

Health and Safety Arrangements

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Accidents/Incidents & Near Misses

In line with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) each school within the Trust will ensure it has local systems in place by which to report and analyse accidents/incidents and near misses that occur as a result of its activities or operations.

The school will report accidents/incidents that involve staff, members of the public, contractors and pupils.

Reporting Systems & Timelines

Schools within the Trust will use the AssessNET as its accident/incident and near miss reporting platform.

Each school will nominate Reporting Officers who will have access and authority to report accidents/incidents and near misses.

Policy Document.

Reporting Officers responsibilities

The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure.

The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.

The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.

The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Estates Manager will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The Estates Manager will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the Health and Safety Executive.

The Estates Manager will also ensure that:

The principal designer and principal
pre-

The principal contractor draws up a Construction Phase Plan that explains how

construction and maintenance projects have a

school and its grounds. The asbestos register is to be read and signed at each visit by a contractor and before approval for any work to begin is given.

COSHH (Control of Substances Hazardous to Health)

All schools in the Trust must act in accordance with the Trust COSHH Procedures at all times.

Trust employees must not use any substance or material which may be hazardous to health without referring to the required control measures identified in the COSHH assessment for that substance or material.

Low risk products, such as corrective fluid or air fresheners, which are used for short periods of time do not require a COSHH assessment but must still be used in accordance with the COSHH procedures. Use of such products by children must always be directly supervised.

Display Screen Equipment

All reasonable steps will be taken by the Trust to assure the Health and Safety of employees and pupils who work with display screen equipment.

The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for continuous periods of an hour or more. We describe these workers as 'DSE users'. The regulations don't apply to workers who use DSE infrequently or only use it for a short time.

Any indifference noted from the assessment must be raised with their line manager for review. Once the review is complete the indifference will require updating on the risk assessment, this will require reviewing should any changes be made to the working station. All DSE Risk Assessments must be reviewed every twelve months.

Driving at work

Driving is an integral part to some roles within the MAT and as such requires driving on company business. Drivers will remain responsible for their own safety and that of others and must always comply with the Highway Code and Road Traffic Act.

All drivers who may need to drive to other destinations other than their normal place of work i.e courses, functions or events, must hold valid business insurance on the vehicle they are claiming mileage allowance for.

All drivers are reminded they should not drive if they are feeling unwell or if they know the vehicle they are using is not road worthy.

It is the responsibility of Line Managers to ensure that staff understand their

Fatigue

Trust employees must not drive on Trust business while tired. They should not start a journey if overtired nor drive for an excessive number of hours:

Journey timings should be planned to enable a break of at least 15 minutes to be taken every two hours of driving.

When driving long distances for work employees and/or their Line Managers should risk-assess the whole day, considering the amount of time spent working and travel times, traffic and weather conditions; lone working must also be factored in when compiling a risk assessment.

If the journey destination is likely to take more than three hours to reach, an overnight stay must be considered.

The law requires that drivers must tell the Licensing Authority without delay about the onset or worsening of any health condition likely to impair their ability to drive safely; examples are giddiness, fainting, blackouts, epilepsy, diabetes, angina, coronaries, high blood pressure, vision disorders, mental illness, alcoholism, drug taking, and loss of (or loss of use of) a limb.

Minibus Driving

Any Trust employee driving a minibus on Trust business must comply with the Minibus procedures.

Minibuses owned or provided by the Trust must not be used for private use.

Educational visits and trips

Each school in the Trust has appointed an Educational Visits Coordinator and is responsible for ensuring that they receive the training necessary to carry out the role.

Where there is no Educational Visits Coordinator, the Headteacher will perform this duty.

All Educational Visits Co-ordinators must undertake a DFE approved training course and ensure that they attend refresher training at least every three years

Enforcement of Health and Safety

The Health and Safety Executive is the Enforcing Authority for the Trust for all health and safety matters except food safety. The enforcing authority for food safety is the Public Protection Service of Cornwall Council. If any enforcement officer arrives at a Trust School, the school must inf

legal rights to access all areas of the school but should be accompanied at all times h08871 0 595g1for

Assess the situation quickly and calmly

Protect themselves and any casualties from danger, never put themselves in danger

Gas

The school has a designated person who will ensure that all taps and shower heads are periodically flushed to current legislation and recorded.

Lone Working

Headteachers are responsible for ensuring that school employees are familiar with the Trust Lone Working procedures. Anyone needing to work at school as a Lone Worker must undertake training.

Each school is expected to have procedures in place for lone working which comply with

Manual Handling

The Trust is committed to reducing the risk to employees from moving and handling activities. Each school will assess manual handling activities with a view to eliminate the

opportunity, so a risk assessment can be carried out. The risk assessment will require updating every four weeks, these will need to be printed and signed by both parties. A copy is to be issued to the expectant mother and a copy held on her personal file for reference.

Once a mother returns to work, a new risk assessment may need to be compiled depending on her individual needs and requirements.

Any necessary control measures will be implemented and reviewed regularly. Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary, providing suitable alternative work.

New or expectant mothers should inform their Head Teacher of any changes which may affect the risk assessment including any medical conditions, incidents or medical recommendations.

Radon

The Trust will ensure, through its facilities management procedures, that radon surveys are carried out periodically on all of its premises. Any recommendations arising out of these radon surveys will be actioned by the Trust to ensure that the risk to all users of the premises is adequately controlled.

Where appropriate, radon control measures have been installed and will be maintained and recorded as part of the wider building services procedures.

Risk Assessments

The Headteacher of each school has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of their school. Risk assessments will be completed for all activities where a significant risk is identified.

Curriculum-based activity risk assessments will be carried out by the employee responsible for, or in charge of that activity.

Responsibility for carrying out non-curriculum-based activity risk assessments will reside with the Headteacher. The Headteacher may delegate the function of completing these risk assessments to suitable employees in the school.

The Health and Safety Officer will be available for support and advice when risk assessments are being carried out.

Risk assessment review

Risk assessments will be reviewed periodically, or if:

There is any reason to suspect that they are no longer valid.

There has been a significant change in related matters.

An incident or accident has occurred

In the absence of any other reason to review risk assessments risk assessments will be reviewed at least annually.

Recording risk assessments

The school will record any significant findings of any risk assessments, including the following:

The identified hazards.
Those groups who might be affected by these hazards.
How people might be affected by these hazards.
The control measures that have been introduced to control these hazards.

Security

The Trust recognises and accepts their corporate responsibility to provide a safe and secure environment for pupils, employees, visitors, contractors and volunteers and will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

Each school will:

Put in place suitable procedures for opening and closing the premises securely each day.

Provide employees with enough resources, information and training to implement the security procedures.

Be informed of breaches and failures of the security system to enable them to take any corrective action as necessary to ensure the safety and security of the pupils and employees.

All schools should have procedures in place, should a breach in security take place in the school day, a lockdown procedure will be required to be implemented immediately (see Evacuation and bomb/terrorist threats). Staff will require regular training to ensure they are fully aware of their roles and responsibilities.

Smoking, drugs and alcohol

The Trust operates a strict no alcohol consumption, drugs or smoking policy on all its sites.

Smoking or being in possession of lit cigarettes, cigars, pipes or use of electronic cigarettes is not permitted on Trust premises inside or outside of any buildings or minibuses.

The Trust recognises the importance of the effective management of drug and alcohol abuse on their premises. The Trust will not knowingly permit any employee or individual working on its behalf to report for work under the influence of alcohol or drugs nor to consume them whilst at work.

Please refer to the Trust Code of Conduct Policy

Supervision of Students

Each school shall have a supervision plan in place for their premises based on 539.83 Tm0 g0 G(t)-4(he

Each school will, under the direction of the Health and Safety Officer, undertake a Training Assessment of Needs analysis to identify suitable training, information and instruction for all employees.

In consultation with the Health and Safety Officer, each school will have a training plan in place to ensure that all employees have the relevant training they require.

Employees are required to attend any training provided by the Trust for the purposes of health and safety.

Violence & Aggression

The Trust will not tolerate violence towards its employees. Any acts of violence towards an employee by parents, guardians, contractors or other visitors will not be tolerated and will be reported to the police, under Section 40 of the Local Government (Miscellaneous Provisions) Act 1982.

The Trust will take all necessary actions to prevent repeat offenders from accessing Trust sites as appropriate.

and Disciplinary Policy and Procedures.

All acts of violence (including all forms of non-physical vio