

Kent  
Catholic  
Schools'  
Partnership



'Academies in Christ'  
Part of the Archdiocese of Southwark

## Health and Safety Policy

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## Contents

1.1 General Statement of Policy .....	3
1.2 Health and Safety Ladder of Responsibility .....	4
1.3 Introduction .....	5
Section Two: Organisation and Responsibilities .....	5
2.0 All Employees .....	5
2.1 Responsibilities of the Trust Board .....	5
2.2 Responsibilities of the Trust Executive .....	6
2.3 Responsibilities of the Governing Body .....	6
2.4 Responsibilities of the Executive Principal/Headteacher .....	7
2.5 Responsibilities of all Senior Managers .....	8
2.6 Responsibilities of the Site Manager/Caretaker .....	8
Section Three: Organisation and Responsibilities Arrangements .....	8
3.0 Health and Safety Representatives .....	8
3.1 Health and Safety Committee .....	9
3.2 Reporting of Accidents under legal requirements, RIDDOR etc. ....	9
3.3 Accidents and incidents that must always be reported to the Trust Executive .....	9
3.4 Reporting accidents etc. and data protection .....	10
3.5 Fire Safety .....	10
3.6 Buildings Safety Management (BSM) .....	12
3.7 Contractors on Site .....	12
3.8 Electrical Safety .....	12
3.9 Gas Safety .....	12
4.0 Food and Drink Safety .....	12
4.1 Risk Assessments .....	12
4.2 Minibus Driving .....	12
4.3 Driving vehicles in general .....	13
4.4 Vehicle Movements on Academy Premises .....	13
4.5 First Aid .....	13
4.6 Legionella control .....	14
4.7 Manual Handling .....	14
4.8 Control of Substances Hazardous to Health (COSHH) .....	14
4.9 Staff Training for the Administration of Medicines to Pupils .....	14
5.0 Staff and Visitors on Premises Containing Under 18's or Especially Vulnerable Persons .....	14
5.1 Drink and Drugs .....	14
5.2 Ill Health .....	15
5.3 Mobile Phones whilst driving .....	15
5.4 Electronic Devices .....	15
5.5 New and Expectant Mothers .....	16
5.6 Stress .....	16

**"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**

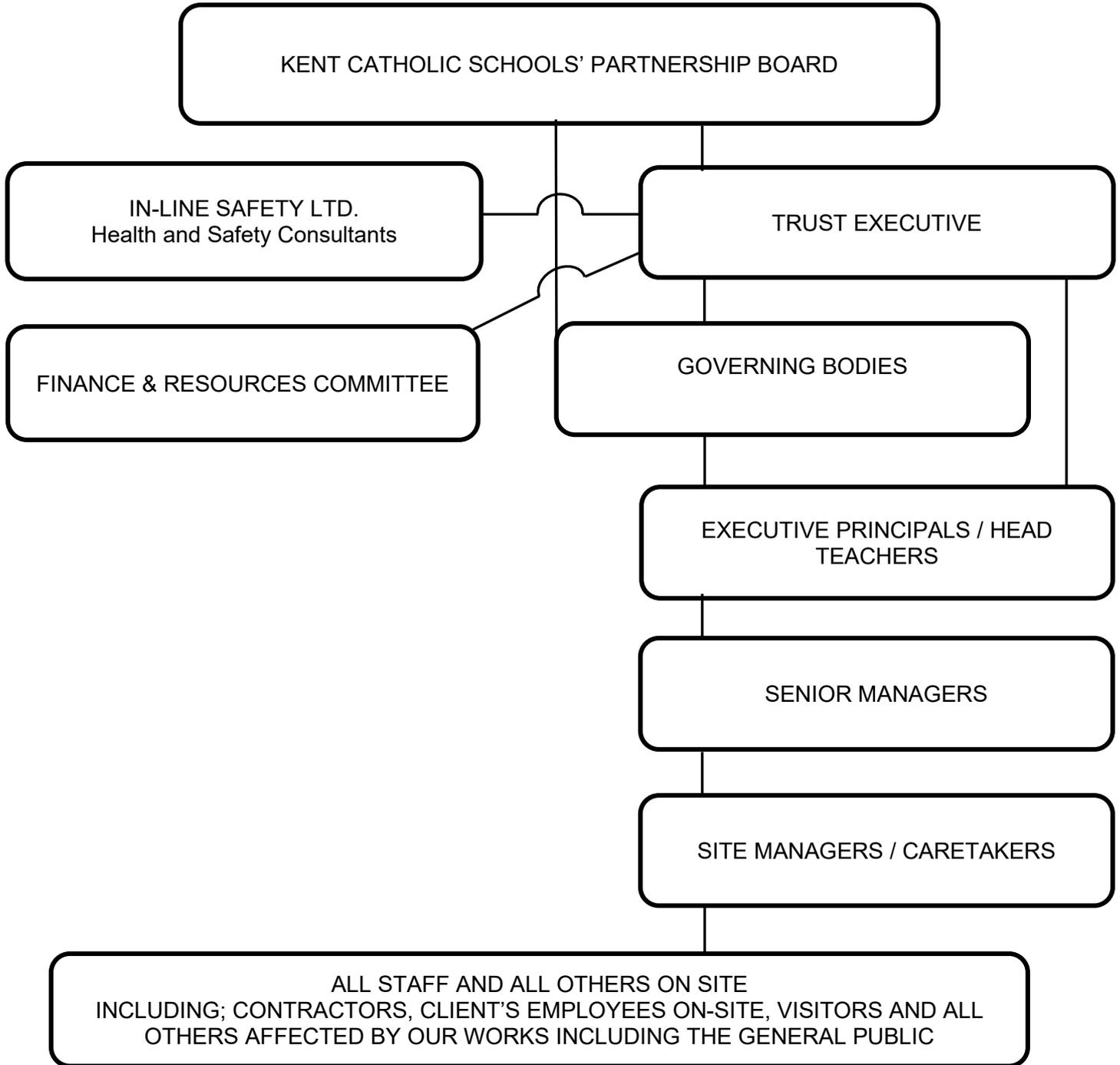
It is the policy of Kent Catholic Schools' Partnership ('the Trust') to provide and maintain safe and healthy working conditions, equipment and systems for all pupils and employees and others, and to provide such information as they may need for this purpose. The Trust will provide employees with all 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.

# **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
- Electrocution
- 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 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.

## **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.

## **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.

# Appendix 1

## TERMLY SUMMARY ACCIDENT/INCIDENT REPORT FORM

(Please return to [office@kcsp.org.uk](mailto: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: /

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## Appendix 2

### Annual Report to KCSP and GB on Health & Safety Matters

<b>Name of Academy</b>	
<b>Name of Health &amp; Safety Lead (and any deputies)</b>	
<b>Nominated Governor for Health &amp; Safety</b>	
<b>Date completed</b>	

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

<b>Name</b>	<b>Role</b>	<b>Date</b>	<b>Training undertaken</b>

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

<b>Policies &amp; procedures for Safeguarding</b>	<b>Date in place</b>	<b>Next review date</b>
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

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**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.)

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

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8) Any areas identified for improvement

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## 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:    /    /