



# TRUE LEARNING

## PARTNERSHIP

<b>Health and Safety Policy</b>	
<b>Policy Ref Number: TTLP/69</b>	<b>Reviewed by: Trust Board</b>
<b>Policy Date: March 2025</b>	<b>Review Date: March 2026</b>

*The Policy will be reviewed in annually unless operating experience and/or changes in line with legislation require an earlier review.*

## **1. Statement of intent**

The True Learning Partnership ('the Trust') acknowledges that all of its employees and pupils are entitled to work and learn in a safe environment. In the same way, volunteers, contractors and visitors should be confident that the Trust is fully committed to the highest standards of health and safety within our premises. This commitment will be shared by each of our headteachers and local governing bodies, who will, in turn, ensure that each academy's Health and Safety policy will be applied rigorously and consistently.

We expect all of our employees to remain vigilant with regard to health and safety and to report any concerns immediately so that any necessary action can be taken quickly and effectively.

This policy has been approved by the Board of Trustees and will be formally reviewed annually.

## **2. Key objectives**

- Ensure that there is clear coherence and consistency in requirements, expectations and implementation of Health and Safety policy documentation across the Trust;
- Ensure that all employees understand and implement the Trust's Health and Safety Policy, alongside any additional guidance as specified in policy documents relevant to the particular context of an individual academy;
- Promote awareness of health and safety so that best practice is fully embedded in the day-to-day life of each academy within the Trust.

## **3. Roles and responsibilities**

### **3.1 Trust Board and CEO**

- The Trust Board and CEO will take overall responsibility for overseeing health, safety and welfare matters and will ensure that resources and training are provided as necessary.
- The CEO will advise members of the Board of any areas of health and safety concern which may need to be addressed by the allocation of funds.
- A member of the Board will be designated with key responsibility for health and safety across the Trust. This includes responsibility for gathering information on Health and Safety from headteachers in individual academies and communicating relevant matters to the wider Trust Board.
- In addition to the Trust's Health and Safety Policy being reviewed annually, the implementation of the policy within individual academies will also be reviewed and reported on by the Board annually.

### **3.2 Local Governing Bodies**

- The Local Governing Body (LGB) has responsibility, under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999, as the 'persons in control of premises'. The LGB should ensure that the headteacher meets their responsibilities as detailed in the Health and Safety Policy.

- Health and safety should be a standing item on the agenda for meetings of the LGB. Any relevant issues identified by the LGB should be communicated to the Trust Board member with responsibility for health and safety so that this information can be disseminated to the Board as a whole.
- The LGB has a role in ensuring that a positive health and safety culture is established and maintained within the academy.

### **3.3 Headteachers**

- Within each academy, the headteacher has overall responsibility for overseeing the implementation of the Health and Safety Policy.
- The headteacher should ensure that suitable and sufficient risk assessment of activities are undertaken and a written record of assessments is kept.
- The headteacher should ensure that information and advice on health and safety, including information arising from health and safety inspections, is acted upon and communicated to staff and LGB members. An annual health and safety report should be provided to the LGB and the Trust Board via the designated Trust Board member.
- The headteacher should ensure that staff are provided with suitable equipment and resources to enable them to undertake their work safely.
- The headteacher should ensure that staff within the academy who have delegated health and safety responsibilities (e.g. first aiders and fire wardens) are competent and receive appropriate training.
- The headteacher should ensure that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999.
- The headteacher may choose to delegate duties associated with these responsibilities to other senior members of staff. However, the delegation of duties does not relieve the headteacher from the overall day to day responsibilities for health and safety within the academy

### **3.4 Heads of department/curriculum areas**

- In addition to the points set out in the section 3.7 below, heads of department/curriculum areas are responsible for implementing the Health and Safety Policy within their department or area of responsibility. They should ensure that:
  - risk assessments are undertaken for activities that take place within the curriculum area
  - the workplace is monitored on a regular basis to make sure that it is safe
  - rules for safe work and procedures are clearly defined, documented and communicated to all concerned
  - all accidents and near misses occurring within the curriculum area are promptly reported using the Trust's Health and Safety Incident Report (Appendix A).
  - all staff working within the curriculum area are aware of their specific roles in case of fire/emergency
  - senior leadership are informed of any equipment or appliance which may be unsafe
  - adequate levels of class supervision are in place at all times.

### **3.5 Class teachers**

- In addition to the points set out in the section 3.7 below, class teachers are responsible for:
  - supervising pupils effectively to promote safe working practices
  - understanding and acting on any emergency procedures
  - assessing risk within their own classrooms and carrying out any necessary measures to mitigate risk

### **3.6 Site managers**

- Site managers are responsible for ensuring that:
  - safe means of access and exit are maintained
  - the premises are kept clean
  - safe working practices are in place for when contractors are on site
  - suitable security arrangements are maintained
  - suitable fire safety arrangements are implemented
  - portable electrical equipment is regularly tested and maintained safely
  - systems are in place to manage asbestos (where necessary) and control legionella
  - all accidents and incidents are recorded, reported and investigated
  - regular inspection of the premises take place
  - a copy of the Health and Safety Law poster is displayed in a suitable location.

### **3.7 All employees**

- 'All employees' refers to any person employed by the Trust or its academies, who have any contract of employment. This includes full and part-time staff, temporary staff, supply staff and volunteers.
  - Employees are responsible for familiarising themselves with and complying with the Trust's overall Health and Safety policy and any additional aspects of health and safety practice that are specific to a particular academy, as outlined in the academy's own policy.
  - All employees should take reasonable care for their own health and safety at work and that of other persons who may be affected by their actions
  - Employees should report any serious or immediate danger that they become aware of to the headteacher (or other senior leader where appropriate).
  - Employees should report any defects in equipment/resources as soon as they become aware of these.
  - Employees must follow all relevant codes of safe working practices.

### **3.8 Pupils and parents**

- Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.
- All pupils must be made aware of the importance of following safe working(?) practices and following the academy's rules for staying safe.
- Pupils must follow instructions issued by any member of staff in an emergency situation.
- Pupils should be aware of the need to inform a member of staff of any situation which may affect their safety or that of any other person.

### **3.9 First aiders**

- First aiders are responsible for the administration of First Aid, up to but not exceeding the level of training they have received.
- They should ensure that any accident or incident and the treatment given is reported to the headteacher or relevant senior leader and recorded fully in writing on the appropriate forms/systems (see Appendix A).

### **3.10 Fire leads/Fire wardens**

- Fire leads within an academy are responsible for appointing fire wardens and liaising with the headteacher and/or appropriate senior leader to ensure that appropriate training is arranged
- Class teachers will act as temporary fire wardens during fire drills or evacuations. They are responsible for ensuring that pupils evacuate their classroom (including 'breakout rooms' where relevant) and follow the specified route out of the building.

### **3.11 Staff Health and Safety representative**

- Health and Safety legislation allows for the appointment of trade union safety representatives from employees. When such an appointment is made, the responsibilities of the Health and Safety representative will include the following:
  - to investigate potential hazards and to examine the causes of accidents in the workplace;
  - to investigate complaints by any employee that they represent with regard to that employee's safety at work;
  - to make representations to the headteacher on general matters affecting the health, safety and welfare of employees;
  - to carry out workplace health and safety inspections
  - to co-operate with employers in promoting health and safety at work.

### **3.12 Contractors**

- Contractors will agree health and safety practices with the headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## **4. Educational visits/off-site activities**

- All visits must be approved by the headteacher. A full risk assessment must be completed for each visit and recorded using the appropriate documentation.
- Staff leading educational visits/off-site activities must be approved by the headteacher to carry out this role, be suitably competent and be aware of the Trust's arrangements and procedures with regard to visits and off-site activities.
- All off-site visits must be appropriately staffed and should include at least one first aider.
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils and parents' contact details.

## 5. Third party letting arrangements

- The Trust Health and Safety policy, in conjunction with the policy for individual academies, applies to all lettings and those hiring any aspect of the school site or facilities and are responsible for compliance.
- Where the whole or part of an academy's premises are let out to a third party, the headteacher should inform the designated health and safety Trust Board member. This is the case for long-term, short-term and one-off arrangements.
- The headteacher or delegated senior leader within the academy is responsible for checking that the third-party organisation has suitable insurance in place and that there is a clear understanding of liability should damage occur to the premises which may subsequently impact on the safety of the environment for academy staff and pupils.
- The Trust Health and Safety policy, in conjunction with the policy for individual academies, applies to all lettings and those hiring any aspect of the school site or facilities and are responsible for compliance.

## 6. Electrical Equipment

- TLP Trust schools adopt a routine cycle of maintenance and testing of fixed wiring, electrical installations. Portable equipment (PAT testing) is carried out in accordance with a cycle agreed in a risk assessment.
- Users of portable equipment should undertake a visual check before each use.
- This includes laptop trolleys and in particular, an inspection of their mains power cables for damage. Portable equipment brought into school by staff should not be used until it has been PAT tested, unless it is brand new and marked with the appropriate CE mark.
- It should then be included in the appropriate risk assessment. Users of portable electrical equipment are responsible for the safe management of any trailing cables.
- All electrical equipment must be used only for its intended purpose.

## 7. Gas Safety

- There is a significant risk to everyone in the building in the event of a gas leak.
- Staff using gas appliances should take special care to check the equipment before during and after use.
- Gas installation and appliances will be regularly inspected and maintained by Gas Safe certified contractors.

## 8. Risk Assessments

- Health and safety in a school is about taking a sensible and proportionate approach with practical control measures to reduce or eliminate risk and suitable and sufficient assessment of risks from workplace hazards.
- Risks must be formally assessed and recorded to allow for effective action and review and a register of risk assessments must be in place to evidence and support this approach.
- Risk assessments are live documents and subject to update at any time from monitoring of controls and working as planned but must be formally reviewed when there has been significant change in related matters or if a risk is no longer valid and should be removed.
- Whole school example is available [16088460 \(ivybank.cheshire.sch.uk\)](http://16088460.ivybank.cheshire.sch.uk)
- Also, further support & training on risk assessment can be obtained from TTLP Operation Team.

## **9. Accidents, incident and near miss reporting (including violence at work)**

- All accidents to staff, students and visitors must be recorded appropriately, as per the accident reporting procedure.
- An example - Accident Reporting ([cheshireeast.gov.uk](http://cheshireeast.gov.uk)) are the body responsible for ensuring RIDDOR reports are submitted to the HSE as appropriate.
- The accident reporting procedure and all the associated guidance can be found on the Council's website: [www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk) & [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk)
- A risk assessment has been carried out for violence at work and lone working – separate policies and procedures are in place.
- Investigations must be completed relating to accidents, incidents and near misses and, where applicable statements and photographs taken and recorded.

## **10. Administration of medicines**

- Medication is only administered to students when the parental consent form has been completed. This will be pre-authorised for existing medical conditions through face to face meetings.
- For administration of over the counter non-prescription medications contact will be made with parent for permissions.
- The medicine will be administered by nominated member of staff for each student and appropriate records kept.
- Medicines are only administered during academy core hours when they are prescribed by a student's GP or other relevant medical professional.
- Medications must be kept in a locked secure cupboard.
- The only exceptions to this are asthma medication and 'EpiPen's' (following discussion with parents) which may be kept in appropriate locations, out of reach of other students.
- The doses administered during the academy day are to be kept to the minimum e.g. a course of antibiotics requiring four doses a day – only one dose (lunchtime) will normally need to be administered at school.

## **11. Asbestos**

- Schools and other buildings occupied by the Trust will comply with their duties to control asbestos by:
  - establishing if asbestos is present by employing a specialist contractor
  - making a record of the location, type and condition of the asbestos
  - assessing the risk of anyone being exposed to the asbestos
  - having a plan on how to manage these risks
  - putting the plan into action, monitoring it and keeping it up to date
  - providing information to anyone who might work on or disturb the asbestos
  - only having asbestos removed by a licenced contractor

## **12. Control of hazardous substances (COSHH)**

- The use of hazardous substances in school will be kept to minimum.
- The TLP Site Lead (with appropriate support from senior leaders) will complete a COSHH assessment for all hazardous substances used on site relating to premises management.

- The Operations and Business Manager (with appropriate support from senior leaders) will complete a COSHH assessment for all hazardous substances used on site relating to curriculum areas i.e. DT, Science and Art.
- The associated procedures and control measures will be funded and enforced.
- Equipment, materials and hazardous chemicals must be stored in the appropriate storage containers and areas.
- All containers must be labelled with the correct hazard sign and contents label.
- Managers must consider storage life when ordering new supplies.
- Reference must be made to Control of Substances Hazardous to Health (COSHH) and the Ionising Radiations Regulations; copies of all relevant COSHH assessments must be kept in a readily accessible place and saved to appropriate system.
- The Trust will ensure that a suitably qualified employee is appointed as the School's Radiation Protection Supervisor (secondary schools only). The Radiation Protection Officers are:
  - Cheshire East: [fiona.burke-jackson@cheshireeast.gov.uk](mailto:fiona.burke-jackson@cheshireeast.gov.uk) Tel: 07711231351
  - Derbyshire: [John Hampton healthandsafety.enquiries@derbyshire.gov.uk](mailto:John.Hampton.healthandsafety.enquiries@derbyshire.gov.uk)
  - Occupational Safety Senior Manager, who liaise with the Radiation Protection Adviser as necessary (CLEAPPS).

### **13. Display screen equipment**

- All staff using computers, lap tops, tablets on a regular basis and / or as part of their working routines including homeworking will be required to carry out workstation self-assessments via online system.
- Members of staff provided with portable devices (e.g. laptops, tablets) will be issued with the current Trust guidance on their use.

### **14. Educational visits**

- All off site visits will be subject to risk assessment and the advice of the Council's Educational Visits Advisor will be closely followed.
- EVOLVE will be used to ensure effective trip / visit planning including approval
- Risk assessments and up to date safety information must be obtained from external activity providers and contractors i.e. coach, minibus, taxis.

### **15. First aid provision**

- The Trust arranges first aid training for staff including paediatric first aid.
- The Trust has carried out a first aid risk assessment to ascertain the required number of first aiders and the location /number of first aid kits.
- First aid kits are held at various locations throughout the individual academies within the Trust and are regularly checked.
- Portable first aid kits are taken on educational visits.
- A qualified first aider will be present on educational visits where the level of risk has been identified as requiring a qualified first aider to be present.
- Defibrillators are located at some of the academies within the Trust and registered with the NHS.

## **16. Infectious disease**

- Any suspected infectious disease must be reported to the Head Teacher, who will contact the Health Protection Team for advice, draft letters and factsheets as appropriate.
- Coronavirus Outbreak Addendum – This addendum will be updated as appropriate and in line with guidance from the GOV.UK guidance regarding a Covid-19 outbreak within the United Kingdom.
- During a Coronavirus outbreak, the Trust will ensure that the Coronavirus Risk Assessment is updated and details control measures put in place to mitigate the transmission of Coronavirus.

## **17. Food Technology**

- Cooking equipment, including ovens and hobs, will only be used if fire precautions and appropriate risk assessments are in place.
- Staff must be satisfied that the tasks undertaken are appropriate for the students concerned.
- Close supervision will be appropriate for riskier parts of the cooking process i.e. taking food in or out of hot ovens.

## **18. Housekeeping**

- The academy TLP site staff leads have overall responsibility for cleaning standards. The standard required is laid down in the cleaning specification. Special consideration is given to hygiene areas.
- The academy TLP site staff leads will monitor the efficiency of the waste collection service.
- Separate provision for the collection and disposal of laboratory materials (chemicals, broken glass etc.) is arranged by the Head of Department with support from the TLP Site Lead.
- Clinical waste and normal refuse collection is arranged by the academy TLP site staff lead.
- The tidiness of all parts of the academy must not compromise health and safety particularly with regards to slips, trips and falls and safe access and egress.

## **19. Legionella**

- Where appropriate, the estates team undertake temperature monitoring as part of the legionella testing, as required.
- Flushing is completed where there is limited use and widespread flushing is completed during the holiday periods.
- Water tanks are tested for Legionella by approved contractors.
- Approved contractors provide advice and assist with the preparation of the Trust's legionella risk assessments and also sample water as per the risk assessment.

## **20. Manual handling**

- Manual handling training will be provided for appropriate members of staff including, if necessary, how to lift students safely
- Risk assessments / management processes are in place for manual handling and relate to estate services, science, DT etc.

- Students and staff must only lift equipment and furniture within their own individual capability.

## **21. Plant and equipment (including inspection and testing)**

- The following equipment will be part of a documented programme of planned inspections by approved inspectors or an appropriately trained member of staff:
  - heating boilers – gas safe certificates
  - legionella (hot water temps, holding tanks, shower heads)
  - fire alarm system – main system, emergency lighting, smoke / heat detectors, call points, fire door release mechanisms
  - fire extinguishers / blankets
  - burglar alarms
  - portable electrical equipment
  - mobile elevating work platforms (MEWPS)
  - passenger lifts and hoists for disabled persons
  - sports equipment – climbing wall / trampoline, horse, fixed gymnasium equipment
  - Five Year electrical test – note: the duration between tests is not always 5 years dependent on the state of the system being checked and it can be from months to 5 years dependent on the electrician’s findings
  - minibus and/or van – MOT, service and weekly visual checks
  - mowers – servicing
  - autoclave
  - radiation storage unit
  - kitchen and classroom appliances – gas safe certificate
  - drinking water dispensers
  - fume cupboards and other extraction systems - all electrical appliances
  - workshop equipment, e.g. lathes, kilns
  - ladders
- Protective clothing / gloves / masks / helmets and suitable footwear must be provided and used by technicians and estates staff, when required.
- Staff and students must be provided with, and use, protective glasses / eye shields in all workshops and laboratories.
- Visitors must be provided with protective clothing, as appropriate.
- Contractors are expected to provide their own PPE.
- Students and staff operating machinery must have received instruction and training prior to use.
- Training for staff must be updated every three years and appropriate risk assessments undertaken, where appropriate.
- When new equipment is purchased, it is the responsibility of the Head of Department, with assistance from the Health and Safety Officer at each site as necessary, to ensure that it meets appropriate educational standards and that its installation and use confirms to Health and Safety requirements

## **22. Playground equipment and Playground supervision**

- Playground equipment and its use is supervised during all breaks during the school day.
- If the equipment is used during lesson time supervision is again maintained.

- A decision is made, (by the Head Teacher / Deputy Head Teacher) recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day.
- Annual inspection of PE equipment is completed by an appointed competent qualified company.
- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

## **23. Security**

- All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings must only be used in the event of emergencies, or as access to the playground as appropriate, but must be kept secure at all times.
- Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.
- Staff will be required to wear their identification badges at all times and, if safe to do so, these must be visible at all times.

## **24. Slips, trips and falls on the level**

- Precautions such as a regime of cleaning, are in place to prevent slips and trips on wet or contaminated floors.
- Precautions will be taken to ensure surfaces are kept safe during periods of ice or snow i.e. absorbent floor mats near entrances.
- Premises will be suitably maintained and well-lit to prevent slips and trips on loose floor coverings, trailing leads or other obstructions on the floor.
- In areas of higher risk, such as food preparation, flooring will be provided that is suitable for the environment.

## **25. Snow and ice**

- A plan will be produced, in each academy, outlining the main pedestrian routes that the estates site staff will strive to keep open during snowy and icy conditions.
- If it becomes impossible to keep these routes clear, the Head Teacher is informed immediately and this information contributes to any decision to close the academy.

## **26. Training**

- Health and safety training needs are assessed as part of an individual's annual performance appraisal.
- Training needs may also be identified as part of a risk assessment process.
- Role specific training needs are identified and, where applicable certified; and in-house training is arranged.

## **27. Visitors to individual academy sites**

- In line with visitor procedures for safeguarding, all visitors to academies must sign-in at the main reception and show a form of identification such as a passport or driving license.

Visitors without identification must be met at reception by the member of staff they are visiting.

- Visitors must be collected from main reception by the member of staff concerned or escorted to the appropriate area of the academy.
- Visitors attending open evenings, performances and other similar events should not sign-in or show identification as such events are low risk and visitors will not be left unsupervised with students as there are lots of adults in attendance.
- Hirers of academy premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking. For further details, refer to the Lettings Policy.
- Whilst on site, all visitors and contractors must wear an academy visitor's badge, which must be visible. Temporary teaching staff on cover duties will be required to indicate their presence and sign-in at the main reception.
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the main reception or off the site, as appropriate.
- If an intruder is uncooperative in going to the main reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the main reception for a '999' call may be quicker than using the internal telephone system.
- Please also refer to the academy's individualised lockdown procedures.

## **28. Working at height**

- Work at height will be avoided and where it cannot be avoided the risks will be assessed, precautions taken and work will be properly planned and supervised.
- Roof work – Safe access will be provided and access will be restricted to competent persons to prevent falls from edges and openings.
- Fragile surfaces will be identified and avoided and where they cannot be avoided, access will be strictly controlled.
- Ladders – where there is a requirement to use ladders staff will be trained and supervised and equipment inspected and maintained.
- Estates staff who undertake working at heights will receive certified training as appropriate.
- Teaching and other staff who assist in putting up displays in school, will be given appropriate in-house training

## **29. Emergency / crisis planning and response:**

- In the event of an emergency such as a pandemic, flood or adverse weather; Business Continuity Plans and related procedures are in place across the Trust to respond to such incidents. Reference should be made to the Trust Business Continuity and Critical Incident Policy.

### **30. Construction and maintenance work (including control of contractors)**

- The Trust will restrict the employment of contractors and other service providers to those where there has been sufficient vetting of the contractor's competence and safety management.
- Where Contractors are secured to undertake work the Contractors Checklist must be completed by the contractor and submitted to the commissioning lead TLP with supporting documentation i.e. copies of their public liability insurance, method statements, certificates of accreditation, enhanced DBS etc.
- The TLP Operations Lead must verify the Contractors Checklist and supporting documentation. Contractors must not be used until all checks have been completed.
- Where construction or maintenance work is being carried out on site, TTLP Site Staff will agree with contractors or service providers that appropriate health and safety plans are in place.
- Contractors are responsible for the health and safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the academy.
- No contractor may undertake work on the academy site without a pre-meeting with the TLP Site Lead other than in an emergency (e.g. fire, flooding) or to make safe following theft / vandalism.
- The TLP Site Lead must be satisfied that the contractor understands the potential hazards created or introduced by their work on our premises, including the location of asbestos, has appropriate insurance cover and can work in line with safeguarding procedures.
- Each contractor must produce documentation relating to
  - insurance,
  - enhanced DBS,
  - method statement and risk assessment.
  - Contractors with no DBS, but with documentation to service equipment, must be supervised at all times.
  - Where appropriate, work permits will be issued to contractors undertaking high risk works i.e. roof work.
- Contractors or service providers will be aware of the Health and Safety Policy in place at the academy and will be required to integrate the requirements of the policy into their safety plans.

A pre-start meeting will be held between representatives of the academy and the contractor, or service provider, before any works commence to confirm specific health, safety and welfare issues applying the works to be carried out.

*In line with the Construction Design and Management (CDM) regulations 2015, the Trust Operations Lead / Estates manager will appoint and co-operate fully with the principle contractor and principle designer as and when appropriate.*

### **31. Fire: general guidance**

- This section applies to all Trust premises. Any additional context-specific guidance relating to individual academies will be included in their separate policies.

- Emergency exits, assembly points and assembly point instruction will be clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.
- Emergency evacuations will be practised at least once per term (three times per annum)
- Fire alarm testing will take place regularly.
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.
- In the event of a fire:
  - The alarm will be raised immediately by whoever discovers the fire. Emergency services will be contacted and evacuation procedures will begin immediately.
  - Fire extinguishers may be used by staff who are trained in how to operate them and are confident that they can use them without putting themselves or others at risk. It is particularly important that the correct type of extinguisher is used.
  - Staff and pupils will congregate at the assembly points.
  - Designated staff will take a register of pupils which will then be checked against the attendance register for that day
  - A designated person will take a register of all staff.
  - Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.
  - The school will have special arrangements in place for the evacuation of people with mobility needs and risk assessments will also pay particular attention to those with disabilities.

### **32. Accident reporting**

- An accident form (Appendix A) will be completed as soon as possible after an accident/incident occurs. The form should be completed by the member of staff or first aider who is dealing with the incident.
- Information about injuries to a pupil should also be kept in the pupil's educational record.
- Records held in the first aid and accident book will be retained by the school for a minimum of three years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **33. Reporting to the Health and Safety Executive**

- The headteacher will ensure that records are kept of any accident that results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4,5,6 and 7). These will be reported to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.
- Reportable injuries, diseases or dangerous occurrences include:
  - Death
  - Specified injuries. These are: fractures, other than to fingers, thumbs and toes; amputations; any injury likely to lead to permanent loss of sight or reduction in sight; any crush injury to the head or torso causing damage to the brain or internal organs; serious burns, including scalding; any scalding requiring hospital treatment; any loss of consciousness caused by head injury or asphyxia; any other injury arising from working in an enclosed space, which leads to hypothermia or

heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.

- Injuries where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days
  - Where an accident leads to someone being taken to hospital
  - A 'near-miss' incident that does not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to: the collapse or failure of load-bearing parts of lifts and lifting equipment; the accidental release or escape of any substance that may cause a serious injury or damage to health; an electrical short circuit or overload causing a fire or explosion.
- Information on how to make a RIDDOR report is available here:  
<http://www.hse.gov.uk/riddor/report.htm>

### **34. Occupational stress and staff well-being**

The Trust is committed to providing high levels of health and wellbeing. Trust board members, governors and senior leaders recognise the importance of identifying and reducing workplace-related stress through risk assessment.

We have an employee assistance programme available to all employees which includes a free and confidential service 24/7 for employees and their immediate families that includes, short-term counselling, legal advice, and financial guidance. It also includes access to an online health portal and wellbeing support which includes webinars, podcasts and mini health checks to support a proactive approach to health and wellbeing.

Our occupational health service is provided by Smart Clinic and employees are referred to this service through either self, or manager referral to provide advice and guidance to both the employee and to the employer in how to effectively support the employee within the workplace.

### **35. Monitoring, evaluation and review**

- The Trust will review this policy annually and assess its implementation and effectiveness.
- Academy Head Teachers and the TTLP Operations Lead will ensure a schedule of health and safety management is in place to assist the academy in meeting its duties as an employer. This may include:
  - schedule of hazard identification and risk assessment
  - inspections
  - direct observations of staff compliance
  - managerial reports termly / annually, as appropriate
  - surveys
  - investigations of good practices / incidents / documents
  - record keeping information are supervised at all time

### **36. Legal context**

- This policy is required under the Health and Safety at Work etc. Work 1974, the Management of Health and Safety Regulations 1999 and those other Regulations made under the Act.

- Any breaches of those duties could lead to the prosecution of the Trust's Board, CEO, Governing Body or individual employees.
- Failure to comply with safety requirements could lead to disciplinary action.

## Appendix A: Accident/Incident Report Form

Reference No:

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Use this form for reporting accidents, incidents or hazards which have occurred either on True Learning Trust premises or whilst engaged on True Learning / School business.

If the accident/incident has resulted in someone suffering **serious injury** (e.g. broken bones) please report it **immediately** to School Business Manager, Headteacher and copy should be sent to [rwoods@truelearning.org.uk](mailto:rwoods@truelearning.org.uk) for the Trust records.

### DETAILS OF PERSON FILLING IN THIS FORM

Your Name:	Today's Date:
Position:	Work Phone No.:

### DETAILS OF ANY INJURED (if no-one was injured, go straight to next section)

Name:	Contact Phone No.:				
Address:					
Is She/He a ( <i>circle one</i> ):	Staff	Visitor	Contractor	Public	Other:
If Staff, Job Title:			Section:		
Age:			Male / Female:		

### DESCRIPTION OF THE ACCIDENT or INCIDENT (e.g. a near-miss)

Date & Time:	Place:
Describe what happened including details of any injury:	

### FIRST AID TREATMENT

Was the person treated by a First Aider?	Yes	No	Don't Know	Not applicable
<i>If 'Yes': Give Name of First Aider:</i>				
<i>...and record here what First Aid was given:</i>				

*This side of the form to be completed by a Senior Manager only*

**REPORTABLE ACCIDENTS AND INCIDENTS**

HSE Injury Classification	(Tick box)	HSE Incident Classification	(Tick box)
Fatal injury		Contact with electricity	
Bone fracture excluding finger, thumb or toe		Contact with machinery	
Amputation of arm, hand, finger, thumb, leg, foot or toe		Drowned or asphyxiated	
Blinding or permanent sight reduction		Exposed to explosion	
Crush injuries leading to brain damage or organ damage		Exposed to fire	
Serious burns		Exposed to a harmful substance	
Scalping requiring hospital treatment		Fall from a height (if so, how far?)	
Loss of consciousness caused by head injury or asphyxia		Injured by an animal	
Injuries associated with working in an enclosed space leading to hypothermia or heat-induced illness, resuscitation, hospitalization for over 24 hours		Lifting and handling injuries	
		Physical assault	
<b>Did the injured person...</b>		Slipped trip or fall on the same level	
...become unconscious?		Struck against something	
...need resuscitation?		Struck by an object	
...sustain an injury which required them being taken straight to hospital?		Struck by a moving vehicle by something moving, flying or falling	
...remain in hospital for more than 24 hours?		Trapped by something collapsing	
...due to the incident become unable to work for... ...more than 7 days? (RIDDOR reportable)		An <b>occupational disease arising out of the work</b> (e.g. dermatitis). ALL: Refer to guidance on RIDDOR	
...more than 3 days? (NB: just for the record, not RIDDOR reportable)		A <b>dangerous occurrence</b> (e.g. a near-miss) which could have been serious. ALL: Refer to guidance on RIDDOR	
<b>None of the above</b>		<b>None of the above</b>	
Record the names and phone numbers of any witnesses or others notified:			

<b>Is the accident/incident reportable under RIDDOR?</b> (any ticked boxes above – if in doubt, read guidance)	Yes	No	If 'Yes', date reported & Signature:

**ACCIDENT or INCIDENT INVESTIGATION AND PREVENTION**

<b>Has an investigation been carried out?</b>	Yes	No	Don't Know	Not Applicable
<i>If 'Yes', by whom</i>				
<b>What were the conclusions?</b>				
<b>Was the activity covered by a Risk Assessment?</b>	Yes	No	Don't Know	Not Applicable
<i>If 'Yes', does the Risk Assessment need revising?</i>	Yes	No	(detail in management action below – continue on separate sheet if necessary)	
<i>If there was No Risk Assessment, is one needed?</i>	Yes	No		
<b>Management Notes and Summary of Further Actions Required:</b>				
<p><b>Notes:</b> The information given may be passed onto the Health &amp; Safety ('H&amp;S') Enforcing Authority (where this is required by law); our Insurers (to advise on risk/claims matters); our H&amp;S/HR professionals (to provide information about accidents or incidents, injuries and illness), and Company Managers (to discuss general accident and adverse incident prevention strategies).</p>				