

Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark

Health and Safety Policy

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"But whoever listens to me will dwell secure and will be at ease, without dread of disaster." Proverbs 1/33.

Section One: Policy

1.1 General Statement of Policy

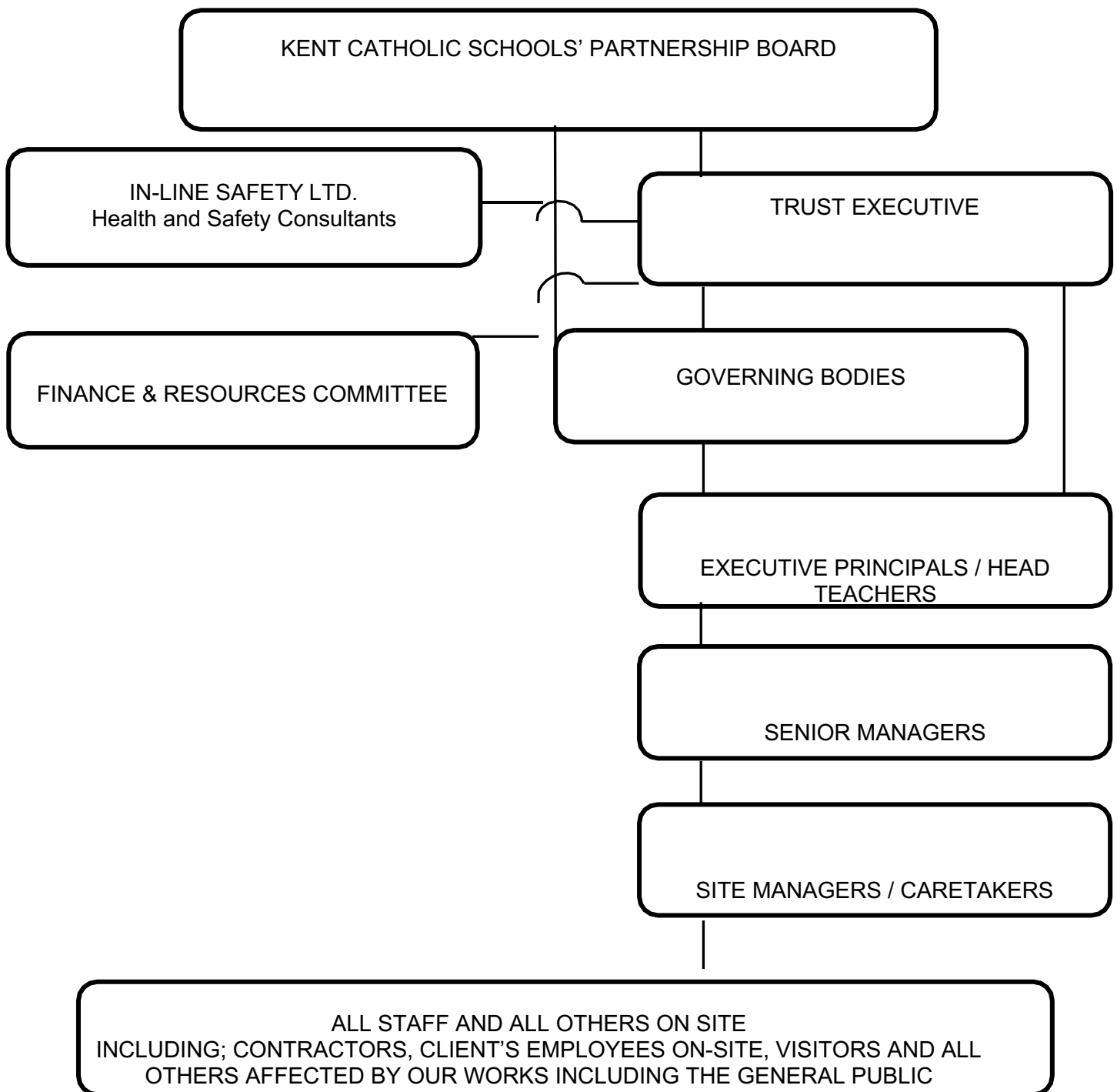
It is the policy of Kent Catholic Schools' Partnership ('the Trust') to provide and maintain safe and healthy working conditions, equipment and systems for all pupils and employees and others, and to provide such information as they may need for this purpose. The Trust will provide employees with all suitable and sufficient training and supervision. We expect all employers of contract staff to have provided suitable and sufficient health and safety training and supervision. We also accept our full responsibility for the health and safety of other people who may be affected by our work activities.

The Trust recognises the challenging nature of striving to create and maintain a health and safety culture within the Trust and is committed to a policy of continual improvement in all aspects of its operations, particularly with regard to health and safety.

The allocation of duties for health and safety matters and the particular arrangements which we will make to implement the policy are set out below, and may change on a site by site basis, however, it is always the duty of the Trust to ensure compliance with all current legislation, codes of practice and guidelines, and especially with the **Health and Safety at Work etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, the **Regulatory Reform (Fire Safety) Order 2005**, the **Control of Asbestos Regulations 2012** and the **Construction (Design and Management) Regulations 2015**.

The policy will be kept up to date, particularly as and when new legislation is introduced. To ensure this, the policy and the way in which it is operated will be annually, or when there are operational or other considerations demonstrating the need for immediate review.

1.2 Health and Safety Ladder of Responsibility



The above flow-chart is typical, but does not preclude the permissibility of any concerned party contacting the Trust Director of Finance & HR, or any other Senior Officer of the Trust, on a direct basis, with any concerns regarding Health and Safety issues, during the course of the Trust's activities.

1.3 Introduction

The Trust has overall responsibility for the health, safety and welfare of all staff and pupils in the academies. The Trust will support its academies in putting in place clear policies that focus on the key hazards and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfil the Trust's monitoring role and to initiate and review health and safety policies and procedures, each academy will have its own Health & Safety Committee to monitor and review health and safety matters within each academy and report to the Finance & Resources Committee.

Although overall accountability for health and safety lies with the Trust Board, each Executive Principal/Headteacher is responsible for the day-to-day health and safety of staff, pupils and visitors in their academy. The Executive Principal/Headteacher will then delegate some functions to other staff, in particular the Academy Business Managers/Academy Site Managers/Supervisors/Caretakers etc.

The Governing Body or Academy Committee of academies within the Trust will play an important role in supporting and promoting good health and safety management. A Link Governor will be responsible for monitoring, supporting and challenging health and safety management and reporting this to the Governing Body/Academy Committee. It is the responsibility of Governing Bodies/Academy Committee's to ensure that any issues of concern are reported in the monthly Summary Slide to the Board and that significant or urgent issues are reported immediately to the Director of Finance & HR.

Section Two: Organisation and Responsibilities

2.0 All Employees

The Health and Safety at Work etc. Act 1974 requires each employee to take reasonable care for the health and safety of themselves and of all other persons who may be affected by their acts and omissions, and to cooperate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Trust for their own health and safety at work, as well as that of others who may be affected by their acts or omissions, and are to conduct themselves and their activities with due regard for their responsibilities and as detailed in this Health and Safety Policy at all times. Further specific duties and responsibilities are as follows below, however, nothing within this policy shall relieve any employee of their overall legal obligations.

If any employee feels that they do not have the necessary skills, knowledge, experience and training to undertake any task given to them, they must report this to their immediate line manager for satisfactorily resolving such issues.

2.1 Responsibilities of the Trust Board

The Trust Board will ensure that:

- There is strong and active leadership from the Directors.
- They provide encouragement and full support for the creation and maintenance of a positive health and safety culture throughout the Trust, through their actions, example and deeds.
- They will establish an effective communication system and management structure.
- Business decisions are integrated with good health and safety management processes.
- Through robust assessment they will monitor and manage health and safety risks and monitor and review health and safety performance across all the Trust academies.
- To regularly review the Health and Safety Policy.

2.2 Responsibilities of the Trust Executive

The Trust Executive has oversight of all the academies and will ensure that;

- All academies are compliant with all current legislative requirements.
- The funds that academies have received from the Trust Board for work on the academies is properly allocated.
- Large projects of remedial works the academies wish to undertake are managed and administrated by them in a suitable manner regarding all health and safety issues involved including all Construction, Design and Management (CDM) compliance issues.
- Principal Contractors and Principal Designers are appointed in writing for all projects they are undertaking under the Construction (Design and Management) Regulations 2015, and that they have the necessary skills, experience, training and knowledge to undertake their tasks in full compliance with all current legislation.
- Where required notifications of projects to the Health & Safety Executive (HSE) is completed by using the HSE's form F10.
- Statutory testing is suitably arranged, managed and monitored by themselves.
- Health and safety checks are arranged for at academy level (weekly / monthly checks on equipment etc.) and their results monitored.
- Appointment of a competent health and safety advisor is arranged for as per the requirements of the Section 7 of the Management of Health and Safety at Work Regulations.
- Accident and Near-Miss statistics are reported to the authorities and to themselves as required by law, and as required by the organisation for its own internal record keeping.
- The Executive Principals/Headteachers are updated on health and safety legislation including best practice and guidance etc. that are relevant to them being able to carry out their duties properly.

2.3 Responsibilities of the Governing Body

The Governing Body should monitor that:

- Buildings and work activities and appropriate control measures required are implemented.
- Sufficient funding is allocated for health and safety e.g. in respect of training, protective equipment, and any remedial work/service and maintenance of buildings, by requesting funds from the Trust Board.
- Regular safety inspections are undertaken, this will include inspections arranged by the Trust Executive.
- Inspection reports from whatever legitimate source are properly considered and acted upon as felt appropriate.
- Health and Safety is to be a regular item on the agenda of the Governing Body or Academy Committee.
- The annual Health and Safety report (attached at appendix 2) for each academy has been received from the Executive Principal/Headteacher, and that they have passed this on to the Finance & Resources Committee with comments on actions taken or to be taken.
- Smaller projects (managed by the Academy directly rather than the Trust Executive), of remedial works the academies wish to undertake are managed and administrated by the appropriate member of staff at the Academy in a suitable manner regarding all health and safety issues involved including all CDM compliance issues and regular updates provided to the Governing Body/Academy Committee.
- Principal Contractors and Principal Designers are appointed in writing for all projects they are administrating under the Construction (Design and Management) Regulations 2015, and that they are competent to undertake their tasks.

2.4 Responsibilities of the Executive Principal/Headteacher

The Executive Principal/Headteacher will ensure that:

- As the health and safety manager for their academy or academies they have the skills, knowledge, experience and training to carry out their duties completely and effectively as required.
- They seek competent health and safety advice from the Trust Executive or external sources when they feel the requirement for it.
- Any Accidents/Incidents/Near Misses are reported as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and will also report these to the Trust Executive.
- Any non-RIDDOR accidents and incidents as defined below in this Policy are reported as required to the Trust Executive (see appendix 3).
- An accident/incident/near miss investigation is completed as and where appropriate and implement this, and that this report includes recorded actions required to eliminate/reduce the risks to the health and safety of people and property in the future.
- The termly incident summary report (appendix 1) is completed and promptly returned to the Trust Executive.
- Measures that are in place for fire safety within the academy are maintained in good order, including the arrangement of periodic fire drills and special arrangements for dealing with false alarms at exam times.
- Suitable and sufficient risk assessments of work activities are undertaken for activities that they are administrating and/or managing, and that a written record of the assessments is kept and that the assessments are reviewed at least annually or upon change of circumstances.
- For high-risk activities, that safe systems of work are identified via suitable and sufficient risk assessment.
- Adequate and appropriate first-aid provision is available as needed.
- Information and advice on health and safety is acted upon and circulated to staff and governors as required.
- Regular health and safety walks are carried out by the Governing Body.
- The annual health and safety report for each academy is submitted by that academy's Executive Principal/Headteacher to the Governing Body and Finance & Resources Committee with comments on actions taken or to be taken (appendix 2).
- There is co-operation with the Trust in meeting its legal requirements in respect of monitoring of health and safety practices and procedures.
- Their staff have the necessary skills, knowledge, experience and training to undertake the tasks required of them and have been provided with appropriate training by suitable qualified persons or organisations.
- Staff are provided with equipment and other resources to enable their work to be undertaken safely.
- New staff are suitably and sufficiently inducted in organisational health and safety issues and policy as well as all site-specific issues.
- Contractors and Designers they appoint directly have the necessary skills, knowledge, experience and training to carry out their tasks properly and in compliance with all current legislation.
- Those who receive delegated responsibilities have the necessary authority, skills, knowledge, experience and training to undertake their responsibilities, and that these responsibilities are clearly defined, and that they are provided with suitable and sufficient equipment or other resources in order to ensure they can fulfil such duties.
- There is co-operation, with, and provision of necessary facilities for trade union health and safety representatives.
- Appropriate tasks are delegated to the academy's Site Manager (where applicable) / Supervisor and other premises staff.
- The names of members of staff who are Health and Safety Representatives for the recognised Trade Unions are communicated annually to staff within each academy and to the Trust Executive.

- Pupils at each Trust academy are taught to follow safe practices and observe safety rules including to follow instructions issued by a member of staff in case of emergency, and that they do not intentionally interfere with safety equipment, e.g., fire extinguishers and fire alarms.
- They inform a member of staff and the Trust Executive of any situation, which may affect their safety or that of another pupil.
- Pupils are being encouraged to ask questions and get involved in health and safety issues.

2.5 Responsibilities of all Senior Managers

Senior managers may be required to undertake any of the Executive Principal/Headteacher's duties which have been reasonably delegated to them which may include responsibility for health and safety management or actions.

2.6 Responsibilities of the Site Manager/Caretaker

The Site Manager/Caretaker will ensure that so far as reasonably practicable and so far as their authority and/or resources extend, that:

- Safe means of access and egress are maintained or are reported where hazards have been identified.
- The premises are kept clean and that adequate welfare facilities are provided.
- Safe working arrangements are in place when contractors are working on the premises.
- Adequate security arrangements are maintained.
- Adequate fire safety arrangements are maintained.
- Regular testing and maintenance of electrical equipment including portable equipment takes place.
- Adequate systems are in place for the management of asbestos (where relevant) and for the control of legionella.
- All premises-related accidents/incidents/near misses are recorded and investigated.
- Regular inspections of the premises take place. With safety representatives invited to take part and records kept.
- A copy of the current version Health and Safety Law poster is displayed in an easily accessible location, for example in the staff room.
- To ensure that handles, toilets, bins are cleaned on a regular basis throughout the day.

Section Three: Organisation and Responsibilities Arrangements

3.0 Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations, a recognised independent Trade Union has the right to appoint safety representatives. Recognised trade unions will inform the Executive Principal/Headteacher in writing when a Health and Safety Representative has been appointed and, where this is the case, the academy will consult with that Representative on health and safety matters.

Trade Union Health and Safety Representatives are entitled to raise any issue of health and safety as it affects employees. The academy will consult in good faith and good time with Health and Safety Representatives on any measures which may affect the employees represented by the Health and Safety Representative. The academy will ensure that paid time off is provided for the inspections that the Health and Safety Representative is entitled to undertake as well as for training necessary to enable the Health and Safety Representative to carry out their functions effectively. The names of members of staff who are Health and Safety Representatives for the recognised Trade Unions will be communicated annually to staff within each academy by the Executive Principal/Headteacher.

3.1 Health and Safety Committee

Each academy's local Health and Safety Committee will report to the Academy Committee/ Governing Body, which in turn will report to the Finance & Resources Committee. The Health and Safety Committee is essential to enable management and Trade Union Representatives to work together to ensure not only compliance with the law, but to develop a positive health and safety culture within the workplace. The Trust recognises that when employees are proactively engaged in health and safety, workplaces have lower accident rates.

Wherever possible and practical each academy's Health and Safety Committee should consist of a number of management and employee representatives, with the number of management representatives not exceeding the number of employee representatives.

Management participants should include people with senior management responsibilities for health and safety such as:

- The Executive Principal/Headteacher (or their representative) and other representatives with the necessary knowledge, expertise and management authority to play a full role.
- The Governor identified with responsibilities for health and safety only.
- The academy workforce contingent should include the health and safety representatives from each Trade Union, or an agreed representation by the Trade Unions.

The employee representatives will include the accredited Safety Representatives from the teaching and support staff Trade Unions. Membership of the safety committee is regarded as part of an individual's normal work.

Academy Health and Safety Committee's shall include the following functions:

- Promoting co-operation between management and employees on matters of health, safety and welfare at work.
- Studying accident and absence statistics (including absence levels due to stress) in order that unsafe conditions, acts and practices can be identified, and consideration given to the formulation of policies and guidance to eliminate the hazard and/or reduce the risk.
- Assisting in the development of safety guidance and safe systems of work.
- Monitoring the effective implementation of Trust wide health and safety policies and procedures.
- Monitoring the effectiveness of the health and safety content of employee training.
- Developing procedures and arrangements that will safeguard the health and safety of persons other than employees such as pupils, visitors, and contractors.
- Participating in periodical joint inspections.
- Monitoring action taken following trade union and management site inspections

3.2 Reporting of Accidents under legal requirements, RIDDOR etc.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of, or in connection with work, to the Health and Safety Executive (HSE) using their on-line reporting form.

There may be other reporting requirements placed on academies by other regulators in the education sector e.g., Ofsted and Local Child Protection Agencies. The requirements of these other regulators are separate to and distinct from the legal duty to report incidents under RIDDOR and must also be duly considered.

3.3 Accidents and incidents that must always be reported to the Trust Executive

The Trust is required by its insurers and by common good practice to collect information on all accidents, injuries, diseases, near misses and dangerous occurrences and keep records of these. Therefore, further to the legal requirements above, the following must be reported to the

Trust Executive using the proper form as provided by them, where as a result of an accident a pupil or a member of staff suffers;

- A serious cut requiring stitches / butterfly stitches / glue
- Slips trips and falls causing a seriously distressing injury (by Executive Principals/Head teachers' definition)
- Any bone fractures
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Permanent blinding or reduction in sight in one or both eyes
- Any crush injury
- Any burn injury
- Any loss of consciousness
- Fatalities
- Electrocutation
- Food poisoning
- Anaphylactic episodes
- Contagious diseases.

There are two separate reporting systems in use, one for staff and one for pupils. This is for collation of statistics for separate analysis, to spot trends across the whole organisation for each party, and to help reduce future occurrences by targeting trends identified for improvement.

3.4 Reporting accidents etc. and data protection

The Data Protection Act 2018 ('The Act') and the EU General Data Protection Regulation (GDPR) requires that employee's and others personal information collected must be kept secure and otherwise than where required by law, any such information will be kept confidential at all times as per the requirements of that Act.

Therefore, where a record form is completed for accidents/injuries/diseases/near misses and dangerous occurrences etc, it must have the section identifying the persons personal details secured and kept confidential other than to those requiring it by law.

For clarification on personal records or medical information and how this should be retained, refer to the Trust Data Protection Policy and Records Management Policy.

3.5 Fire Safety

Under the Regulatory Reform (Fire Safety) Order 2005 the "Responsible Person" for fire safety is the Employer (in this case, 'the Trust'). However, the Responsible Person is ALSO anyone who has to any extent, control of the premises (to the extent that that control extends). Therefore, the Executive Principal/Headteacher, teaching staff, site management, maintenance personnel and contractors can also be considered Responsible Persons through their own acts or omissions on site, and must act in a suitably responsible manner so as to maintain and improve, and never to denigrate conditions, systems and features provided to promote fire safety within the academies.

The Trust's policy is for each academy within the Trust to carry out fire drills at least three times a year, usually one per term.

All teaching staff have the responsibility for the safe evacuation of children in their charge and must ensure that pupils and students line up quickly and safely and walk out of the buildings quietly, evacuating by the nearest safe emergency exit route, and not necessarily by the route they entered in by.

Teaching staff must make themselves aware of any child in their class that has a disability and may experience difficulties in evacuating the buildings by the designated escape routes, e.g. where there is a difference in floor level with stairs or ramps. A Personal Emergency Evacuation Plan must be completed and kept readily to hand for such eventualities.

Under no circumstances are lifts to be used for evacuation purposes in the event of a fire. Unless, the lift is clearly identified as an emergency evacuation lift, and this may then only be used for disabled people.

All staff are required to take mandatory fire awareness and emergency procedures training and must follow evacuation procedures immediately upon hearing the fire alarm without delay or excuse, no matter their seniority in the academy or the Trust. Under no circumstances is anyone to re-enter any building unless the Emergency Services give the all clear.

In the event of an alarm, Fire Marshals and the Senior Fire Marshal will immediately become the figures of highest authority within the academy, and their safety instructions must be heeded by all present, no matter their otherwise seniority in the academy or the Trust. The Trust considers as a matter of policy that the more senior the management present, the more important it is for these persons to lead by example.

In the event of an alarm during 'bubble' learning in COVID-19, pupils are to assemble at the assembly point keeping distance from other 'bubble' groups and between themselves.

In the event of an alarm during exam times special arrangements must be put in place to avoid the extreme and serious disruption a false alarm would create. Such arrangements may include negating the requirement for immediate evacuation from the exam room unless a real threat is clearly apparent and allowing a suitable length of time for the alarm to be investigated before evacuating.

An area outside the academy buildings must be designated as an assembly point. It must be clearly marked and easily identifiable by anyone who may be on the school's premises. It must be far enough away from the academy buildings to give protection from the heat and smoke given off by a fire. It must be in a position that does not put any people at risk by emergency vehicles responding to the incident and have safe and adequate means for further evacuation away from the premises if required.

Once outside and at the Fire Assembly Point, staff members must take a register to check that all children and staff members are accounted for.

If there are any staff or children missing this must be reported immediately to the Fire Service, details to be provided should include:

- Name of the missing person(s)
- Place and time last seen and by whom
- Any other information e.g., medical condition, or behavioural issues.

Staff members in charge of the class are then to supervise the class and await further instructions from the Fire and Rescue Service.

To ensure compliance with fire regulations and best fire safety strategies and conditions, regular fire risk assessments are arranged by the Trust Executive. The Executive Principal/Headteacher must ensure that regular fire safety checks are carried out. These tasks will be monitored by the Trust Executive.

These checks include:

- Fire alarm warning systems – recommended weekly unless the Executive Principal/Headteacher deems otherwise for good reasons and keeps a written record of these in the school's fire risk assessment. An annual "smoke-pot" test of each detector head is also to be completed. Records to be kept for all the above.
- Escape routes and doors clear – ongoing daily by all, with a written check on a weekly basis.
- Fire escape doors fully functional – monthly and records kept.
- Escape and emergency lighting – monthly testing and an annual complete "drain-down" of the batteries by contractors and records kept.
- Fire extinguishers servicing – annually by contractors, condition and presence monitored monthly by site staff and records kept.

3.6 Buildings Safety Management (BSM)

The 'Responsible Person' for Building Safety Management is the Executive Principal/Headteacher, who may delegate these tasks, but will retain an absolute duty to provide and maintain a working environment that is so far as reasonably practicable, safe and without risk to health, to all employees, pupils, visitors and users including contractors.

Under no circumstances must plans for construction, building work, refurbishment or demolition on academy premises begin without approval at the earliest opportunity of the Trust Executive.

3.7 Contractors on Site

Contractors on site employing sub-contractors to assist them must first advise that they are doing so to the person who appointed them their tasks on site. Contractors must not undertake any task that they do not have the necessary skills, knowledge, experience or training to complete properly, healthily and safely. The Executive Principal/Headteacher must ensure that the necessary safeguarding checks and procedures for contractors and sub-contractors are carried out as stated in the Child Protection & Safeguarding Policy.

3.8 Electrical Safety

Electrical mains wiring and equipment is to be thoroughly inspected and tested by qualified electricians on a ten-year from new, and every five-years after that, schedule, administered and monitored by the Trust Executive. PAT testing is to be completed annually, also scheduled, administered and monitored by the Trust Executive.

Staff are not allowed to bring their own electrical equipment into the workplace without prior written authorisation from the Executive Principal/Headteacher, and at which time it will also require regular PAT testing.

3.9 Gas Safety

Gas mains, plant and equipment is to be thoroughly inspected and tested on an annual basis by a qualified gas engineer, and will be scheduled, administered and monitored by the Trust Executive.

4.0 Food and Drink Safety

All food and drink brought onto site is to be handled, stored, prepared and distributed in accordance with all current regulatory requirements, guidance and best practices. All staff have an absolute duty to report to the Executive Principal/Headteacher any findings where these standards are not being met or are under threat.

4.1 Risk Assessments

Suitable and sufficient risk assessments are required to identify foreseeable significant risks to health and safety, and these must include measures that are to be taken to remove or reduce the risks identified, for all activities being managed or administered by the individual academy. The risk assessments must be recorded in writing, made available to all who would benefit from them, and be overseen by the Executive Principal/Headteacher.

4.2 Minibus Driving

Minibus driver training will be provided to any member of the teaching or support staff if they provide minibus transport for academy trips and visits. No person without such training or suitable driving licence, or who does not feel they have the necessary skills, knowledge, experience or training to drive a minibus, is required to drive a minibus at any time. The driver of a minibus is responsible for carrying out the basic roadworthy inspections of the minibus before and after each

journey. The basic checks are; all lights, brake lights, horn, indicators, tyres, windscreen wipers and seatbelts, and on first movement of the minibus; steering, brakes and overall suitability (no strange noises or vibrations).

4.3 Driving vehicles in general

The Trust is committed to reducing the risks staff face and create when driving for work. We ask all our staff to play their part towards increasing safety, whether they use a company vehicle, their own one or a hired vehicle. Staff are reminded that they must ensure they take measures to avoid sleepiness. No driver is required to drive continually for more than 2 hours without at least a 15-minute break and drivers must be alert at all times to the early signs of fatigue. If tired, drivers must pull over and rest. Long trips must be planned to comply with these requirements and staff are encouraged to plan overnight stops to aid their compliance.

Anyone using their own vehicle for work is responsible for ensuring that the vehicle is legally compliant (current MOT, tax and insurance for the purpose it is being used for), roadworthy and in clean and sound condition. All persons using their own vehicles for work should remember that they are obliged to abide by the law and they alone will be responsible for any breaches of the law in connection with the driving of the vehicle.

Staff drivers must never drive faster than conditions safely allow and must obey posted speed limits at all times. Exceeding the speed limit is against the law. Persistent failure to comply with the law will be regarded as a serious matter, and gross speeding while driving for work will be regarded as a serious disciplinary matter. Staff who gain penalty points on their license may be required to take further driver training by the Trust. Minibus driving permission may be withdrawn from staff who attain 6 or more penalty points. Permission is automatically withdrawn from any staff who are disqualified from driving.

The Trust will co-operate with police enquiries resulting from an alleged speeding offence or incident and supply details of the employee or driver to whom the vehicle is allocated.

Staff must present their license and any other documents required for inspection upon request. They must plan journeys so that they can be completed at safe speeds and without exceeding the speed limit. They must also report safety problems, crashes, incidents, penalty notices, summons and convictions to their line managers as soon as these occur. Other drivers who are not Trust employees are not allowed to drive Trust vehicles at any time.

Staff should only carry children in their own vehicle in emergency circumstances when all other options have been exhausted.

4.4 Vehicle Movements on Academy Premises

Vehicle movements on site are not allowed during arrival, leaving and break times during term times, or at any time where large numbers of pupils are present. The maximum segregation of vehicles and persons is to be encouraged and achieved so far as is reasonably practical at every opportunity.

4.5 First Aid

The First-Aid Regulations require employers to provide 'adequate and appropriate' provision to ensure their employees receive immediate attention if they are injured or taken ill at work. These regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in academies. However, this is strongly recommended by the HSE, and it is the Trust's policy that suitable provision is made for them.

During COVID-19, a first aider will always be timetabled to be on-site.

4.6 Legionella control

Arrangements for suitable Legionella risk assessments and control measures are to be undertaken and monitored by the Trust Executive and the results made known to the academies.

4.7 Manual Handling

Many materials and items of equipment by nature exceed the lifting limits contained within the manual handling regulations guidance and sometimes are not items that can be carried by two persons. The Trust will therefore instruct all employees on the correct methods of lifting and manual handling and will, where reasonably practicable, endeavour to supply all the possible mechanical aids to reduce or eliminate the need for employees to lift such loads. All such mechanical lifting methods will be documented in the form of a Risk Assessment and are only to be carried out by trained and competent persons.

4.8 Control of Substances Hazardous to Health (COSHH)

All reasonably practical steps will be taken to substitute harmful substances for safer alternatives, and to ensure that employees, pupils, and visitors are not exposed to substances hazardous to health, unless this is unavoidable by the very nature of what is being taught in a classroom. In those instances, pupils are not allowed to enter or remain in a classroom unless accompanied by a teacher and will be provided with suitable Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE), as assessed as a requirement by their teacher.

A non-toxic cleaning spray will be in every teaching area and this needs to be either on a very high shelf or in a locked cupboard when not in use by an adult.

4.9 Staff Training for the Administration of Medicines to Pupils

Where situations are encountered whereby staff may need to administer, or assist in the administering of medicines to pupils, only staff with suitable skills, knowledge, experience and training are allowed to do so, and then only with the prior written permission of the child's parent or legal guardian.

5.0 Staff and Visitors on Premises Containing Under 18's or Especially Vulnerable Persons

Enhanced DBS certification is required for all persons working with under 18's or especially vulnerable groups or persons. Enhanced DBS certification is also required for all persons visiting and moving unaccompanied through the academy when pupils and/or especially vulnerable groups are present.

If there are pupils or especially vulnerable groups or persons present on site, any person on site without Enhanced DBS certification must be accompanied at all times by a person with such certification, or must be refused entry to site, or challenged and asked to leave site if discovered on the premises unaccompanied.

5.1 Drink and Drugs

No member of staff shall be permitted to work and should not drive for work if under the influence of drink or drugs (including medication if that medication will affect the performance of the individual to such an extent that they are a risk to themselves or others). Anyone discovered to be under such influence will be subject to disciplinary action and may be dismissed without notice. In the case of staff using illegal drugs during working hours or driving for work while intoxicated or under the influence of drugs, that person will be reported to the Police for further action. The Trust reserves the right to request drug tests on employees on a random basis and without giving prior warning.

Staff are reminded that alcohol takes 12 hours to clear through the body and that they are expressly forbidden to drive whilst under the influence of alcohol. Staff are reminded not to drink heavily the night before having to drive the next morning (i.e. within 12 hours of drinking).

5.2 Ill Health

Staff are responsible for ensuring that they are fit to work, this includes driving. Should your physical fitness or health change, then your line manager must be informed as soon as possible. Staff must also remember that some prescription drugs can cause drowsiness and affect their ability to work or drive safely. In the event that medication is necessary, staff should check with their GP or pharmacist before working or driving.

As research suggests that a journey time of more than 4 hours could carry a risk of Deep Vein Thrombosis (DVT), those who drive regularly for long distances should advise the Trust of any family history of DVT, or if they have ever experienced problems with blood clotting. If this or other medical fitness is in question, the Trust will refer them to either their GP or one of our choosing, in order to ensure that they are able to work and drive safely and without risk to their health and safety and that of others.

5.3 Mobile Phones whilst driving

The Trust expects all staff who drive for work to drive safely for their own, and other's benefit, and to that end strongly discourage the use of mobile phones whilst driving, whether staff use a Trust vehicle, their own or a hire vehicle.

Staff are never to use hands-held mobile phones while driving, this practice is strictly illegal and the Police may check phone records when investigating a crash to determine if use of the phone contributed to the crash. The Trust will co-operate fully and provide records as requested to assist in any such investigation.

Staff are warned that depending upon the individual circumstances it can be considered illegal to use even a hands-free mobile phone whilst driving. Drivers can be charged with "failing to have proper control of their vehicle" or of "careless" and even "dangerous driving".

5.4 Electronic Devices

Electronic devices may be provided for business use to enable staff to work efficiently and communicate effectively. Electronic devices are considered to be anything designed to be used, connected to, or inserted into a computer, and this also includes printers, scanners, modems, items incorporating various players, laptop computers, PDA's and mobile phones, etc. Also, all or any of these devices may or may not include e-mail and Internet access capability.

Whilst some features may also include personal entries (diaries, calendars, journals etc.) these items are provided to staff for business purposes and use of the Trust's e-mail and internet facilities for personal purposes is not permitted.

Employees using Trust or Academy provided laptops must ensure they abide by the following guidelines:

- A separate keyboard and mouse must be used on desktops wherever possible.
- Users should ensure they take a 10-minute break every hour if a separate keyboard and mouse is not being used.
- The use of laptops in stationary cars is actively discouraged. This is to prevent the additional stress on the spine and the increased likelihood of injury that could arise from unsuitable seating and limited space.
- Don't overload your laptop bag. Distribute weight as evenly as possible.
- Ensure that you have enough space in front of the laptop to rest your wrists and forearms whilst working.
- If any discomfort is noticed whilst using a laptop, report it immediately.

5.5 New and Expectant Mothers

The Trust is committed to ensure that risk assessments are undertaken and regularly reviewed for new and expectant mothers. These assessments will relate to all work activities within the areas of the individual's responsibility and will take account of any particular health and safety risks, and these will include risks to the unborn child as well as to the mother. On being notified in writing that an employee is pregnant, has given birth within the last six months, or is breastfeeding, the Trust will discuss the implications of any risk assessments and work practices with the employee, try to remove or prevent the employee from exposure to any hazards that have been identified, and if this is not possible the Trust will temporarily adjust working conditions or hours of work. If even this is not possible, then the Trust will attempt to offer alternative work.

5.6 Stress

The Trust is committed to protecting the health, safety and welfare of its employees and recognises that workplace stress is a serious health and safety issue and acknowledge the importance of identifying and reducing the causes of workplace stress. This policy will apply to everyone in the Trust and Executive Principals/Headteachers and management are responsible for implementation while the Trust is responsible for providing the necessary resources. Staff must raise issues of concern with their line manager and accept opportunities for stress counselling when recommended.

COVID-19 ADDENDUM

Prior to the wider opening of the academy, the Headteacher will review and make changes to academy fire (see above), first aid (see above) and emergency procedures to ensure they can still be followed with limited staff and changes to the academy's layout. Any changes will be communicated to staff and pupils and signage updated.

Cleaning

Every academy will be 'closed' to pupils and staff (other than those who are in attendance who are vulnerable or the children of key workers, and the staff supervising these children) on Friday for 'deep cleaning'.

In addition to the regular cleaning taking place with our appointed contractors, all contact surfaces (handles, light switches etc.) will be wiped clean on a regular basis by staff and/or care taker.

Any recorded instance of Covid-19 in an academy will result in a de-sanitising clean prior to those areas affected being re-occupied.

Handwashing

- Staff and pupils will be reminded to wash their hands for 20 seconds more frequently than normal, and as a minimum on arrival at the academy, before and after eating, and after sneezing or coughing.
- Staff should supervise young children to ensure they wash their hands for 20 seconds with soap and water (or hand sanitiser if soap is not available or feasible in the particular situation) and catch coughs and sneezes in tissues. Bins for tissues should be emptied throughout the day.
- Staff will encourage young children to learn and practise these habits through games, songs and repetition.
- Some children and young people with special educational needs and disabilities may require additional support in following public health advice, or may find frequent handwashing distressing. Staff will know where this is likely to be the case, and how they can best support individual children and young people.

COVID-19 Testing

The government announced on 23rd April that school staff who are showing symptoms of coronavirus will now be able to access free tests. When settings open to the wider cohort of children and young people, all those children and young people eligible to attend, and members of their household, will be eligible for testing if they display symptoms of coronavirus.

Referral can be either self-referral or employer referral, and be through one of the below methods:

- Regional testing sites
- Home testing
- Mobile testing units
- Satellite centres
- NHS facilities

Employer referral

Academies can obtain a login to the employer referral portal, employers of essential workers should contact portalservicedesk@dhsc.gov.uk.

Self-referral please see [Coronavirus \(COVID-19\): getting tested](#)

Social Distancing in the academy

As much as possible, children, young people and staff should be spaced apart at all times.

This means:

- sitting children at desks that are far apart
- ensuring everyone queues and eats further apart than normal

- keeping apart when in the playground or doing any physical exercise – bubbles to keep to their allocated outdoor area.
- visiting the toilet one after the other
- avoiding unnecessary staff
- no parent gatherings
- no gathered assemblies

Administering first aid when social distancing

First aid is a reason that exceptions to social distancing may need to be made with children. Protective clothing of any sort over and above what would normally be used (e.g. disposable gloves when dealing with a bleeding cut) with individuals who are not showing any symptoms is not recommended. Good hand washing and regular cleaning of surfaces is the best approach to take.

Social distancing in early years settings where children are very young

The government acknowledge that social distancing for settings with very young children will be harder to maintain. Staff should implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.

Personal Protective Equipment

- Wearing a face covering or face mask in schools is not recommended for pupils or staff. Similarly, gloves should only be used for first aid or intimate care. However, we will allow pupils and staff to wear masks if they wish to do so, with the following caveats:
 - face coverings or face masks **should not be worn in any circumstance** by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.
 - Face coverings or masks must be provided by the individual, not the school
 - Face coverings or masks must be appropriate for school wear and decisions on what is appropriate lies with the HT/EP/AP
 - There must be clear guidelines given to staff and pupils who opt to wear masks about how to do so safely

PPE is only needed in a very small number of cases including:

- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn
- In the case of prolonged support for learning/ general care of young children even if no symptoms apparent

Executive Principals/Headteachers will ensure that any staff member using PPE know how to put it on and take it off safely using the guidance here:

<https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>.

Staff/Pupils - Showing Symptoms and Confirmed Cases

If anyone becomes unwell with:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see section below regarding confirmed cases below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

Confirmed cases of coronavirus

- Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.
- The Director of Finance & HR should be notified of any positive cases at mharris@kcsp.org.uk
- As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Unconfirmed cases of coronavirus

There is likely to be a time-lapse of several days between the emergence of symptoms and a test result. In the event of a child/staff member becoming symptomatic and awaiting test results, we will follow government guidance and continue to allow the rest of the 'bubble' to attend. However, we will inform all families of the case and allow them to make their own decision about continued attendance or otherwise. Pupils or staff will not be named in any communication.

Reporting of confirmed cases

RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) and COVID-19
If an employee has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure to work; there is a requirement under RIDDOR to report it to the Health and Safety Executive as

a reportable disease. There is also a requirement if a worker dies as a result of occupational exposure to the coronavirus.

The Executive Principal/Headteacher must also notify the Director of Finance & HR of any cases that need to be reported.

The Health and Safety Executive (HSE) have published guidance to employers on the reporting of work related COVID cases see below. [Health and Safety Executive- COVID-19 RIDDOR Reporting](#)

Onsite First Aiders

There should be the provision of at least one appointed First Aider on academy premises regardless of their level of qualification at this time. Executive Principals/ Headteachers must assess the level of first aid provision required for the academy.

First Aid training extension

From the 16th March, The Health and Safety Executive have recognised that it is reasonable and practical to extend the validity of current certificates by up to 3 months if people are unable to attend due to Coronavirus. They will also be reviewing the matter over the coming months.

Executive Principals/Headteachers must communicate their arrangements for first aid to all members of staff, especially if there has been a change in how this would be accessed in an emergency.

Paediatric first aid

The requirements in the EYFS on paediatric first aid certification have been modified and [statutory guidance on EYFS](#) has been published setting out what this means.

The requirement is modified where children aged 2 to 5 are on site (with no children aged below 24 months) to a best endeavours duty to have someone with a full PFA certificate on site. If all steps set out in the guidance have been exhausted and settings cannot meet the PFA requirement, they must carry out a written risk assessment and ensure that someone with a current First Aid at Work or emergency PFA certificate is on site at all times. New entrants (level 2 and 3) will not need to have completed a full PFA course within their first 3 months in order to be counted in staff to child ratios.

If PFA certificate requalification training is prevented for reasons associated directly with coronavirus, or by complying with related government advice, the validity of current certificates can be extended by up to 3 months. This applies to certificates expiring on or after 16 March 2020.

Trust Guidance on **Home Visits** can be found at the following link: [Trust Home Visits Guidance](#)

Appendix 1

TERMLY SUMMARY ACCIDENT/INCIDENT REPORT FORM

(Please return to office@kcsp.org.uk three times per year)

Academy details

Academy name: _____

Date from: _____

Date to: _____

Injury – Type of Injury

Type of Injury	Number of incidents (Staff)	Number of incidents (Pupils)
Animal contact		
Awkward movement		
Electrical Injury		
Fall from height		
Hazardous substance		
Hot/cold contact		
Machinery/equipment		
Moving/handling objects		
Moving/handling person		
Near miss		
Road traffic collision		
Sharp objects		
Slip/trip/fall on same level		
Sports/PE		
Struck against		
Struck by object		
Violent Behaviour		

Other		
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Signatures

Executive Principal/Headteacher/H&S officer:
/

Date: /

Appendix 2

Annual Report to KCSP and GB on Health & Safety Matters

Name of Academy	
Name of Health & Safety Lead (and any deputies)	
Nominated Governor for Health & Safety	
Date completed	

1) **Summary of Health & Safety Training undertaken (including governors):**

Name	Role	Date	Training undertaken

2) **Policies and other documents relating to health & safety:**

Policies & procedures for Safeguarding	Date in place	Next review date
Accessibility Plan		
First Aid		
Management of medicines		
Risk assessment		
<i>Add any other relevant policies</i>		

3) Staff absence data xx academic year

	No of staff	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6	Total days lost
Teachers								
Support staff								

4) Number of Occupational Health referrals

5) Are there any trends in staff absence? E.g. increase in stress-related absence? Any suggested remedies to lower where appropriate

6) Fire drills and lockdown practice

(Please give details/dates of fire drills and lockdown practices that have taken place over the year and any issues arising.)

7) Any deficiencies in the health & safety procedures and actions required to rectify them

8) Any areas identified for improvement

Appendix 3

ACCIDENT/INCIDENT REPORT FORM

(Please return to office@kcsp.org.uk within 3 days of the incident)

This form should only be completed if the incident is of a serious nature as detailed below

Personal details

Staff member
Visitor

Pupil

Academy Name: _____ Date of report: ____/____/____

Name: _____ Role/year group: _____

Accident/incident details

Date of incident: ____/____/____ Time: _____ Date reported: ____/____/____

Location: _____ Witness: _____

Reported to whom: _____

Full accident/incident details – what happened?

Injury – Nature of Injury

- A serious cut requiring stitches/butterfly stitches/glue
- Slips trips and falls causing a seriously distressing injury (by Head Teachers definition)
- Any bone fractures
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Permanent blinding or reduction in sight in one or both eyes
- Any crush injury
- Any burn injury covering more than 10% of the body
- Any loss of consciousness

Actions – what action was taken?

Signatures

Reporting officer:

Date: / /

Executive Principal/Headteacher:

Date: / /
