



PROSPER
LEARNING TRUST

Health and Safety Policy

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Responsible Officer (Health and Safety Officer)	Trust Operations Manager

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Health and Safety Policy – Statement of Intent

Prosper Learning Trust (PLT) will ensure the provision of a working environment that is safe for both pupils and staff so that learning opportunities are enhanced in a way that is conducive and safe for all, but reflects the needs and constraints faced. For the purposes of this policy “pupils” refers to all the babies, children and young people in our care.

PLT adopts and adheres to the guidance as set out in the Health, Safety and Risk Assessment Manual for Newcastle City Council. A full copy of this manual is available from the Schools Extranet.

In some cases the premises used by the different departments of the Trust are not owned by the Trust, they are owned by the Health Authority or other groups. Therefore these groups need to be consulted and informed regarding issues of Health and Safety and staff must be mindful to their guidelines.

PLT accepts its responsibilities as an employer and will provide adequate resources to implement this policy including access to support from health and safety competent persons, where necessary external specialist advice and assistance will be obtained.

PLT is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary to modifying the policy in light of new legislation and other changing circumstances.

The Health & Safety at Work Etc Act 1974 places a duty on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons including visitors, contractors and the general public who may be affected by the school’s activities.

All staff have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school and to observe the health and safety requirements relevant to their activities.

Suitable risk assessments of all foreseeable hazards with risk to staff, pupils and visitors will be carried out and communicated to all staff. Where significant risk is identified, appropriate control measures to reduce or eliminate the risk will be taken.

Consultation will take place with any union appointed safety representative and members of staff on matters that affect their health and safety and individuals will be consulted before allocating particular health and safety functions to them.

All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, instruction and supervision in health and safety matters will be made available to achieve this, particularly to newly appointed staff or following a change of responsibility.

The policy will be regularly reviewed and updated as necessary, or at least annually.

We are committed to:

- Providing a safe and healthy environment for pupils, staff and visitors of Prosper Learning Trust.
- Provide stimulating educational opportunities for pupils with regard to Health and Safety guidelines
- Establish and maintaining safe and effective working procedures for the individual premises to prevent accidents, work related ill health, injury or loss.
- Ensuring that workload and stress factors are taken into account
- Making arrangements for ensuring health and safety in connection with the use, handling, storage and transport of articles and substances
- Ensure all trustees, governors and staff have access to health and safety training as appropriate
- Maintain all areas under the control of the Trustees, Governors and Executive Headteacher in a condition that is safe and without risk to health (This policy will therefore take into consideration the effects of the physical environments in which the delivery of education is sited.)
- Formulate effective procedures for use in case of evacuating the school premises
- Developing and maintaining a positive health and safety culture through communication and consultation with staff and ensuring that health and safety issues are covered in meetings.
- Ensuring adequate resources are given to safety issues.
- Teach safety as part of pupils' curriculum where appropriate

PLT Organisation and Responsibilities:

Governance

In order to comply with the Board of Trustees' Statement of Intent, the members of the PLT management structure have additional responsibilities assigned.

The Board of Trustees will nominate a Trustee with responsibility for Health and Safety. The nominee will ensure that the policy is reviewed and that major Health and Safety issues are handled correctly.

The Trust will nominate a member of staff to act as Health and Safety Officer.

All members of staff will be made aware of the guidelines regarding Health and Safety and asked to familiarise themselves with those areas that directly concern their working environment and practices.

The Board of Trustees/Executive Headteacher

- Ensure that each Head of School has made adequate arrangements to discharge their responsibilities for health and safety within the PLT premises they are responsible for and ensuring that responsibilities for health, safety and welfare are allocated to specific staff.
- Monitor the effectiveness of the health and safety policy, the safe working practices described within it and revise and amend it, as necessary, on a regular basis.
- Ensure health and safety issues are covered at appropriate meetings via a standard agenda item. This should include discussion of any safety reports or information issued.
- Provide Health and Safety Executive with information as and when requested.
- Ensure adequate resources are given to safety issues.
- Ensure training is given priority for trustees, governors and staff.
- Ensure SLA in place with appropriately qualified organisation to have annual independent inspection of all premises.

Head of School

The Head of School has the following responsibility for all Health & Safety matters in their school. The delivery of this responsibility can be delegated to the Departmental or Senior Managers.

- Ensure that the PLT Health and Safety Policy is communicated and adhered to by staff on all school sites.
- Ensure health and safety is an integral part of the management of the school.
- Ensure that all staff under their control carry out their work so as to avoid, so far as reasonably practicable, risk to health or safety of pupils, students, staff, or any member of the public.
- Nominate staff to be responsible for specific aspects of health and safety, on their site, ensuring all staff are aware of such delegations.
- Ensure only appropriately qualified and experienced members of staff supervise potentially hazardous activities.
- Ensure there are adequate arrangements for the supervision of pupils at all appropriate times.
- Ensure adequate arrangements for the reporting of accidents and potential hazards and that such reports are forwarded to the Health and Safety Executive if required.
- Ensure fire safety procedures of the particular site are adhered to, and that all reasonable precautions are taken by staff to minimise the risk of fire.
- Ensure that only competent contractors are brought onto school sites to carry out works.
- Make adequate arrangements for the site induction of any contractor brought onto site so that the activities do not interfere or cause risk to the safety of staff and pupils on site.
- Take immediate action to address any unsafe practice or condition arising from the work of a contractor on site, which may endanger the health and safety of staff, pupils or visitors.
- Ensure staff are fully aware of any asbestos material in the buildings and make arrangements to ensure that no person brought onto site is exposed to risks from asbestos. Any asbestos that is disturbed should be reported to NCC Health and Safety team and staff and pupils removed from its vicinity. Maintain an asbestos register and ensure it is available at all times.
- Ensure that all major defects and unsafe conditions are reported to the Trust Operations Manager.
- Ensure appropriate consultation arrangements are in place for staff and their Trade Union representative.
- Ensure that risk assessments are in place and are regularly reviewed for all activities.
- Ensure safe systems of work are in place as identified by risk assessments.
- Ensure that all emergency evacuation procedures are in place and that staff and pupils are aware of such arrangements.
- Ensure all purchases have been assessed for suitability and compliance.
- Ensure all equipment is inspected, tested and maintained.
- Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, testing, evacuations.
- Ensure that the health and safety standards and compliance with procedures are adequately monitored.
- Report to the school governing body on the health and safety performance of the school.

Department Heads/Senior Managers

Heads of Departments/Senior Managers have the following responsibilities:

- Ensure that all members of staff under their control adhere to all relevant aspects of the PLT Health and Safety Policy.
- Ensure all members of staff in the department are aware of any safety precautions specific to their site.
- Ensure all members of staff in the department are aware of any safety precautions to be taken when undertaking potentially hazardous activities, ensuring that only appropriately trained members of staff use potentially hazardous chemicals, equipment or machinery.
- To ensure the curriculum includes instructions in the correct and safe methods of carrying out potentially hazardous activities.
- Ensure that members of staff wear appropriate protective clothing (if required).
- Ensure the curriculum does not involve staff and pupils in procedures likely to cause accidents.
- Ensure that all equipment and machinery is maintained in a safe and serviceable condition and any defective equipment is not used until the necessary repairs are carried out.
- Ensure that competent members of staff carry out risk assessments for all activities within their control. The assessments should cover general risks as well as the specific risks involved with the teaching and supervision of children. Consideration must be given to the use of hazardous substances, provision of Personal Protection Equipment (PPE) and selection of work equipment. General risk assessments have been developed on the Newcastle City Council Services to Schools Extranet.
- Make recommendations to the Head of School or Trust Operations Manager on health and safety equipment and on additions necessary or improvements to plant, tools, equipment or machinery.
- Report all hazards to health or safety, faulty equipment or machinery and all accidents to the Head of School/Trust Operations Manager.
- Only if it cannot be avoided should community teaching take place at the pupil's home address. If this is to take place, the Community Teaching Coordinator should carry out risk assessment before a member of their team enters the premises. Any concerns should be directed to the Head of School.
- If the concern is in relation to procedures or property governed by the Health Service ensure the concern is passed to the Ward Sisters who can in turn pass to their superiors. The Head of School and Trust Operations Manager must still be informed.
- If the concern relates to the property of another school ensure the matter is be passed to the Headteacher of that school. The Head of School and Trust Operations Manager must still be informed.

Class Teachers

Teaching staff are expected to:

- Follow any particular health and safety measures to be adopted in their own Department.
- Give clear oral and written instructions and warning to pupils when necessary.
- Follow safe working procedures.
- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Require the use of PPE and guards when necessary
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with national curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical and mechanical) into school without prior authorisation.
- Report all incidents, accidents, defects and dangerous occurrences to the Department Head or Trust Operations Manager.
- If the concern is in relation to procedures or property governed by the Health Service ensure the concern is passed to the Ward Sisters who can in turn pass to their superiors. The Department Head, The Head of School and Trust Operations Manager must still be informed.
- If the concern relates to the property of another school ensure the matter is be passed to the Headteacher of that school. The Department Head, the Head of School and Trust Operations Manager must still be informed.

All Staff

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils
- Be aware of and implement safe working practices and to set a good example personally, identify actual and potential hazards and report them to the Trust Operations Manager.
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- Evaluate health and safety arrangements
- Provide the opportunity for discussion of health and safety arrangements
- Provide for adequate instruction, information and training in safe working methods
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used and they have the relevant insurance
- All staff must keep the school informed at all times of their whereabouts
- If the concern relates to risk to the health of a child, staff must consult the medical staff of that child and take direction.
- If the matter concerns the tuition of a pupil in their home the Head of School must be informed and the issue shared with the pupil's family and staff.
- NO trips or visits can be undertaken without a risk assessment or on an impromptu basis
- All staff will require Enhanced DBS Clearance, where possible this will be updated on a three yearly basis.
- All new members of staff could be at particular risk and as part of their induction process should be made aware of all Health and Safety procedures that will affect their working practices

Pupils

Pupils will:

- Exercise personal responsibility for the safety of themselves and their fellow pupils
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- Use and not willfully misuse, neglect or interfere with things provided for safety purposes.
- Adhere to rules around ICT/internet safety

Procedures and Arrangements

The following procedures and arrangements have been adopted to ensure compliance with the Trustee's Statement of Intent:

Accident/Incident Reporting

Accidents and incidents should be reported to Trust Operations Manager via Newcastle City Council Accident Report Form. The form should be completed by the person responsible for the activity. The Department Manager or Visit supervisor should investigate accidents and then pass to Trust Operations Manager for assessment and further action if required. HSE will be notified if required.

Animals

When considering bringing animals into school, consultation must take place with the Head of School and Trust Operations Manager and the CLEAPSS guidance should be adhered to. This guidance is available via their web site.

Asbestos Management

Any part of the building fabric containing asbestos must not be worked upon until the asbestos within the building has been made safe, either by removal or enclosure.

PLT will ensure staff are fully aware of any asbestos material in the buildings and make arrangements to ensure that no person brought onto site is exposed to risks from asbestos. Any asbestos that is disturbed should be reported to Newcastle City Council Health and Safety team and staff and pupils removed from its vicinity. The site caretaker will maintain an asbestos register and ensure it is available at all times.

For NHS and leased sites their estates team has responsibility for asbestos management and keeping records up to date and the Trust Operations Manager will have access to them.

Curriculum Risk Assessment

Risk assessments for curriculum activities will be carried out by Departmental Heads and Classroom Teachers.

This includes subjects where apparatus, machinery and hazardous substances will be used e.g. Science, Design and Technology, PE. Food hygiene standards will be met in subjects such as Food Technology.

Contractors on Site

Guidance from the Health and Safety Section of the Newcastle City Council Service to Schools Extranet documents will be followed.

All contractors must report to the particular site reception where they will sign in and be given access to the Asbestos register which they must read and sign.

The site caretaker or Trust Operations Manager is responsible for monitoring the contractor where the work may directly affect staff or pupils. When defects are identified, ensure someone has responsibility for correcting them and that effective action is taken. Records are kept by the site caretaker of all contractor works.

Control of Substances Hazardous to Health (COSHH)

Heads of Department (or their designated person, e.g. technical staff) and the Trust Operations Manager will identify hazardous substances and complete the hazardous substances inventory in line with Safety Section of the Newcastle City Council Service to Schools Extranet documents.

Educational Visits

All educational visits will be administered through the EVOLVE system in each school and the Educational Visits Policy adhered to. A member of staff is directed to administer this system to ensure that all necessary paperwork, checks and insurance are in place before the visit takes place. It is the visit leader's responsibility to ensure that these are carried out.

Emergency Evacuation and Planning

All sites will have evacuation systems to ensure that all occupants of the premises can be evacuated in an emergency.

Business Continuity Management is recognised as good management practice for schools to have plans in place for dealing with specific types of emergencies. Additionally, the DfE requires schools to have an appropriate business continuity or disaster recovery plan. The plan must set out how the school would cope if an incident should occur for example - premises flooding, ICT failure etc. We will have an SLA with Newcastle City Council Major Incident Team which includes assistance in the writing and development of bespoke plans for each school. Plans are updated on a regular basis to reflect site, staffing and designation changes at each school.

Fire

On each site one or more staff will be appointed as the Fire Safety Manager and ensure each site has adequate number of fire wardens and that they receive formal training every 5 years.

On PLT owned premises fire risk assessments will be carried out by Site Caretaker and Trust Operations Manager in conjunction with Newcastle City Council Health and Safety team. For NHS or leased buildings this will be carried by their estates department and the Trust Operations Manager will have access to records if required.

On PLT owned premises fire drills will be carried out each term and evacuation procedures will be developed by the site caretaker and Trust Operations Manager, with records of evacuations kept by site caretaker. On NHS or leased building sites this will be coordinated with their particular sites estates department and the Trust Operations Manager will have access to records if required.

On PLT owned premises fire Alarm and emergency light testing will be carried out as required by Newcastle City Council based on their health and safety policy recommendation. The site caretaker will carry out daily checks of the fire alarm panel and weekly checks of the fire alarm system using a different call point each week. The site caretaker will keep records on site of all checks. For NHS and leased sites this is the responsibility of the estates team and the Trust Operations Manager will have access to records if required.

All rooms will display fire notices showing the evacuation procedures and the location of the mustering points.

First Aid Risk Assessment

First Aid boxes will be located in suitable locations around the buildings. First Aid notices are located throughout the buildings. First Aid boxes will be stock checked on a half termly basis by appointed person on each site. ***Adequately trained number of First Aiders will be appointed on each site. All education visits will have a first aid trained person included in the staffing.***

General Risk Assessment

These will be coordinated by the Trust Operations Manager following guidance from the Health and Safety Section of the Newcastle City Council Service to Schools Extranet documents.

Glazing

Glazing must be constructed of safety material or otherwise protected in windows below 800mm from the floor and in doors and side panels below 1500mm from the floor. Where PE and similar activities are carried out, glazing at higher levels may also present a risk of injury and may need to be a safety material or otherwise protected. Additional areas of glazing may need to be protected where pupils exhibit unpredictable and challenging behavior.

Assessments will be undertaken, on all PLT owned premises, to ensure that any glass that is likely to cause injury if it is broken is either replaced or made safe. This includes display cabinets and glazing in furniture.

Health and Safety Training

Health and Safety training will be provided for all new staff by the Trust Operations Manager with records kept.

Inspection and Test of Plant and Equipment

All plant and equipment requiring statutory inspection and test will be carried out at the required intervals by competent contractors following guidance from the Health and Safety Section of the Newcastle City Council Service to Schools Extranet documents. All plant and equipment will be logged and all tests/inspections documented including remedial work carried out following test/inspection by the site caretaker.

For NHS and leased sites these will be carried out by the estates team and the Trust Operations Manager will have access to them.

Ladders, Stepladders and Access Equipment

Site caretakers will be trained to carry out inspections and the maintenance of ladders, stepladders and access equipment following guidance from the Health and Safety Section of the Newcastle City Council Service to Schools Extranet documents. Records of inspections will be kept by the site caretaker.

For NHS and leased sites these will be carried out by the estates team and the Trust Operations Manager will have access to them.

Legionella

Appropriate SLA in place with Newcastle City Council, for all PLT owned premises, for inspection and testing for legionella with records kept by the site caretaker.

For NHS and leased sites this is the responsibility of the estates team and the Trust Operations Manager will have access will records if required.

Lifting Equipment

Any equipment used for lifting objects or people must be maintained in a good condition. The frequency for inspection and testing will be in accordance with the legal requirements outlined in the Lifting Operations and Lifting Equipment Regulations (LOLER).

New and Expectant Mothers Risk Assessment

An assessment will be carried out by the Trust Operations Manager following guidance from the Health and Safety Section of the Newcastle City Council Service to Schools Extranet documents.

Manual Handling Risk Assessment

Where manual handling cannot be avoided and the risk is significant, a manual handling risk assessment will be carried out by Trust Operations Manager and those involved in the activity following guidance from the Health and Safety Section of the Newcastle City Council Service to Schools Extranet documents.

Medication in Schools

We have a duty to ensure that pupils with medical conditions, both physical and medical, are properly supported so they can play an active role in school life and achieve their full academic potential. The policy Supporting Learners with Medical Conditions in School (Inc. Procedure for Administration of Medication) outlines the procedures.

Prescribed medication will be securely stored in a non pupil access room. Disposal arrangements will be in place for sharps with arrangements for the containers to be replaced before they are full.

Staff that administer medications will have appropriate training.

Minibuses

Operation of the minibus will be carried out by approved staff with a Category D1 license and have had Minibus driver awareness scheme training (MIDAS) from Newcastle City Council.

The minibuses are regularly serviced and maintained by Newcastle City Council.

Drivers will carry out pre use driver checks following guidance from the Health and Safety Section of the Newcastle City Council Service to Schools Extranet documents.

Play/PE Equipment

Play/PE equipment must comply with relevant BS/EN standards, be safely set up and supervised, and be maintained in a safe condition. Manufacturer's guidance should be followed at all times. Frequent inspections should be carried out to ensure there is no physical damage or deterioration. Training will be provided if needed. All PE apparatus/large equipment should be checked annually by a trained and competent contractor. The site caretaker will keep records of inspections and any remedial work carried out.

For NHS and leased sites these annual inspections are the responsibility of the estates team and the Trust Operations Manager will have access to them. PLT staff should report any defects to the Trust Operations Manager who will inform the appropriate person on that particular site.

Ponds

Schools are responsible for managing and maintaining ponds on their sites in a safe and controlled way. All pond activities must be risk assessed with further guidance produced by CLEAPSS

Portable Appliance Testing (Electrical Safety)

Inspection and testing of all portable appliances will be carried by a specialist contractor. Records should be kept on each site by the caretaker or Departmental Manager and all checks will be carried out following guidance from the Health and Safety Section of the Newcastle City Council Service to Schools Extranet documents.

Pupil Risk Assessment

The Head of School will direct a risk assessment to be carried out on pupils in their particular school e.g. for medical or behavioural reasons.

Pupil Transport to School

For pupils who have organised transport to school either by minibus or car via Newcastle City Council a risk assessment should be in place by Newcastle City Council in consultation with the school.

Security and Personal Safety

The individual school will maintain site security for the boundary and the building and be responsible for the personal security of their own staff, pupils and visitors. All CCTV equipment will be maintained and kept in good order by the school.

For NHS and leased sites the estates team is responsible for this and staff should notify their site estates team of any issue that needs addressing immediately

Slips, trips and falls

PLT premises will manage spillages and ensure that floor surfaces and coverings are safe by routine inspections by the site caretaker. Staff should alert site caretaker or reception should they see an issue that needs addressing immediately.

For NHS and leased sites these will be carried out by the estates team and staff should notify their site estates team of any issue that needs addressing immediately

Please refer to the 'Working at Heights' guidance from the Health and Safety Section of the Newcastle City Council Service to Schools Extranet documents to prevent falls.

Stress

PLT places paramount importance for the health and wellbeing of staff including the potential for work related stress. ***A Senior Leader in each school will be appointed with part of their duties being responsible for staff welfare.*** In order to gain general advice around the management of stress, consultation should take place the Newcastle City Council HR department and it's guidance policy on ***'Preventing Work-related Stress and Tackling Employee Stress in General'***.

Vehicle and traffic movement

A risk assessment on the traffic route and traffic management arrangements on PLT owned sites will be carried out and recorded by site caretaker and Trust Operations Manager.

For NHS and leased sites these will be carried out by the estates team and staff should notify their site estates team of any issue that needs addressing immediately

Violence

Appropriate physical and procedural security measures are adopted in the working environment and that staff are appropriately trained and supported.

Staff will be made aware of the advice and guidance around avoiding violence from the Health and Safety Section of the Newcastle City Council Service to Schools.

A separate policy and risk assessments are in place for staff working in the community.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school and wear a Visitors badge

Working at Heights

The Trust Operations Manager or site caretaker will assess the risks from working at height and make plans to either avoid the work, or to do so more safely following guidance from the Health and Safety Section of the Newcastle City Council Service to Schools Extranet documents.

Workstations and Computers

Wherever a member of staff uses a computer workstation for a set percentage of their time an assessment must be carried out to ensure that the person is not likely to be placed at risk from using the equipment. Anyone who is classed as a user i.e. they have no other option but to use a computer and use it for at least one hour a day every day, is entitled to an eyesight test that will be paid by the employer.

PLT is responsible for its staff for the purposes of DSE assessments, eye sight tests and the provision of IT equipment. Any new IT equipment or specialist furniture required for school staff is provided by the particular school.

Workplace Health, Safety and Welfare

PLT will maintain at least all minimum standards that all workplaces should comply with to ensure the health, safety and welfare of all staff and pupils such as indoor temperatures, suitable and sufficient lighting, waste removal and adequate ventilation. Welfare issues such as the provision of a rest area for pregnant women and nursing mothers, suitable facilities for changing clothing if required, provision of suitable drinking water and provision of suitable toilets.

Audit and Review

The Trust will:

Audit

Undertake regular audits of their schools Health and Safety management procedures.

Analyse

Health and Safety systems in their schools are fit for purpose and procedures are followed.

Review

Undertake regular evaluation and reviews to ensure that new legislation or other changing circumstances are incorporated within the PLT Health and Safety Policy.

Promote

Actively promote a health and safety culture among its employees, pupils, contractors and visitors to ensure the safety of all users of the building.

Ensure

All staff are inducted, know how to report a concern and where to find information about health and safety. Provide an annual report to the Trustees Board covering the management of health and safety on all Trust sites.

The School will:

Audit

Undertake regular inspections of their premises e.g. termly.

Ensure that an annual Governors Health and Safety Audit is carried out.

Undertake regular audits of health and safety management in departments.

Analyse

Investigate and analyse any accidents/assaults and ensure an audit of these systems and procedures takes place.

Review

Undertake an annual review of the PLT Health and Safety Policy and cross reference to procedures in their own school.

Consider the use of a health and safety management plan, in conjunction with the Governing Body, which will, as a minimum, ensure that all staff have access to documented procedures, operational instructions/guidelines and any codes of practice which may have an impact on the school and its daily use.

Promote

Promote safe working practices by ensuring that health and safety is included in all lessons, where appropriate.

Ensure that all visitors or contractors to site are made aware of the specific health and safety arrangements for the school.

Ensure

All departments have their own risk assessments

Relevant policies are adhered to

An annual report of the management of health and safety is produced on all sites.