

HEALTH AND SAFETY POLICY

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MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW	HEAD OF FACILITIES AND ESTATES

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1. Introduction

The Trustees, Local Academy Committees (LAC), Executive Headteachers & Headteachers of Wandle Learning Trust (WLT) Schools are committed to the provision of a safe and healthy environment for all staff, students/pupils and visitors whilst working or carrying out any associated activities on the school sites.

The LAC and the Exec/Headteacher will take all necessary precautions to ensure that the school has:

- safe systems of work in place;
- suitable and sufficient work equipment;
- adequate welfare arrangements; and
- robust arrangements to provide information, training and supervision to staff to ensure they are competent to perform their task.

All steps will be taken to eliminate and reduce risks as far as reasonably practicable. Any remaining residual risks will be managed by ensuring adequate control measures are in place.

This Health and Safety Policy, which must be read in conjunction with the WLT policies listed in Appendix 1, is the overarching Health and Safety Policy for WLT. The arrangements outlined in Section 4 of this policy are specifically for WLT schools to follow and must only be deviated from subsequent to the issuing of supplementary instructions.

2. Statement of Intent

The Trustees, LAC's and Exec/Headteachers accept responsibility for all safety, environmental matters, including health and safety at work, environmental protection and fire safety. All are aware of the requirements of the Health and Safety at Work etc. Act 1974 (HASAWA), Management of Health and Safety at Work Regulations 1999 (MHSWR) and other relevant health and safety regulations to provide a safe, and healthy working and learning environment.

In keeping with the spirit and intentions of the Acts, an Organisation (section 3) and Arrangements (section 4), have been set up to ensure that WLT meets its legal and moral obligations and complies with legislation.

WLT is committed to achieving the highest standards in all aspects of safety and environmental protection and the wellbeing of staff and students/pupils within the Trust.

In addition, all WLT staff are responsible for complying with the WLT's Health and Safety Policy and must:

- act in a safe manner so as to ensure that their actions or inactions do not put themselves or anyone else in danger;
- cooperate with the Headteacher to assist with the maintenance of a safe and healthy working environment;
- ensure they are competent to carry out their tasks including safe use of any equipment as part of their role;
- not interfere with any items provided for Health and Safety; and
- report any health and safety concerns, accidents and incidents using the correct procedure.

The Head of Facilities and Estates will make regular reviews of safety and environmental standards within the schools to ensure compliance, including record keeping, as laid down in WLT policies.

Contractors, sub-contractors, lessees and visitors also have a duty of care and a right to a safe working environment. Like WLT staff they must ensure that they comply with the requirements of this Health and Safety Policy.

3. Organisation

3.1 The Trustees

The Trustees have overall responsibility for ensuring compliance with this Health and Safety Policy document. In particular, the Trustees are responsible for:

- ensuring an approved Health and Safety Policy is in place and is reviewed annually;
- monitoring the application of the Health and Safety Policy including consideration of inspection reports; and
- including Health and Safety on Trust meeting agendas.

The Trustees delegate responsibility for day-to-day compliance with this Health and Safety Policy to the Executive Headteachers and holds them accountable for this, in line with the terms of reference.

3.2 Local Academy Committee

The LAC, advised by the LAC Resources Committee, has responsibility for maintaining a strategic overview of Health and Safety procedures within an individual school to ensure compliance.

The LAC members will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular the LAC will:

- make arrangements to ensure that the schools comply with all relevant legislation particularly the HASWA and the MHSWR;

- ensure that procedures are in place to identify hazards and evaluate risk control measures;
- ensure that there is an appropriate management structure and periodically monitor its effectiveness as regards Health and Safety;
- ensure that one member of the LAC takes specific responsibility for Health and Safety from the Members perspective and attends any health and safety training as appropriate;
- ensure that the Headteacher, as the Key Manager for health and safety, carries out the appropriate responsibilities; and
- bring to the attention to the Headteacher any concerns and report any unresolved issues to the WLT Board.

3.3 Executive Headteachers & Headteachers

The Executive Headteachers delegate day to day responsibility for compliance with the Health and Safety Policy to the Headteachers of each school and holds them accountable for this.

The Headteacher is therefore accountable for ensuring day to day compliance with the policy statement and that all endeavour to ensure the safety of others; be they staff, students/pupils, parents, visitors or contractors. The Headteacher will be responsible for:

- day-to-day management of all Health and Safety matters in the school in accordance with the WLT Health and Safety policy;
- delegating responsibilities to other competent members of staff to promote Health and Safety across the School;
- co-operating with and providing necessary facilities for trades union safety representatives;
- putting into effect any remedial measures or refer as necessary to their LAC or the LAC Resources Committee;
- consulting with members of staff on health and safety matters;
- ensuring that Health & Safety and Accidents are reported to the LAC on a termly basis within the Headteacher's Report; and
- ensuring all staff are aware of this Health and Safety Policy and have access to the policy and access to guidance and advice.

3.4 The Director of Finance and Resources & the Head of Facilities and Estates

The Director of Finance and Resources works in conjunction with the Head of Facilities & Estates to ensure the effective monitoring of Health and Safety across the schools.

The Head of Facilities and Estates is responsible for:

- line management of the Premises Management Teams;

- being aware of safe working practices and setting a good example personally;
- ensuring remedial action is taken where appropriate;
- ensuring that key contractors, such as catering and cleaning companies, adhere to this policy;
- ensuring regular inspections are carried out;
- completing an annual internal audit of Health and Safety across all schools, reporting back to the Executive Heads;
- receiving regular reports of any accidents, injuries or near misses that occur, investigate such accidents reporting those that fall within RIDDOR to the Health and Safety Executive, analysing trends and proposing remedial actions to prevent reoccurrence in liaison with the Headteacher or Health and Safety Consultant, as appropriate;
- identifying staff safety training and awareness need;
- liaising with the Director of Finance and Resources, Headteachers and the Health and Safety Consultant; and
- providing regular feedback to Headteachers.

3.5 Premises Team

The Premises Team includes all Premises Managers, Site Managers and Premises Officers. The Premises team will ensure all statutory and non-statutory planned, preventative maintenance is carried out and will oversee the maintenance and testing required to be undertaken by external contractors.

The Premises Team will also:

- inspect the buildings and equipment as per statutory requirements and on a termly basis submit a report to the Head of Facilities and Estates;
- inspect the buildings and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe;
- record all defects noted and, if urgent, effecting immediate repair or when appropriate to do so;
- report major defects to be repaired by outside contractors/authorities to the Head of Facilities and Estates
- carry out maintenance as identified in the WLT Premises Management Policy
- liaise with all external contractors working within the school, reminding them of their obligations under this Policy and notifying them of any existing hazards;
- notify the Head of Facilities and Estates of any hazards introduced by contractors on site;
- undertake annual risk assessment in accordance with the WLT Risk Assessment Policy;
- act on and share information received on Health and Safety matters to appropriate people; and
- arrange for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced.

3.6 First Aiders

First Aiders are responsible for:

- managing the provisions for students/pupils with medical conditions as outlined in the Medical Needs Policy;
- maintaining first aid kits and equipment and ensuring stocks are kept replenished and are in date;
- maintaining the Automated External Defibrillator (AED) where applicable; and
- The Office Manager will ensure first aider lists are kept up to date.

3.7 All Staff

Health and Safety is the responsibility of *all* staff and all staff are responsible for:

- taking care of themselves and others who may be affected by their acts or omissions;
- co-operating with the Headteacher to ensure that statutory requirements are met;
- not interfering with or misusing anything provided in the interest of health, safety or welfare;
- checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed prior to use;
- checking equipment is safe before use;
- ensuring they are aware of safe procedures and that these are followed;
- ensuring protective equipment is used when needed;
- participating in inspections as appropriate;
- bringing any concerns relating to Health and Safety to the attention of their line manager in the correct way; and
- ensuring all accidents to students/pupils, staff or visitors are recorded by the person affected, member of staff supervising the activity or first aider as outlined in Section 4.1.

3.8 Health and Safety Consultant

The Health and Safety Consultant will:

- give advice and assistance to the Trust and Trust Schools in the discharge of their responsibilities in relation to Health and Safety;
- provide support to the Head of Facilities & Estates with their role as Competent Person in respect of Health and Safety legislation;
- carry out regular external audits of all Health and Safety management systems, policies and procedures;
- ensure that regular inspections of premises, and establishments are carried out to ensure the maintenance of a safe working environment;
- provide support to the Head of Facilities and Estates with the reporting of any accidents, injuries or near misses that fall within RIDDOR to the Health and Safety Executive;

- maintain adequate and up to date information of relevant law and safety management practice; and
- coordinate liaison with the relative statutory authority (Health and Safety Executive, London Fire and Emergency Planning Authority, etc.) during any investigations or inspections.

3.9 Health and Safety Representatives

The LAC and Headteacher recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union.

Health and Safety Representatives:

- will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable; and
- are entitled to certain information, e.g., information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions.

Representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or LAC.

4. Arrangements

4.1 Accident Reporting

All accidents, no matter how minor, that occur to members of staff, are to be reported using the Employee Accident Report form. A copy of the completed form is to be sent to the Headteacher.

Minor accidents to students/pupils should be recorded in the First Aid Day book. The Non-employee Accident Report form must be completed for any major accidents.

All accident forms and records are maintained in the school's office.

Major accidents, i.e., any fatality, major injury, reportable disease or dangerous occurrence, must be reported immediately to the Headteacher and Head of Facilities and Estates by telephone to enable a report to be submitted to the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

4.2 Asbestos

A copy of the Asbestos Register, where applicable is to be kept by the Premises Team.

All staff are made aware regarding the dangers of disturbing asbestos during the

mandatory Health and Safety awareness training, attended by all staff, for example they are instructed not to use drawing pins in any asbestos containing material.

The Premises Team must be familiar with the location of asbestos within the premises and must ensure that contractors access the Asbestos Register prior to commencing work in School.

An Asbestos Management Plan detailing how any asbestos containing material on the premises is to be protected and monitored is held by the Premises Team.

4.4 Biological Hazard and Communicable Diseases Control

4.4.1 Coronavirus (COVID19)

The Headteacher is committed to protecting the health and safety of everyone who comes onto the school site and controlling the spread of the virus and has:

- assessed the risk from Covid-19 by identifying the hazards resulting in the risk of the transmission of the virus and ensured that preventative measures are in place;
- followed the most up to date guidance, including but not limited to, from the Government, Public Health England and the Department for Education;
- consulted with all staff, staff representatives and LACs and Trustees at all stages of the pandemic;
- established the frequency of the review of the risk assessment and how the schools will keep up to date with any changes in the guidance; and
- implemented and shared protocols for the key controls e.g., hygiene, cleaning, social distancing, reducing contact time between people, using screens/barriers or zones to separate people, not undertaking activities or opening areas where social distancing cannot be implemented and protecting those who are particularly vulnerable to COVID-19.

4.4.2 Legionella (Water Hygiene)

The Headteacher accepts their duty with respect to the control of risk from exposure to legionella to staff, students, visitors and contractors under the Health and Safety at Work etc. Act 1974, Control of Substances Hazardous to Health Regulations 2002 and the Management of Health and Safety at Work Regulations 1999.

The schools will manage all their operations with regard to the design and maintenance of domestic water systems and air handling systems to ensure that:

- all sources of risk are identified, a suitable and sufficient risk assessment is carried out and kept up to date;
- a Written Scheme is in place to prevent or control the risk;
- precautions are implemented, managed, monitored and routine testing is undertaken: monitored
- records are maintained;
- there is a clear allocation of responsibilities and training is provided to ensure competence; and

- a specialist, competent contractor is appointed to undertake aspects of the operation, maintenance and control measures required for the systems.

4.4.3 Communicable Diseases

The Headteacher will ensure that the school follows the guidance from Public Health England using the Exclusion Table, included in government guidance Health protection in schools and other childcare facilities, to determine when students/pupils can return to school.

4.5 Cash Handling

All WLT schools will operate a cashless system, in line with the WLT Financial handbook.

4.6 Competency and Training

All WLT school staff must be competent to perform their duties thus, specific training is required where, for example, additional hazards exist or if specialist duties are required. Fire Marshals, and the Premises Team are among those staff requiring specific training.

A record of all training courses attended by staff must be maintained and monitored by each school.

4.6.1 Induction

- All school staff will be provided with general awareness regarding Health and Safety including action in the event of emergencies, evacuation and lone working arrangements during the induction process.

4.6.2 All staff training

- General Health and Safety Awareness
- Accident/incident reporting procedures
- General fire safety awareness, including awareness of relevant Personal Emergency Evacuation Plans (PEEPs) as part of staff induction process
- Fire Marshal training
- Evacuation procedures
- Safeguarding

4.6.3 Premises Team training

- Asbestos Awareness
- Chemical Safety
- Legionella Awareness
- Manual Handling
- Working at Height

4.6.4 Specific staff training (e.g., First Aiders, Science, D&T, Art, IT, Performing Arts Department)

- First Aid Training
- Training in the use of evacuation aids for those with mobility impairments, if required
- Chemical Safety
- Manual Handling
- Working at Height

4.7 Contractors and Visitors

All contractors and visitors must report to the school Reception desk where they will be asked to sign in via the electronic inventory system and issued with a sticker/pass. The system must also be used to sign out.

Arrangements in the case of emergencies and evacuation or other relevant information e.g., COVID19 protocols will be shared during the signing in process.

The school reception team will be made aware in advance regarding planned visitors and Contractors to be able to alert the relevant member of staff to meet the contractor/visitor in reception.

Contractors and visitors are not permitted to move around the site unless accompanied by a member of school staff or when carrying out works during holidays when students/pupils are not present.

The control of contractors on site, including the induction process will be in accordance with the WLT Contractor Management Policy.

4.8 Display Screen Equipment

All Display Screen Equipment (DSE) users will be identified and must complete a DSE self-assessment to ensure that all workstations are set up correctly and remedial action is taken where required.

4.9 Emergency Planning

WLT school arrangements in the event of any emergency e.g., fire, adverse weather, loss of services such as gas, water, electricity and lockdown are covered in the WLT Critical Incident Policy

4.10 Fire Precautions

Requirements regarding fire safety arrangements are covered in the WLT Fire Safety Policy and specific arrangements, roles and responsibilities are detailed in the individual schools Fire Safety Management Plans.

Every school employee must ensure that:

- they know what to do in the case of fire;
- they are familiar with the sound of the fire alarm;
- all classrooms and other areas are vacated immediately on hearing the fire alarm;
- hazardous electrical appliances are disconnected and all doors shut when vacating
- the premises;
- they inform the Premises Team by email if they are using equipment likely to emit smoke, dust, etc.; and
- they always check for any potential fire hazard at the end of the day.

Further, every employee must:

- NEVER ignore a fire alarm or disregard any notice on fire prevention;
- NEVER smoke (including e-cigarettes) in the school building or grounds;
- NEVER be untidy and leave waste materials laying around;
- NEVER leave obstructions in passages or stairways;
- NEVER leave any temporary heating appliances burning/switched on when unattended;
- NEVER move or interfere with firefighting appliances; and
- NEVER leave furniture etc. by fire exits or placed directly in front of electrical heaters.

In the event of a fire, students/pupils will be escorted from the buildings via the nearest exit, in silence, and line up at the designated fire assembly points.

All staff must report any faults, for example, failure to hear the alarms at the correct levels.

4.11 First Aid

The Headteacher will ensure that a suitable number of staff are qualified to administer first aid in an emergency as identified in the WLT First Aid Policy.

The arrangements for the administration of medicines are covered in the school Medical Needs Policy and the responsibility of First Aiders as identified in Section 3.6 of this Policy.

First aid boxes are located throughout the school and are clearly identified. The contents will be checked on a weekly basis by a designated First Aider and all deficiencies made good.

A record will be kept of every occasion when any member of staff, student or other person receives first aid treatment whether on school premises or as part of a school-related activity and the appropriate reporting will be undertaken as identified in Section

4.1 of this Policy.

4.12 Hazardous Substances

The Headteacher acknowledges that persons may use or be exposed to substances (or mixtures of substances), both chemical and biological with the potential to cause harm to health. Where possible exposure to hazardous substances will be prevented e.g., a non-hazardous substance used.

The school understands that it must comply with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and the relevant staff e.g., Head of DT Department, Head of Science Department, Premises Team will ensure that:

- an inventory of all substances at the school is maintained and regularly reviewed;
- current Safety Data Sheets are held together with the COSHH assessments: and
- all substances are stored, used and disposed of in accordance with the COSHH assessment.

Personal Protective Equipment will be provided, where identified in the COSHH assessment and health surveillance will be arranged, where required.

Arrangements will be put in place to deal with emergencies.

The Science, D&T and Art Departments will have additional specific procedures and processes supported by the CLEAPSS advisory service supporting practical science and technology in schools.

4.13 Kiln

Where the Art Department have an operating kiln in a dedicated room. At all times:

- the kiln will only be used by competent, trained staff;
- personal protective equipment will be provided;
- a risk assessment and safe operating procedures will be displayed in the kiln room;
- combustible items will not be stored in the kiln room; and
- the annual inspection and maintenance will be undertaken by a competent contractor, report reviewed and remedial action scheduled, where required.

4.14 Lettings

Where the school buildings, grounds and facilities may be let to external parties to use for authorised activities, all lettings will be in accordance with the WLT Lettings Policy which sets out the terms and conditions including responsibilities of all parties and exclusions.

Risk assessments, insurances and arrangements in the case of emergencies will be in place and shared.

4.15 Lifting Equipment

Where the school provides a lift for people to use to access floors above or below ground floor level:

- the school accepts the duties placed on establishments who operate lifting equipment by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) including the requirement for the equipment to be of adequate strength and stability and the additional general obligations under the Provision and Use of Work Equipment Regulations 1998 (PUWER) regarding the suitability of work equipment; and
- The school acknowledges that persons can be at greater risk of harm when they are lifted by machinery and will ensure that enhanced levels of safety are considered in the:
 - design and manufacture;
 - use and maintenance; and
 - inspection and thorough examination.

In addition, the school will maintain the safety of the lifting equipment used by:

- carrying out simple inspections and checks;
- appointing a competent person(s) to carry out a thorough examination at the required intervals – every 6 months for equipment for lifting people; and
- ensure any defects are reported and any remedial action taken with serious defects being reported to the relevant enforcing authority.

4.16 Local Exhaust Ventilation

The Headteacher recognises that whilst using substances they may become hazardous to health in different forms including gas, fume, vapour dust and mist.

The schools accept their duty to control the exposure to substances that are hazardous to health to staff pupils/students, visitors and contractors under the Health and Safety at Work etc. Act 1974, Control of Substances Hazardous to Health Regulations 2002 and the Management of Health and Safety at Work Regulations 1999.

Where Local Exhaust Ventilation (LEV) systems are used to control this exposure, the school will have considered all other controls; eliminating the substance creating the hazard, substituting it with a safer substance, reducing the amount of substance used, changing work processes to reduce the frequency and time of emission, reducing the number of persons involved in the process or applying simple controls.

The school will ensure that:

- all components of the LEV system(s) are specified, designed and commissioned correctly including, hood, airflow indicators and ducting;
- a user manual and log book is present;
- all persons required to carry out routine checks are competent with the system and its function, how it should be used and how to recognise defects; and
- a competent service provider is appointed to carry out maintenance and through examination and tests at least every 14 months.

4.17 Lone Working

Staff at WLT schools must avoid lone working wherever possible. Due to the expansive nature of some WLT school sites, lone working may occur in the case of members of staff working late in the evening or where a member of the Premises Team is required to work during a weekend or school holiday.

Certain activities such as locking and unlocking and cleaning duties must also be considered.

Staff are aware of the WLT Lone Working Policy which is included in the staff induction process and covers:

- procedure for reporting that you are working alone;
- communication, security and emergency arrangements; and
- work/activities that must not be carried out whilst working alone e.g., working at height, use or dangerous machinery.

In circumstances where lone working may occur, this will be included in relevant risk assessments.

4.18 Manual Handling

To comply with the Manual Handling Operations Regulations 1992 the school will ensure:

- the need for hazardous manual handling is avoided as far as reasonably practicable
- a risk assessment is carried out for any hazardous manual handling that cannot be avoided; and
- the risk of injury has been reduced as far as reasonably practicable.

Low risk ad hoc manual handling activities must be included in general risk assessments and can be carried out safely.

All staff required to undertake manual handling operations (lifting, pushing, pulling or carrying of equipment) with a potential risk of injury as part of their role must:

- receive appropriate training prior to carrying out such duties;

- be provided with information regarding the task;
- follow appropriate safe systems of work; and
- use any mechanical aids provided correctly and/or undertake team handling where applicable.

4.19 Monitoring

Application of the Health and Safety Policy is monitored on an annual basis as part of the Health and Safety Inspections and the results of any monitoring carried out will be reported to the Trustees, LAC, Headteacher and staff, as necessary.

Termly Health and Safety monitoring inspections will be carried out, by means of a walk around by the Head of Facilities and Estates with the Premises Team.

4.20 Online Safety

Online safety is managed by the IT Department and outlined in the school Online Safety Policy.

4.21 Personal Protective Equipment

Personal Protective Equipment (PPE) will be provided free of charge and must be used as identified in risk assessments.

Staff will be provided with information, instruction and formal training, where required, in the use of PPE.

Adequate supplies of all PPE will be maintained, storage/locker facilities will be provided for multi-use items and arrangements for disposal for single use items in place.

It is the responsibility of the member of staff required to wear PPE to ensure:

- they wear the PPE correctly and at all times as specified in the risk assessment;
- dispose of or store the PPE correctly; and
- report any defects in relation to their PPE to their line manager promptly.

4.22 Provision and Use of Work Equipment (PUWER)

All work equipment will be provided in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and in conjunction with other relevant legislation.

Work equipment/machines include:

- “toolbox tools” - hammers, screwdrivers, handsaws;
- powered equipment /machines - electrical and battery powered;
- lifting equipment;

- all apparatus and equipment used by individual departments e.g., Art, D&T, Performing Arts, Science and Sports; and
- transport – school minibus.

All work equipment and machinery provided by the school will be suitable, inspected, maintained and used by competent persons in the correct environment in accordance with a risk assessment to ensure that any electrical, mechanical and any other hazards have been considered and control measures applied.

Portable electrical equipment will be included in annual Portable Appliance Testing (PAT) with non-statutory and statutory testing and maintenance schedules for all other work equipment and machinery and procedures in place for ensuring remedial action is undertaken, if required.

4.23 Risk Assessments

The Headteacher will ensure that suitable and sufficient risk assessments are carried out by a competent person(s).

The following Departments, where applicable will carry out risk assessments relevant to their areas: - Art, DT, Food Technology, ICT Library Performing Arts, Premises, Science and Sports.

For all other curriculum areas, Heads of Departments will ensure risk assessments are in place. The Premises Team will complete risk assessments for premises team activities. Each school will have risk assessments in place for all communal areas.

Risk assessments will follow the following steps:

- identify hazards;
- evaluate the risk that these hazards present and to whom;
- identify suitable measures to reduce and control the risks;
- record the significant findings;
- monitor the effectiveness of the control measures;
- review the risk assessment on a regular basis.

Specific risk assessments are required for new and expectant mothers, working at height, violence, lone working, etc. where such a risk exists.

All risk assessments should be completed in accordance with the WLT Risk Assessment Policy using the WLT Risk Assessment template.

4.24 Safeguarding

The Headteacher recognises their responsibility under Section 175 of the Education Act 2002 to safeguard and promote the welfare of children.

The school will ensure that:

- the Safeguarding and Child Protection Policy is in place and kept under review
- a Safeguarding Governor, Designated Safeguarding Lead and Deputy Safeguarding Leads are appointed; and
- all staff are trained, attend refresher training and are kept up to date.

4.25 Security

During term time school entrance gates/doors are unlocked at the appropriate designated time only at the start and end of the school day. During the school day entry is only permitted via the main entrance gates and access controlled front door to receptions. All other gates are kept locked but easily openable in emergency.

4.26 Safety on School Visits

The Teacher-in-charge of a trip is responsible for all aspects of Health and Safety when off the school premises, including residential trips. A specific risk assessment must be completed for each trip. All risk assessments and arrangements will be reviewed and signed off by the Headteacher.

When taking students/pupils out of school, mobile telephones must be taken so that in an emergency the school can be contacted and contact maintained between groups when travelling.

4.27 Smoking

Smoking, either cigarette or vape, is not allowed in School buildings or in the grounds of the school.

Cigarettes and matches must not be left where students can have access to them. If staff light candles for any reasons (e.g., religious services, scientific experiments etc.) they should not be left unattended.

Any persons wishing to smoke must leave the school grounds and move away from the site.

4.28 Transport

School staff requiring to use/transport students/pupils using the school minibus, where applicable must:

- have a full current UK driving licence covering the use of minibuses;
- have attended the MiDAS (minibus driver) training; and
- complete the pre use checklist prior to any use and ensure remedial action is taken, if required.

The Premises Team will ensure that the staff records, vehicles, tax, MOT, insurance and servicing is kept up to date.

4.29 Tree Safety

All trees in school grounds must be checked for disease and checked to guard against falling branches on a regular basis. Formal inspections should be carried out every two years.

Similarly, all low-level bushes etc. should be checked to ensure that they do not present a risk to students/pupils, either of scratches or skin or eye penetration by sharp twigs.

4.30 Violence or Aggression towards Staff

The risk of violence and aggression towards staff is included in risk assessments.

Staff are aware to report any such incidents to their line manager and are required to complete the accident/incident form with accurate details to maintain a record.

4.31 Wellbeing

The Headteacher and Line Managers take responsibility for the wellbeing of all staff.

Wellbeing is an item on departmental meeting agendas and the school has a Wellbeing Policy in place.

4.32 Work Experience/Placements

A designated member of staff manages, in liaison with external providers the school students work experience/placement opportunities, where applicable and will ensure that:

- risk assessments are carried out for all student work experience/placements;
- all the suitable and relevant checks are carried out on the work experience/placement provider; and
- reviews of the provider H&S induction and workplace risk assessment process is reviewed.

4.33 Working at Height

The Headteacher will ensure that any working at height is properly planned, risk assessed, supervised and carried out by competent people to comply with the Work at Height Regulations 2005.

The school will avoid working at height where it is reasonably practicable to do so and, where work at height cannot be avoided, the work will be planned with a robust risk assessment carried out taking the following factors into consideration:

- the height at which the work has to be undertaken;
- location of work, access and egress, fragile surfaces, adverse weather;
- availability of appropriate correct equipment, both to carry out the work and for personal protection, which is checked regularly;
- duration of work; and
- competency of staff.

Contractors will be informed that they are expected to have their own risk assessments, method statements for working at height and provide their own working at height equipment and are not permitted to use the school equipment.

5. Appendix 1 – List of WLT Associated Policies and Documents

- 5.1 Contractor Management Policy
- 5.2 Critical Incident Policy
- 5.3 Fire Safety Policy
- 5.4 First Aid Policy
- 5.5 Lettings Policy
- 5.6 Lone Working Policy
- 5.7 Risk Assessment Policy