.2 The Head Teacher

The Head Teacher has an overall responsibility for the implementation of this policy.

The Head Teacher has delegated duties to staff members in order to support high standards of health and safety. The Head Teacher will monitor the following:

- (a) Management of all health and safety matters in the school in accordance with the health and safety policy;
- (b) Maintenance of risk assessments;
- (c) Suitable information is available for the Academy Council on matters of health and safety;
- (d) Communication of information received on health and safety matters is distributed to appropriate people;
- (e) Accident investigations;
- (f) Health and Safety practices and procedures within the academy are reviewed as necessary by the Trusts Health and Safety Advisor.
- (g) Staff's health and safety training needs are addressed;
- (h) Liaising with Councillors and the Trusts Health and Safety Advisor on policy issues and any problems with health and safety;
- (i) Cooperation with and provision of necessary facilities for trades union safety representatives.
- (j) Appropriate and regular inspections of the school are conducted and to check the suitability of working practices.
- (k) To ensure that accidents and hazards are recorded and reported as appropriate to the Trusts Health and Safety Advisor.

3.3 Office Manager

The Schools Office Manager will assist the Head Teacher fulfil her safety responsibilities by performing the following duties

- (a) Should attempt to resolve daily health and safety problems any member of staff may raise and refer to the Head Teacher any problem for which there is not a satisfactory solution within the resources available.
- (b) Will ensure that the annual safety inspections are conducted by the Trust Health and Safety Advisor within the school's premises, and to consider the resource implications of any findings. Also, to ensure that the Caretaker conducts the daily safety tour.
- (c) Should arrange for staff training and information so as to avoid hazards and to contribute positively to their own safety and health at work. Also, to communicate health and safety information received to appropriate people. This role should also ensure staff receive health and safety induction training.
- (d) Notify the Head Teacher of changes or additions to plant, equipment and machinery.
- (e) Ensure that staff implement control measures and improvements as identified through risk assessments, accident investigations or any type of monitoring conclusion.

3.4 Trust Health and Safety Advisor

The Trust Health and Safety Advisor will assist the Head Teacher and Office Manager fulfil their health and safety duties by providing the following support

- (a) Reporting of all RIDDOR notifiable accidents to the HSE and conduct the accident investigation.
- (b) Prepare an annual health and safety report for the Head Teacher
- (c) Conduct an annual full premises inspection and prepare an associated report
- (d) Carry out an annual health and safety gap analysis, to provide and to assist with remedial recommendations.
- (e) Monitor statutory inspections and maintenance requirements in all matters of health and safety
- (f) Provide legal updates and best practice advice to the Head Teacher and all staff members as requested.
- (g) Assist staff members with risk assessments for educational visits and classroom activities.

3.5 Caretaker

The Caretaker has key responsibilities with regards the security of the school premises and also the safety of staff and pupils under conditions contained within the Workplace Regulations. The Caretaker's main health and safety functions include:

- (a) Ensuring that all doors and windows are secure at the end of the school day.
- (b) Ensuring that corridors and pedestrian routes are kept clear of obstructions and trip hazards.
- (c) Ensuring that any COSHH products used are secured and instructions followed as per COSHH storage and disposal instructions.
- (d) During periods of icy weather that a route not less than 3m wide is gritted from the car park into the school pavement. The pavement will be gritted for its total width.
- (e) The safety duties must take priority over secondary duties and if for any reason can not be completed it is the responsibility of the Caretaker to ensure delegation is communicated and accepted by whoever is standing in.

3.6 Class Teachers

The safety of pupils and visitors in the academy and on educational visits is the responsibility of the class teacher. Their main functions are:

- (a) Day-to-day management of health and safety in accordance with the health and safety policy;
- (b) Checking classrooms/work areas are safe (e.g., No trip hazards etc);
- (c) Checking equipment is safe before use, as well as ensuring equipment is left in a safe condition after use;
- (d) Ensuring safe procedures are followed and that emergency procedures are understood;
- (e) Ensuring protective equipment is available and used, when needed;
- (f) Participating in inspections and supporting health and safety initiatives, if appropriate;
- (g) Bringing problems to the relevant line manager's attention and to propose appropriate recommendations to improve safety;
- (h) Integrate all relevant aspects of safety into the teaching process and if necessary, give specific lessons on safety.
- (i) Reporting any health and safety concerns to the Office Manager as soon as the concern is realised.

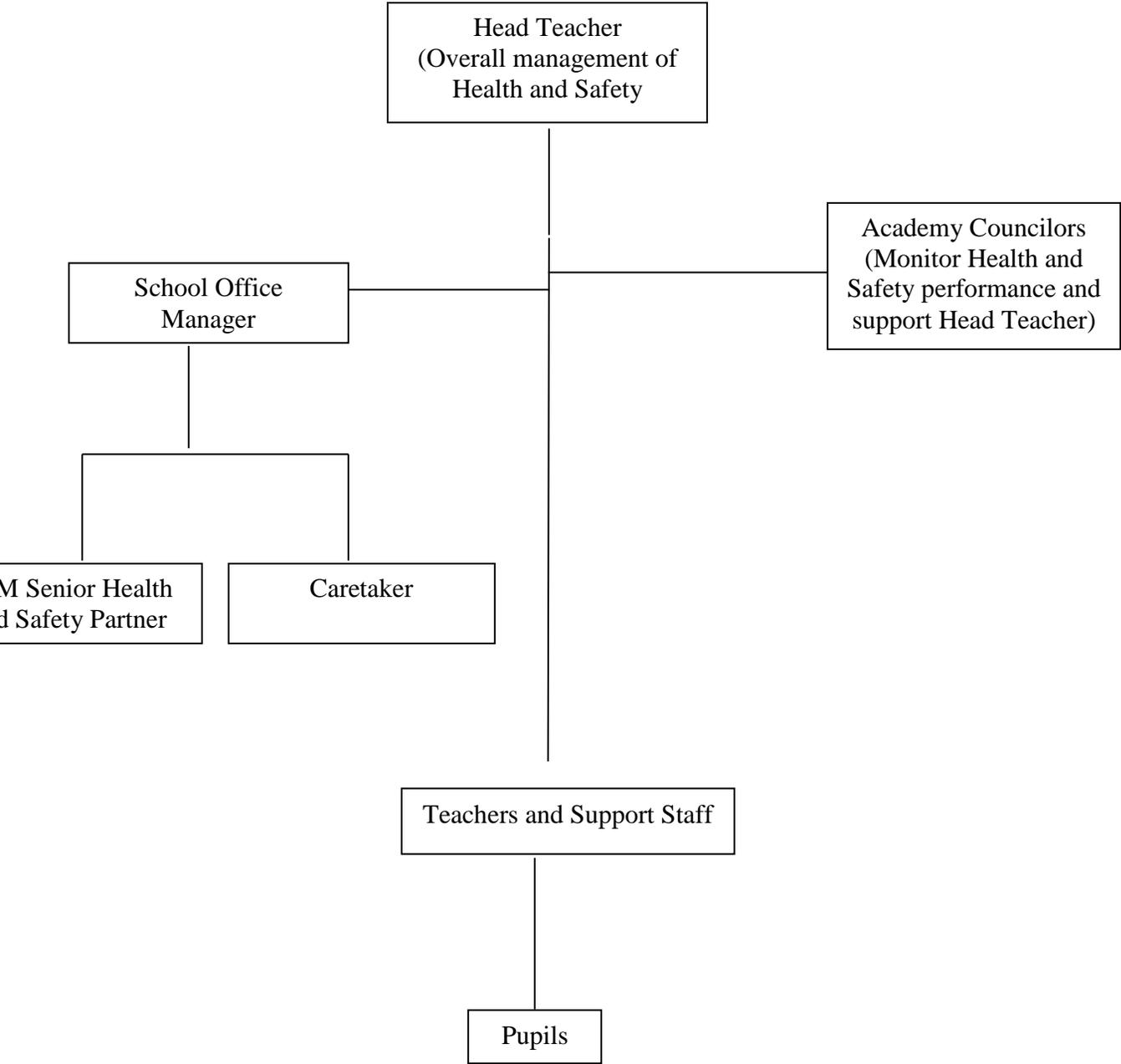
3.7 Pupils

Pupils are expected to:

- (a) Understand and exercise reasonable personal responsibility for the safety of themselves and others;
- (b) Observe standards of dress consistent with safety and hygiene, (e.g., suitable footwear, and the preclusion of unsuitable jewellery etc).

- (c) Understand and observe the safety rules of the academy and in particular the instructions of staff given in an emergency.
- (d) Use, and not deliberately misuse, neglect or interfere with items provided for safety.

Health and Safety Organisation Flowchart



4. Arrangements

4.1 Introduction

This section will offer guidance on how the functions allocated to individuals will be carried out in order to achieve the policy objectives.

4.2 Health and Safety Communication

The school recognises the importance that effective 2-way communication has to play in achieving high standards of health and safety. Therefore, health and safety may be raised during staff meetings by any staff member. Also, the Head Teacher has an open-door policy for all members of the academy who wish to discuss health and safety concerns. Where safety issues are considered to be of sufficient concern, the Head Teacher will notify the Academy Councilors.

4.3 Accident Reporting

The school will follow the guidelines of RIDDOR 2013.

Accidents or injuries to any person, including contractors, should be reported to the Line Manager by those persons involved in the accident. The accident should be recorded in the accident report book, which is held in the school office. If deemed necessary, by the First Aiders, an accident report form, which is held in the academy office, should be completed and forwarded to the Trust Health and Safety Advisor

All major injuries to employees and hospital attendance by members of the public as a result of an accident also require immediate telephone notification to the Trust Health and Safety Advisor by calling **07789 905393**. Such injuries to pupils also require parent notification.

Major injuries requiring telephone notification include:

Any fracture; amputation; dislocation of the shoulder, hip, knee or spine; serious eye injury; serious burn; loss of consciousness; acute illness from chemicals; or any other injury requiring immediate hospital attendance.

See the Schools Accident Reporting Procedure for further details.

4.4 Accident Investigation

Following an accident or near miss situation, the responsible member of staff in charge of the activity should ensure that an accident investigation is carried out. This is to ensure that causes may be identified, and measures taken to prevent a recurrence. Investigations such as these are essential so that accidents, damage to equipment and property, and losses are kept to a minimum. If the loss or injury is of a significant nature, then the Trusts Health and Safety Advisor should be called to ensure a formal investigation is carried out and

documented. Findings from all investigations should be recorded on the accident report form and recommendations actioned by those responsible.

4.5 First Aid

First aid posts will be established in the school, in accordance with the Health and Safety (First Aid) Regulations 1981, so as to be reasonably accessible to all employees and pupils. They will be suitably stocked at all times.

The names, workplaces and telephone numbers of those persons responsible for first aid boxes and/or qualified in first aid will be displayed within the premises together with clear instructions for summoning outside medical facilities, on the school's first aid emergency procedure notice.

The person responsible for the first aid box(es) will ensure, where reasonably practicable, that it is fully equipped at all times.

The school's injury record book will be maintained, and this record book is to be made available to any authorised person whenever requested. It should be secured when not in use in order to comply with the Data Protection Act.

Only qualified persons should carry out first aid treatment. To this end training courses will be held as required to ensure that there are sufficient persons qualified to meet the school's needs and satisfy the legal requirements of the Health and Safety (First Aid) Regulations 1981.

Serious cases of injury should receive qualified medical attention.

4.6 Fire Safety

Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring, e.g., restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end the school has employed a no-smoking ban within all areas of the site.

As preventative measures can never be foolproof, reactive measures are also important and include:

(a). Physical measures include fire doors, smoke detectors, alarm systems and fire fighting equipment. These will be provided, tested and maintained where necessary. The extinguishers will be checked and maintained every 12 months under a service level agreement, the remaining fire precaution measures will be checked and maintained by the academy caretaker and recorded in the Fire Logbook.

(b). Detailed information about fire evacuation procedures is provided to regular and temporary members of staff, including supply and trainee teachers in their induction. Details about fire evacuation routes will be displayed throughout the school. Members of the school should familiarise themselves with such details.

A guide on actions to take on hearing the Fire Alarm is provided in the schools Fire Evacuation Plan.

Records will be kept of any tests and examinations of alarm systems and documented in the Fire Logbook. The same applies to all evacuations for whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed, and action can be taken regarding any problems that have occurred.

4.7 Risk Assessments

Risk assessments provide the backbone of any safe system of work and therefore all activities must be assessed for hazard and evaluated for risk. An assessment that identifies a significant hazard should be recorded in writing and the measures needed to control the risk to health and safety should be listed and communicated by the member of staff leading the activity.

For on-going activities, the risk assessment should be reviewed if the circumstances that surround that activity change. Otherwise, it is academy policy that all risk assessments be reviewed on an annual basis.

See the Schools Risk Assessment Procedure for further details.

4.8 Electrical Safety

The following arrangements for electrical safety apply to all electrical equipment used in the school, including personal items.

(a) Only electrical equipment that is properly installed and maintained should be used in the school. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date after which it should no longer be used. Items not bearing such a label, or where the date on the label has been passed, should be withdrawn from use.

(b) All portable appliances will be regularly inspected and, where necessary, subject to an electrical test. All members of the school should routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuses such as damaged or discoloured plug tops and worn cables.

(c) Any item that becomes faulty should be taken out of service and either discarded or sent to the Office Manager.

(e) Equipment and furniture should be sited so as to avoid the need for leads and to trail across floors. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping.

(f) Socket adapters should not be used. Only those with their own fused plug and cable (4-way trailing sockets) are permitted.

4.9 Safety Training

Training and instruction in routine health and safety matters will be given, as required by the appropriate supervisor or manager. In particular, the Office Manager will arrange for new members of staff and Supply Teachers - on their first day of joining to receive induction information as required in the Trust's Code of Practice for Induction Training.

Contractors who require an induction, i.e., those not under escort for the duration of their stay on school premises will receive appropriate health and safety advice from the school reception office staff as designated by the Head Teacher. Induction records will be held centrally in the school's office and be available for audit when requested.

The need for other specialist training should be identified by individual members of staff and should be directed to the Head Teacher or Office Manager. The Trust Health and Safety Advisor may be consulted with regards health and safety training needs.

Members of the school will not be expected to undertake any procedure for which they have not been adequately trained.

4.10 Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 2002, often known as the “**COSHH**” Regulations, require the academy to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as effluents and by-products of processes) which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. The school will do this by:

- (a). Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm.
- (b). Providing suitable precautions to protect persons against the hazards.
- (c). Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. Guidance should be sought from the Safety Data Sheet provided with the substance.
- (d) Storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances should be stored in appropriate secure facilities.

See the Schools COSHH Assessment Procedure for further details.

4.11 Display Screen Equipment (DSE)

Under the Health and Safety (Display Screen Equipment) Regulations 1992 the school has obligations to all employees who regularly use visual display units (VDU's). This includes assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations. These include matters such as control over glare and reflection and adjustability of seating and screen in order to avoid postural and other health problems that can be caused by VDU work. Although the Regulations do not strictly apply to pupils, the school will aim as far as reasonably practicable to provide pupils who use VDUs with facilities of a standard that match those specified by the Regulations in the interests of education and good practice.

4.12 Traffic Management

Authorised staff and visitors may park with care in the designated car parks. It should be noted that the Trust does not take any responsibility for damage to vehicles whilst on school's property.

The speed limit of 5mph must be observed at all times and pedestrians have right of way on school property without exception.

4.13 Academy Transport

The use of transport for conveying pupils and others is a potentially high-risk activity. Although the risks can never be totally eliminated, the academy will minimise them as far as possible by the use of well-maintained and roadworthy vehicles and ensuring that only competent persons drive them.

The Head Teacher advises about arrangements and checks to ensure that transport used by the school are roadworthy. Members of staff may only drive any hired minibuses if authorised by the Head Teacher. The Head Teacher will also provide other pertinent advice to users about aspects such as supervision of pupils and precautions for prolonged journeys.

4.14 Safety of Visitors including Contractors

All visitors of any nature must report to reception and book in. The receptionist will notify the visitor's point of contact who will then come to reception and host the visitor(s). It is the responsibility of the host to ensure that the visitor is made aware of the academy's emergency procedures and that there is a school safety policy available for them to read. Should the visitors be staying for any reasonable length of time then they should receive an appropriate safety induction brief.

The health and safety policy should be made available to all contractors working on the school's premises if requested. Guidelines for contractors are provided at Appendix 1.

4.15 Violence to Staff

"Violence" as defined by the HSE comprises any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work. The Trust is committed to protecting staff from violence from any party, as far as possible.

Should staff be subjected to violence, they should inform their Head of Department. The circumstances will be treated confidentially, and support measures will be provided, if required, to assist in recovering from an incident. Potentially all members of staff are vulnerable to violence, but the overall effects of violence can vary and be influenced according to person, time, place and various other factors. The school has a copy of the useful HSE/HSC booklet "Violence in the Education Sector" (2nd edition 1997) which is kept in the main office and is available for reference.

4.16 Stress

Stress has increasingly become acknowledged as being a significant health issue at work. Whilst most staff might be expected to absorb a certain amount of pressure, it can rise to a level where it constitutes a risk to

health. The school advises any member of staff who feels under an unacceptable amount of pressure to raise the issues and concerns with their Head of Department in complete confidence, so that, if possible, some early action may be taken. Staff development training is available in the recognition and control of stress at work. Counseling services are also available for those in stressful situations. Details are available in confidence from the schools Office Manager.

4.17 Manual Handling

Staff and pupils are not to lift, drag, push or carry heavy/awkward loads unless training has been given and a manual handling assessment carried out. If no assessments have been made for tasks that present a risk of injury, then they should contact the Business manager who will direct the Trust Health and Safety Advisor to conduct the necessary assessment.

4.18 Working at Height

Staff are only to work at height if using suitable access equipment. Standing on tables, chairs, benches and the like is strictly forbidden. Elephants foot stools and step ladders are available if required. Staff who believe that they work at height on a regular basis are to request training through the Head Teacher.

No work at height is to be undertaken without a risk assessment in place. Staff must review the risk assessment before attempting to work at height.

4.19 Machinery and Equipment

All members of staff and pupils involved with the use of machinery have a duty to ensure that it is used correctly, safely and that any defects or unsafe practises are reported to the schools Administration Office.

In addition, all, kitchen, art and outdoors educational equipment must be well maintained, supplied with adequate guards where necessary and receive appropriate statutory inspections. Staff are to ensure that any shortfalls are reported to the Business Manager and the machinery or equipment is removed or put out of bounds, and adequately labelled as so immediately.

4.20 Legionellosis

The school aims to prevent the build up of Legionella Pneumophilla organisms in its water systems and to prevent inhalation of infected water droplets. Therefore, the Trust Health and Safety Advisor must ensure that the designated water supply checks and maintenance tasks are carried out by the contracted provider under the terms of contract and are recorded.

4.21 School Visits

Any proposed educational visit must first be cleared through the Head Teacher whereby a strict analysis of the proposed visit must be satisfied before agreement is given. This will include assessment of:

(a) Suitability of the School Trip Provider.

(b) Suitability of the location and activities according to the competency of supervision and abilities of pupils attending.

(c) The submitted risk assessments for all activities to be undertaken

(d) Any other provision as decided by the Head teacher.

No visit is to go ahead without the Head Teacher's consent.

4.22 Personal Protective Clothing (PPE)

The school will provide suitable protective clothing and equipment and training for staff and pupils whose work is liable to involve hazardous substances or excessive levels of noise. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, you should report it and obtain a replacement before continuing with any work, which requires it. Should any member of the academy deem that PPE is required for a particular activity, they should raise this concern through the Head Teacher.

4.23 Blood Borne Viruses prevention and Sharps Disposal

Blood borne infections may be transferred to a person if they come into contact with infected needles, sharp objects while in the external grounds of the school, or by accident while administering medication to a pupil. In either case, the person MUST seek immediate first aid and sanitise the area of the wound and then MUST attend A&E for an examination. A medical sharps box should be provided for spent needle administered medication applicators and suitable disposal arrangements in place. If suspected drug apparatus is discovered within the external grounds, then the immediate area should be cordoned off and an appropriate means of collection and disposal arranged with an approved agent.

4.24 Lone Working

The school will ensure, so far as is reasonably practicable, that staff who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. The school will ensure that the lone worker has full knowledge of the risks of working alone, what to do if something goes wrong and that someone else knows the whereabouts of the lone worker and what he or she is doing.

Members of staff will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees will be required to follow the safe working procedures as devised. Information will include the provision of first aid, communication procedures and awareness of emergency procedures. All employees are required to cooperate with these efforts to ensure safe working and to report any concerns to management.

Special consideration will be given to potential violence or threatening behavior towards staff, the use of machinery, electrical or other equipment or chemicals, working in remote areas, particularly after dark and outside normal working hours, encountering intruders, working at heights, using ladders and work that involves manual handling.

Teachers and other staff working outside of normal school hours must be aware of the risks and take appropriate measures to ensure their own safety. All staff working alone in buildings must ensure they have the means to lock themselves in, if necessary. When meeting with parents who might be considered a risk, they

must meet in a building occupied by others and during normal school hours. All lone workers must have mobile phones.

Where possible, outside of normal working hours, staff should arrange to be in school with others.

Key holders must inform someone when they are attending an alarm call.

“REMEMBER, PPE IS THE LAST FORM OF NEGATING THE RISK”

5. Monitoring the Policy

Monitoring the effectiveness of the Trust/School Policy on health and safety commences as a school responsibility in which the Academy Councillors and Head Teacher play key roles. Monitoring includes ensuring that school inspections are taking place regularly so that the hazards and risks of activities carried out within the school are being adequately recognised and controlled. Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued. The provision of information, instruction and training to all staff and pupils (especially new members of the school) are matters that should also fall within the monitoring exercise.

Monitoring of any accidents, incidents and instances of occupational ill health occurring at school level is particularly important so that remedial action can be taken to prevent any recurrence. The schools Office Manager and Trusts Health and Safety Advisor will assist the Head Teacher to monitor all reported accidents, incidents and occupational ill-health. This is in order to determine those events that are legally reportable to the relevant Enforcing Authority, and to identify those which require further investigation and possible notification to others within the Trust, as well as to set in train appropriate remedial action.

6. Reviewing the Policy

The implementation of this policy will be audited by the Trust Health and Safety Advisor and will be reviewed at least on an annual basis before being agreed by the Academy Council. If there are reasonable changes to the structure and major personalities of the academy the review may be conducted at an earlier period than the agreed annual date.

Appendix 1.

Notes of Guidance for Contractor Working on Site

Purpose of Guidance

Building or small works such as glazing, heating and ventilation, roof repairs, electrical installations etc. may create risks for those engaged in the work and for staff and pupils.

The purpose of this code of practice is to provide guidance in order that Contractors will use safe working practices according to the Health and Safety at Work Act 1974 and to assist the Contractor in taking all reasonable and practical steps to prevent danger or ill health from details of the work being carried out.

The Trust has legal responsibility to contribute to the safety of the contractor's staff.

For contracts of a larger nature, lasting a few days or more, the Head Teacher may appoint a member of staff for "on site" liaison.

For short term work involving educational/teaching areas there must be liaison and agreement between the Contractor and the Head Teacher before work proceeds.

ALL CONTRACTORS WILL:

- i) Observe the trust rules and instructions, e.g., fire prevention, first aid, and traffic restriction etc., given by staff for whom the contractor is working.
- ii) Not work on the premises until the academy rules are accepted.
- iii) Ensure that all operations are conducted in such a manner as to prevent injury.
- iv) Provide their own plant and equipment unless specified in the contract.
- v) Not leave portable electrical equipment unattended. Larger items should be electrically isolated when left unattended.
- vi) Use properly constructed plugs and sockets for any connections to the academy electricity supply.
- vii) Obey the legal requirements relating to equipment and operations set out in regulations such as:
 - ‘Lifting Equipment Regulations 1998 (LOLER)’
 - ‘Provision and Use of Work Equipment Regulations 1998 (PUWER)’

The Head Teacher may decide that a contract will name an academy staff member who will:

- i) Ensure that the contractor is informed of our emergency procedures, e.g., injury, fire dangerous occurrences and has access to the academy safety and emergency policies when requested.
- ii) Ensure that the contractor is informed of our working procedures, e.g., head protection, electrical safety, and ladders.
- iii) Ensure that the contractor is aware of our general safety requirements, e.g., site traffic, warnings.
- iv) Ensure that the contractor is aware of any special safety precautions, e.g., asbestos.
- v) Ensure that the contractor is working safely and is not putting academy staff, pupils or property at risk.

INFORMATION FOR ON SITE CONTRACTORS

It is your responsibility that a safe system of working is implemented at all times.

Please note that children will be moving around the academy, and it is your responsibility to ensure their safety at all times. If you expect deliveries or would like to introduce vehicles or plant onto the academy site you must clear the timings through the main reception, without exception.

Please ensure that all electrical leads are kept clear of floors whenever possible. If leads must trail across frequently used areas, e.g., corridors, remove them at the above times, or securely tape them to the floor.

Do not leave any equipment unattended; it may not be there when you return. It may also cause injury.

If you know that your working procedure may be hazardous or may take a long period of time let the office know. It may be possible to prevent pupils using the area while you are working. Areas must not be closed off without prior consultation.

If you are driving in the academy grounds, observe the speed limit of 5 miles per hour.

All contractors must sign in and out at the office upon entering and leaving the premises and must display the badge issue, prominently.

No smoking on academy premises.

If fire alarm is activated (a continuous bell) leave premises immediately and report to office staff at the muster area as agreed during the induction process

In case of queries contact the office.

Please read, then sign and return the slip below.

I have read and understood the information for on site contractors and agree to abide by it.

Signed: _____

Date: _____

On behalf of: (Company name)

Appendix 2.

Health and Safety Guidelines for Hosts of Evening Classes and Hirers

SECURITY

- ID badges are to be worn by staff at all times when on the premises.
- Class Tutor to ensure register is taken at the beginning of the lesson.

FIRE PROCEDURE:

If you discover a fire:

- Operate the fire alarm.
- Leave the building (follow the route indicated on the evacuation plan).
- Dial 999 and report the fire.

On hearing the fire bell (continuous ring):

- Leave the building at once (follow the route indicated on the evacuation plan)
- Close all doors and windows as you leave
- Assemble in the area designated during the Induction process.
- Hirer to check the attendance register for their group.
- Do not disperse
- Do not re-enter the building until instructed to do so by the Duty Fire Officer or the Duty Officer

FIRST AID:

- Hirers are entirely responsible for their own First Aid arrangements.
- If an injury occurs due to a suspected fault with the premises a report must be submitted to the Administration office within 24 hours.

PARKING:

- All cars are to be parked in the area agreed during the induction process.
- Cars parked at the owner's risk.
- There is a strict 10mph speed limit on the premises

SMOKING:

There should be no smoking anywhere on the site

Please read, then sign and return the slip below.

I have read and understood the information for Hiring agencies and agree to abide by it.

Signed:..... Date:

On behalf of: (Hirer or Company name)

Appendix 3.



Durham and Newcastle Diocesan Learning Trust

Health and Safety Induction Procedure

Date Adopted	March 2020
Date Reviewed	April 2021
Next Review Date	April 2022
Version	3.0

Review Cycle	Annual
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CODE OF PRACTICE

To guarantee that the requirements of relevant legislation are met and to safeguard the safety and welfare of visitors to the school. The school has adopted a code of practice of a mandatory health & safety induction for all staff, student placements and volunteers coming onto the school premises – except those under escort who will be on the premises for a short period of time.

The induction should follow the format as set out in the Induction Checklist contained within appendix 1. The school recognises that it is not practicable for this document to specify all associated risks, hazards and variations in practice that could occur. The checklist should, therefore, be used as a template, and modified using professional judgement, considering local circumstances.

RESPONSIBILITIES

Staff as nominated by the Head Teacher, will have a delegated duty to carry out effective Health & Safety Inductions. The Head Teacher will provide support and advice on all aspects of health and safety induction as requested by staff members.

GUIDANCE

1. Induction Procedure

The responsible person, as nominated by the Head Teacher, should carry out the Induction during the inductee's first week of work with the school. The administrator, nominated by the Head Teacher will check the form for completeness, log it as returned and file it.

The induction should follow the format of the Health & Safety Checklist as contained in appendix 1. Only items that are relevant to the inductee should be covered.

2. Monitoring

The Head Teacher has the duty to ensure that all new members of staff, students and volunteers receive an effective health & safety induction, and the induction forms will be subject to audit by the Trust Health and Safety Advisor (Tracy Metcalfe)

As with all health and safety policies, the normal disciplinary procedures will apply if this policy is not complied with. The effectiveness of the policy will be assessed from time to time and will be subject to an annual review.

HEALTH & SAFETY INDUCTION CHECKLIST

1.	HEALTH & SAFETY POLICIES	Date	Initials
a	Received and understood a copy of the School Health & Safety Policy		
b	Names of individuals with safety responsibilities		

2.	FIRE SAFETY	Date	Initials
a	Action in the event of a fire including fire exits, fire evacuation route and assembly points and any alternative routes		
b	Difference between 'end of session' alarm and 'evacuation' alarm (explain)		
c	Identification of any inductee disabilities or difficulties in responding to an emergency evacuation		

3.	ACCIDENTS & ABNORMAL OCCURENCES	Date	Initials
a	Accident reporting procedure		
b	Location of accident report forms		
c	Location of the nearest first aid kit and contact details for first aider		
d	Action in case of injury to self or others		
e	Action to be taken in case of physical assault.		

4.	SMOKING	Date	Initials
a	School Smoking Policy		

5.	RISK ASSESSMENT	Date	Initials
a	Show where to find all relevant risk assessments, including COSHH if relevant)		
b	Arrangement for user assessment of display screen equipment		

	(for DSE users only)		
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6.	SAFETY REPRESENTATION & TRAINING	Date	Initials
a	Explanation of Health, Safety and Welfare complaints procedure		
b	Explanation on the procedure for health & safety training.		

7.	GENERAL HEALTH & SAFETY OF PREMISES	Date	Initials
a	Correct access and egress routes		
b	Limitations of access during icy weather		
c	Procedure for dealing with and/or reporting spillages and slippery conditions within the school.		

8.	PROTECTIVE EQUIPMENT	Date	Initials
a	Arrangement for obtaining PPE.		
b	PPE replacement procedures		

9.	ELECTRICAL EQUIPMENT	Date	Initials
a	Checks required before using electrical equipment		
b	Action if faults found		

10.	CHEMICAL HAZARDS	Date	Initials
a	Safe handling, storage and disposal methods for COSHH items		

11.	DISPOSAL	Date	Initials
a	Waste/rubbish disposal system		

12.	USE OF MACHINERY OR EQUIPMENT	Date	Initials
a	Procedure for training in use of new equipment if required		
b	Procedure for servicing and inspection of equipment		
c	Procedure for reporting of faults with equipment		

13.	OTHER HAZARDS	Date	Initials
a	Any other matters identified as important in your particular department		
b	Explanation of site traffic and parking system (as applicable)		

14.	Working at Height	Date	Initials
a	0-450mm and use of elephant stool. Location		
b	450-1000mm use of stepladders (training certificate required) location		
c	Above 1000mm (training certificate required)		

	You must not attempt any WAH tasks unless you have received appropriate training		
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15.	Manual Handling	Date	Initials
	You must not attempt any MH tasks unless you have received appropriate training		

16.	Lone Working	Date	Initials
a	All lone working must be agreed prior to commencing		
b	Follow lone working procedure		
c	Ensure you have read the risk assessment for lone working		

17.	COVID-19 (Pandemic)	Date	Initials
a	School Covid-19 Risk Assessment		
b	Follow schools protocol for possible Covid-19 symptoms		
c	Disclose any medical conditions that may classify you as Clinically Extremely Vulnerable under the new Government Guidance.		

To be completed by the new member of staff:

I agree that I have been given all relevant information covered by the above list

NAME (block capitals)

SIGNED DATE

To be completed by Appointed Person delivering the Induction:

I confirm that the above named has received safety induction training as indicated on this checklist

NAME (block capitals)

SIGNED DATE

To be completed by the Head Teacher:

I confirm that I have been introduced to the above member of staff

SIGNED DATE

Appendix 4.



Durham and Newcastle Diocesan Learning Trust

Outbreak Management Plan

Date Adopted	July 2021
Date Reviewed	September 2021
Next Review Date	September 2022
Version	2.0
Review Cycle	Annual

This Outbreak Management Plan is based on the contingency framework for managing local outbreaks of COVID 19 and the school's/college's operational guidance from step 4, published by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances:

- To help manage a COVID-19 outbreak within the school/college
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)

The Trust will have an up-to-date risk assessment in place, it will be communicated to the whole staff team; appropriate information will be shared with students, parents/carers, visitors and any other people impacted by the school/college activities.

The Senior Leadership Team will review the risk assessment each month to make sure the measures included are providing the best level of protection available, whilst allowing the school/college to run in a way which will prioritise student's education and growth.

The Trust will have arrangements in place so it can re-introduce measures, up to and in line with the Summer 2021 COVID-19 risk assessment. This may include:

- Reintroduction of face coverings in communal areas
- Adhering to national guidance on the reintroduction of shielding which would apply to those on the shielded patient list (SPL). We will speak to individuals required to shield about additional protective measures in school/college or arrangements for home working or learning
- If recommended to reduce mixing between groups we would:
 - Reintroduce bubbles
 - Have separate entrances/exits for bubbles
 - Deliver lunches to classrooms
 - Separate rota for breaks and lunches
 - Timetabled use of specialist rooms
 - Reintroduce 'maximum capacity' notices for all communal areas
- If recommended we would limit:
 - Residential educational visits
 - Transition days
 - Parents coming into school/college
 - Non-essential visitors coming into school/college
 - Live performances

As well as increasing the level of controls, the measures will include providing high quality remote education where students are not able to attend. The school will continue to provide meals or lunch parcels for students eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

LFD Testing kits will be available on site and supplies will allow for a scaling up of testing if required to allow students and staff to attend. LFD testing is not appropriate for people with symptoms, and they should not attend school/college whilst they have symptoms.

PCR Testing kits will be available for any individual who is symptomatic and may not be able to access a PCR test by other means. Individuals (and where appropriate their parents/carers) should be encouraged to use PCR testing centres where they are likely to get a rapid result. Individuals (and where appropriate their parents/carers) should be strongly encouraged to share the results with the school/college at the earliest opportunity.

- Where a suspected case occurs, the individual will be asked to self-isolate and take a PCR test.
- It is possible when there are confirmed cases the school/college will be asked to provide a list of close contacts, this could lead to the need to take advice from PHE or the Local Health Protection team.
- Where there are multiple cases within a year group, further measures in line with the summer term risk assessment may be re-introduced. Public Health England will be consulted (08000468687 (1)) and any changes in their immediate or publicised guidance will be acted upon. In line with guidance released in August, If the school/college hits the outbreak threshold (General education 5 individuals or 10% of people test positive in a group), advice will be taken, and significant measures introduced.

Where an individual is asked to self-isolate, they will be provided with an isolation number. The number will allow the individual and the school/college to track how long the isolation must be in place.

Individuals who have been informed by Test and Trace to isolate, or have symptoms, must not attend the school/college. The school/college retains the authority to refuse entry to individuals who have symptoms or where the school/college feels their attendance may lead to an outbreak.