

# Aspire Academy Trust



## Aspire Health and Safety Policy and Handbook

Date: August 2023

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Approved by: Trust Board

Policy Owner: Health and Safety Manager

Policy Type: Statutory

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This policy was written alongside consulting the following roles in the Trust:

- Facilities Manager
- EYFS Lead

### Revision Log (last 5 changes)

Date	Version No	Brief detail of change
Aug 22	V3	Review
Aug 23	V4	Annual review with amendments where required & new section F12

## **Aspire Vision**

**Nurturing curiosity, resilience, respect and excellence; our children will thrive and live life well.**

## **Aspire mission statement**

**By working together and inspiring excellence; we enable our children to excel both academically and in character.**

## **Aspire Strapline**

**'working together, inspiring excellence'**

## **Aspire Values**

<b>Aspiration</b>	<b>We imagine possibilities and make them real</b>
<b>Self-belief</b>	<b>We believe in ourselves - in heart, mind and soul</b>
<b>Passion</b>	<b>We dare to be different and follow our dreams</b>
<b>Integrity</b>	<b>We nurture trust and respect and do what is right</b>
<b>Resilience</b>	<b>We find a way or make a way</b>
<b>Excellence</b>	<b>We strive to achieve our absolute best</b>

## **Policy Intent**

All Aspire Academy Trust policies are written in line with statutory guidance or recommended best practice. These comply with each school's funding agreement, plus ESFA and DfE frameworks or complement Aspire's working practices. We have a centralised approach to policies, so they become Trust wide and include all ages from 0-11.

This policy seeks to ensure the trust operates in accordance with Health and Safety regulations and Department of Education frameworks by supporting staff in maintaining safe environments to ensure the delivery of education and curriculum across the trust.

## CONTENTS PAGE

### SECTION

Front cover  
Content page

### **A INTRODUCTION**

- A1 Policy Statement
- A2 Organisation Chart
- A3 Organisation for the Management of Health and Safety

### **B RISK ASSESSMENT**

- B1 Arrangements/Responsibilities
- B2 Individuals at High Risk, New and Expectant Mothers and Young Persons

#### **Specific Risk Assessment Procedures**

- B3 Hazardous Substances (COSHH DSEAR)
- B4 Manual Handling Assessments
- B5 Violence and Aggression
- B6 Display Screen Equipment
- B7 Legionella
- B8 Asbestos
- B9 Radon Gas Monitoring and Mitigation
- B10 Outdoor Pursuits and Educational Visits
- B11 Lone Workers
- B12 Noise and Vibration
- B13 Emergency Contingency Plans

### **C FIRE SAFETY**

- C1 Fire Safety

### **D ACCIDENTS, INCIDENTS & HEALTHCARE**

- D1 Accident Reporting
- D2 Accident Investigation
- D3 First Aid
- D4 Infectious Disease Control
- D5 Body Fluid Spillages
- D6 Management action for outbreaks of viral gastro-enteritis
- D7 Medicines

### **E MACHINERY AND EQUIPMENT**

- E1 Dangerous Machinery
- E2 Electricity and Electrical Equipment
- E3 Gas Safety
- E4 Reporting of Services and Building Maintenance Defects
- E5 Working at Height - Ladders and Stepladders
- E6 Sports and Play Equipment
- E7 Lifts and Lifting Equipment
- E8 Moving and Handling Equipment (Disability Aids)
- E9 Minibus Driving
- E10 Driving for Work Purpose (private or hired vehicle)

## **F GENERAL SAFETY**

- F1 PPE
- F2 Health and Safety Training
- F3 Management of Swimming Pool Safety
- F4 Contractors
- F5 Health and Safety Monitoring and Audit
- F6 No Smoking/Alcohol Policy
- F7 Occupational Health
- F8 Food Safety and Health and Safety Incidents including Allegations of Food Poisoning
- F9 Staff Welfare
- F10 Wraparound Provision
- F11 Lettings Policy
- F12 Management of Dogs on School Grounds

## **G EYFS**

- G1 Risk Assessments
- G2 Ratios
- G3 First Aid
- G4 Accident or Injury
- G5 Incident Reporting to OFSTED
- G6 Pupil Health & Medication
- G7 Staff Healthcare
- G8 Biohazard Kits
- G9 Ergonomics
- G10 Changing Tables
- G11 Fire Drills
- G12 Food
- G13 Milk
- G14 Health Risks from Heat
- G15 Environment
- G16 Sleeping Arrangements

## INTRODUCTION

This handbook contains the Health and Safety information you require to comply with Aspire Academy Trust's Health and Safety Policy. If you have any queries regarding the contents, please do not hesitate to ask.

Aspire Academy Trust takes its responsibility for Health and Safety very seriously and is committed to a programme of progressive improvement that requires input from all its employees. If you see anything during your work that gives rise to a concern, you must report it to your Manager.

Safety is everyone's responsibility and that includes you.

### **Communication and Consultation**

It is a legal requirement for Aspire Academy Trust to establish arrangements to communicate and consult with employees on issues affecting their Health and Safety and to take account of their views.

To assist Aspire Academy Trust in achieving this objective the Academy will:

- establish effective lines of communication via the Health and Safety Team
- involve and consult with employees through:
  - individual conversations
  - notice boards
  - internal publications
  - staff meetings/Health and Safety meetings
- display the 'Health and Safety Law – What You Need to Know' poster
- consult with employees when changes to activities, equipment, work methods, etc., are to be introduced that may affect their Health and Safety



## HEALTH AND SAFETY POLICY STATEMENT

1. It is the policy of the Aspire Academy Trust to ensure the health, safety and welfare of its employees, pupils, contractors, visitors and others who may be affected by its operations. Aspire Academy Trust believes that effective management of health and safety is an essential part of its business strategy and is fully committed to providing the highest standards of health and safety at work.
2. Aspire Academy Trust will meet its legal obligations under the Health and Safety at Work etc Act 1974 and associated regulations by providing, so far as is reasonably practicable:
  - Safe and healthy places of work with safe access and egress;
  - Safe plant, equipment and systems of work;
  - Safe handling, storage and transport of articles and substances;
  - Information, instruction, training and supervision;
  - Adequate welfare facilities at work.
3. It is the objective of Aspire Academy Trust to promote a positive health and safety culture in all of its activities.
4. All employees have a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions and to co-operate with Aspire Academy Trust in meeting its statutory requirements. In addition, all persons have a duty not to interfere intentionally with anything provided in the interests of health and safety.
5. In order to ensure the health, safety and welfare of employees, pupils and others, Aspire Academy Trust will make suitable and sufficient assessments of the risks associated with its activities and take appropriate preventative and/or protective measures.
6. Aspire Academy Trust considers the active involvement of its employees and pupils to be vital in achieving these objectives. Therefore, Aspire Academy Trust will consult with employees and pupils through appropriate representatives and committees on all matters affecting their health, safety and welfare.
7. Aspire Academy Trust will monitor and periodically review its safety policies, procedures and assessments to ensure they are appropriate and relevant.
8. In order to help achieve its objectives, Aspire Academy Trust will ensure it has provision for competent advice and guidance on health and safety matters.

Signed: 

Date: 25<sup>th</sup> July 2023

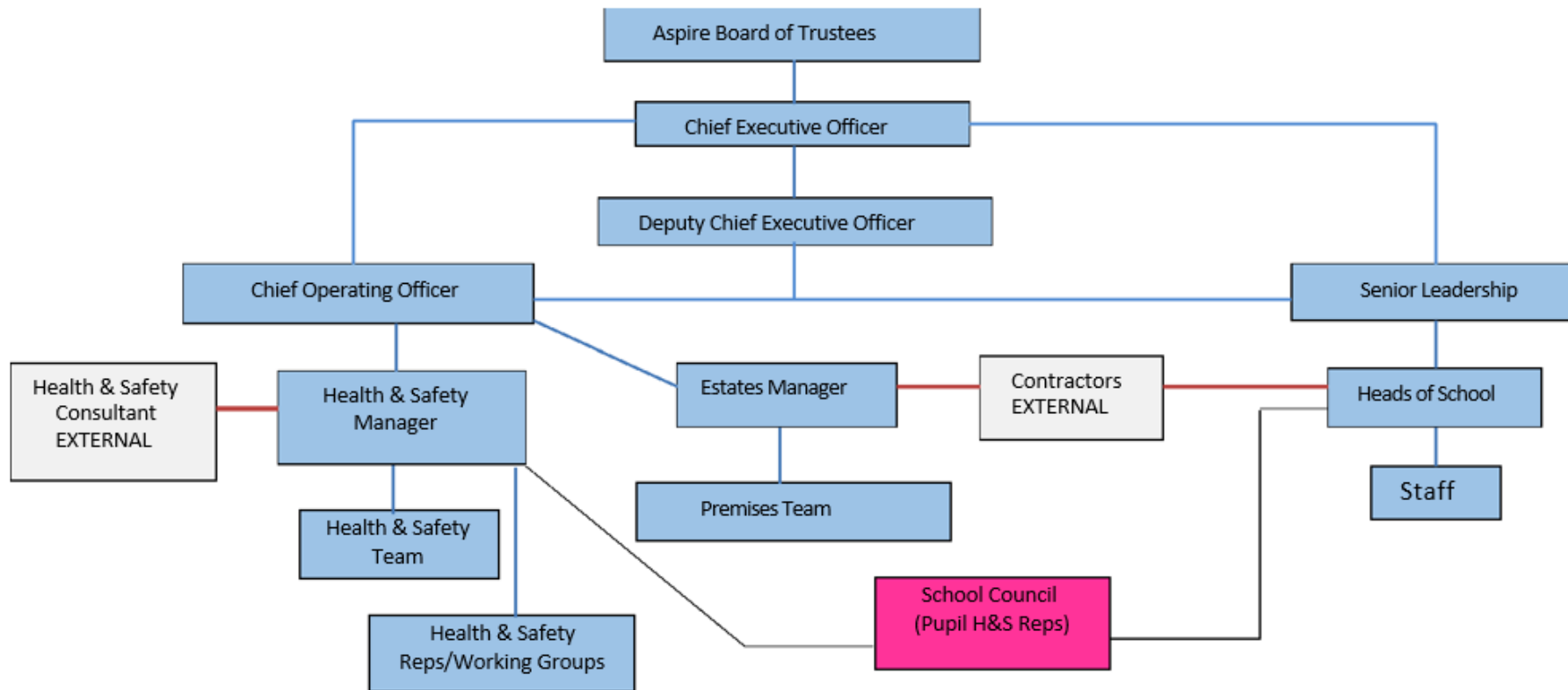
Vanessa Bragg, CEO, Aspire Academy

**A Company Limited by Guarantee. An Exempt Charity**

**Registered in England - Company No. 07387540**

**Registered Office: Aspire Academy Trust, Unit 20, St Austell Business Park, Carclaze, St Austell, Cornwall, PL25 4FD**

## Aspire Health and Safety Management Structure



Group Colours	Groups	Reporting Lines
	External Contractors	Red
	Aspire Academy Trust Employees and Trustees	Blue
	Pupils	Black

## ORGANISATION FOR THE MANAGEMENT OF HEALTH AND SAFETY

The purpose of this section of the policy is to define responsibilities and relationships that promote a positive health and safety culture and secure the implementation and continued development of the Health and Safety Policy. This section of the policy should enable the Aspire Academy Trust to:

- Establish and maintain management control of health and safety;
- Promote co-operation between employees so that health and safety becomes a collaborative effort;
- Ensure the communication of necessary information throughout the Trust;
- Secure the competence of employees.

### **The Board of Trustees**

As the employer, the Board carries the ultimate responsibility for health and safety.

### **The Board acknowledges that effective Health and Safety policies contribute to business performance by:**

- Supporting human resource development;
- Minimising financial losses which arise from avoidable unplanned events;
- Recognising that accidents, ill health and incidents resulting from failings in management control are not necessarily the fault of individual employees;
- Recognising that the development of a culture supportive of health and safety is necessary to achieve adequate control over risks;
- Ensuring a systematic approach to the identification of risks and the allocation of resources to control them;
- Supporting quality initiatives aimed at continuous improvement.

### **In order to perform their duties, the Board will:**

- Accept individually and collectively their role and responsibility for providing health and safety leadership and actively promoting and supporting health and safety standards;
- Appoint one of their number to champion health and safety at Board level;
- Satisfy themselves that a policy on health and safety is prepared and periodically reviewed, including details of the organisation and arrangements for its implementation;
- Satisfy themselves that management responsibility for health and safety is clearly designated;
- Satisfy themselves that effective management of health and safety is an integral part of the Trust's overall business strategy;
- Monitor the effectiveness of the Health and Safety Policy.

### **The Chief Executive Officer**

The Chief Executive Officer (CEO) has overall responsibility for the health, safety and welfare of employees, pupils and others and is personally accountable to the Board in the exercise of that duty.



**In order to fulfil this duty, the CEO will:**

- Ensure a written policy on health and safety is prepared, reviewed and developed, including details of the organisation and arrangements for its implementation in the activities of the Trust;
- Ensure that the effective management of health and safety is an essential element within the overall business strategy of the Trust;
- Clearly designate management responsibility for health and safety;
- Establish and maintain management control of health and safety within the Trust;
- Oversee the organisational arrangements for managing health and safety in the Trust including training;
- Ensure the Trust has access to competent advice and information regarding health and safety;
- Liaise with the Health and Safety Manager;
- Ensure employees are consulted on matters affecting their health, safety and welfare;
- Ensure the allocation of sufficient resources to enable the effective implementation of the Health and Safety Policy;
- Seek the commitment of employees in achieving continuous improvement in standards of health, safety and welfare within the Trust;
- Provide appropriate reports to the Board on the management of health and safety in the Trust;
- Support initiatives aimed at improving standards and raising awareness of health and safety issues.

**Senior Leaders**

Senior Leaders are responsible for ensuring adequate resources, financial and time, are available for staff to perform their duties safely and where issues arise, including the lack of resources, take action and bring this to the attention of the CEO.

**In order to fulfil this duty, the Senior Leaders will:**

- Ensure that the Academy operates in accordance with Aspire Academy Trust's Health and Safety Policy and Procedures and promote a positive safety culture to staff and pupils;
- Prepare an Aspire Academy Trust Health and Safety Statement that details the Health and Safety organisation and arrangements;
- Ensure emergency evacuation systems are administered and adhered to;
- Liaise closely with the Health and Safety Manager;
- Ensure arrangements are in place for adequate health and safety provision for the Trust, including appropriately trained personnel;
- Ensure appropriate audits of compliance are conducted;
- Investigate serious accidents and incidents.
- Report any issue of serious concern to the CEO.

**Health and Safety Manager**

The Health and Safety Manager is responsible for ensuring an effective framework for managing general health and safety is in place and is being applied, and where areas of significant concern are identified, bring them to the attention of the relevant Director and appropriate others.

**In order to fulfil this duty, the Health and Safety Manager will:**

- Provide advice to the Trust on matters of occupational health, safety and welfare;
- Report to the CEO on the implementation of the Health and Safety Policy;
- Assist the CEO in the implementation of Aspire Academy Trust's Health and Safety Policy and Procedures;
- Organise and arrange the management of health and safety through the formulation and development of safety policies for existing and future acquisitions and activities;
- Prepare strategies and action plans for the effective implementation, monitoring, review and audit of the management of health and safety within the Trust;
- Prepare guidance, procedures and information relating to health and safety;
- Prepare and assist in the delivery of health and safety training for all employees;
- Prepare and assist in the delivery of specific training for managers with delegated responsibilities for health and safety;
- Where appropriate organise additional training for employees on health and safety;
- Review and update the Aspire Academy Trust's Health and Safety Policy and Procedures to reflect organisational changes and comply with best practice, technical and legal standards;
- Establish and maintain procedures for reporting, investigating, recording and analysing accidents and incidents;
- Organise and undertake periodic audits and inspections;
- Establish systems for the effective communication of health and safety information throughout the Trust;
- Liaise with trade union and employee safety representatives, the enforcement authority and others as appropriate;
- Bring to the attention of the CEO any serious irregularities (legal or otherwise) within Aspire Academy Trust associated with health and safety;
- Advise on the development and implementation of Risk Control Systems (RCS);
- Provide guidance to Academy Leads in the preparation of local Aspire Academy Trust safety policies;
- Provide reports to the CEO on the management of health and safety within the Trust;
- Ensure systems are in place for carrying out emergency evacuation practices;

**Estates Manager**

The Estates Manager will ensure the safety of building and equipment and their maintenance and by doing so ensure the safety of all who may be affected, and where areas of significant concern are identified, bring them to the attention of the relevant Director and appropriate others.

**In order to fulfil this duty, the Estates Manager will:**

- Ensure new and existing Aspire Academy Trust buildings, grounds and associated plant and equipment are maintained so as not to put at risk the health, safety and welfare of employees and other persons so far as is reasonably practicable;
- Ensure compliance with the Construction and Design Management Regulations and associated regulations where necessary;
- Prepare safe systems of work and procedures to ensure maintenance personnel and contractors carry out their activities safely and without risks to others;

- Ensure contractors employed to undertake work on Aspire Academy Trust premises carry out their activities in accordance with Health and Safety legislation and Aspire Academy Trust's Health and Safety Policies and Procedures;
- Ensure all maintenance and repair work carried out by staff is undertaken in accordance with Health and Safety legislation and Aspire Academy Trust's Health and Safety Policies and Procedures;
- Arrange for the inspection, testing and maintenance records of statutory inspections of plant and equipment;
- Arrange for the inspection, testing and maintenance of fixed and portable electrical equipment and systems;
- Ensure the regular inspection, maintenance and testing of fire warning systems, fire-fighting equipment and emergency lighting;
- Establish and maintain systems for the management of materials likely to contain asbestos in Aspire Academy Trust's property;
- Establish and maintain systems for the effective control of legionella bacteria in the Aspire Academy Trust's hot and cold-water services;
- Oversee and maintain arrangements for controlling Radon in Aspire Academy Trust's property.

### **Academy Leads**

Academy Leads are responsible for the day-to-day health, safety and welfare of employees, pupils and visitors within their areas of operation. In addition, they are responsible for applying Aspire Academy Trust's Health and Safety Policies and Procedures in their area of responsibility.

#### **In order to fulfil this duty, the Academy Leads will:**

- Operate the curriculum and activities in accordance with relevant Health and Safety legislation, Aspire Academy Trust's Health and Safety Policies and Procedures;
- Ensure the Aspire Academy Trust's Health and Safety Policy is promoted and implemented on a day-to-day basis;
- Ensure risk assessments are undertaken and appropriate control measures implemented for all courses, activities, and areas for which they are responsible;
- Monitor and review health and safety assessments as necessary and take appropriate action to address any uncontrolled hazards;
- Ensure COSHH assessments for substances and processes used are carried out in their areas of responsibility;
- Ensure fire precautions and emergency evacuation procedures are in place within their areas of responsibility;
- Ensure health and safety is an integral part of all taught courses and activities and a culture positive of health and safety is promoted;
- Provide employees, pupils and visitors with information on emergency and accident procedures;
- Ensure all plant and equipment within their area of responsibility is regularly examined, tested and maintained in a safe condition and any defective equipment is effectively disabled, appropriately labelled and if possible, physically removed from use;
- Ensure any work equipment for which they are responsible requiring a statutory inspection is brought to the attention of the Estates Manager (see 'Machinery and Equipment' section) particularly in the case of any new equipment purchased;

- Ensure employees and pupils receive appropriate training (including induction) instruction, information and, where necessary, supervision to enable them to carry out their duties/activities safely and without risks to others;
- Ensure written safe working practices are developed and implemented in respect of any potentially hazardous equipment, process or activity;
- Assess hazards arising out of any new or changed programme, activity, equipment, process, or layout of premises and take appropriate action before the changes take place;
- Ensure that, where necessary, appropriate personal protective equipment is supplied, correctly used, stored and maintained;
- Record, report and investigate accidents, incidents (including damage to equipment and property), near misses, fires and occupational ill health in accordance with Aspire Academy Trust's Health and Safety Policy and Procedures;
- Monitor the effectiveness of Health and Safety Management Systems within their areas of responsibility;
- Ensure the effective communication of health and safety information to staff, pupils and others within their areas of responsibility.

## **Employees**

All employees have, in addition to any delegated responsibility for Health and Safety, statutory duties under the Health and Safety at Work Act 1974.

### **In order to fulfil this duty, employees will:**

- Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions;
- Co-operate fully with the Aspire Academy Trust's management in meeting its statutory duties and assist with the implementation of the Aspire Academy Trust's Health and Safety Policy and associated procedures;
- Not intentionally interfere with or misuse anything provided in the interests of health and safety;
- Familiarise themselves with, and conform to, the Aspire Academy Trust's Health and Safety Policy and Procedures;
- Report promptly all accidents, incidents, unsafe conditions and practices to the appropriate line manager;
- Ensure that any persons for whom they are responsible are aware of the Aspire Academy Trust's accident and emergency procedures and that they comply with the Aspire Academy Trust's Health and Safety Policy;
- Ensure the highest standard of housekeeping within their workplace;
- Display good standards of health and safety and promote a culture that is always positive to health and safety.

## **Pupils, Visitors and Contractors**

### **In order to fulfil this duty, non-employees will:**

- Not intentionally interfere with or misuse anything provided in the interests of health and safety;
- Comply with the requirements of the Aspire Academy Trust's Health and Safety Policy, procedures or systems of work and any relevant Health and Safety legislation;

- Conduct themselves in a manner so as not to put their own or any other persons' health or safety at risk.

# SECTION B:

## RISK ASSESSMENTS

- B1 Arrangements/Responsibilities
- B2 Individuals at High Risk, New and Expectant Mothers and Young Persons

### **Specific Risk Assessment Procedures**

- B3 Hazardous Substances (COSHH/DSEAR)
- B4 Manual Handling Assessments
- B5 Violence and Aggression
- B6 Display Screen Equipment
- B7 Legionella
- B8 Asbestos
- B9 Radon Gas Monitoring and Mitigation
- B10 Outdoor Pursuits and Educational Visits
- B11 Lone Workers
- B12 Noise and Vibration
- B13 Emergency Contingency Plan (ECP)

## Section B: Risk Assessment

### B1. Arrangements/Responsibilities

Aspire staff are required to ensure risk assessments have been completed and appropriate control measures implemented within their areas of responsibility. Assessments should be reviewed as per the timescales on the risk assessment template list [Aspire Risk Assessment Template List](#) or when circumstances within the scope of the assessment change.

#### Training

Staff who complete risk assessments will be provided with training and support.

Risk assessments form the foundation of Aspire Academy Trust Health and Safety controls.

As required by the Management of Health and Safety at Work Regulations 1999, risk assessments will be carried out for all of the activities of the business with all significant findings being recorded on AssessNET.

Where applicable and to avoid repetition, the assessments are cross-referenced to the detailed safety arrangements and procedures that are set out in this policy. More specific assessments will also be carried out for certain hazards as detailed in this section.

#### 1.1 General Assessment of Risk

Hazard is something with the potential to do harm and risk is how likely it is to happen and the extent of the damage it will cause.

A standard format will be used for all risk assessments which can be found on AssessNET. Generic risk assessment templates are available.

Aspire Academy Trust uses a 5 x 5 matrix to quantify the level of risk. This helps guide the decision making process.

The **severity x likelihood = risk score**.

The higher the score the more significant the potential is for the activity to cause serious harm.

#### 1.2 Severity

Severity is defined in Table 1, the level of damage following an incident.

**Table 1 - Severity**

CATEGORY	DESCRIPTION	SCORE
MINOR	None or only insignificant injuries, health effects, damage or disruption to work.	1
MODERATE	Minor injuries or health effects - cuts, bruises, mild skin irritation, mild aches and pains – requiring first aid only. Minor property damage or disruption to work.	2
SIGNIFICANT	More serious injuries or ill-health requiring time off work or a hospital visit, e.g. burns, sprains, strains and short-term musculoskeletal disorders, cuts requiring stitches, back injuries,	3

## Section B: Risk Assessment

	fractures to fingers or toes. More serious property damage or disruption. Short-term stress-related absence.	
<b>SERIOUS</b>	Broken limbs, amputations, long-term health problems or absence resulting from work. Acute illness requiring medical treatment. Loss of consciousness, serious electric shock, loss of sight. Major property damage, major disruption to work.	<b>4</b>
<b>MAJOR/ FATAL/ CATASTROPHIC</b>	Injury or ill-health which leads to death either at the time or soon after the incident, or eventually, as in the case of certain occupational diseases, such as asbestos-related cancers. Catastrophic business losses.	<b>5</b>

### 1.3 Probability

Probability is the likelihood something is going to happen and as a result cause harm or damage.

Table 2 defines the categories of probability.

**Table 2 - Probability**

CATEGORY	DESCRIPTION	SCORE
<b>RARE</b>	Good control measures are in place. Controls do not rely on a person using them (i.e. personal compliance with safety rules). Controls are very unlikely to break down. People are very rarely in this area or very rarely engage in this activity.	<b>1</b>
<b>UNLIKELY</b>	Reasonable control measures are in place but they do rely on a person using them (some room for human error). Controls unlikely to breakdown. People are not often in this area / do not often engage in this activity / this situation is unlikely	<b>2</b>
<b>POSSIBLE</b>	Inadequate controls are in place, or likely to breakdown if not maintained. Controls rely on personal compliance. People are sometimes in this area or sometimes engage in this activity / this situation sometimes arises	<b>3</b>
<b>LIKELY</b>	Poor controls in place. Heavy reliance on personal compliance (lots of room for human error). People are often in this area / engage in this activity on a regular basis / this situation often arises.	<b>4</b>
<b>ALMOST CERTAIN</b>	No controls in place, exposure to the hazard is expected to occur in most circumstances.	<b>5</b>

### 1.4 Risk Score

The score should then be considered in [Risk Score Table](#)



## Section B: Risk Assessment

General risk assessments will be completed for all tasks that have the potential to cause harm and these will be recorded. They will also be reviewed periodically or after an incident irrespective of someone being injured or not.

### 1.5 Site Specific Risk Assessment

A risk assessment will be completed for all premises Aspire Academy Trust own or occupy. Aspire Academy Trust will also complete a risk assessment specific to all sites in which Aspire Academy Trust undertake any significant work (school trips). Staff will undertake a dynamic risk assessment of premises being visited and will not carry out any work on another premises where they feel it is not safe to do so following consultation with their manager.

### 1.6 Recording of Assessments

All significant findings will be recorded using AssessNET.

### 1.7 Review of Assessments

All risk assessments are reviewed as follows:

- After an accident
- Before and after any significant changes, e.g., new working practices, new equipment
- At the timescale listed on the Aspire risk assessment template list.
- When safety concerns are raised by staff at staff meetings or otherwise.

### 1.8 Consultation with Employees

Employees must be actively involved in the risk assessment process. Existing risk assessments must be discussed with all new employees and staff should be invited to participate when risk assessments are reviewed.

### 1.9 Disabled Access Statement

The Disabled Access Statement does not come under the provision of the Health and Safety at Work etc Act 1974 and is not covered by this policy.

## B2 Individuals at High Risk including New and Expectant Mothers and Young Persons

Some groups are more at risk in the workplace due to a variety of reasons such as a lack of experience and medical conditions. Examples regularly quoted are young people and pregnant women. These people should have individual risk assessments completed specifically for them. These assessments can be found on AssessNET under the 'Self-Assessment' section. [Guidance notes](#) on completing a young persons assessment can be found in the appendices along with the [Work Experience Induction Checklist](#). *This also relates to supply staff to schools.*

Aspire Academy Trust will put in place additional control measures or make alternative working arrangements based on the findings of the risk assessments.

Staff should notify Aspire Academy Trust promptly of any changes which may affect their susceptibility to normal workplace hazards, such as pregnancy.

Risk assessments should be regularly reviewed for vulnerable persons as their situation changes/ progresses.

### Pupils with Additional Specific Needs

Where issues arise due to the specific needs of a pupil this will be dealt with as a separate issue under the pupil's specific risk/needs assessment.

## SPECIFIC RISK ASSESSMENT PROCEDURES

### B3 Hazardous Substances (COSHH / DSEAR)

In accordance with the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and the Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR). Risk Assessments will be completed for all hazardous substances to which staff and any other persons who could be affected or exposed. Generic COSHH templates can be found on AssessNET for cleaning products and chemicals used in our schools. For anything else, safety data sheets will need to be entered onto AssessNET so that COSHH risk assessments can be completed.

When determining which substances require assessment, regard will be given to the following:

- Any substances being used that have a hazard classification
- Any substances that could be produced as an emission from any process, e.g., wood dust or similar associated with maintenance or installation activities
- The risk of exposure of staff to biological agents.

#### Staff Instruction and Training

Staff who are required to carry out assessments must have completed COSHH training on iHasco.

Relevant staff will be instructed on the hazards associated with any substances they use at work and on necessary controls, in particular the use of any required personal protective equipment or clothing.

#### General Chemical Safety

Some chemicals used by Aspire Academy Trust can present a health risk to users. It is important to ensure that only those substances necessary are used. Procedures and hazards identified in the risk assessment will be communicated to those involved and ensure it is adhered to.

Only chemicals approved by the Trust and identified in the Chemical Register may be used or stored on site.

When selecting which chemicals can be used, the emphasis is to choose those that present the lowest risk to health whenever practicable.

#### Storage

- Chemicals will be stored in their original containers and not decanted unless the container is clearly labeled.
- Chemicals will be stored in a lockable area and quantities kept to a minimum.

## Section B: Risk Assessment

- Chemicals identified as flammable will be stored in a locked metal cabinet which will be labeled "Flammable". Where highly flammable gases, such as LPG, are stored they will be stored in a locked cage in the open air.

### Record Keeping










Up-to-date records of COSHH assessments should be kept by designated Senior Managers and be available for inspection when required.

### Hazard Labeling

Hazardous substances may be defined as being very toxic, toxic, corrosive, harmful, sensitising, irritant, carcinogenic, mutagenic, or toxic for reproduction and flammable or explosive.

Hazardous substances can be readily identified by their label:

#### International system (current standard)

 <b>Harmful / Irritant</b>	 <b>Corrosive</b>	 <b>Toxic</b>
 <b>Flammable</b>	 <b>Oxidising</b>	 <b>Harmful to the environment</b>
 <b>Carcinogenic / mutagenic</b>	 <b>Explosive</b>	 <b>Gases under pressure</b>

Hazardous substances that are generated by work processes are not as easily identifiable as they do not come conveniently labeled.

### Exposure Routes

Exposure to hazardous substances may be via:

- Inhalation, e.g., dust/particulate or vapours/fumes
- contact with eyes or cuts
- absorption through the skin
- ingestion
- injection

### Hazard Effects

Effects on health may be short-term or long-term and can vary according to levels and duration of exposure. Effects of substances can vary, some having an accumulative effect and some that cause temporary health effects.

### Control Principles

The principles applied to substances to control exposure are:

## Section B: Risk Assessment

- elimination, e.g., don't use the substance
- substitution, e.g., a less hazardous substance
- engineering controls, e.g., Local Exhaust Ventilation
- information, instruction, supervision and training
- Personal Protective Equipment (PPE), e.g., gloves, glasses, overalls

### Working with Hazardous Substances

Prior to working:

- ensure you understand the risks of working with any hazardous substances and the controls in place
- ensure you know the location of the material safety data sheets and risk assessments
- ensure the controls specified in the risk assessment, including any items for emergencies are:
  - in place
  - fully operational
  - available
- ensure you understand how to operate or use any control measures safely and have received training prior to starting work.

Whilst working:

- ensure regular check controls are effective
- clean up any spillages, etc.
- report any problems or defects immediately to your Manager
- report any ill-health or accidents to your Manager.

### Planning for accidents, incidents and emergencies

The school will aim to effectively manage every identified risk that is involved with the use of hazardous substance; however, we recognise that there may be instances when accidents, such as spillages, could occur and may be damaging to an individual's health.

The COSHH risk assessment and the MSDS for each hazardous substance will be kept on AssessNet.

Incidents will be responded to promptly, and the harmful effects will be minimised where possible.

Emergency services will be contacted immediately where the incident cannot be resolved by a trained member of staff.

Only members of staff trained in COSHH and first aid should attempt to provide appropriate treatment for the individual.

Any incidents that occur should be reported to the headteacher immediately, using an Accident Reporting Form.

The emergency procedure will be termly practiced as part of a 'safety drill' method, to ensure all individuals at the school are aware of the steps that must followed.

### B4 Manual Handling Assessments

Due to the nature of Aspire Academy Trust activities, staff can be exposed to manual handling tasks. These will be assessed as part of the general risk assessment process. Aspire Academy Trust controls will be guided by the findings of the risk assessments and industry good practice. Training and equipment suitable for the task will be made available and suitable controls will be put in place, based on the findings of the risk assessments.

All staff are expected to undertake the iHasco Manual Handling training module within the first 3 months of their employment by the Trust and this training must be refreshed at least every 3 years.

Where manual handling is required to move a pupil with a physical disability (i.e. the use of hoists or lifting to use toilet facilities) then this must only be done by those who have had the appropriate training. This will either be provided by the care team involved with the pupil or can be arranged by contacting the Health & Safety Team.

#### **One-Off Handling Tasks**

Inevitably there will be one-off tasks that involve manual handling of more awkward or difficult loads. In these cases, the relevant Manager shall assess the task before it is carried out and ensure that suitable controls are agreed and fully explained to all relevant staff.

### B5 Violence and Aggression

Incidents of physical violence towards staff can occur and they have the potential to cause serious physical and psychological damage to staff, therefore, this will be considered as part of site specific risk assessment for each premises occupied by Aspire Academy Trust.

Controls and training will be put in place as per the findings of the risk assessments and will be kept regularly under review.

If staff have concerns or suspicions then they are encouraged to raise them immediately with Managers and where they have imminent concern for their safety, they are to contact the police without delay.

Aspire Academy Trust has a zero tolerance policy towards violence and aggression.

Other specific policies and procedures such as the Aspire Behaviour Policy will impact on violence and aggression control procedures.

#### **Management of Violence and Aggression**

Incidents of physical violence and/or aggression in Aspire Academies are a risk, particularly towards staff. Most potentially aggressive and violent situations are diffused before they escalate, however, the following guidance has been prepared with staff safety in mind in the event a violent situation should arise.

## **Section B: Risk Assessment**

The purpose of this section is to provide clear advice to Aspire Academy Trust employees in how to respond to threats of violence and/or aggressive behaviour. This includes any form of physical or verbal abuse and criminal damage to Aspire Academy Trust or personal property whilst at work.

The Health and Safety Executive defines violence as “any incident in which a person is abused, threatened or assaulted in circumstances relating to their work”.

A risk assessment for violence and aggression will be completed at each school. The layout of the premises will be considered as well as human factors. This should be referred to.

Violence and aggression from pupils should be considered separately from violence and aggression from adults although there are similarities.

### **Violence and Aggression from the Public**

On completion of the risk assessment action will be taken if required to address any additional controls required.

When dealing with the public, staff must be aware that they may be stressed or have suffered personal trauma.

#### **Staff will:**

- initially try to defuse the situation by being courteous, calm, clear and empathetic
- where the situation does not improve, a member of the Senior Leadership Team should be called to deal with the situation
- where aggressive behaviour is continuing, the member of the public should be warned and asked to leave
- the Senior Leader should ensure the safety of all involved including their own
- try to calm the situation
- if at any time staff feel at physical risk they should call the police and attempt to remove themselves from the situation
- attend to assaulted individuals
- contact the Health and Safety Team for support.

### **Following an Incident**

- Care for the affected individuals
- Medical assistance, also the HR Manager, should be contacted to access support for victims
- Complete an accident/incident investigation report on AssessNET and collect key information
- Review the risk assessment and take preventative measures if appropriate.

### **Support for the Victims**

Counselling and other support for victims is available through the HR department.

Simple support can be effective:

- Where a member of staff has been involved in an incident it is sometimes more helpful for the individual to remain at work amongst colleagues
- The wishes of the individual should be respected
- Allow and give opportunity for the staff member to talk about the incident

## Section B: Risk Assessment

- Keep in contact with staff once they have left work
- Discuss with HR and the Health and Safety Team.

### Incident Reporting

Acts of work related violence and aggression should be reported immediately to the staff member's Line Manager and the Health and Safety Team. An Aspire Academy Trust incident report form should also be completed and sent to the Health and Safety Manager. Under certain circumstances incidents of violence may also be reportable to the Health and Safety Executive. The Health and Safety Manager will make such reports as necessary.

Following an incident involving a pupil the [incident flowchart](#) should be used to determine next steps.

The [Aspire Multiple Incident Report Form](#) is to be used where schools are experiencing a high level of incidents of deliberate injuries inflicted on staff by pupils.

For low level incidents where only minor first aid treatments (cold compress, antiseptic wipe etc) are required this form can be completed rather than logging the incident on AssessNET.

If used, this sheet should be sent to the H&S Team either monthly or on completion (whichever is sooner) as it is a legal requirement under the Health & Safety at Work Act etc. for the Trust to be aware of these incidents. These sheets will be shared with the Aspire SLT and Inclusion teams to ensure that we can provide you with the appropriate support.

For any incident where staff are seriously injured and require further medical treatment, are off work due to a physical injury or require time away from their regular duties this MUST still be reported to the Health & Safety team via AssessNET with photos and an accident investigation carried out.

## B6 Display Screen Equipment

An assessment of the health and safety risks to its employees who are classified as **users** of display screen equipment will be completed. Based on the findings of the assessments controls will be put in place.

- A **USER** is defined as "an employee who habitually uses DSE as a significant part of their normal work";

### Arrangements/Responsibilities

Aspire Academy Trust provides a package of on-line workstation training and assessment via iHasco that all computer users are required to complete upon appointment and this should be reviewed annually. Any adverse findings identified in the assessment must be reported to the relevant Line Manager for resolution or to the Health and Safety Team when the issues cannot be resolved locally. The training and assessment form can be accessed on SharePoint. [iHasco DSE Assessment](#)

The ergonomic principles will be applied to all employees and pupils using DSE in addition to those classified as users.

## Section B: Risk Assessment

The Health & Safety Team are also able to provide DSE and workstation assessments for individual members of staff. Please contact the Health & Safety Manager if you would like to arrange this for yourself or a member of your team.

Documents that can be used to help with DSE can be found in the H&S Appendix section or by clicking on the following links: [Setting Up Your Workspace](#); [Back Health Poster](#); [Desk Exercises](#)

Aspire Academy Trust will provide eyesight tests [Eye Sight Application Form](#) and [Eyesight Instruction Flowchart](#) for employees who are **users** of DSE and if required, a basic corrective appliance for DSE work. Requests for eyesight tests should be made to the relevant designated Manager who is responsible for assessing such applications.

Employees may use the optician/optometrist of their choice and having been assessed as a **User**, will be reimbursed to the value set out in Aspire Academy Trust's procedure. If necessary, a contribution may be made towards the cost of corrective eyewear if required for DSE work. Employees must produce valid receipts for the cost of the test and evidence confirming the need for corrective eyewear.

Staff working at low levels are at specific risk of musculoskeletal issues due to poor posture. Therefore, the Trust has made arrangements for the provision of low-level ergonomic seats and cushions for staff. For advice please contact the Health & Safety Team

### B7 Legionella

Each premises occupied by Aspire Academy Trust will be initially assessed by the Estates Manager. Where there is deemed to be the potential for legionella to be a hazard a full legionella risk assessment will be completed by a competent contractor.

Where recommendations are made following the completion of a risk assessment these will be reviewed and action taken as appropriate. Records of in-house testing and external testing will be kept on file (paper or electronic).

The risk assessment will be reviewed following any significant changes to the water systems or activity on-site and/or at intervals recommended by the competent person.

Checks will be carried out and these will include:

- **monthly** checks on water temperature
- **weekly** flushing of little used outlets
- **annual** inspection of cold water storage tanks
- **three monthly** cleaning of high risk equipment/water outlets such as showers

The Legionella risk assessment must be referred to for the full control scheme for each premises.

The controls may be carried out in-house or by a nominated contractor, however a nominated person must have oversight for each premises to ensure the risk is being adequately managed.

Training will be provided to ensure key personnel have an understanding of the risks posed.



### B8 Asbestos

Every premises occupied by Aspire Academy Trust will be assessed to ascertain the risks posed to persons using the premises. Where, due to the age of the premises, the presence of asbestos is likely then an asbestos survey will be carried out by a competent contractor.

- Following the completion of a survey the recommendation will be reviewed and action taken to remove or encapsulate any asbestos which poses a risk
- Where asbestos is in good condition and unlikely to be disturbed it will be left in situ, noted in the Asbestos Register and re-inspected at regular intervals to ensure that the condition of the material has not changed (all inspections will be recorded)
- Where the asbestos present is not in public areas it will be labeled as asbestos
- Any works to remove or encapsulate asbestos will be carried out by a licensed contractor
- Some items of equipment may contain asbestos based material (e.g., kilns) and should be handled appropriately, particularly when such equipment is being disposed of. In such instances, advice should be sought from the Estates Manager
- An Asbestos Register has been compiled by the Estates Manager into which asbestos-containing materials, installations and locations have been recorded
- The Asbestos Register will be regularly updated and the Policy and Procedures reviewed annually
- Information contained in the Asbestos Register is held in the statutory compliance folder at each Academy
- Should any employee, pupil or visitor become aware of damage to material containing or suspected of containing asbestos it should be brought to the immediate attention of the Estates Manager so the appropriate action can be taken.
- The Asbestos Register will be shown to all contractors who visit Aspire Academy Trust premises to carry out works which are considered intrusive and will disturb the fabric of the building. Contractors must sign the [Asbestos Register Sign In Sheet](#)

It would not be practicable or reasonable for minor works to be pre-surveyed for asbestos due to the vast numbers of jobs requested. The following precautions should, however, be observed: -

- Persons, including Aspire Academy Trust employees, carrying out these works must consult the Asbestos Register
- Key staff will receive instructions on asbestos awareness, recognition and procedures for reporting its discovery
- If unexpected potential asbestos containing materials are discovered during the works, they must not be disturbed but the incident must be reported to the Estates Manager who will arrange for an asbestos inspection and priority assessment
- If the material has been inadvertently disturbed, then the incident will be reported immediately to Estates Manager who will take the appropriate actions to contain and minimise any risk of exposure.
- The Estates Manager must be notified immediately of any damage to suspected asbestos-containing materials. Emergency Procedures flow chart for [Discovered Material that could Contain Asbestos](#) and [Possible Release of Asbestos on Site](#), should be followed.

## Section B: Risk Assessment

- The Estates Manager must always be notified if anyone intends to carry out work within their delegated responsibility which affects asbestos-containing material. This is essential in order to maintain the Asbestos Register and supply technical advice if necessary.

Aspire Academy Trust will endeavour to comply with all approved Codes of Practice and Guidance issued by the Health and Safety Executive in respect of the exposure of its employees and others to asbestos arising from the activities or undertakings of the Trust. The Trust will do everything reasonably practicable to protect all such persons from risk to health from exposure to asbestos. Although it is recognised that there is no commitment to remove asbestos in existing buildings where it does not constitute an unreasonable risk, the long term aim is to make Aspire Academy Trust's buildings free from asbestos.

Aspire Academy Trust staff who have responsibility for carrying out maintenance or repair tasks, or have the responsibility for overseeing repairs, will receive asbestos awareness training.

### **B9 Radon Gas Monitoring and Mitigation**

When considering the risk posed by Radon Aspire Academy Trust will consult the Radon map of the UK produced by Public Health England.

Where premises occupied by Aspire Academy Trust are deemed to be in an area at risk, Radon testing will be carried out. If the premises fall within the action levels mitigation measures will be taken. The frequency of re-testing will be based on the initial readings; the higher the level the more frequent the re-testing.

Where mitigation works are required a competent contractor will be engaged to complete the works. Additional testing will be carried out to assess the effectiveness of the mitigation works.

### **B10 Outdoor Pursuits and Educational Visits**

Aspire Academy Trust recognises that off-site activities can pose additional risks, therefore staff organising off-site activities are required to undertake a risk assessment and ensure appropriate control measures are in place before the activity takes place. No school trip can take place until a full risk assessment has been completed and all controls are in place including first aid provision and staffing ratios.

Staff planning city trips must contact the Health and Safety Team to discuss prior to making any bookings.

Off-site activities and educational visits are categorised as being either high or low risk. In the case of high risk activities, a completed risk assessment and proposal for educational visit form (which can be found on AssessNET in the self-assessment section) must be forwarded to the Health and Safety Team for authorisation along with completing the calendar form which can be found here [Calendar Entry Form](#)

High risk activities will include:

- Climbing
- Caving

## Section B: Risk Assessment

- Water based activities
- Adventure based activities
- Trips more than 50 miles from base
- All weekend and out of hours trips

**Adventure Activities Using Licensed Providers:** The DFE Regulations state that when planning an activity that will involve caving, climbing, trekking, skiing or water sports (in the sea or on inland water that is more than 50 m from land) schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future.

Low risk activities will include:

- Trip to the zoo, museum or tourist attraction
- Another school
- Organised event such as sports day, concert or organised event

Requests for authorisation of high-risk activities must be received **at least three months** before the activity takes place.

Only appropriately qualified/trained and/or experienced employees are permitted to organise and supervise high risk activities. The Health and Safety Team will provide support to staff planning high risk trips.

The risk assessment for most school trips will be relatively straight-forward. If you are unclear what categorises a high-risk activity, please seek further advice from the Health and Safety Team.

Generic templates for Educational Visit risk assessments are available on AssessNET.

If staff have any concerns they should contact the Health and Safety Team at the planning stage of the trip.

### B11 Lone Workers

Aspire Academy Trust recognises that lone working can cause additional risks and therefore must be effectively managed.

#### Rules for Lone Workers

- Anyone working alone must have access to a telephone and ensure that a relative or colleague is aware of their location and expected return time
- Staff (or other named person) must be informed of anyone intending to work late and a satisfactory arrangement made for locking up the building
- When another member of staff (or other named person) is not present all lone workers, for reasons of security, should lock themselves in the building
- Staff must not place themselves in danger by challenging intruders or vandals, but should call the police for assistance
- Staff working alone have a responsibility for making themselves familiar with, and following, the school's safety procedures and location of safety equipment
- If staff rely on mobile phones they must ensure that their network has good reception within school

## **Section B: Risk Assessment**

- Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times
- Contact details for all staff who may work alone must be kept up to date and available in an emergency.

A Lone Working risk assessment will be completed for key personnel or incorporated as part of other risk assessments and additional controls implemented as required.

### **Opening/Closing School**

- When the last person has left the building and notified the named person, he/she should then secure the building. This includes the closing of all fire doors and leaving on any emergency and exterior lights
- When the named person arrives in the morning he/she must make a quick examination of the exterior of the building to make sure that there are no signs of a break-in or of anyone having been in the building. If they are in any doubt he/she should contact the Police/security firm and should never enter the building if he/she is unsure of his/her safety
- Key holders will inform someone when they are attending an alarm call out and inform them of their safe return home.

### **B12 Noise and vibration**

Noise and vibration is a hazard which is most likely to affect maintenance staff. Although Aspire Academy Trust staff are normally exposed to noise and vibration for short durations only the risk posed will be monitored.

The risk posed by noise and vibration will be considered as part of the general risk assessment process and if concerns are noted, controls will be put in place as part of the risk assessment process.

### **B13 Emergency Contingency Plans**

All schools must complete an [Emergency Contingency Plan](#) (ECP). This document is unique and individual to your school identifying and agreeing a procedure for every potential emergency evacuation you may face.

Our insurers Zurich have in place an agreement with Portakabin to survey each school which produces a plan identifying where emergency accommodation can be located at your school in the event of a closure due to an emergency event beyond your control.

# **SECTION C:**

# **FIRE SAFETY**

### C1 Fire Safety

#### 1.1 **Fire Risk Assessments**

The main focus of Fire Safety Legislation in the UK is fire risk assessment. Every premises Aspire Academy Trust occupy will have an up to date fire risk assessment on the premises. Any issues which have been identified as part of the fire risk assessment will be reviewed and an action plan implemented to address safety issues of concern.

A copy of the risk assessment and a copy of the up to date fire plan (a copy of your plan is found on this link) [Building Maintenance Plans](#) will be kept in a safe place and readily available for inspection by the Fire Officer if requested at each premises.

Where actions are required following the completion of the fire risk assessment these will be actioned on a risk basis and progress reviewed regularly.

The fire risk assessment must be reviewed at least annually.

#### 1.2 **Evacuation Procedures**

Written evacuation procedures shall be available which specify the action to take in the event of fire. A copy of these procedures shall be kept in the fire log on the premises.

A full evacuation drill will be completed in the first half of each term during school hours. A copy of the completed fire drill must be sent to the Health and Safety Team.

Staff and/or Pupils who have a mobility or disability whether permanent or temporary must complete a Personal Emergency Evacuation Plan (PEEP) which can be found in the self-assessment section of the AssessNet database.

#### 1.3 **Maintenance of Fire Precautions**

To ensure that the required precautions are maintained in good order a fire log book will be kept on each premises and completed regularly. The following minimum checks shall be performed and, where appropriate, recorded in the fire log book (a copy can be found in the Appendices):

##### **Weekly Checks/Tests**

All checks to be recorded in the fire log.

- Test the fire alarm. Each call point should be numbered and tested on a rotational basis. A record of the test and the call point used must be kept in the fire log.
- Check that all maintained emergency lights are illuminated and that all non-maintained emergency lights are undamaged.
- Check all escape routes for obstructions or other hazards, that all exit doors and panic bolts operate correctly, that fire check doors operate correctly and the primary lighting on escape routes operates to ensure that all persons are able to reach a place of safety.
- Check that all fire extinguishers are in the correct location and have not been tampered with.

## Section C: Fire Safety

### Monthly Checks

At least once a month all emergency lights must be tested to ensure that they operate correctly and a record kept.

### Annual Inspections

At least once every twelve months the fire alarm system (including automatic detection systems) shall be tested and inspected by specialist contractors who can demonstrate that they are competent to do this work.

Once a year all fire extinguishers and the emergency lighting system shall be tested and maintained by the nominated competent contractor(s).

Certificates of inspection shall be obtained from the contractor(s) and be available for auditing.

#### 1.4 Emergency Grab Bag

An Emergency Grab Bag shall be kept in the main office. It shall be clearly labelled. Guidance for contents can be found via this link [– Emergency Grab Bag Itinerary](#).

#### 1.5 Fire Incidents

A record of all fire related incidents must be recorded and reported to the Health and Safety Team. This will include false alarms.

#### 1.6 Extract System

Extract ducts shall be cleaned at least annually by a competent person with suitable certificates obtained and filed in the fire log.

On a monthly basis extract filters shall be cleaned on-site.

### General Guidance

Additional detailed fire safety guidance can be found on this link [Fire Compliance Statutory Master Log Book & Policy](#) or in the Appendices.  
[Aspire Fire Safety Standard](#)

### Purchase of Electrical Appliances

Electrical appliances must be purchased by a Trust Authorised Retailer, who provides Business Warranty. Appliances without Business Warranty invalidates our insurance.

# **SECTION D:**

# **ACCIDENTS AND INCIDENTS**

- D1 Incident Reporting and Investigation**
- D2 Accident Investigation**
- D3 First Aid**
- D4 Infectious Disease Control**
- D5 Body Fluid Spillages**
- D6 Management action for outbreaks of viral gastro-enteritis**
- D7 Medicines**



## Section D: Accidents, Incidents & Healthcare

### D1 Incident Reporting and Investigation

Aspire Academy Trust has a legal duty to report certain accidents, incidents and diseases to the Health and Safety Executive (HSE).

Aspire Academy Trust is also required to keep a written record of accidents as required by the Social Security (Claims and Payments) Regulations.

#### **Arrangements/Responsibilities**

Very minor accidents (minor cuts and bruises) should be recorded in the Aspire Academy Trust accident books and a copy held in the school. More serious accidents, incidents, incidents of Violence & Aggression or 'near misses' (an incident that did not result in injury or damage to property) should be recorded on AssessNET, this will automatically notify the Health & Safety Team of the incident.

Key personnel will be identified and accident reporting and investigating training provided.

The Head of School shall ensure that all incidents are recorded and reported to the Health and Safety Team promptly. The Health & Safety Team will review all the documentation and establish if the incident is RIDDOR reportable. All RIDDOR reports to the HSE are to be done by the Health & Safety Team only.

#### **Accidents and Incidents to be reported under RIDDOR**

There can be confusion over what is reportable. If unsure record the relevant information and contact the Health and Safety Team for more information.

[RIDDOR Flowchart](#)

With regards to staff, pupils and visitors there are different recording requirements.

#### **For staff:**

##### Over-three-day injuries:

You must keep a record of them in your accident log.

##### Over-seven-day injuries:

Where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

##### Deaths

A death must be reported if it results from a work accident/activity.

##### Specified injuries including:

- a fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;

## **Section D: Accidents, Incidents & Healthcare**

- injury resulting from an electric shock or electrical burn leading to unconsciousness,
- resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness, unconsciousness,
- resuscitation or admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- an acute illness requiring medical treatment;
- loss of consciousness arising from absorption of any substance by inhalation, ingestion or
- through the skin; and/or
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent, its toxins or infected material.

### Designated diseases are:

- Occupational dermatitis
- Occupational asthma
- Any disease attributed to an occupational exposure to a biological agent
- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Hand arm vibration syndrome
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer

### Dangerous Occurrence:

If a 'dangerous occurrence' occurs and it does not result in an injury that is reportable then the incident must also be reported. Dangerous occurrences must be reported as soon as practicable. The list of reportable dangerous occurrences includes incidents that have high potential to cause death or serious injury. These include:

- The collapse or failure of any load bearing part of a lift or hoist
- Failure (explosion) of a pressure vessel
- Electrical short circuit or overload leading to fire or explosion which results in the stoppage of the plant involved for more than 24 hours
- Complete or partial collapse of scaffolding over five meters in height
- An explosion or fire in any plant or premises which results in stoppage of that plant or suspension of normal work for more than 24 hours where the explosion or fire was due to the ignition of any material

### **For Pupils and Visitors, Injuries to People not at Work:**

Accidents to persons not at work (which includes pupils) resulting in the injured person being taken from the site of the accident to hospital are also reportable to the HSE. This does not include being taken to hospital as a precautionary measure - they must receive treatment.

The HSE summarises the requirements for non-employees as follows:

## Section D: Accidents, Incidents & Healthcare

- the death of the person that arose out of, or in connection with, a work activity; or
- an injury that arose out of, or in connection with, a work (school) activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in the section above only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

The HSE information sheet provides some excellent examples as to what constitutes a work activity in the context of an injury to a pupil.  
<http://www.hse.gov.uk/pubns/edis1.pdf>

## D2 Accident Investigation

### 2.1 General Investigation

For all accidents that result in injuries to persons, including assault, the Head of School or nominated Deputy should carry out an investigation and prepare a brief written report of the findings on AssessNET. Any lessons that can be learnt as a result of the investigation should be actioned as soon as possible.

If there are issues of concern relating to the accident, the Head of School should seek advice from the Health and Safety Team promptly.

For serious accidents, a joint investigation with the Head of School, Health and Safety Team and Aspire Academy Trust's Health and Safety Consultants may be required, however, this should not distract from collecting key information promptly including photographs.

### 2.2 RIDDOR and other Lost Time Accidents

For all RIDDOR reportable accidents and other lost time accidents a more in depth investigation must be carried out and recorded. With respect to an employee, a lost time accident is any accident that results in the employee being unable to carry out their normal duties for any period as a result of the accident.

With respect to visitors, contractors or pupils, the need for a more thorough investigation will be determined by the seriousness of the incident which may not always be apparent at the time. In cases of doubt, as much information as possible should be noted regarding the incident/ accident. Whenever possible the names of witnesses should be obtained.

The more in depth investigation for RIDDOR and lost time accidents will include:

- Full details of the circumstances of the injured person at the time of the accident. In particular, whether the person appeared to be affected by alcohol, drugs or medication.

## **Section D: Accidents, Incidents & Healthcare**

Details of any strange behaviour or comments made. Note also any mobility aids used by the person and whether glasses are worn if appropriate.

- Full details of the location of the accident, in particular the condition of the floor coverings, handrails and lighting. If outside, weather conditions must be noted.
- Pictures should be taken of the area where the accident took place.
- What the injured person was doing at the time of the accident.
- Details of witnesses to the accident including name, address and telephone number. If applicable, witnesses should be interviewed and a statement of facts recorded. Witnesses should be asked to sign the statement taken.
- A printed statement of the above facts should be prepared as soon as possible after the accident and whenever possible, and subject to the sensitivities of the situation, the injured person should be asked to read and confirm the facts of the accident and to sign to confirm that these are a true record.
- If the injured person is unwilling to confirm the facts, this should be recorded with a note of the reasons why.
- If appropriate the employee and non-employee witness questionnaires can be completed. As a minimum for RIDDOR and lost time accident, an accident investigation must be completed.

### **D3 First Aid**

The Trust will ensure adequate first aid provision has been made for employees who are injured or become ill at work.

#### **Arrangements/Responsibilities**

Heads of School are responsible for ensuring an assessment of first aid needs is made so adequate provision can be made for that Academy. Although the relevant Health and Safety Law only refers to employees, there is a duty of care to include pupils in the assessment.

The Department for Education has published a guide 'First Aid in Schools' and this should be referred to when making the needs assessment.

<https://www.gov.uk/government/publications/first-aid-in-schools>

A designated staff member, the Trust recommends a Senior First Aider is appointed at each school, who would be responsible for ensuring adequate numbers of appropriately stocked first aid boxes are available and appropriate first aid signage and information is displayed within their areas of responsibility. Delegated First Aid Team to complete the First Aid Minor Accident Monthly Report and at month end, email to Health & Safety.

A list of first aiders is held at reception or in the main office (a list should also be held in the First Aid Room if one is provided). This list is maintained and updated as necessary by the Head-teacher or nominated person.

#### **Pupil Hospital Admission**

## Section D: Accidents, Incidents & Healthcare

Where a pupil is required to attend hospital using an ambulance it is not necessary to accompany the pupil to hospital if a parent can attend promptly. If parents are unable to attend hospital promptly, a member of staff should go to the hospital. In the exceptional circumstance of parental permission being required, a member of Senior Management can act in loco parentis.

A member of staff will stay with the pupil until discharged or until a handover can be made to a parent or guardian.

The member of staff at the hospital must update Senior Management on the condition of the injured pupil as and when information is made available.

### **First Aid Provision EYFS**

The current requirements for Paediatric First Aid are set out in the Safeguarding and Welfare section of the EYFS. This requires:

*'At least one person who has a current Paediatric First Aid certificate must be on the premises and available at all times when children are present, and must accompany children on outings. Any assistant who might be in sole charge of the children for any period of time must hold a current Full Paediatric First Aid certificate. Paediatric First Aid training must be relevant for workers caring for young children and where relevant, babies. Providers should take into account the number of children, staff and layout of premises to ensure that a Paediatric First Aider is able to respond to emergencies quickly.'*

It is Aspire Academy Trust policy that for all groups of pupils containing children under the age of five at least one member of staff will be available at all times who is Paediatric First Aid trained. This will normally be taken to mean the teacher supervising the class.

To allow for sickness and leave it is Aspire Academy Trust policy that all staff who teach or supervise under-five's will have Paediatric First Aid training.

### **First Aid Provision – General (Non EYFS)**

All First Aid training bookings are made via the Health & Safety team.

With regard to classes containing over five's, the guidance issued by The Department for Education 'First Aid in Schools' will be referred to.

<https://www.gov.uk/government/publications/first-aid-in-schools>

As a minimum, Aspire Academy Trust will ensure that there is one Emergency First Aider available on the premises at all times with a ratio of one First Aider to 50 pupils and staff.

With regard to each class it is Aspire Academy Trust policy to have at least one teacher or classroom assistant present who is First Aid trained available to assist in an emergency.

With regard to school trips, a risk assessment will be completed, however, it is Aspire Academy Trust policy to have at least one trained First Aider present on a school trip

## Section D: Accidents, Incidents & Healthcare

(consideration will be given to the first aid facilities available at the trip location). [Aspire Ratio Guidance](#)

### Defibrillators

As of 2023, the DFE states that all state-funded schools in England are required to have defibrillators on their premises. The most recent guidance for schools can be found here: [Automated External Defibrillators AEDs guidance for schools.pdf](#) Each defib on your site needs to be checked each week by the Senior First Aider or other designated person and the checklist completed [AED Weekly Check Sheet](#).

The use of defibrillators forms part of all first aid training provided by In Safe Hands [First Aid Courses from In Safe Hands Training](#).

## D4 Managing Outbreaks and Incidents

You must report to the Health & Safety Team when multiple children are absent from one class/ group with the same illness as this may indicate an outbreak. Guidance and the reporting form can be found using the [procedure for illness outbreaks](#) & [illness summary form](#) appendix documents

Where there are 4+ cases of absence due to the same illness amongst children who are close contacts this requires reporting the UKHSA by the Health & Safety Team.

Academy staff and pupils are, from time to time, at risk of infection or of spreading infection. The school aims to minimise the risk of the spread of infection and will implement appropriate policies and procedures. Aspire Academy Trust will follow the guidance laid out in the Gov UK website '[Health protection in children and young people settings](#)', produced by Public Health England (South West).

Various Forms to support the control of Infectious Disease can be found on these links [Illness Report Form](#); [Letter to Parent DV](#); [Letter to Parent Flu-like Illness](#); [Letter to Parents Meningitis](#); [Letter to Parents Chickenpox](#) or in Appendices.

Please refer to the [Exclusion Procedures for Illness](#) sheet for information on the most common illness and what actions should be taken regarding time away from school and vulnerable pupils or staff.

Please inform the Health & Safety Team of any of the following reportable illness.

Acute encephalitis	Haemolytic uraemic syndrome (HUS)	Rubella
Acute infectious hepatitis	Infectious bloody diarrhoea	Severe Acute Respiratory Syndrome (SARS)
Acute meningitis	Invasive group A streptococcal disease	Scarlet fever
Acute poliomyelitis	Legionnaires' disease	Smallpox
Anthrax	Leprosy	Tetanus

## Section D: Accidents, Incidents & Healthcare

Botulism	Malaria	Tuberculosis
Brucellosis	Measles	Typhus
Cholera	Meningococcal septicaemia	Viral haemorrhagic fever (VHF)
Diphtheria	Mumps	Whooping cough
Enteric fever (typhoid or paratyphoid fever)	Plague	Yellow fever
Food poisoning	Rabies	

Note that the Health & Safety Team can organise infection control cleans.

### Staff Illness and Reporting

Staff should notify the Head of School and the Health and Safety Team if they develop any of the following infectious diseases or symptoms:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g., pneumonia, TB)
- severe diarrhoea
- jaundice
- hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- HIV

Heads of School will need to discuss with the individual suitable controls. In some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

### Confidentiality

- Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.
- No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

## D5 Body Fluid Spillages

It is important that spillages of blood, faeces, vomit or other bodily fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g., blood borne viruses and diarrhoea/vomiting illnesses, such as norovirus. This should be done as per DFE requirements by all staff.

## Section D: Accidents, Incidents & Healthcare

A spillage kit is available in school to deal with blood and body fluid spillages and a designated member of staff will be responsible for checking and replenishing the kit regularly. This should be stored in an area where it can be accessed quickly.

Each school must have a biohazard kit to deal with body fluid spillages. These are to be purchased via the Health & Safety team.

Where norovirus is suspected refer to the Illness Outbreaks section of this policy

Body fluid spillages should be dealt with as soon as possible with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area and protective clothing should be worn when dealing with the spillage such as gloves and aprons. See PPE section for further information.

### Spillage Procedures

- Cordon off the affected area
- The spillage must be cleaned up promptly by staff onsite at the time
- Put bio hazard soluble powder on spill, sweep up once fluid is absorbed and bin – A 'how to' guide on the use of Magic Monkey powder can be found on the H&S website
- Clean the underside and legs of desks/tables/chairs in the affected area with disinfectant & paper towels.
- After use - PPE must be removed and disposed of into the biohazard bin
- If a further specialist clean is required this can be arranged via the Health & Safety team with your nominated cleaning contractor.

## D6 Management Action for Outbreaks of Viral Gastro-Enteritis

Upon receipt of information regarding gastro-intestinal illness (diarrhea and/or vomiting) amongst pupils or staff, an Illness Report Form should be completed. See the attached procedure in the Appendices. [Procedure for Illness Outbreaks](#)

Suspect of viral origin if:

- Short duration illness 12-60 hours (24 hours is common)
- Vomiting is most common symptom
- Contact & inform the Health and Safety Team
- Inform the Kitchen and ask if any evidence of similar illness among food handling staff.
- UKHSA should normally be informed if more than five cases on any one day or on two consecutive days where symptoms are similar.

If an outbreak is suspected or confirmed, then the Trusts protocol shall be followed. Please also refer to the [Exclusion Procedures for Illness](#).

## D7 Medicines

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.



## Section D: Accidents, Incidents & Healthcare

The administering of medicines must include systems for obtaining information which details a child's need(s) for medicines, and for keeping this information up-to-date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge.

Prescription medicines must not be administered unless they have been prescribed for a child by a doctor or dentist. Written permission must be obtained from the child's parent or carer. Records must be kept detailing the child, date and time of medicine administered.

Non-Prescription medicines should not be administered. *The Head of School may consider the issuing of non-prescription medicine on an individual case basis. A decision to administer non-prescribed medication must be supported with a [parental agreement for the school to administer non-prescription medication form](#) which must be completed and signed by the parent and by the Head of School.*

No child should be given prescription or non-prescription medicines without their parent's written consent. [Agreement for Setting to Administer Prescription Medicines](#)

Medicines should (where available) be kept in the First Aid Room and stored safely and only administered by trained staff; medicines must not be issued by the school administrator or held in the secretary's office. Staff who are administering medication must have completed Medication Awareness (Education) training on iHasco.

Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises e.g. on school trips. It may be necessary to have a dedicated medicine refrigerator for prescription medication – it is important that this medicine is stored separately to a food refrigerator. Recommended good practice would be to put a photo of the child on the medicine for quick identification.

Schools should only accept prescribed medicines if these are in-date, labelled, provided in original container as dispensed by a pharmacist and includes instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

### **Supporting Pupils at school with medical conditions**

On 1 September 2014 a new duty came into force for schools to make arrangements to support pupils at school with medical conditions. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

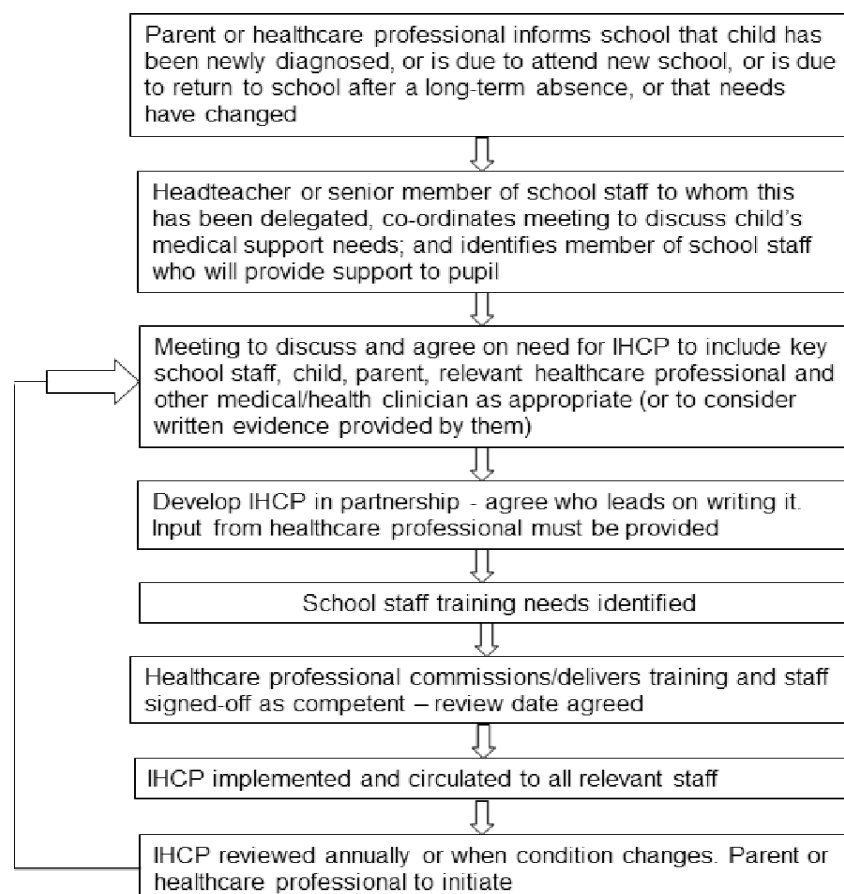
## **Section D: Accidents, Incidents & Healthcare**

Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because pupils with long-term and complex medical conditions may require ongoing support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that schools will provide effective support for their child's medical condition and that pupils feel safe. In making decisions about the support they provide, schools should establish relationships with relevant local health services to help them. It is crucial that schools receive and fully consider advice from healthcare professionals and listen to and value the views of parents and pupils.

Individual healthcare plans ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They are essential in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are helpful in the majority of other cases, especially where medical conditions are long-term and complex.

Individual healthcare plans (and their review) should be drawn up in partnership between the school, parents, and a relevant healthcare professional, e.g. school nurse, specialist or children's community nurse or paediatrician, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. The aim should be to capture the steps which a school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education and how they might work with other statutory services. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school

## Section D: Accidents, Incidents & Healthcare



Forms can be found on the following links or in the Appendix file. [Individual Health Care Plan](#) [Letter to Parent](#) [Agreement for Setting to Administer Medicines](#) [Record of Medicine Administered](#) [Record of Medicine Administered to All](#) [Staff Training Record](#)

### **Adrenaline Auto-injectors in Schools – EpiPens**

From 1.10.17 legislation states that schools will be allowed to buy EpiPens and other adrenaline auto-injectors (AAs) without a prescription and keep these for emergency use. The school must have medical authorisation and written parental consent to use a spare EpiPen on a pupil. We advise that the school store their spare EpiPens as part of an emergency anaphylaxis kit; it is important that a member of staff is responsible for ensuring on a monthly basis that the EpiPens are present and in date. EpiPens cannot be locked away where access is restricted. [Sample Letter to Pharmacy to Obtain AA](#)

### **Emergency Salbutamol Inhalers in Schools**

Schools are allowed to keep a salbutamol inhaler for use in emergencies. However, schools are not required to hold an inhaler if they do not want to. Inhalers should only be used by children who have been diagnosed with asthma and prescribed a reliever inhaler, or children who have been prescribed a reliever inhaler. Parental agreement must be given for use of the spare. Appendices: [Use of Emergency Salbutamol Inhaler](#); [Emergency Salbutamol Inhaler Specimen Letter to Inform Parents of Use](#)

# **SECTION E:**

# **MACHINERY AND EQUIPMENT**

- E1 Dangerous Machines
- E2 Electricity and Electrical Equipment
- E3 Gas Safety
- E4 Reporting of Services and Building Maintenance Defects
- E5 Working at Height – Tower Scaffolds, Ladders and Stepladders
- E6 Sports and Play Equipment
- E7 Lifts and Lifting Equipment
- E8 Moving and Handling Equipment (Disability Aids)
- E9 Minibus Driving
- E10 Driving for Work Purpose (private or lease hired vehicle)

## Section E: Machinery and Equipment

### MACHINERY AND EQUIPMENT

The Provision and Use of Work Equipment Regulations (PUWER) imposes duties on the employer in respect of equipment provided for use at work. The Regulations require risks to people's health and safety, from equipment they use at work, to be prevented or controlled.

Generally, any equipment which is used by an employee at work is covered, for example hammers, knives, ladders, drilling machines, circular saws, photocopiers, lifting equipment (including lifts) and motor vehicles.

#### E1 Dangerous Machines

The relevant machinery to which this section includes:

- Food mixers when used with attachments for mincing, slicing, chopping or cutting
- Vegetable slicing machines
- Powered circular knife slicing machines
- Powered DIY, maintenance and gardening equipment
- Waste compactor.

A full risk assessment must be prepared for all dangerous machines used on site. The risk assessment shall consider hazards that are presented by normal use **and** by cleaning or repair of the equipment.

No person may work on any of the above dangerous machines unless he or she has been fully instructed as to the dangers and precautions to be observed. In addition, full training in the safe use of the machine must be given. Appropriate supervision must also be provided after training.

Training records must be kept for all employees who clean and operate dangerous machinery.

No person under the age of 18 years shall clean or use any such machine.

#### Plant and Equipment Testing

Some work equipment requires a statutory inspection. A specialist engineer would normally carry out such an inspection. Work equipment requiring a statutory inspection includes:

- Hot water boilers (including associated pipework) where appropriate;
- Hot water calorifiers;
- Local exhaust ventilation plant;
- Gas appliances;
- Lifts and lifting equipment

Any defects identified during servicing or inspections shall be remedied and evidence that repairs have been completed kept in the compliance file along with the original reports.

It is the responsibility of the Estates Manager to oversee arrangements for carrying out statutory inspections, ensuring appropriate remedial works or repairs are made and retaining appropriate records. Records of inspections should also be held by designated staff for work equipment for which they are responsible.

## **Section E: Machinery and Equipment**

It is the responsibility of designated staff to ensure any work equipment requiring a statutory inspection for which they are responsible is brought to the attention of the Estates Manager. If there is any uncertainty, advice should be sought from the Estates Manager.

### **E2 Electricity and Electrical Equipment**

The Electricity at Work Regulations requires the employer to provide and maintain electrical equipment and systems in a safe condition.

The main hazards associated with electricity are:

- Contact with live parts causing shock and burns;
- Faults which could cause fires;
- Fire or explosion where electricity could be the source of ignition of a potentially flammable or explosive atmosphere.

#### **Arrangements/Responsibilities**

In order that Aspire Academy Trust may satisfy its legal duties the Estates Manager is responsible for ensuring electrical systems and equipment are correctly installed, regularly inspected and maintained. Arrangements for testing and maintenance are:

- Heating plant and associated equipment serviced annually;
- 5 yearly testing of fixed electrical installation;
- Annual testing of kitchen equipment;
- Testing of portable appliances as per HSE guidance;
- Annual testing of fire alarm/emergency lighting.

The Estates Manager keeps records of electrical testing and maintenance. When issues are identified during testing of the installation, such as Code 1 and 2 defects, the Estates Manager will engage a competent contractor to rectify the fault. A competent person should check all electrical systems and equipment before it is put into operation. Designated staff are responsible for assessing risks and implementing appropriate control measures within their areas of responsibility including hazards associated with electrical systems or equipment.

Should the safety of any electrical system or equipment be in doubt or be identified as being faulty, it should be isolated, removed from use and measures taken to ensure it cannot be used. Only competent persons should undertake repairs to electrical systems or equipment and faults must be reported to the Estates Helpdesk.

It is prohibited to use privately owned electrical equipment that has not been tested for work activities on Aspire Academy Trust premises.

#### **Portable Electrical Appliances**

- Visual checks by users
- All staff using portable electrical appliances shall be trained to carry out basic visual checks on the condition of the appliance each time they are used
- If any defect is noted, the appliance must be clearly labeled and taken out of use until it is repaired.

#### **Portable Appliance Tests (PAT)**

## **Section E: Machinery and Equipment**

### High Risk Portable Electrical Equipment

The following equipment shall be deemed to be high risk:

- Vacuum Cleaners
- Mains powered DIY/Maintenance equipment (excluding battery powered items)
- All kitchen and food service equipment
- Portable electrical heaters
- Pressure washers and steam cleaners.

High risk equipment shall be inspected and tested by a suitably competent person at least once per year and full records kept.

### Low Risk Portable Electrical Equipment

All other electrical equipment shall be subject to an annual visual inspection by a suitably competent person. Full records of these inspections and tests shall be kept.

## **E3 Gas Safety**

The Trust will ensure that the gas installation and appliances are safe to use, therefore we will ensure they are inspected regularly.

### **Annual Gas Safety Inspections**

- All gas appliances and equipment including cooking equipment will be serviced and inspected annually by suitably qualified GAS SAFE registered contractors
- A gas soundness test shall also be carried out on all gas pipework
- Certificates of inspections shall be maintained in the compliance file.

### **Liquefied Petroleum Gas (LPG) – Cylinders and Canisters**

- When LPG cylinders are kept on site for use in events, etc., these cylinders must be stored externally in a suitable metal cage or secured in accordance with current guidance
- The location of the cage and presence of the cylinders on site will be noted on the fire plan
- Where bulk LPG vessels or large cylinders are used for the provision of heating, hot water or cooking they will be positioned, stored and managed in accordance with the guidance.

### **Gas Emergencies**

In the event of a suspected gas leak:

1. Call 24-hour gas emergency service on 0800 111 999
2. Evacuate the buildings and move the pupils and the majority of the staff to a distance of at least 250 metres away. Nominate some staff to stay at a safe distance to prevent access to the site and await the emergency Gas engineer.
3. If it is safe to do so:
  - Put out naked flames
  - Open doors and windows
  - Turn off the gas supply

### **DO NOT TURN ELECTRICAL SWITCHES ON OR OFF**

4. If the general public in the neighbourhood are at risk, contact the police on 999.

## **E4 Reporting of Services and Building Maintenance Defects**

### Arrangements/Responsibilities

The Estates Manager is responsible for organising repairs to Aspire Academy Trust buildings and services and for ensuring such repairs are made without compromising the Health and Safety of Aspire Academy Trust employees, pupils and visitors.

Should staff identify a need for repairs to buildings, services, etc., they should either log the works on the Estates Helpdesk or, if an urgent Health and Safety request, contact the Academy Lead or Estates Team.

## E5 Working from Heights

Falls from height pose a significant risk to staff and are one of the main causes of work place fatalities. Any working at height must be strictly controlled.

Risk assessment and [Permit to Work](#) will be completed before working at height is carried out, the [Aspire Working at Height Procedure](#) must be followed and all the required controls will be implemented.

### 5.1 Ladders and Stepladders

- The [Ladder Checklist and Procedures](#) must be followed
- A register of all ladders and stepladders kept at the site should be kept in the compliance file with all ladders being numbered for ease of reference.
- All ladders used in schools will be industrial class only. No domestic/non-professional class ladders will be used.
- The ladder standards changed in January 2018. Ladders suitable for use manufactured before January 2018 are Class 1 industrial (Max Load 175Kg) and Class 2 commercial (Max Load 150Kg). Ladders manufactured after January 2018 are classified as "EN131 Professional" (intended for use in a workplace).
- All ladders and stepladders should be fully inspected at 3 monthly intervals and a record of this inspection kept in the safety file.
- All staff using ladders and stepladders must be fully trained in their safe use and a record of this training must be kept. The guide in the attached Appendices shall be used as the minimum training accepted for using ladders.

### 5.2 Roof Access/Work

- No staff must be permitted to go onto the roof unless a written risk assessment has been completed and the Site Manager/Estates Manager is satisfied that the work can be completed safely.
- Staff will be required to access flat roofs to retrieve balls and other play equipment and to undertake inspections and minor works regularly. Access will not be permitted unless a risk assessment has been completed and the controls are in place.
- A permit to work will not be required to access a roof to retrieve play equipment where the risk of falling can be controlled easily.
- A permit will be required if work is to be carried out at height including on a flat roof.



## Section E: Machinery and Equipment

### 5.3 Mobile Elevated Work Platforms (MEWP)

All requirements set out in the safe system of work that has been prepared must be followed by any employees using a MEWP. When a MEWP is being hired, a specific risk assessment is required to determine any additional controls that may be necessary. Full training is required.

### 5.4 Tower Scaffolds

- Only trained staff can build, dismantle, and carry out a [pre-use inspection](#) on the tower.
- You must carry out a risk assessment and have a completed permit to work before you start.
- The tower components must be inspected at suitable intervals and an appropriate record kept of those inspections.
- **NEVER** work on a platform without guardrails
- **NEVER** stand on an unprotected platform when building or dismantling a tower
- **ALWAYS** follow the manufacturers or supplier's instruction manual
- Ensure that these manuals are available to the operatives erecting and using the tower, and to the person supervising the work.
- Never work on a platform without guardrails
- The tower must be resting on firm, level ground with the locked castors or base plates properly supported.
- Stabilisers or outriggers are installed as required by the instruction manual.
- The tower is never erected to a height above that recommended by the manufacturer.
- **Never** move a tower while people or materials are on the tower, or in windy conditions

## E6 Sports and Play Equipment

- Sports and internal and external play equipment will be inspected by a competent person annually and a copy of the report kept on the premises.
- Any issues identified in the report will be rectified.
- If significant faults are identified, the equipment will be taken out of operation until repaired or disposed of. If the equipment cannot be removed then it will be clearly signed and restricted as is reasonably practical.
- External play equipment will be visually inspected for damage daily before pupils are permitted to play on it.
- All sports equipment will be visually inspected before use.

## E7 Lifts and Lifting Equipment

The Trust will ensure that all equipment used for the lifting of people including pupils will be kept in good working order.

- At least every six months the lifts (including accessories), will be serviced by the appointed contractors.
- Every six months the lifts (including accessories) are to be thoroughly examined by appointed representatives of the Trusts Insurers. (As required by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER))
- *Note:* a 6-monthly service is not a thorough examination, both are required to comply with this policy.

## **Section E: Machinery and Equipment**

- Any defects requiring attention are to be reported in writing immediately to the Estates Manager for approval to proceed with the required remedial attention.
- If any defects are identified which would render the equipment dangerous, it must be secured to prevent use until repaired.
- It is the responsibility of the Estates Manager to oversee arrangements for carrying out statutory inspections, ensuring appropriate remedial works or repairs are made and retaining appropriate records.
- All records appertaining to these inspections with proof of completion of repairs are to be kept on the compliance file for auditing.
- Where the equipment is not owned by the Trust it will not be permitted to be used in schools unless it is installed by a competent contractor and documentation is provided which confirms it is regularly serviced and has undergone a thorough examination within the last 6 months. In addition, proof that a service contract is in place, including a 6-monthly thorough examination, will be required.
- Lifting equipment which is not required for the lifting of people will require a thorough examination every 12 months only.

### **E8 Moving and Handling Equipment (Disability Aids)**

The Trust will ensure that all equipment utilised within schools to enable pupils who have mobility difficulties to attend school will be maintained in a safe condition and used safely.

Some equipment will be classed as a lifting equipment and will be covered by section E7 above. All other equipment will fall under the general provisions of The Provision and Use of Work Equipment Regulations (PUWER)

Therefore, all equipment used to assist disabled pupils will be serviced and maintained in accordance with the manufacturers recommendations. A record of the servicing and inspection will be kept on the compliance file.

Once informed of the equipment, it is the responsibility of the Estates Manager to oversee arrangements for carrying out inspections and servicing, ensuring appropriate remedial works or repairs are made and retaining appropriate records.

Where the equipment is not owned by the Trust it will not be permitted to be used in schools unless it is installed by a competent contractor and documentation is provided which confirms it is in good working order and has been regularly serviced and will be serviced as per the manufacturers recommendations.

### **E9 Mini-Bus Driving**

**Please see the Aspire Minibus Policy for full details.** [Minibus Policy](#)

### **E10 Driving for Work Purpose (Private & Lease Hired Vehicle)**

This section covers employees driving either their own, leased or hired vehicles on Trust related business. This policy applies to all employees irrespective of whether they drive their own or Aspire Academy Trust provided vehicles.

### **Any person driving on Aspire Academy Trust business must:**

- hold a full current driving licence, which permits them to drive the vehicle they are using;
- ensure the vehicle they drive is appropriately insured for business use (where staff drive on Trust business infrequently they should consult their vehicle insurer for advice on the type of cover required);
- ensure any vehicle driven on Trust business has a current MOT (where required) and is maintained and serviced so as to be roadworthy and safe.

A driver who receives endorsements for persistent offences, or one endorsement for a seriously dangerous offence (9 points or more), may have their permission to drive on Aspire Academy Trust business withdrawn.

### **Line Managers' Responsibilities**

It is the responsibility of Line Managers to ensure that staff understand their responsibilities as set out in this policy. They must:

- Support random sampling and checking of driver and vehicle related documentation;
- Challenge unsafe attitudes and behaviours and encourage staff to drive safely, leading by personal example;
- Take account of any health or personal concerns that could impair an employee's ability to drive safely whilst on Aspire Academy Trust business;
- Review motoring convictions reported to them by staff and assess the impact this may have on the ability of the employee to fulfil their duties.

### **Employees' Responsibilities**

All Aspire employees who drive on Aspire business must:

- Comply with the law relating to driving and the highway code.
- Plan their journey and allow sufficient time so as to arrive at their destination on time;
- Report any road traffic accident resulting in injury to themselves or any other person that occurred whilst driving on Aspire Academy Trust business. An Aspire Academy Trust incident report form must be completed;
- Report to their Line Manager any personal health impairments that would impair their ability to drive safely (all information provided will be treated confidentially). Where necessary reasonable adjustments to the employee's role will be made to take account of new or developing medical conditions;
- Ensure that the vehicle they are driving has a MOT (where required), is properly maintained and serviced and is insured for business use;
- Present their licence, MOT (where required) and documentary evidence of insurance for inspection as requested;
- Report all motoring convictions to their Line Manager.

### **Fatigue**

Aspire Academy Trust employees must not drive on Trust business while tired. They should not start a journey if over-tired nor drive for an excessive number of hours;

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

## Section E: Machinery and Equipment

- When driving long distances for work employees and/or their Line Managers should risk-assess the whole day, considering the amount of time spent working and travel times, traffic and weather conditions;
- Aspire Academy Trust recognises that many employees want to return home at night. Staff and Line Managers, however, must discuss and plan work schedules so that there is not a need to drive when they may be tired.
- If the journey destination likely to take more than three hours to reach, an overnight stay must be considered.

### Fitness to Drive

Employees who are required to drive on Aspire Academy Trust business must be physically and mentally fit to do so safely.

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

### Use of Mobile Phones Whilst Driving on Trust Business

- Handheld phones must not be used while driving.
- Hands free should only be used if safe to do so. In normal circumstance staff should not use a mobile phone when driving including hands free.
- Any member of staff who is found to have been using a mobile device whilst driving will be subject to disciplinary proceedings.

### Lease Hire Vehicles

#### General Maintenance

Each vehicle will be checked at least every 10 weeks by a qualified engineer to ensure it is safe, compliant, road worthy and in an excellent condition for staff to use. These checks are to be booked and managed by the nominated person in your department.

It is the responsibility of each driver to ensure that all vehicle checks have been performed and logged each month. If any discrepancies are identified, please inform the nominated person in your department or the Aspire Academy Trust Mini Bus Administrator.

#### Before Journeys

The driver is required to perform a check of the vehicle before each journey using the [Driver's Checklist](#).

Please **DO NOT** drive the vehicle if you suspect a **SERIOUS DEFECT**.

The driver must also ensure:

## Section E: Machinery and Equipment

- they drive within the legal speed limit for vans:
  - Built up areas (such as towns and cities): **30mph** – the same as a car
  - Single carriageway: **50mph** – 10mph less than a car
  - Dual carriageway: **60mph** – 10mph less than a car
  - Motorway: **70mph** - the same as a car
- the vehicle is fully equipped with hazard warning kits & first aid kits;
- they have the fuel card;
- they have a mobile phone in case of an emergency;
- passengers are to wear seatbelts at all times;
- ensure that any luggage or goods being transported are secured to the extent they will not cause damage to the vehicle or cause risk to any passengers or to any third party or to any third-party property;
- to perform an assessment of the driving conditions before departing to ensure the journey can be completed safely. Drivers should consider and be aware of the following circumstances:
  - exceptional road or weather conditions
  - the load being transported is not exceptional
  - concerns about the passengers
  - the activity undertaken at the end of the journey does not pose a significant risk or cause of concern for the driver.

Advice and authorisation for a journey to go ahead in these exceptional conditions is to be sought from the Health & Safety Manager.

**The logbook MUST be completed before and after each journey. By signing the logbook, the driver acknowledges that all checks have been completed and they deem the vehicle and conditions to be safe to complete the journey.** [Log Book](#)

### Refuelling

The vehicle should **NEVER** be left low or without diesel, as this would present problems and disruptions for the next driver using the vehicle.

With this in mind, each vehicle has been designated an 'Allstar' fuel card for drivers to use to refuel the vehicle at convenient times and to ensure it is **NEVER LEFT WITH LESS THAN HALF A TANK FULL.**

These cards will be accepted at all major fuel sites where the 'Allstar' logo is displayed and includes all major oil companies and supermarket forecourts.

All fuel receipts should be given to the nominated person on the day of purchase.

### Fines and Penalties

A driver who breaks the speed limit will be responsible for paying his/her own fines. Similarly fines imposed for incorrect car parking or negligent driving will be the responsibility of the driver. Any damage caused to the vehicle through incorrect

## Section E: Machinery and Equipment

use, may result in the driver being asked to contribute fully or partially to any excess payable by the Trust.

The driver is responsible for and will pay all charges arising from:

- any congestion or parking charges (or failure to pay them);
- a breach of any parking restrictions or a road traffic offence or any other offence or infringement involving the Vehicle such as (but not limited to) lane infringement, tunnel, turning and bus lane charges including the costs from the Vehicle being clamped, seized or towed away and any other charges/costs (or failure to pay them) levied by a relevant organisation or issuing authority.

### Accidents

- If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop.
- He/she must be prepared to give their name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask.
- If for any reason the driver is not able to give these details then he/she must report in person to a Police Station as soon as practically possible, otherwise an offence is committed and, in any event, not later than twenty-four hours afterwards.
- For minor accidents report the accident immediately to the school and complete the appropriate forms for onward transmission to our insurers.
- Serious accidents should be reported directly to the H&S Manager ASAP.

### Breakdowns

The driver's first responsibility is ensure the safety of themselves & his/her passengers. This is particularly important if any passengers are disabled. Drivers are also responsible for taking all reasonable steps to ensure the security of the vehicle and having reported the breakdown, should remain with the vehicle until assistance arrives.

**Breakdown Cover is found in the [Admin Minibus and Vans Spreadsheet](#)**

In the event of a vehicle breakdown:

- The driver should move the vehicle off the carriageway (onto the hard shoulder on a motorway) and switch on the hazard warning lights. If this is not possible, it should be moved as far away from moving traffic as possible. If a warning triangle is used, it should be placed on the same side of the road, at least 45 metres from the minibus. Always take great care when placing and retrieving a warning triangle and never use them on the motorway.
- The passengers should be moved out of the nearside of the vehicle and as far away from it and other traffic as possible. No one should stand between the vehicle and oncoming traffic.
- On motorways or other busy roads passengers should be taken onto the embankment or grass margin and as far from the traffic as is practicable. The hard shoulder on a motorway is very dangerous. On Smart Motorways, where the hard shoulder is used as a running lane, drivers should try to stop in one of the emergency refuges that are placed periodically along the hard shoulder.

## Section E: Machinery and Equipment

- Passengers should be kept together in one group. Children should be kept calm and under constant supervision.
- In some circumstances, it is safer to leave the passengers in the vehicle. For example, if it seems too dangerous to unload passengers in wheelchairs or if there is not a safe waiting area. The driver (and passenger assistant if present) will need to assess the situation and decide whether or not to unload passengers.
- The driver will need to give the police, or breakdown service, accurate details of the vehicle's location, and inform them if children or passengers with mobility problems are being carried.
- The driver should also telephone the school or nominated contact person, preferably with a mobile telephone kept on board for this purpose, to tell them what has happened. They should have out-of-hours contact details for this purpose.

### End of Journey Procedures

The driver must feedback to the nominated person at the end of any journey if they experience any vehicle faults, handling problems or any other issues which have given rise to any concerns.

The driver must ensure that the vehicle is left clean and tidy and all rubbish removed to ensure it is left in a condition that they would expect to find it when they pick up the vehicle at the start of each journey.

No tools or equipment are to be left in the vans overnight.

**The log book should always be completed at the end of every journey and returned to the nominated person.**

All doors and windows should be locked and the keys and fuel cards handed back to the nominated person.

### Transporting Pupils in a Teacher or Parents Vehicle

[Transport Permission Slip](#)

[Use of Parents or Volunteers Vehicle to Assist in Transportation of Pupils](#)

- On occasions, the use of private cars for transporting small numbers of pupils may be required, either taken by a teacher or parents/carers to a local school for a lesson or for sports.
- All volunteer drivers must read this policy and sign the Transport Policy slip annually consenting to the policy. (Separate section for signing available in the Appendices).
- All drivers must have a full and valid driving licence for the class of vehicle they own and be free of any motoring convictions and be willing to present their driving licence for inspection if requested.
- All drivers must adhere to the Highway Code.
- Anything that happens (road traffic accident etc.) whilst a passenger is in a vehicle; is the liability of the driver. This means any claims for injury or even just ambulance costs could fall to the motor insurer of that vehicle.
- All staff drivers must have fully comprehensive insurance cover, including business use, when carrying children.

## Section E: Machinery and Equipment

- All volunteer drivers must check with their insurance provider that their car insurance allows them to transport pupils in their own private cars on behalf of the Trust. This is to ensure that they are not invalidating their policy and that they have the appropriate cover in place. While the insurer may view a volunteer taking their child and their friends to a sporting event as part of their Social, Domestic & Pleasure (SDP) cover; they also may not take this view if the insured is transporting children to an event on behalf of the Trust. By signing App E10.1 volunteers are confirming that they have done this.
- All vehicles must conform to all legal requirements and be fit for purpose.
- Each child must be restrained by a seat or lap belt and no child should be transported in the front passenger seat with the exception of the driver's own child at their discretion.
- Parents must supply booster seats for their child if under 135cm tall and have given permission for them to travel in a staff/other parent's cars for a school organised event. It is the driver's responsibility to see the booster seat is used.
- No adult should ever be 1:1 with a child unless it is their own.
- The teacher in charge must ensure that permission has been obtained from the parent (App E10.2) to ensure that all parties are fully informed of the transport to and from events.



# SECTION F:

## GENERAL SAFETY

- F1 Personal Protective Equipment (PPE)
- F2 Health and Safety Training
- F3 Management of Swimming Pool Safety
- F4 Contractors
- F5 Health and Safety Monitoring and Audit
- F6 No Smoking/Alcohol Policy
- F7 Occupational Health
- F8 Food Safety & Health and Safety Incidents including Allegations of Food Poisoning
- F9 Staff Welfare
- F10 Wraparound Provision
- F11 Lettings Policy
- F12 Risk Management of Dogs in Schools

## Section F: General Safety

### F1 Personal Protective Equipment (PPE)

The Trust has a duty to protect its staff and pupils. Based on risk assessments, PPE will be provided and looked after.

Personal protective equipment is defined as 'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects them against one or more risks to their Health and Safety'. [PPE Issue and Instruction Record](#) and [PPE Specifications](#)

Examples include, eye protection, safety boots, gloves, helmets, aprons, etc.

A schedule of PPE specifications is attached in the Appendices.

Suitable PPE shall be provided, free of charge, to all employees who may be exposed to risks to their health and safety that cannot be controlled by other means and **SHOULD ONLY BE USED AS A LAST RESORT.**

**WHERE PUPILS ARE UNDERTAKING LEARNING ACTIVITIES WHICH MAY REQUIRE PPE THE REQUIREMENT OF THIS SECTION WILL BE APPLIED AS APPLICABLE.**

#### Arrangements/Responsibilities

**Designated staff are responsible for the provision and use of PPE within their areas of responsibility and in this regard must ensure:**

- **PPE is used only as a last resort** because other precautions cannot adequately control the risk of injury or ill-health;
- PPE is supplied and used by employees, pupils and other persons where appropriate, wherever there are risks to health and safety that cannot be adequately controlled in other ways;
- An assessment is made as to the suitability of the PPE to be provided in controlling the risks of injury or ill-health. For example, the assessment must consider the type and standard of ear defenders or eye protection needed - see specification;
- PPE meets the European Product Directive and is marked accordingly (CE);
- PPE is maintained to ensure it continues to provide the degree of protection for which it was designed. Maintenance includes cleaning, disinfecting, examination, replacement, repair and testing. Manufacturers guidelines should also be observed when maintaining PPE;
- PPE is stored appropriately to protect it from contamination, loss or damage;
- Suitable information, instruction and training is provided to persons to ensure PPE is used effectively;
- PPE is used in accordance with instructions issued by management and the manufacturer and adequate levels of training and supervision are provided to ensure it is used and used properly;
- The loss or damage of PPE should be reported to the Line Manager and arrangements made for replacement.
- The Head-teacher/Line Manager must check that PPE is available and being used correctly.

### F2 Health and Safety Training

The Trust has a duty to provide employees with appropriate information, instruction, training and supervision.

### Arrangements/Responsibilities

- Aspire Academy Trust is responsible for arranging induction training for new employees and an induction pack will be issued to each new employee. This pack contains a Health and Safety induction checklist which must be completed by the new employee and an appropriate colleague;
- Designated staff are responsible for ensuring local induction training and job specific training is provided to all new members of staff;
- Aspire Academy Trust provides a range of training options in the form of on-line training packages [iHasco Log In](#) . A training matrix will be provided indicating what Health and Safety training each position within the Trust is required to do including the statutory courses expected of each member of staff.
- The Trust can also provide face to face training in all aspects of Health & Safety. This can be conducted either on a one-to-one basis or as a group session. To arrange training please contact the Health & Safety Team.

### F3 Management of swimming pool safety

The use and maintenance of swimming pools presents a risk to pupils, staff, the general public and contractors alike. To ensure our pools are managed safely we will have regards to current guidance. In addition, pool safety procedures will be prepared for individual pools and will include:

- Risk assessment
- Normal operating procedures
- Emergency operating procedures/Action plan

Due to the individual nature and management of each pool layout, every school which has a pool will be required to prepare bespoke procedures.

#### Risk assessment

Detailed risk assessments must be prepared for all potential hazards in the swimming pool area. As a minimum these assessments must cover the following hazards:

- Drowning (this assessment must take account of the profile and the depth of the pool)
- Unauthorised access to the pool area
- Slips and trips
- Infection risks
- Chemical hazards

The control measures listed in the assessments can cross-reference to the rules set out in the Normal and Emergency Operating Procedures.

#### Normal Operating Procedures

A Normal Operating Procedure will be prepared which lays out the processes which will be followed to allow the pool to be used and maintained safely. As a minimum the procedure must cover the following:

- Pool Details
- Restricting Access

## **Section F: General Safety**

- Maximum Bather Load
- Depth Markings
- No Diving Policy
- Information Signage
- User Rules
- Emergency Poolside Facilities
- First Aid
- Water Treatment Tests
- Supervision (Including CCTV)
- Electrical Safety
- Changing Areas
- Ventilation
- Cleanliness
- Pool Operating Checks
- Opening Procedures
- Closing Checks
- Training

### **Emergency Operating Procedures/Action Plan**

Due to the potential hazards present in maintaining and using a swimming pool, clear procedures are required to deal with incidents. As a minimum the procedures must cover the following:

- Fire
- Lack of Water Clarity
- Emergency Alarm Activated/Emergency Telephone Call
- Incident/Accident Report Forms
- Testing of Emergency Alarms
- Excessive or Under Chlorination of Pool Water
- Overcrowding
- Anti-Social Behaviour
- Adverse Temperatures and Weather Conditions
- Structural Failure
- Chemicals and Gases
- Faecal Contamination of the Pool
- Contamination of the Pool by Blood or Vomit
- Blood and Vomit Spillage on the Poolside
- Assisting Bather/Casualty

### **Lettings of pool**

Where school swimming pools are let to other organisations, such as Sports Clubs, the [Trust's Lettings Policy](#) will be followed. In addition, the school will need to ensure as to the competency of those hiring the pool to be able to use it safely. Copies of Insurance and Risk Assessments will be required. Any organisation using the pool will have regards to the safety procedures put in place by the school.

## **F4 Contractors**

### **Control of Contractors**

## **Section F: General Safety**

The Trust has a duty to manage all contractors from small independents, who provide low risk services, to large construction projects.

### **Introduction**

The term "contractor" in the context of this section of the Health and Safety Policy has a wide definition.

It can mean anyone (individual or organisation) who enters into an agreement (written or oral) with the Trust to carry out services, for example, a window cleaner, builder or any organisation carrying out specialist tasks.

### **Employing Contractors**

It is the policy of the Trust to ensure the health and safety not only of our employees, pupils and visitors, but also the health and safety of the contractors we employ.

In order to implement this policy we will: [Contractor Letter](#)

- Request information where appropriate from the Contractor on their Health and Safety Policy and Procedures and their Site Safety Arrangements
- Request copies of their insurance cover certificates in respect of employers' liability and third-party risks
- Establish rules and guidelines for their activities
- Provide information as necessary on risks which may be encountered in carrying out approved work on the Trust's behalf and identify activities and actions which must be avoided
- Where possible, supervise their activities to ensure that they are not creating any risks or hazards to themselves or to staff and pupils
- Define respective responsibilities within the agreement
- Agree and define the areas in which the work is to be carried out, the approved routes to and from the work areas and any areas which are out of bounds to the contractors
- Provide all contractors with a copy of the Aspire Academy Trust's Contractor's Rules. Contractors shall be required to confirm that they have received a copy of these rules and that they will abide by them.

### **Planning**

Aspire Academy Trust will consider health and safety aspects at the planning stage of any subcontracted work encompassing all aspects from its initial design through to completion and hand over.

### **Control and Monitor**

Aspire Academy Trust will liaise with the contractor at the start and throughout the duration of the work to ensure good communications are maintained. As far as reasonably practicable, we will monitor their performance and ensure corrective action is taken where defects are identified. To assist with this process, where practical, the pre-start check list will be completed with the contractor before works start. [Contractors Minor Works Pre-start Checklist](#)

### **Contractor Sign in Register**

All contractors must be required to sign in when they arrive at and leave the premises.

## **Section F: General Safety**

### **Review**

Aspire Academy Trust will review, at least annually, our Contractor's Policy to ensure it is effective and up to date.

### **Permits to Work**

Certain activities create a much higher risk of injury if they are not adequately controlled. For roof work, hot work and work in confined spaces where toxic gases could be present or where oxygen depletion could be a problem, permits to work must be issued.

In most cases the permits will be issued by a responsible person employed by the contractor or the contractor himself. For minor works involving a single contractor the permits will need to be issued by the Site Manager/Estates Manager who will need to ensure that they are properly completed.

All completed permits must be retained for inspection as required. Blank copies of the permits are included within the Appendices of this Policy.

### **Hot Works or any Works in Excess of £250,00 Contract Value**

For any works in excess of £250,000 contract value or any works of any value that include Hot Works that are to be undertaken on Aspire premises are to be notified to our Insurance Company - Zurich. The '[Contractors Checklist](#)' must be completed and sent to Zurich Insurance ([fiona.blackmore@uk.zurich.com](mailto:fiona.blackmore@uk.zurich.com)) in advance of works as our insurers must be notified as part of our contract. On the day of works the contractor must be given our hot works permit.

### **Safe Contractors List**

Aspire Academy Trust will maintain an up to date "Safe Contractors List" of companies which have been vetted and whose use/appointment can proceed without further general enquiry, subject to the job, work or activity falling within the described parameters.

Approved contractors will have acknowledged and certified their undertaking of, and compliance with, our health and safety arrangements. They will have furnished sufficient documentation to demonstrate that safety is being managed satisfactorily.

The Estate Manager will oversee the Safe Contractors List. The list can be found on SharePoint.

### **Contractor Competence**

Assessment of contractor competence can be challenging particularly as there are a wide range of contractor approval schemes available. A centralised system that allows clients to check on the current health and safety status of a prospective contractor is now available and can be searched free of charge.

Details of this scheme known as SSIP (Safety Schemes in Procurement) and how to access the portal can be found at [www.ssip.co.uk](http://www.ssip.co.uk)

Contractors who hold a current relevant certificate issued by the organisations who are part of SSIP would normally be deemed to have satisfied the competence test.

## **Section F: General Safety**

Employment of a non-approved company can only occur if the Procedure for Use of Non Approved Contractors is followed. This will be for 'one off' occasions.

### **Non-Approved Contractors**

There may be occasions when the use of a Non-Approved Contractor is considered essential. This may arise for specific one-off jobs or for a very minor job.

### **Minor Activities**

The Trust accepts that it is not practicable nor necessary for the whole approval system to be used where:

- the visit is extremely brief
- the work is virtually nil hazard
- the area is low hazard.

### **One-Off Jobs/Non-Recurrent**

Apart from "minor activities", all other projects using contractors must pass through the approval procedure.

The Contractors Safety Rules will need to be included within any tender documents. Signed acceptance of its terms and approval must be given before final contracts are signed. In an emergency situation, use of a non-approved contractor may be essential and time may not allow for the full approval system to operate. In such circumstances the academy Lead is authorised to appoint non-approved contractors, however, all reasonable steps must be taken to ensure the contractor operates safely. Advice should be obtained from the Health and Safety Manager or Estate Manager as soon as practical.

### **Construction (Design and Management) Regulations (CDM)**

These Regulations apply to construction works.

The term "construction work" has a very wide definition. Apart from the obvious things like

building a new school, roads and factories, it also includes:

- Work on structures, both permanent and temporary. This includes any fixed plant where there is a risk of falling more than two metre's during installation, commissioning, de-commissioning or dismantling. This would include much larger production equipment and work which has been done by contractors not traditionally considered as "construction".
- Any renovation, repair, alteration, upkeep or refurbishment of an existing premises. This includes redecoration (unless the exclusions above apply) and cleaning of external surfaces with corrosive or toxic chemicals. This would even cover the replacement of suspended ceilings.
- Work on building services which normally form part of the structure, including mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer and similar services. A major rewiring job which causes some disruption could well fall within the scope of CDM therefore.

Under the CDM Regulations if there is more than one contractor there is a duty to appoint a Principal Designer and a Principal Contractor (these two roles could be

## **Section F: General Safety**

undertaken by the same person). If these appointments are not made then the legal responsibilities fall onto the client (Aspire Academy Trust).

Notification of projects to HSE is required if the work is going to take more than 30 days or 500 person days. Notification would normally be carried out by the Principal Designer.

### **Undertaking Traditional Construction Work**

Prior to starting any major construction work Aspire Academy Trust will consult with our Health and Safety Advisor or a specialist in the field of construction to ensure that as the client we meet our duties under CDM.

### **Contractors Working at Height**

All contractors working at heights must provide a written method statement for the work to be carried out & the Site Manager must be satisfied that the contractor is competent and that safe procedures are being proposed. All ladders must be used in accordance with HSE guidelines, in particular any ladders over three meters shall be footed or otherwise secured.

### **Major Projects**

The Estates Department organise and oversee all major projects and refurbishments and are responsible for ensuring compliance with CDM Regulations and any other statutory Health and Safety requirements associated with the project, including contractor selection and management.

The Estates Manager is responsible for day-to-day contractor management not associated with major projects as described above, including issuing contractor passes and permits to work where required and for monitoring of contractor activity whilst on site.

## **F5 Health and Safety Monitoring and Audit**

### **Arrangements/Responsibilities**

The Trust will undertake a range of monitoring activities to check compliance with a range of policies and procedures and the Health and Safety at work etc Act 1974, which will include: [Health & Safety Self Audit Form](#)

- Auditing by an independent Health and Safety and Food Safety Consultant.
- Self-auditing by the Health and Safety Team

## **F6 No Smoking/Alcohol Policy**

Smoking or being in possession of lit cigarettes, cigars, pipes or use of electronic cigarettes is not permitted on Trust premises inside or outside of any buildings occupied or utilised by Aspire Academy Trust employees, students and visitors, or in vehicles owned by Aspire Academy Trust.

No Alcohol is to be consumed on a school site unless agreed by the Head of School for a PTA function ONLY. A risk assessment is required for the event and if Alcohol is



## Section F: General Safety

being sold at a PTA function – a Temporary Event Notice is required (guidance can be found on the ([Government website](#))).

### F7 Occupational Health Services

Occupational health services can be accessed via the effected person line manager who should contact the HR Team. Where individual concerns are raised or risk assessments identified the need for screening, etc., the Health and Safety Manager should be contacted.

Staff working at low levels are at specific risk of musculoskeletal issues due to poor posture. Therefore, the Trust has made arrangements for the provision of low-level ergonomic seats and cushions for staff. For advice please contact the Health & Safety Team.

### F8 Food Safety and Health and Safety Incidents Including Allegations of Food Poisoning

**Food Hygiene Qualifications:** All staff who handle food being prepared for pupils must have Level 2 Food Hygiene Qualification. The Trust also recommends as good practice that the Food Allergens qualification be taken.

#### **Liaising with the Environmental Health Officer (EHO) and HSE inspector**

It is important that the law relating to Food and Health and Safety is fully complied with as non-compliance may lead to:

- Legal notices
- Restriction of use of equipment or activity in a food zone
- Prosecution
- Closure
- Restriction of food handlers working in the food environment.

All of which result in adverse publicity which reflects poorly on the Trust and all of its employees.

Therefore, if the EHO/HSE inspector visits:

- Introduce to the Head-teacher
- Carry out a credential check (they all carry official ID from their employers)
- Co-operate fully with the inspector
- After the inspection the Head-teacher should request the inspector gives a brief summary of the action required. Make notes of the points requiring your action.
- The name of the EHO should be recorded and request that copies of correspondence should be sent to the Health and Safety Manager.
- Where the inspection is of the kitchen and provision of catering the involvement of the Head-teacher may not be required if no significant issues have been identified.

#### **Action in Case of Statutory Notice or Legal Proceedings**

If, after the completion of the inspection, the inspector intimates that it is his/her intention to serve a statutory notice then:

- Request a verbal indication of the items which will require your attention (make a detailed note of these)
- Enquire as to the time period you are to be allowed for compliance
- Inform the Health and Safety Manager and Estates Manager immediately.

### Action in Case of Alleged Food Complaint or Food Poisoning

- **DO NOT ADMIT LIABILITY**

- Log time and date of complaint and further communications
- Ask the following questions of the complainant and log the replies
  - Name
  - Home address
  - Telephone number
  - Record the details of the complaint
    - manufacturers name
    - suppliers name
    - all codes, i.e., date, production
    - description of complaint, e.g., small area of mould to about 1/3 of surface or contained a sliver of glass approx 2cm x 0.5cm
- In cases of alleged food poisoning complete an illness report form (see section on Viral Gastroenteritis)
- Obtain the following details from the Kitchen Manager on the meals that are alleged to have caused a problem
  - full details of suppliers and delivery dates
  - full details of preparation of the foods consumed by the complainant
  - all available records relating to HACCP controls
  - details of the number of meals served of the same type as the offending meal /dish
  - information on any staff illness.

### BE AS DETAILED AS YOU CAN

- Request to keep the food item if available for further investigation
- In cases of alleged food poisoning, if any leftovers of the suspect food are available double wrap and seal in a plastic bag, label and freeze. Label and mark food – 'NOT TO BE USED FOR HUMAN CONSUMPTION' in addition to details of the date and time frozen.
- If necessary, contact the local EHO for advice.

### DO NOT DELAY AS A PROMPT INVESTIGATION WILL BE NECESSARY

**Inform the Health and Safety Manager who will contact our consultants for advice.**

## F9 Staff Welfare

The Trust will ensure welfare facilities are available for staff at work which are in line with The Workplace (Health Safety and Welfare) Regulation and accompanying guidance, which will include:

- Toilets and hand basins, with soap and towels or a hand-dryer;
- drinking water;
- a place to store clothing (and somewhere to change if special clothing is worn for work);
- somewhere to rest and eat meals.

## Section F: General Safety

### **Staff Sanitary Conveniences**

The Trust will provide suitable sanitary conveniences for the use of staff to the levels laid out in the Workplace (Health Safety and Welfare) Regulation and accompanying guidance.

Number of toilets and washbasins for **mixed use (or women only)**:

Number of people at work	Number of toilets	Number of washbasins
1-5	1	1
6-25	2	2
26-50	3	3
51-75	4	4
76-100	5	5

Toilets used by **(men only)**:

Number of men at work	Number of toilets	Number of urinals
1-15	1	1
16-30	2	1
31-45	2	2
46-60	3	2
61-75	3	3
76-90	4	3
91-100	4	4

All sanitary conveniences will be provided with adequate ventilation and they will be kept clean and in good order.

### **Pupil Sanitary Conveniences**

There is no set regulation for pupils however the British Standard for Sanitary Installations and also the DFE standards for school toilets guidance is that there should be one toilet and washbasin for every ten pupils under 5 years old & that ratio can be doubled for pupils aged 5-11 to one toilet and washbasin for every 20 pupils.

### **Staff Room**

A staff room will be provided with seats and facilities for making hot drinks. The staff room will be provided with a fridge, microwave and a sink with hot and cold (portable) running water.

### **Changing Facilities**

Where staff are expected to change into work clothing, such as catering staff, the Trust will ensure there are adequate facilities for changing and storage of outside clothing.

### **Healthy Work Environment**

## Section F: General Safety

The Trust will provide a healthy working environment and will make suitable provision for:

<b>Ventilation</b>	a supply of fresh, clean air via openable windows or mechanical ventilation.
<b>Temperature</b>	maintain a reasonable working temperature, by having provision of heating and reduction of solar gain. The minimum indoors working temperature expected is 16°C. There is no maximum temperature as thermal comfort is affected by a range of factors including air temperature, humidity, activity levels, radiant temperature and air movements. Where staff are exposed to high temperatures for prolonged periods the Trust will make adjustments in line with HSE guidance.
<b>Lighting</b>	suitable levels for the work being carried out which do not cause glare.
<b>Work Space</b>	enough room space and suitable workstations and seating for the task being undertaken.
<b>Cleanliness</b>	the work place will be kept clean and suitable provision and equipment will be provided for cleaning including storage of waste.

### F10 Wraparound Provision

Where wraparound provision is provided (breakfast and after school clubs) a risk assessment must be completed which can be found on Assessnet under Risk Assessments and Search for a Template.

#### [Wraparound Provision Documents](#)

Any food either charged for or provided on regular occasions as part of wraparound care, means that the school must be registered as a food business. External providers must also be registered and meet the same standards.

The link to register is <https://register.food.gov.uk/new/cornwall>

An inspection of the premises by Environmental Health may be carried out. Food provided must meet the School Food Standards [School food in England: guidance \(publishing.service.gov.uk\)](#) and all suppliers need to be traceable.

If your school catering is provided by Aspens then we recommend you order all food through them. This Aspens order form is to be used [Aspens Order Form](#)

#### **Safer Food, Better Business**

All staff handling food must have completed their L2 Food Hygiene and Allergens training on iHasco.

Although the food provided as part of wraparound care is basic, you will need to follow the Safer Food, Better Business management system. Attached (and listed below) are the forms and checklists that will need to be completed:

- Fridge temperature and delivery records
- Allergen chart
- E Coli safe methods (to be completed once unless suppliers change)
- Aspire monthly checks

## Section F: General Safety

Documents can be found using this link:

[Food Management Documents](#)

Documents must be printed, completed and uploaded to your school folder monthly. Folders can be found in the H&S documents section on the staff hub under wraparound provision.

A separate fridge needs to be provided for wraparound care. If your current fridge does not display the temperature, then you will need to purchase a thermometer to complete the checks. The temperature needs to be recorded at every wraparound session. Food cannot be stored in the fridges provided for the school catering contractor. Alternatively, you can use the fridge in your staffroom but there must be a separate, clearly labelled shelf just for wraparound club.

Fridge thermometer with probe can be purchased from Amazon [Thermometer link](#)

Cleaning consumables can be ordered by the school Admin team who can access the approved list via their own account at AUK Hygiene.

All food stored in the fridge needs to be labelled with the date of opening and the date the product must be used by (for example, a jar of jam might say 'once opened, store in the fridge and use within one month so would need the date of opening and the date of disposal which would be one month later). Dry goods must be in suitable sealed packaging with best before dates checked regularly.

### **Managing Wraparound Care**

We recommend that all wraparound care running outside of school core hours has at least two staff members as a minimum. This ensures that there is cover available in case of accident/incidents.

Ratio's are 1:8 for ages 4-8 and 1:13 for ages 8+

You must always have a qualified first aider onsite. If you have EYFS children attending then you must have a paediatric first aider.

The generic Trust Wraparound risk assessment template is on AssessNet and must be completed for your specific setting and activities along with a review of fire evacuation procedures and policies put in place for uncollected children.

### **Half Term/Holiday Clubs**

Any external providers of wraparound or holiday care must complete the Aspire Lettings form and follow all procedures. The Lettings form needs to be submitted to the H&S Team at least thirty days prior to the start date.

The Lettings form can be found here [Lettings Policy](#)

If you plan to run internal holiday clubs, then you need to discuss this in advance with the H&S Team. This is to ensure that plans do not impact on maintenance works and that cleaning and security can be provided as there is a cost element to consider.

## Section F: General Safety

### F11 Lettings Policy

Any external individual or group who wish to hire any part of the Trust's buildings or grounds must complete the Aspire Lettings Form **at least 30 days** before the event date.

The Head of School decides if the letting can go ahead.

#### [Lettings Policy](#)

Costs for each letting are included in the application form so the Academy must complete the costs section and inform Aspire Finance Team so that an invoice can be raised. Head of School has discretion to amend the costs if the letting is for a charity or other not for profit, or will benefit the school.

If the letting is in the school holiday period then you must contact the Health and Safety Team for approval due to periodic cleans and maintenance works.

### F12 Risk Management of Dogs in Schools

In accordance with Aspire Academy Trust Parent Code of Conduct - No dogs are allowed on school premises. The exceptions to this are:-

- Guide dogs
- Therapy Dogs - brought in by external persons after School's have completed their [Schools checks](#)
- [School Therapy Dog](#) – written permission from Health and Safety once all [dog welfare checks](#) have been completed and [letter](#) sent out to inform parents.

# SECTION G: EYFS

- G1 Risk Assessments
- G2 Ratios
- G3 First Aid
- G4 Accident or Injury
- G5 Incident Reporting to OFSTED
- G6 Pupil Health & Medication
- G7 Staff Healthcare
- G8 Biohazard Kits
- G9 Ergonomics
- G10 Changing Tables
- G11 Fire Drills
- G12 Food
- G13 Milk
- G14 Health Risks from Heat
- G15 Environment
- G16 Sleeping Arrangements

## Section G: EYFS

### G1 Risk Assessments

Each School / Nursery must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks.

A standard format is used for all risk assessments & generic EYFS risk assessment templates are available on AssessNet.

Assessments should be reviewed at least annually or when circumstances change. Please see the Aspire H&S Policy section B for further guidance.

### G2 Ratios

Staffing arrangements must meet the needs of all children and ensure their safety.

Children must be adequately supervised, including at lunchtime whilst eating, and schools should decide how to deploy staff to ensure children's needs are met.

The ratios set out by the EYFS Statutory Framework 2021 are as follows:

*For children aged under two:*

- there must be at least one member of staff for every three children at least one member of staff must hold an approved level 3 qualification, and must be suitably experienced in working with children under two.
- at least half of all other staff must hold an approved level 2 qualification
- at least half of all staff must have received training that specifically addresses the care of babies
- where there is a room for under two-year-olds, the member of staff in charge of that room must have suitable experience of working with under twos.

*For children aged two:*

- there must be at least one member of staff for every four children
- at least one member of staff must hold an approved level 3 qualification
- at least half of all other staff must hold an approved level 2 qualification

*For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, is working directly with the children:*

- there must be at least one member of staff for every 13 children
- at least one other member of staff must hold an approved level 3 qualification

*For children aged three and over at any time in registered early years provision when a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification is not working directly with the children:*

- there must be at least one member of staff for every eight children
- at least one member of staff must hold an approved level 3 qualification
- at least half of all other staff must hold an approved level 2 qualification

*For children aged three and over in independent schools (including in nursery classes in free schools and academies), where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another*



## Section G: EYFS

*approved level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children:*

- for classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children
- for all other classes there must be at least one member of staff for every 13 children
- at least one other member of staff must hold an approved level 3 qualification

*For children aged three and over in independent schools (including in nursery classes in academies), where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children:*

- there must be at least one member of staff for every eight children
- at least one member of staff must hold an approved level 3 qualification
- at least half of all other staff must hold an approved level 2 qualification

*For children aged three and over in maintained nursery schools and nursery classes in maintained schools:*

- there must be at least one member of staff for every 13 children
- at least one member of staff must be a school teacher as defined by section 122 of the Education Act 2002
- at least one other member of staff must hold an approved level 3 Qualification

Reception classes are subject to infant class size legislation. The School Admissions (Infant Class Size) Regulations 2012 limit the size of infant classes to 30 pupils per school teacher (subject to permitted exceptions) while an ordinary teaching session is conducted.

'School teachers' do not include teaching assistants, higher level teaching assistants or other support staff. Consequently, in an ordinary teaching session, a school must employ sufficient school teachers to enable it to teach its infant classes in groups of no more than 30 per school teacher.

Some schools may choose to mix their reception classes with groups of younger children (such as nursery pupils), in which case they must determine ratios within mixed groups, guided by all relevant ratio requirements and by the needs of individual children within the group. In exercising this discretion, the school must comply with the statutory requirements relating to the education of children of compulsory school age and infant class sizes. Schools' partner providers must meet the relevant ratio requirements for their provision.

### Before/after school care and holiday provision

Where the provision is solely before/after school care or holiday provision for children who normally attend reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children.

It is for schools to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children.

Further guidance on ratios can be found using the [Aspire Ratio Guidance](#) document.

## Section G: EYFS

### **G3 First Aid**

At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings.

To allow for sickness and leave it is the Aspire Academy Trust policy that all staff who teach or supervise under-five's will have Paediatric First Aid training.

PFA training must be renewed every three years and be relevant for workers caring for young children and babies. You must take into account the number of children, staff, breaks and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

You should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

All First Aid training bookings are made via the Health & Safety team.

### **G4 Accident or Injury**

There should be a first aid kit accessible at all times with appropriate content for use with children.

You must keep a written record of accidents or injuries and first aid treatment and inform parents and/or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.

Very minor accidents (minor cuts and bruises) should be recorded in the Aspire Academy Trust accident book and a copy held in the school.

More serious accidents, incidents, incidents of Violence & Aggression or 'near misses' (an incident that did not result in injury or damage to property) should be recorded on AssessNET, this will automatically notify the Health & Safety Team of the incident.

Please see the H&S Policy Section D for further guidance.

### **G5 Incident Reporting to OFSTED**

Aspire must tell OFSTED about any serious child accident, injury or death on the premises while the child is in our care within 14 days of the incident occurring. Anyone, who, without reasonable excuse, fails to comply with this requirement, commits an offence. You must also notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.

OFSTED does not expect to be informed of minor injuries such as sprains or fall, and considers small bumps and scrapes a natural part of growing up.

We must notify OFSTED about:

- the death of a child while on the premises, or later, as the result of something that happened while the child was in our care

## Section G: EYFS

- serious injuries (please see the section below for the definition of serious injuries)
- where a child in our care is taken to hospital (to an Accident and Emergency Department **for more than 24 hours**), either directly from your provision, or later, as the result of something that happened while the child was in our care
- any significant event which is likely to affect the suitability to care for children.

OFSTED define serious injuries as:

- broken bones or a fracture
- loss of consciousness
- pain that is not relieved by simple pain killers
- acute confused state
- persistent, severe chest pain or breathing difficulties
- amputation
- dislocation of any major joint including the shoulder, hip, knee, elbow or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material.

We are not required to inform OFSTED of minor injuries, but you must keep a record of these incidents.

OFSTED define minor injuries as:

- sprains, strains and bruising
- cuts and grazes
- wound infections
- minor burns and scalds
- minor head injuries
- insect and animal bites
- minor eye injuries
- minor injuries to the back, shoulder and chest.

Allowing children to take small risks and explore their boundaries is an inevitable part of learning. Just make sure you always have a qualified first aid provider onsite, use your professional judgement and make a regular assessment of the risks in your setting in line with EYFS requirements.

## Section G: EYFS

As with all accident reporting please notify the H&S team ASAP in the event of a serious accident. Incidents must only be reported to the HSE by the H&S team and to OFSTED following approval from the H&S team.

### **G6 Pupil Health & Medication**

You must promote the good health, including the *oral health*, of children attending the setting.

For information on actions to take and absence due to illness please refer to the [Exclusion Procedures for Illness](#) document, this should be provided to parents/ carers at the beginning of the academic year.

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

The administering of medicines must include systems for obtaining information which details a child's need(s) for medicines, and for keeping this information up-to-date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge.

Please see section D7 of the H&S Policy for further information.

### **G7 Staff Healthcare**

Staff members must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

If a staff member is taking medication which may affect their ability to care for children, the staff member should seek medical advice & notify their line manager.

Line managers must complete an [Aspire Staff Healthcare & Medication Form](#) & ensure that staff members only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.

All medication on the premises must be securely stored, and out of reach of children, at all times.

### **G8 Biohazard Kits**

It is important that spillages of blood, faeces, vomit or other bodily fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g., blood borne viruses and diarrhoea/vomiting illnesses, such as norovirus. This should be done as per DFE requirements by all staff.

Each school must have a biohazard kit to deal with body fluid spillages. These are to be purchased via the Health & Safety team.

If children are having nappies changed during the school day then these must be disposed of in a nappy bin. Please refer to the [Aspire Intimate Care & Toileting Guide](#) for further information.

### **G9 Ergonomics**

## **Section G: EYFS**

Low-height working with young children is extremely hazardous for adults and associated with an increased risk of Musculoskeletal Disorders or MSDs. The discs of the spine are extremely vulnerable to twisting and shearing forces which occur when sitting on low static chairs or children's furniture.

Research shows that 88% of early years and primary education professionals have suffered musculo-skeletal pain, which they feel is work-related.

The Health & Safety Team has worked extensively with paediatric physiotherapist and founder of Jolly Back, Lorna Taylor, to ensure Aspire staff have the best possible support with their musculoskeletal health.

All early years and preschool staff should have access to an adult height desk/table and chair for administration and regular computer /laptop use.

Early Years staff should also have access to a low, mobile chair if sitting and working at low children's tables.

The JollyBack chair has been specifically designed for use in schools and nurseries. It is a low, mobile chair with height adjustable back rest and forward sloping seat which help users to get their legs under low tables and improves comfort.

Other equipment such as Posture Pads and FloorChairs, for use when sitting on the floor with children, are available. If you require any support, would like a full DSE assessment of your role or any further information on this please contact the Health & Safety team

### **G10 Changing Tables**

In locations where staff are required to change nappies this should be done using a changing table which has pull-out steps.

These tables allow children to climb up to the changing mat by themselves giving them the feeling of independence and also prevents staff from having to lift them.

Where changing tables are used & nappies are changed within the setting the EYFRA1 Changing of Nappies & Soiled Clothing must be completed.

### **G11 Fire Drills**

Fire drills should be completed at least once a term. It is good practise for Nurseries where children attend on differing days of the week to carry out fire drills on different days and times, so that all staff and children can practise what to do and which route to take in the event of fire.

### **G12 Food**

Where children are provided with meals, snacks and drinks, they must be healthy, balanced and nutritious in line with the School Food Standards.

Before a child is admitted to the setting you must also obtain information about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements.

Fresh drinking water must be available and accessible to children at all times.

## Section G: EYFS

There must be an area which is adequately equipped to provide healthy meals, snacks and drinks for children as necessary. There must be suitable facilities for the hygienic preparation of food for children, if necessary including suitable sterilisation equipment for babies' food.

All staff involved in preparing and handling food must complete the iHasco Level 2 Food Safety & Hygiene and Food Allergy Awareness training.

In the case of any food poisoning affecting two or more children cared for on the premises you must notify the Health & Safety Team & Ofsted. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence.

The government have created a series of example menus and associated guidance to support early years settings to offer food and drink in line with current dietary recommendations for infants and children aged 6 months to 4 years.

The documents include example menus and useful information for early years settings to help show how they can meet the Early Years Foundation Stage welfare requirement to provide 'healthy, balanced and nutritious' meals for children. These documents can be found in the [EYFS Menu Guidance](#) in the H&S Documents section on Staff Hub.

### **Nursery Snack**

Aspire recognises that a healthy, balanced diet is essential for children's health, wellbeing & learning. Research confirms that healthy eating habits in the years before school are very important because they influence a range of health and development outcomes in later life.

In order to promote healthy eating the Trust is ensuring that all Nursery pupils are provided with a healthy mid-morning and mid-afternoon snack. Snack menus and food are provided our catering contractors in line with the school food standards.

### **G13 Milk**

The School Food Standards require lower fat milk or lactose reduced milk to be available for drinking at least once a day during school hours. Milk must be provided free of charge to infant and benefits-based free school meals pupils, this is a legal requirement.

All pupils are eligible for free milk up to the age of 5 (this ends on the Friday before their 5<sup>th</sup> birthday).

189ml of semi-skimmed milk (1/3 pint) is excellent as a mid-morning drink as it provides a nutritional boost and keeps children hydrated between breakfast and lunch; helping them to concentrate, learn and play.

Further information can be found in the [Milk in Schools](#) document

### **G14 Health Risks from Heat**

Children cannot control their body temperature as efficiently as adults during hot weather because they do not sweat as much and so can be at risk of ill-health from

## Section G: EYFS

heat. Heat-related illness can range from mild heat stress to potentially life-threatening heatstroke. The main risk from heat is dehydration (not having enough water in the body). If sensible precautions are taken children are unlikely to be adversely affected by hot conditions, however, teachers & TAs should look out for signs of heat stress, heat exhaustion and heatstroke.

During periods of high temperature, the following steps should be taken to protect children indoors:

- open windows as early as possible in the morning before children arrive
- almost close windows when the outdoor air becomes warmer than the air indoors – this should help keep the heat out while allowing adequate ventilation
- use outdoor sun awnings if available, or close indoor blinds or curtains, but do not let them block window ventilation
- keep the use of electric lighting to a minimum
- switch off all electrical equipment, including computers, monitors and printers when not in use – equipment should not be left in 'standby mode' as this generates heat
- if possible, use those classrooms or other spaces which are less likely to overheat, and adjust the layout of teaching spaces to avoid direct sunlight on children
- oscillating mechanical fans can be used to increase air movement if temperatures are below 35°C – at temperatures above 35°C fans may not prevent heat-related illness and may worsen dehydration
- if necessary, consider rearranging school start, finish, and play times to avoid teaching during very hot conditions
- encourage children to eat normally and drink plenty of cool water

During periods of high temperature, the following steps should be taken to protect children outdoors:

- children should not take part in vigorous physical activity on very hot days, such as when temperatures are in excess of 30°C
- encourage children playing outdoors to stay in the shade as much as possible
- children should wear loose, light-coloured clothing to help keep cool and sunhats with wide brims to avoid sunburn
- apply sunblock, or broad-band sunscreens with high sun protection factors (at least SPF15) to protect skin if children are playing or taking lessons outdoors for more than 20 minutes – apply generously and reapply frequently, especially after activities that remove them, such as swimming or towelling
- provide children with plenty of water (such as water from a cold tap) and encourage them to drink more than usual when conditions are hot

### G15 Environment

You must ensure that the premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises.

## Section G: EYFS

You must meet the following indoor space requirements where indoor activity in a building(s) forms the main part of (or is integral) to the provision:

- Children under two years: 3.5 m<sup>2</sup> per child
- Two year olds: 2.5 m<sup>2</sup> per child
- Children aged three to five years: 2.3 m<sup>2</sup> per child

Where the space standards are applied, providers cannot increase the number of children on roll because they additionally use an outside area.

Providers must provide access to an outdoor play area or, if that is not possible, ensure that outdoor activities are planned and taken on a daily basis (unless circumstances make this inappropriate, for example unsafe weather conditions).

### G16 Sleeping Arrangements

The safety of babies' sleeping is paramount. Our policy follows the advice provided by The Cot Death Society and Lullaby Trust to minimise the risk of Sudden Infant Death. We make sure that:

- Babies are placed on their backs to sleep; however, once a baby can roll from back to front and back again, on their own, they can be left to find their own position
- Babies/toddlers are never put down to sleep with a bottle to self-feed
- Babies/toddlers are monitored visually when sleeping. Checks are recorded every 15 minutes and babies are never left in a separate sleep room without staff supervision at all times
- When monitoring, the staff member looks for the rise and fall of the chest and if the sleep position has changed
- As good practice, we monitor new baby/child sleeping during the first few weeks, every five minutes, until we are familiar with the child and their sleeping routines to offer reassurance to them and families

There should be a separate baby room for children under the age of two. However, providers must ensure that children in a baby room have contact with older children and are moved into the older age group when appropriate.

All children must sleep in a cot or an approved bed/mattress. Babies may not sleep in a nesting ring, car seat, bouncy chair etc. We will only allow babies to sleep in prams if they lie flat and we have parents' written permission.

You should ensure that an adequate supply of clean bedding, towels, spare clothes and any other necessary items are always available.

Each child should have their own specific sheet and pillow. These are to be stored in a bag of their own which is clearly named.

Bedding should be washed at least weekly and whenever visibly dirty. It should be machine washed with laundry detergent at 60°C (or above), or at 40 to 60°C, using a suitable disinfectant. Inadequately laundered fabrics can harbour residual germs that can multiply quickly, especially if the laundry remains damp.

It is therefore important to use an effective laundering method and then dry the laundry promptly.