

LT2 Health and Safety Policy

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LT2 Vision, Mission and Values

Vision

Our vision is to build a group of outstanding schools across phases, including specialist provision, to become (a mid-size) Trust that provides vibrant and inclusive learning environments in which every member of the learning community is passionate about learning. The Trust is led by a CEO who works closely with Headteachers who lead the two schools supported by a central team to support finance, HR, estates and governance.

Mission

LT2 Trust and schools will have a relentless focus on high achievement, supported by robust organisational structures and governance. We aim to give children and young people in our care the knowledge, skills and experiences to expand their minds and world view to enable them to develop a naturally inquisitive approach to learning and life, fit for an ever-changing world.

Ultimately, we will educate and support all children attending LT2 schools to grow into capable and contributing citizens who have developed the personal attributes and characteristics that will enable them to become considerate, self-reliant and confident young people who are ready for the next stage of their lives.

Values

The Trust Values underpin the mission and provide the basis on which LT2 schools can articulate the key behavioural characteristics that promote a positive philosophy. Our six values are unseen drivers of our behaviour as experienced by others and are designed to create a shared organisational culture:

Kindness – The quality of friendliness, generosity, and consideration

Collaboration – The belief that working and learning with others will lead to greater success

Curiosity – A strong desire to know and to learn

Resilience – The ability to recover quickly and learn from the difficulties we face

Respect – To appreciate the importance of understanding and admiration for others and self

Endeavour – The belief that hard work is needed to achieve something of which we can be proud

Definitions

- Where the word 'Trust' is used in this document it refers to The Learning Today Leading Tomorrow Trust.
- Where the words 'Trust Board' are used it refers to the board of Trustees who set the vision for the Trust and hold the executive leadership team to account for delivering the Trust's strategic plan.

It is the policy of Learning Today Leading Tomorrow (LT2) to conduct its operations in such a manner as to ensure the health, safety and welfare of all its Staff (including employees, volunteers, Trustees and Governors) students,

contractors, clients, general public and others while working and studying on any of its premises and outside of its premises whilst engaged in associated activities.

LT2 will ensure, so far as is reasonably practicable, that:

- Its premises provide a healthy and safe working environment for all students, staff, clients, temporary contractors and the general public
- There are safe systems of work for all staff and students
- Suitable and sufficient work equipment is provided
- There are adequate welfare arrangements
- Information, instruction, training and supervision is provided to staff to ensure their competency to perform their tasks.

LT2 recognises its responsibility to provide adequate control of the health and safety risks arising from the schools and any suppliers' activities. An assessment of risks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage risks and ensure activities or tasks can be conducted in a safe manner.

Whilst day to day management of Health and Safety is delegated to the individual schools, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the LT2 Board of Trustees

Staff have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Staff are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns as appropriate. LT2 commits to implementing the Health & Safety at Work etc Act 1974 and UK Statutory Instruments, as well as any future health and safety legislation. LT2's competent health and safety representative will provide to the executive leadership regular information on updates, changes and arrangements about any revisions to safety legislation.

LT2 supports the view that a positive health and safety culture is of significant benefit to the good performance and safety of all schools. A positive and proactive approach for students will be encouraged, supported and developed through risk education and awareness. Furthermore, it is recognised that Health & Safety is an important element of Safeguarding within the OFSTED inspection framework. The organisational structure will ensure that sufficient resources are available so that the policy and its arrangements can be implemented effectively.

Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the Trust's strategy, UK or EU law and any changes will be brought to the attention of all staff.

1. Organisation and Responsibilities



1.1 Introduction

The Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the LT2 Board of Trustees. However, each school, supported by the LT2 central team, will manage its own Health and Safety procedures which fully integrate with this Policy, as described in the arrangements section. Headteachers are responsible and accountable for the implementation of and compliance with this policy within their school although health and safety roles and responsibilities can be delegated to other school staff. Management and monitoring mechanisms are in place to provide an overview of statutory compliance.

1.2 Board of Trustees

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the Trust.

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. In the context of health and safety, it discharges these responsibilities by adopting an annual plan, monitoring LT2 safety management systems and managing the Trust risk register. The overall aim is to ensure a positive health and safety culture is established and maintained across the Trust.

The Board of Trustees must ensure that all reasonable steps have been taken to promote good occupational health and reduce the possibility of accident or injury to staff, students and/or visitors.

The LT2 Board of Trustees' responsibilities are to:

- Ensure that each Member of the Board of Trustees accepts their individual role in providing health and safety leadership for LT2
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for LT2
- Ensure that its decisions reflect its health and safety intentions, as articulated in the Health and Safety Policy statement
- Provide strategic direction in health and safety matters
- Ensure that LT2 suppliers and contractors have been appropriately vetted for health and safety standards
- Ensure that the Audit and Risk Committee is effectively discharging its delegated responsibilities in terms of health and safety
- Ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored
- Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety
- Ensure there each school has an effective business continuity and emergency plan in place
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments
- Ensure effective safeguarding of children is in place across the Trust
- Ensure that adequate resources are committed to the management of health and safety

1.3 Audit and Risk Committee

The Audit and Risk Committee's responsibilities are to review, recommend to the Board and implement the Trust health and safety plan; identify and manage risk at all levels of the Trust and keep the Board of Trustees informed on all Health and safety matters.

The Committee's responsibilities are to:

- Inform and advise the Board of Trustees on:
 - review of the health and safety policy
 - risk mitigation
 - recommendations from health and safety audits and compliance audits
 - incidents reportable to the Health & Safety Executive under the 'Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)' guidelines
- Monitor and report to the Board of Trustees on the effectiveness of the Trust's health and safety systems
- Ensure that there are adequate communication and co-operation channels between all levels of the Trust and relevant third parties, in the context of this policy
- Ensure that the health and safety policy and adequate health and safety management systems are in place within every school

1.4 Chief Executive Officer (CEO)

The CEO must:

- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety across the Trust
- Consider the impact of health and safety in all strategic and operational decision making
- Ensure that the Trust culture promotes a shared responsibility for health & safety

1.5 The Estates and Compliance Advisor

The LT2 Estates and Compliance Advisor is the conduit between the Audit and Risk Committee and the senior LT2 Staff with responsibility for health and safety within schools across the Trust and as such is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

The LT2 Estates and Compliance Advisor is responsible for managing health and safety arrangements pertaining to buildings and grounds - including building works, contract management, maintenance, and compliance in such areas as fire protection, asbestos management, electrical installations and control of legionella.

The LT2 Estates and Compliance Advisor must:

- Monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required
- Implement and monitor an informed, proportionate and prioritised risk management system for the Trust.
- Ensure there is an effective accident reporting and investigation procedure across the Trust
- Ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation and lock down of the Trust's premises
- Report to the Audit & Risk committee a programme of health and safety inspections
- Ensuring all staff receive adequate health & safety training
- Be the point of contact with the Trust's appointed Health & Safety external competent person and ensure that the arrangement is fit for purpose and represents good value for money
- Ensure effective arrangements are in place for carrying out and recording compliance inspections, surveys and risk assessments
- Ensure that when awarding contracts, health and safety is included in specifications & contract detail and contractors are provided with a copy of the Trust Health & Safety Policy
- Ensure that the correct procedures for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements on school premises are accurately carried out
- Ensure that school asbestos registers and asbestos management plans are maintained and readily available (where applicable)

- Building projects comply with the Construction (Design and Management) Regulations 2015 (CDM (Construction, Design & Management) 2015)
- Health and safety information is provided to contractor's e.g., asbestos register, underground services, floor loading, safe working loads, school activities - ensuring safeguarding requirements are met
- Ensure that there is a programme of servicing and inspection of workplaces
- Provide termly Health and Safety reporting updates measured on the Key Performance indicators.

1.6 Headteacher

Each Headteacher is responsible and accountable for the implementation of and compliance with this policy within their school, ensuring that a positive health and safety culture is encouraged and developed within the school, and that all staff and students understand their responsibilities and adhere to the LT2 Health and Safety Policy

The Headteacher is responsible for:

- Ensuring that Health and Safety arrangements within the school are aligned to the Health and Safety Policy
- Appointing a named Health & Safety contact for the school (who may be the Headteacher)
- Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures
- Communicating the policy and other appropriate health and safety information to all relevant people within the school, including occasional consultants, volunteers, visitors and contractors Ensuring that an investigation is carried out by a competent person, following an accident or incident, liaising with appropriate authorities and third parties as necessary
- Ensuring that a school Health and Safety Committee is established and that the committee meets a minimum of six times per year
- Reporting to the Estates and Facilities Manager any hazards which cannot be rectified within the establishment's budget.
- Ensuring that risk assessments are written for any activity that has significant associated hazards, that a written record of these assessments is kept and shared with all relevant staff and that they are reviewed at least annually
- Ensuring that all staff complete mandatory health & safety and other related training
- Ensuring that the school appoints a named Educational Visits Coordinator, who has received relevant training to carry out the role (where educational visits are carried out by the school) and that each visit has a named leader and deputy leader
- Ensuring that there are effective health and safety management arrangements for educational visits and authorising all education visits
- Appointing a named first aid coordinator and administrator of medication for the school and ensuring that there is an adequate number of appropriately trained first aiders in the school

- Ensuring that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors
- Informing the Estates and Facilities Manager and the Trust's external competent person of all RIDDOR reportable incidents within 24 hours of the incident occurring.

1.7 Senior and Middle Leaders

Although the Headteacher is responsible overall for health and safety in his or her school (subject to the specific responsibilities of the Estates and Compliance Advisor), managers have some specific responsibilities:

- Applying the LT2 Health and Safety policy to their own department or area of work. Developing, publishing, and sharing with members of the team, specific Health, and Safety procedures for high-risk activities within their department, such as Science, Design and Technology, PE (Physical Education) and Art
- Maintaining or having access to an up-to-date library of relevant published health and safety guidance from sources including CLEAPSS, AFPE and ensure that all staff are aware of and make use of such guidance
- Ensuring risk assessments are written for the activities / trips for which they are responsible and that control measures are implemented and shared with all staff
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented
- Resolving any health and safety or welfare problems members of staff refer to them, informing the Headteacher of any problems to which they cannot achieve a satisfactory solution with the resources available to them
- Carrying out and recording regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe. Reporting any defaults in line with school procedure where required
- Checking the adequacy of fire precautions and procedures in liaison with the Headteacher. Ensuring that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other Staff and students to avoid hazards and contribute positively to their own health and safety
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility
- Developing a training plan that includes specific job instructions and induction for new or transferred staff. Ensuring that the training needs of their staff are monitored and training opportunities made available
- Ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.

1.8 Other Staff Duties

Under the Health and Safety at Work Act etc. 1974 all staff have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All staff have a responsibility to:

- Comply with the Health and Safety Policy
- **Must read, understand and follow all risk assessments relevant to their role and duties prior to undertaking any activity.**
- Carry out health & safety related training as instructed
- Report all accidents and near misses
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the schools' arrangements for health and safety.
- Co-operate with the schools' leadership and management on all matters relating to health and safety.
- Inform the schools management if something happens that might affect their ability to work safely, e.g., suffering an injury, taking prescribed medication, or becoming pregnant etc.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

1.9 First Aid Coordinators

First Aid Coordinators will be responsible for:

- Maintaining school and student records of first aid support given to staff and students.
- Maintaining first aid kit stocks and records
- In conjunction with the school office, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times
- Checking that all medication held on the school site is stored and labelled appropriately and is within its use by date and informing the school office when any medications need renewing.
- Administration of Medication, completing and retaining records of administered medication.

Each school must have a named person responsible for:

- Administering prescription medicines when parental consent has been obtained to do so
- In conjunction with the First Aid Coordinator, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times
- Requesting and collecting new or renewed medication from parents/guardians and passing this to the First Aid Coordinator for appropriate storage
- Administering medication and liaising with the Health and Safety Team, Health Centre, School Nurses and parents as appropriate
- Managing the input, maintenance and retrieval of all medical data in respect of pupils and staff at the school, ensuring that confidential information is held securely

At RFPS, the office staff are the designated trained First Aid Coordinators. At RFSS, A medical officer and a mixture of support staff and teaching staff are trained as First Aid Coordinators. Please see the school rota.

1.10 Appointed Educational Visits Co-ordinator (EVC)

The Educational Visits Coordinator's responsibilities are to:

- Co-ordinate off-site visits and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers
- Ensure that suitable risk assessments have been rewritten for the activity and suitable and sufficient actions and procedures have been implemented
- Ensure that advice from the inclusion lead is sought if applicable for individual students
- Communicate all relevant information and arrangements to providers of off-site visits, staff, pupils and parents/carers of pupils to ensure that the key learning objectives of the visit can safely be achieved
- Recommend each visit to the Headteacher for final authorisation
- Obtain approval from the external competent support for Category C and/or residential visits

1.11 Competent Health and Safety Advisor

LT2 will seek competent Health and Safety advice from an external provider to assist in discharging its health and safety responsibilities.

A summary of the Service Level Agreement is as follows:

- Provide timely health and safety advice, support and training to the trust, schools and their staff
- Support the LT2 in ensuring that all Members Trustees, Governors and members of staff are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement those duties to full effect
- Undertake pro-active monitoring such as workplace inspections / audits and health checks
- Explain and offer constructive feedback of the findings of the audits to senior managers in a style that achieves legal compliance and 'buy in'. The findings of audits and inspections, in part, will feed into the strategic health and safety plan for the Trust

2. Arrangements for Rugby Free Primary School (RFPS)

These arrangements are specific to each school and will help to ensure that the aims and objectives of the LT2 Trust's Health and Safety Policy are implemented. Schools must add anything that is missing from this schedule and any such additions must be reported to the school's Health & Safety Committee.

2.1 Health and Safety Poster

The Health and Safety Information for Employees Regulations requires the school to display an approved health and safety poster. The poster at this school is displayed in the Staff Room.

2.1.1 Accident Reporting, Recording and Investigation

- All accidents and near misses must be reported to the person in location in an accident book or designated form.
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) must be notified to the Trust's external competent advisor and the Estates and Facilities Director. Fatal or major injuries must be reported immediately to the Headteacher, CEO and the external competent advisor.

Details of all accidents will be brought to the attention of the school's health and safety committee, where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.

2.1.2 Asbestos (not applicable in current buildings)

Each school where asbestos exists will have an Asbestos Management Plan. A copy of this must be held by the school's reception / office and be available for all staff to view. All contractors must read and sign the asbestos register before commencing any work. An annual re-inspection of areas containing asbestos will be arranged by the Estates and Facilities Manager.

2.1.3 Bodily Fluids & Clinical Waste

All staff notify the site team of any spillages or accidents. The site team will use spill kits to clean these up and dispose of the waste in conjunction with the proper procedures. The area would then be cleaned thoroughly with on-site floor cleaning equipment. At RFPS, Trust Hygiene are the contracted company that remove all the clinical waste. This is done once a month. The clinical waste bin is contained in the First Aid Room.

2.1.4 Compliance - premises compliance

Premises compliance responsibilities are shared between the Central Estates and Facilities Team and the school, as show below.

Activity	Owner	Contractor/in house	Due every
Asbestos			
Asbestos Survey	N/A	Contractor	1 Year

1 Year	School	In house	6 months
Automated Equipment			
Automatic doors	School	In house	1 Week
Automatic doors	School	Contractor	1 year
Automated Gates Inspection and Service	School	Contractor	1 year
Lift Inspection	School	Contractor	6 months
Catering			
Catering Equipment Annual Inspection	E&CA	Contractor	1 Year
Classroom			
Design & Technology Machinery Inspection	E&CA	Contractor	1 Year
Dust and Fume extraction equipment	E&CA	Contractor	1 Year
Kiln inspection	School	Contractor	1 Year
XX Laser Cutters			3 Year
PE/Gym Equipment Inspection	School	In house	1 week
PE/Gym Equipment Inspection	School	Contractor	1 Year
Electrical and energy			
Display Energy Certificate	E&CA	Contractor	1 Year/10 years
Electrical Periodic Fixed Wiring inspection	E&CA	Contractor	1 Year
Microwave Testing	E&CA	Contractor	1 Year
Portable Appliance Testing	E&CA	Contractor	1 Year
External			

Playground equipment inspection	In School	In house	1 week
Playground equipment inspection	In School	Contractor	1 Year
Tree Survey	E&CA	Contractor	1 Year
Fire Safety and Security			
CCTV Inspection	School	Contractor	1 Year
Emergency Lighting Flick Test	School	In house	1 month
Emergency Lighting Test	E&CA	Contractor	1 Year
Fire Alarm Service	E&CA	Contractor	6 Month
Fire Alarm weekly audible test	School	In house	1 Week
Fire Safety Risk Assessment	E&CA	In house	1 year
Fire Safety Risk Assessment	E&CA	Contractor	3 years
Firefighting Equipment Inspection	E&CA	Contractor	1 Year
Intruder Alarm Service	E&CA	Contractor	6 months / 1 year
Gas Safety and Plant			
Air Conditioning Service	E&CA	Contractor	6 Month
Air conditioning TM44 certification	E&CA	Contractor	5 years
Gas Boiler Inspections, Gas Tightness (CP15) & Mechanical Plant Servicing	E&CA	Contractor	1 Year
Pressure Vessels	E&CA	Contractor	1 Year
Water Hygiene			

Disinfection of Water Tank	E&CA	Contractor	1 Year
Legionella prevention & Water Temperature Check	E&CA	Contractor	1 Month
Legionella Risk Assessment	E&CA	In house	1 Year
Legionella Risk Assessment	E&CA	Contractor	3 Years
Ladder Register	E&CA	In house	1 Week
Ladder Register	E&CA	Contractor	1 Year

2.1.5 Contractors and Visitors

All contractors that carry out work at RFPS complete and/or provide the following paperwork prior to being let on site

- Contractors Health & Safety Questionnaire
- Provide employers & public liability insurance
- Any relevant risk assessments
- Health & safety policy
- Method Statement
- DBS

All visitors and contractors must report to the school reception. They will be signed in and be given an identity / visitor's badge. On leaving the site they will be required to sign out at reception. Before any work commences, the school will ensure that all relevant staff have been informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works. Contractors will be appropriately supervised by the Premises officer or Operations manager whilst on site. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures.

2.1.6 COSHH (Control of Substances Hazardous to Health)

- An inventory of all hazardous substances used on site must be held in the Operations Managers Office and is reviewed regularly by the Operations Manager and Estates and Compliance Advisor
- All regularly used products will have material safety data sheets (MSDS)
- The arrangements for the delivery of hazardous substances to schools will be managed by the E&CA / Site staff
- Any new products that are brought into schools that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities or storage, will require a risk assessment to be written
- The Operations Manager at RFPS maintains a record of hazardous substances used by the cleaning contractor.

- Any decanted substances should clearly display the product name, information, dilution rates and safety information.
- The Science, D & T and Art departments must have their own departmental procedures and arrangements for the storage, use, handling and production of hazardous substances. Reference should be made to particular Science, D&T or Art Health and Safety Policies

2.1.7 Defect Reporting Procedures

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is reported. In this school, defects should be reported to the Operations Manager at RFPS
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of the appropriate Line Manager/Site Supervisor, so it can be logged, actioned and monitored

2.1.8 Display Screen Equipment (DSE)

LT2 complies with the HSE guidance on 'Working with display screen equipment'. For the purposes of this policy a 'DSE user' is defined as a member of staff who habitually uses display screen equipment daily as a significant part of their normal work, including regular daily spells of an hour at a time using DSE.

- For 'users' a DSE assessment should be carried out by their line manager or as a self-assessment annually. Staff identified as DSE 'users' are entitled to an eyesight test every two years by a qualified optician paid for by the Trust. If the test shows that the user needs glasses specifically for DSE work, the Trust will make a financial contribution towards the cost (which could be in the form of a voucher)

2.1.9 Educational Visits

The Educational Visits Coordinator (EVC) who will ensure that:

- Activities will be led by appropriate Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will **write and have approved at least a week in advance where possible** the necessary Risk Assessments
- The arrangements for high risk and residential visits are checked by the Trust's external competent advisor
- All visits are approved by the Headteacher

Group Leaders will be responsible for ensuring:

- Staff are fully briefed
- Staff to pupil ratios are assessed and are adequate for the trip
- Parents and carers receive relevant information about the visit
- Advice from the school's inclusion lead is sought if applicable for individual pupils
- Volunteers on any off-site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information including risk assessments
- All volunteers and staff will be DBS (Disclosure and Barring Service) checked

Please refer to the Educational Visits Risk Assessment for further guidance. These are available upon request from the Operations Manager/Site Supervisor.

2.1.10 Electrical Equipment (Fixed and Portable)

- Any electrical faults should be reported immediately to the site team. Faulty fittings (e.g., cracked sockets etc.) should be isolated until repaired
- RFPS complete the five-year Fixed Wire Testing at the end of July through a contractor
- Portable appliance testing (PAT) is arranged by the Operations Manager and reported to the Estates and Compliance Advisor
- Staff must not bring electrical items in from home
- The periodic inspection of fixed electrical installations is arranged by the Estates and Compliance Advisor
- Electrical extension leads must be used only as a temporary measure and must be fully unwound. Multiple socket adaptors must not be used
- Third parties hiring school facilities must provide evidence that any electrical equipment brought on to school premises has passed a PAT test within the last year

2.1.11 Fire and Emergency Procedures

- All fire appliances and installed fire safety systems will be checked in line with recognised best practice and British Standards by specialist personnel. Responsibility for arranging such checks and maintenance rests with the Estates and Compliance Advisor/Premises Officer.
- Fire alarms will be tested on a weekly basis using a different call point each time and the results should be recorded. This is the responsibility of the school's Premises Officer
- Portable fire-fighting equipment and emergency lighting will be visually checked on a monthly basis and the results should be recorded. This is the responsibility of the school's site manager or site assistant
- Fire Drills will be held a minimum of three times per year. A record must be kept of each drill to include evacuation time, observations and follow up required, which must be reported to the Health & Safety Committee. This is the responsibility of the school's Premises Officer / Operations Manager
- Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process, **any necessary updates are communicated to staff in writing and may be backed up with verbal notifications at the earliest possible opportunity**
- Fire risk assessments will be carried out with a combination of competent advice and assistance. A review of the fire risk assessment will be completed at least annually or if/when things change that may affect the original assessment. This is the responsibility of Estates and Compliance Advisor

2.1.12 First Aid

This is covered in the Organisation and Responsibilities and in the First aid policy located on the school website.

2.1.13 Glass and Glazing

Glazing will be subject to regular condition surveys carried out by the Trust. These will be carried out every 5 years and is the responsibility of the Estates and Compliance Advisor.

2.1.14 Health and Safety Committees

The School Health and Safety Committee is in place to monitor the separate areas and systems of health and safety management and provides the overarching overview to successful application of this policy within the school.

The Health & Safety Committee must include:

- Headteacher or designated senior leader
- The most senior school-based premises operative
- Representatives from high-risk departments (e.g., DT)
- One teaching and one support staff representative
- It may include a member of the school's Local Governing Body/EEC if there is one with expertise in this area.

The committee can create its own terms of reference, but the agenda should include:

1. Accidents of note since the last meeting, how many accidents in total and are there any trends.
2. Building works/modifications planned.
3. Review of action plan following audits / site inspections.
4. Risk assessments - monitor review schedule - focus on high-risk departments.
5. Training - monitor completion of mandatory training - identify training needs.
6. First Aid provision / qualifications etc.
7. Review of processes for risk assessing and authorising educational visits.
8. Inspection findings and required actions.

2.1.15 Health and Safety Training

All Trust staff, Governors and Trustees must complete online health & safety training through Educare.

All staff who are required to write risk assessments should receive specific training on completing and implementing risk assessments.

All staff who are leading or attending an educational visit of any kind should receive educational visit related health and safety training.

First Aid training is arranged through the School Operations Manager.

2.1.16 Infectious Diseases

The Health Protection Agency poster on guidance on infection control in schools and other childcare issues is located in the medical room on the ground floor.

2.1.17 Inspections – Site Health and Safety Inspections

A programme of site inspections will be agreed each year by the Audit & Risk committee and implemented by the Estates and Facilities Manager with the trustee who has responsibility for Health and Safety.

2.1.18 Lettings (further information in detailed Community Use plans)

- Conditions for lettings must be set out on the Letting Form which must be completed accordingly
- Details of the school's emergency contact details are provided to the hirer
- Emergency procedures and arrangements must in place and both parties must be aware of individual responsibility in the event of an emergency
- Hirers' risk assessments may be requested along with copies of insurance certificates
- The hirer must inform the school of any damage, equipment failure or faults with the fabric of the building.

Please refer to the school [Community Use plan](#) for further advice and guidance. This is available upon request from the Operations Manager/Premises officer.

2.1.19 Lone Working

Lone workers are those who work by themselves without close or direct supervision and are found in a wide range of situations. Staff should avoid lone working wherever possible. If a staff member finds themselves in a lone working situation, they must always carry a mobile phone for emergency use and let others know where they are going and how long they intend to be. Ladders or any other equipment that might result in personal injury must not be used.

For Emergency call outs out of school hours the first response must be provided by the Trust's site team.

Please refer to the [Lone Working Risk Assessment](#) for further advice and guidance. This is available upon request from the Operations Manager/Premises officer.

2.1.20 Manual Handling

Staff must:

- Avoid hazardous manual handling operations so far as is reasonably practicable
- Act according to any medical advice
- All staff whose duties could include manual handling / lifting must be provided with suitable information and training
- Ensure they are physically capable of safely completing a manual handling task
- Use mechanical aids whenever possible and/or undertake team manual handling.

Manual handling risk assessments should be carried out for tasks that may pose a risk of injury to school staff. This does not include tasks that are of a low risk, are straightforward or will only take a very short time.

Please refer to the [Manual Handling Risk Assessment](#) for further advice and guidance. This is available upon request from the Operations Manager/Site Supervisor.

2.1.21 Online Safety

[Please refer to the LT2 Information Security Policy.](#)

2.1.22 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge and must be used where it is identified as a control measure
- The Head of Department is responsible for periodic checking of the equipment and the teachers or responsible adults are responsible for ensuring the equipment is worn by the pupils when required
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure

2.1.23 Risk Assessments

- Risk Assessments are written for all activities where there is a foreseeable risk of injury or harm occurring
- Risk Assessments are available for staff to view and are stored in the staff shared drive and the Operations Managers Office.
- Blank risk assessment forms can be obtained through the Trust's external competent advisor
- Senior leaders / Heads of Department should have a copy of the risk assessments relevant to them
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments or additions to risk assessments
- Risk assessments will be reviewed regularly. High risk faculties e.g., Science, Art, DT, PE (Physical Education) should review their Risk Assessments annually as a minimum
- A specific Risk Assessment for expectant mothers will be written
- All educational visits will have recorded risk assessments.

2.1.24 Safeguarding

- The Board of Trustees fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure there are adequate arrangements within each school to identify, assess, and support children who are suffering harm.
- All schools in LT2 have a compliant Child protection (Safeguarding) Policy which is reviewed annually
- The Trust has a LT2 Safeguarding Statement (reviewed annually) and has appointed a lead safeguarding trustee who is Faz Chishty
- Each school will have at least two identified Safeguarding leads
- All staff will receive safeguarding training on appointment which will be updated on a regular basis. Please refer to the [RFPS Safeguarding and Child Protection Policies](#) for further advice and guidance

2.1.25 Snow Removal

The Headteacher will liaise with the CEO and make the decision whether to open the school in the event of adverse weather.

The Site Team is responsible for clearing snow and gritting suitable pathways to allow access to the school site.

Please refer to the Slips, trips & falls Risk Assessment for further guidance. This is available upon request from the Operations Manager/Premises Officer.

2.1.26 Smoking

Smoking is not permitted on any LT2 premises. Please refer to the LT2 No Smoking Policy.

2.1.27 Staff Consultation

The Headteacher will make arrangements for full and proper consultation with staff on health and safety matters.

The Estates and Compliance Advisor will co-ordinate a consultation that impacts the Central Team and those working across the Trust.

2.1.28 Transport – use of

- All staff or authorised volunteers transporting pupils, volunteers or other staff in a minibus, whether owned by the Trust or otherwise, must hold a current valid MiDAS certification and appropriate driving licence.
- All staff or authorised volunteers are required to drive at all times within the law and with due care and attention.

2.1.29 Violence to Staff

- Headteachers are responsible for assessing the risks of violence to staff
- Staff must report incidents of violence and aggression to the Headteacher and these must be reported termly to the HR Advisor for monitoring purposes
- Staff are asked to complete an incident report form which will also act as a record of such episodes
- LT2 may refer any incidents of violence or aggression towards staff to the Trust legal advisor via the Head of HR

2.1.30 Water Hygiene

- A copy of the current Legionella Risk Assessment for each site is held by the Operations Manager at RFPS
- Qube (contractor) perform monthly checks and provide a Risk Assessment
- An external contractor is used to carry out the requirements of water testing under L8 guidance. This is arranged by the Estates and Compliance Advisor
- The site team carries out weekly flushing and temperature recording.

2.1.31 Well-being

- If staff are experiencing any problems in relation to stress or mental well-being, they are encouraged to report this to their line manager or the HR Advisor in the first instance
- An employee assistance programme through the Education Support Partnership is available to all staff employed by LT2

2.1.32 Working at Height

- Activities which require work at height should be identified and eliminated where possible
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to minimise any risks
- Risk Assessments prior to commencement of any working at height activity will be written. It is the responsibility of the person involved to ensure this takes place
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and they should wear the appropriate clothing and footwear

- Pupils are not permitted to use access equipment. Information, instruction and supervision will be provided to specific pupils that may use access equipment for school related activities
- Contractors are expected to provide their own equipment and will not be permitted to use the school's equipment

2.1.33 Work Equipment

- All work equipment used on the premises should be fully inspected upon installation
- All work equipment must undergo an annual recorded maintenance and service inspection by a competent person
- Any defects should be reported to the Operations Manager/Premises Officer
- Staff must not use their own equipment
- Staff must ensure that they are appropriately trained to use equipment
- Heads of Department are responsible for ensuring a suitable and sufficient Risk Assessment has been written prior to the use of such equipment. Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.

2.1.34 Work Experience/Placement Students

- A nominated person will provide guidance on student work experience placement. The nominated person will also carry out the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be written by the placement employer

2.1.35 Play Equipment

Gym Equipment

- All staff should check PE (Physical Education) apparatus before use and report any defects to the Operations Manager at RFPS
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'
- The PE (Physical Education) equipment is inspected annually by GM Services (contractor)

Outdoor play equipment

- External play equipment will only be used when appropriately supervised
- Such equipment will be checked by the teacher for any apparent defects and particularly for contamination by animals. Any defects should be reported immediately to the Operations Manager at RFPS * so that remedial action can be taken
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'
- The outdoor play equipment is inspected annually by name of GM Services (Contractor)
- Risk **Assessments** must be written for play equipment.
- **Only staff who have been inducted in the uses of the gym equipment can use it.**

3. Arrangements for Rugby Free Secondary School (RFSS)

These arrangements are specific to each school and will help to ensure that the aims and objectives of the LT2 Trust's Health and Safety Policy are implemented. Schools must add anything that is missing from this schedule and any such additions must be reported to the school's Health & Safety Committee.

2.2 Health and Safety Poster

The Health and Safety Information for Employees Regulations requires the school to display an approved health and safety poster. The poster at this school is displayed in the staff room.

Accident Reporting, Recording and Investigation

- All accidents must be reported to the person in location in an accident book or designated form.
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) must be notified to the Trust's external competent advisor and the Estates and Facilities Director. Fatal or major injuries must be reported immediately to the Headteacher, CEO and the external competent advisor.

Details of all accidents will be brought to the attention of the school's health and safety committee, where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.

2.2.1 Asbestos (not applicable in current buildings)

Each school where asbestos exists will have an Asbestos Management Plan. A copy of this must be held by the school's reception / office and be available for all staff to view. All contractors must read and sign the asbestos register before commencing any work. An annual re-inspection of areas containing asbestos will be arranged by the Estates and Facilities Manager.

2.2.2 Bodily Fluids & Clinical Waste

All staff notify the site team of any spillages or accidents. The site facilities/cleaning contractors' teams will use spill kits to clean these up and disposes of the waste in conjunction with the proper procedures. The clinical waste bin is located in the first aid room.

2.2.3 Compliance - premises compliance

Premises compliance responsibilities are shared between the Central Estates and Facilities Team and the school, as shown below. The Trust uses the SFG20 standards to monitor premises compliance.

Activity	Owner	Contractor/in house	Due every
Asbestos			

Asbestos Survey	N/A	Contractor	1 Year
1 Year	School	In house	6 months
Automated Equipment			
Automatic doors	School	In house	1 Week
Automatic doors	School	Contractor	1 year
Automated Gates Inspection and Service	School	Contractor	1 year
Lift Inspection	School	Contractor	6 months
Catering			
Catering Equipment Annual Inspection	E&CA	Contractor	1 Year
Classroom			
Design & Technology Machinery Inspection	E&CA	Contractor	1 Year
Dust and Fume extraction equipment	E&CA	Contractor	1 Year
Kiln inspection	School	Contractor	1 Year
XX Laser Cutters			3 Year
PE/Gym Equipment Inspection	School	In house	1 week
PE/Gym Equipment Inspection	School	Contractor	1 Year
Electrical and energy			
Display Energy Certificate	E&CA	Contractor	1 Year/10 years
Electrical Periodic Fixed Wiring inspection	E&CA	Contractor	5 Years
Microwave Testing	E&CA	Contractor	1 Year
Portable Appliance Testing	Operations Manager/Facilities Supervisor	Contractor	1 Year

External			
Playground equipment inspection	In School	In house	1 week
Playground equipment inspection	In School	Contractor	1 Year
Tree Survey	E&CA	Contractor	1 Year
Fire Safety and Security			
CCTV Inspection	School	Contractor	1 Year
Emergency Lighting Flick Test	School	In house	1 month
Emergency Lighting Test	E&CA	Contractor	1 Year
Fire Alarm Service	E&CA	Contractor	6 Month
Fire Alarm weekly audible test	School	In house	1 Week
Fire Safety Risk Assessment	E&CA	In house	1 year
Fire Safety Risk Assessment	E&CA	Contractor	3 years
Firefighting Equipment Inspection	E&CA	Contractor	1 Year
Intruder Alarm Service	E&CA	Contractor	6 months / 1 year
Gas Safety and Plant			
Air Conditioning Service	E&CA	Contractor	6 Month
Air conditioning TM44 certification	E&CA	Contractor	5 years
Gas Boiler Inspections, Gas Tightness (CP15) & Mechanical Plant Servicing	E&CA	Contractor	1 Year
Pressure Vessels	E&CA	Contractor	1 Year
Water Hygiene			
Disinfection of Water Tank	E&CA	Contractor	1 Year

Legionella prevention & Water Temperature Check	E&CA	Contractor	1 Month
Legionella Risk Assessment	E&CA	In house	1 Year
Legionella Risk Assessment	E&CA	Contractor	3 Years
Flushing of low usage outlets	E&CA	In house	1 Week
Ladder register	E&CA	In house	1 Week
Ladder register	E&CA	Contractor	1 Year

2.2.4 Contractors and Visitors

All visitors and contractors must report to the school reception. They will be signed in and be given an identity / visitors' badge. On leaving the site they will be required to sign out at reception. Before any work commences, the school will ensure that all relevant staff have been informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works. Contractors will be appropriately supervised by a member of the site team or the facilities supervisor whilst on site. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures.

The Site Estates team will ensure that all RAMS (Risk Assessments & Method Statements) are received from contractors prior to works taking place. RAMS are checked with engineering contractors on arrival.

2.2.5 COSHH (Control of Substances Hazardous to Health)

- An inventory of all hazardous substances used on site must be held by the Site Estates team and reviewed regularly by the E&CA.
- All regularly used products will have material safety data sheets (MSDS).
- The arrangements for the delivery of hazardous substances to schools will be managed by the E&CA / Site staff.
- Any new products that are brought into schools that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities or storage, will require a risk assessment to be written.
- The facilities supervisor at RFSS and SBM at RFPS will maintain a record of hazardous substances used by the cleaning contractor. It is the cleaning contractor's responsibility to ensure that all safety data sheets are made available for all contracted cleaners and the Site Estates team.
- Any decanted substances should clearly display the product name, information, dilution rates and safety information.
- The Science, D & T and Art departments must have their own departmental procedures and arrangements for the storage, use, handling and production of hazardous substances. Reference should be made to particular Science, D&T or Art Health and Safety Policies

2.2.6 Defect Reporting Procedures

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is reported. In this school, defects should be reported to the Site Estates team at RFSS and the SBM at RFPS.
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of the appropriate Line Manager/Facilities Supervisor, so it can be logged, actioned and monitored

2.2.7 Display Screen Equipment (DSE)

LT2 complies with the HSE guidance on 'Working with display screen equipment'. For the purposes of this policy a 'DSE user' is defined as a member of staff who habitually uses display screen equipment daily as a significant part of their normal work, including regular daily spells of an hour at a time using DSE.

- For 'users' a DSE assessment should be carried out by their line manager or as a self-assessment annually. Staff identified as DSE 'users' are entitled to an eyesight test every two years by a qualified optician paid for by the Trust. If the test shows that the user needs glasses specifically for DSE work, the Trust will make a financial contribution towards the cost (which could be in the form of a voucher)

2.2.8 Educational Visits

The Educational Visits Co-ordinator (EVC) who will ensure that:

- Activities will be led by appropriate Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will **write and have approved at least a week in advance where possible** the necessary Risk Assessments
- The arrangements for high risk and residential visits are checked by the Trust's external competent advisor
- All visits are approved by the Headteacher

Group Leaders will be responsible for ensuring:

- Staff are fully briefed
- Staff to pupil ratios are assessed and are adequate for the trip
- Parents and carers receive relevant information about the visit
- Advice from the school's inclusion lead is sought if applicable for individual pupils
- Volunteers on any off-site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information including risk assessments
- All volunteers and staff will be DBS (Disclosure and Barring Service) checked

Please refer to the Educational Visits risk assessments for further guidance. These can be requested from the Operations Manager and Site Supervisor

2.2.9 Electrical Equipment (Fixed and Portable)

- Any electrical faults should be reported immediately to the site team. Faulty fittings (e.g., cracked sockets etc.) should be isolated until repaired

- Portable appliance testing (PAT) is arranged by the Operations Manager/Facilities Supervisor and reported to the Estates and Compliance Advisor.
- Staff must not bring electrical items in from home
- The periodic inspection of fixed electrical installations is arranged by the Estates and Compliance Advisor
- Electrical extension leads must be used only as a temporary measure and must be fully unwound. Multiple socket adaptors must not be used
- Third parties hiring school facilities must provide evidence that any electrical equipment brought on to school premises has passed a PAT test within the last year

2.2.10 Fire and Emergency Procedures

- All fire appliances and installed fire safety systems will be checked in line with recognised best practice and British Standards by specialist personnel. Responsibility for arranging such checks and maintenance rests with the Estates and Compliance Advisor/Facilities Supervisor.
- Fire alarms will be tested on a weekly basis using a different call point each time and the results should be recorded. This is the responsibility of the school's Facilities officer to be over seen by the Facilities supervisor
- Portable fire-fighting equipment and emergency lighting will be visually checked on a monthly basis and the results should be recorded. This is the responsibility of the school's Facilities officer to be over seen by the Facilities supervisor
- Fire Drills will be held a minimum of three times per year. A record must be kept of each drill to include evacuation time, observations and follow up required, which must be reported to the Health & Safety Committee. This is the responsibility of the school's Facilities officer to be over seen by the Facilities supervisor
- Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process **any necessary updates are communicated to staff in writing and may be backed up with verbal notifications at the earliest possible opportunity**
- Fire risk assessments will be written with a combination of competent advice and assistance. A review of the fire risk assessment will be written at least annually or if/when things change that may affect the original assessment. This is the responsibility of Estates and Compliance Advisor

2.2.11 First Aid

This is covered in the Organisation and Responsibilities of this policy.

2.2.12 Glass and Glazing

Glazing will be subject to regular condition surveys carried out by the Trust. These will be carried out every 5 years and is the responsibility of the Estates and Compliance Advisor.

2.2.13 Health and Safety Committees

The School Health and Safety Committee is in place to monitor the separate areas and systems of health and safety management and provides the overarching overview to successful application of this policy within the school.

The Health & Safety Committee must include:

- Headteacher or designated senior leader
- The most senior school-based premises operative
- Representatives from high-risk departments (e.g., DT)
- One teaching and one support staff representative
- It may include a member of the school's Local Governing Body/SIB if there is one with expertise in this area.

The committee can create its own terms of reference, but the agenda should include:

9. Accidents of note since the last meeting, how many accidents in total and are there any trends.
10. Building works/modifications planned.
11. Review of action plan following audits / site inspections.
12. Risk assessments - monitor review schedule - focus on high-risk departments.
13. Training - monitor completion of mandatory training - identify training needs.
14. First Aid provision / qualifications etc.
15. Review of processes for risk assessing and authorising educational visits. 8. Inspection findings and required actions.

2.2.14 Health and Safety Training

All Trust staff must complete online health & safety training through Educare, annually

All staff who are required to undertake risk assessments should receive specific training on completing and implementing risk assessments.

All staff who are leading or attending an educational visit of any kind should receive educational visit related health and safety training.

First Aid training is arranged through the Operations Manager.

2.2.15 Infectious Diseases

The Health Protection Agency poster on guidance on infection control in schools and other childcare issues is located in the staff room.

2.2.16 Inspections – Site Health and Safety Inspections

A programme of site inspections will be agreed each year by the Audit & Risk committee and implemented by the Estates and Compliance Advisor with the trustee who has responsibility for Health and Safety.

2.2.17 Lettings (further information in detailed Community Use plans)

- Conditions for lettings must be set out on the Letting Form which must be completed accordingly
- Details of the school's emergency contact details are provided to the hirer
- Emergency procedures and arrangements must in place and both parties must be aware of individual responsibility in the event of an emergency
- Hirers' risk assessments may be requested along with copies of insurance certificates
- The hirer must inform the school of any damage, equipment failure or faults with the fabric of the building.

Please refer to the school Community Use Agreement for further advice and guidance. This can be requested from the Operations Manager and Facilities Supervisor.

2.2.18 Lone Working

Lone workers are those who work by themselves without close or direct supervision and are found in a wide range of situations. Staff should avoid lone working wherever possible. If a staff member finds themselves in a lone working situation, they must always carry a mobile phone for emergency use and let others know where they are going and how long they intend to be. Ladders or any other equipment that might result in personal injury must not be used.

Emergency call outs out of school hours are attended by staff on a rota basis; if unaccompanied the duty call out holder should inform the next on the rota that they are attending and check in within an agreed time.

Please refer to the Lone Working Risk Assessment for further advice and guidance. This can be requested from the Operations Manager and Site Supervisor.

2.2.19 Manual Handling

Staff must:

- Avoid hazardous manual handling operations as far as is reasonably practicable
- Act according to any medical advice
- All staff whose duties could include manual handling / lifting must be provided with suitable information and training
- Ensure they are physically capable of safely completing a manual handling task
- Use mechanical aids whenever possible and/or undertake team manual handling.

Manual handling risk assessments should be written for tasks that may pose a risk of injury to school staff. This does not include tasks that are of a low risk, are straightforward or will only take a very short time.

Please refer to the Manual Handling Risk Assessment for further advice and guidance. [This can be requested from the Operations Manager/Facilities Supervisor.](#)

2.2.20 Online Safety

[Please refer to the LT2 Information Security Policy.](#)

2.2.21 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge and must be used where it is identified as a control measure
- The Head of Department is responsible for periodic checking of the equipment and the teachers or responsible adults are responsible for ensuring the equipment is worn by the pupils when required
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure

2.2.22 Radioactive Sources

This section is / is not relevant to this school.

- Radiation Protection Officer – Specify here who is in charge
- Radiation Protection Advisor – Specify individual, and company address, phone number and email.
- The member of staff in charge of radioactive sources – Specify here who is in charge
- The Head of Science is responsible for ensuring all records in relation to radioactive sources are maintained;
- The CLEAPSS2 guidance in managing Ionising Radiations and Radioactive sources must be followed

2.2.23 Risk Assessments

- Risk Assessments are written for all activities where there is a foreseeable risk of injury or harm occurring
- Risk Assessments are available for staff to view and are stored in the shared drive
- Blank risk assessment forms can be obtained through the Trust's external competent advisor
- Senior leaders / Heads of Department must have a copy of the risk assessments relevant to them
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments, or additions to risk assessments
- Risk assessments will be reviewed regularly. High risk faculties e.g., Science, Art, DT, PE (Physical Education) should review their Risk Assessments annually as a minimum
- A specific Risk Assessment for expectant mothers will be undertaken
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- The Trust has a LT2Safeguarding Statement (reviewed annually) and has appointed a lead safeguarding trustee who is Faz Chishty
- Each school will have at least two identified Safeguarding leads
- All staff will receive safeguarding training on appointment which will be updated on a regular basis. Please refer to the Child Protection (Safeguarding Policy) for further advice and guidance

2.2.25 Snow Removal

The Headteacher will liaise with the CEO and make the decision whether to open the school in the event of adverse weather.

The Site Team is responsible for clearing snow and gritting suitable pathways to allow access to the school site.

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- All staff or authorised volunteers are required to drive at all times within the law and with due care and attention.

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- Staff are asked to complete an incident report form which will also act as a record of such episodes
- LT2 may refer any incidents of violence or aggression towards staff to the Trust legal advisor via the HR Advisor

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- A copy of the current Legionella Risk Assessment for each site is held by the Estates and Compliance Advisor
- An external contractor is used to carry out the requirements of water testing under L8 guidance. This is arranged by the Estates and Facilities officer to be over seen by the Facilities supervisor
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- The site team carries out weekly flushing and temperature recording.

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- If staff are experiencing any problems in relation to stress or mental well-being they are encouraged to report this to their line manager or one of the HR Advisor in the first instance
- An employee assistance programme through the Education Support Partnership is available to all staff employed by LT2

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- Activities which require work at height should be identified and eliminated where possible
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to minimise any risks
- Risk Assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of the person involved to ensure this takes place
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and they should wear the appropriate clothing and footwear
- Pupils are not permitted to use access equipment. Information, instruction, and supervision will be provided to specific pupils that may use access equipment for school related activities

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- All work equipment used on the premises should be fully inspected upon installation
- All work equipment must undergo an annual recorded maintenance and service inspection by a competent person
- Any defects should be reported to the Facilities supervisor / Facilities officers
- Staff must not use their own equipment
- Staff must ensure that they are appropriately trained to use equipment
- Heads of Department are responsible for ensuring a suitable and sufficient Risk Assessment has been written prior to the use of such equipment. Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.

2.2.34 Work Experience/Placement Students

- A nominated person will provide guidance on student work experience placement. The nominated person will also write the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer

Where appropriate the following arrangements apply: -

2.2.35 Kiln

- Staff operating the kiln must be appropriately trained and a risk assessment for the kiln is displayed in the kiln room along with operating and emergency procedures
- The kiln is inspected annually by Kiln & Furnaces Ltd.
- Personal protective equipment in the form of thermal gloves are provided.

2.2.36 Play Equipment

Gym Equipment

- All staff should check PE (Physical Education) apparatus before use and report any defects to the Head of Department
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'
- The PE (Physical Education) equipment and the outdoor play equipment is to be inspected annually by a contractor.
- **Only staff who have been inducted in the uses of the gym equipment can use it.**

Outdoor play equipment

- External play equipment will only be used when appropriately supervised

- Such equipment will be checked by the teacher for any apparent defects and particularly for contamination by animals. Any defects should be reported immediately to the Site Estates team so that remedial action can be taken
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'

Risk Assessments must be written.

-