



**Transforming  
Futures**  
TRUST

## Health and Safety Policy

Policy Information	
Policy Owner	Chief Operating Officer
Issue Version	1.0
Approving Committee	Finance & Audit Committee
Adopted Date	September 2019
Review Cycle	Annual
Last Review Date	February 2021
Next Review Date	February 2022

### Adoption of the Policy

This Policy has been adopted and reviewed by the Trustees of Transforming Futures Trust

Signed

Date: February 2021

(Chair of Trust)



## Introduction

The Trust will, so far as is reasonably practicable, ensure the health, safety and wellbeing at work of all its employees. The Trust will also ensure, so far as is reasonably practicable, that non-employees such as visitors, pupils and contractors are not exposed to health and safety risks from the work activities of Transforming Futures Trust.

The Trust is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety at Work etc. Act 1974 (HASWA) and associated Regulations.

Transforming Futures Trust will, so far as is reasonably practicable:

- a. Ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by Transforming Futures Trust's activities.
- b. Ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice.
- c. Ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;
- d. Provide and maintain plant and systems of work that are safe and without risks to health.
- e. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- f. Maintain any place of work under its control in a condition that is safe and without risks to health.
- g. Provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work.
- h. Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in any of the Trust's premises.
- i. Provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work.
- j. Give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information.
- k. Make arrangements for the provision of a suitable occupational health service for staff.

- l. Monitor health and safety performance to verify that the Trust's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved.
- m. Develop and maintain a positive and proactive health and safety culture.

The Trust will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters and will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the Academics and Offices.

The Trust is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control.

This plan will be jointly owned by the Head teachers and the Estates Team for site specific actions, and actions be recorded during the half termly Estates Team meeting, or more regularly if the risk is significant.

Progress with this plan will be monitored regularly by ExComm.

Escalation from ExComm will be to the Finance and Audit Committee and presented by the Chief Operating Officer.

This Policy requires the commitment, co-operation and active involvement of all its employees to ensure its success and effectiveness.

All contractors and consultants working for Transforming Futures Trust are required to comply with this Policy.

The Trust will ensure that this Policy is effectively communicated to all staff. Failure on the part of any Trust employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

## Legal Framework

This policy is based on advice from the Department for Education on [health and safety in academies](#) and the following legislation:

- i. [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings.
- ii. [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel

- iii [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees.
- iv [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- v [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health.
- vi [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- vii [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.
- viii [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register.
- ix [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.
- x [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height.
- xi [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records.
- xii [The Education \(Independent Academy Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

The Trust follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

## Roles and Responsibilities

### Trustees

The Trustees have ultimate responsibility for health and safety matters in the Trust, but will delegate day-to-day responsibility to the Head teacher in the academy environment, and the CEO in non-educational offices.

The Trustees have a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the Trust premises.

## **The Estates Team**

The Estates Manger is responsible for ensuring:

- a. All cleaning regimes are carried out to the standards required to ensure maximum infection control.
- b. Suitable persons are nominated to undertake key health and safety functions within the offices, such as risk assessors, (to carry out Display Screen Equipment, manual handling, Hazardous substances, fire or other risk assessments), fire wardens, first aiders etc. and to ensure these individuals are adequately supported and suitably trained.
- c. Ensuring all risk assessments are distributed to Head Teachers and reviewed.
- d. Ensuring that the academy / office buildings and premises are safe and regularly inspected.
- e. Day-to-day asbestos management and arranging the annual inspection of the known asbestos.
- f. Reporting to the Trusts ExComm on health and safety matters.
- g. Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- h. Reporting specified incidents to the HSE when necessary.
- i. Providing adequate training for academy staff including that all staff are aware of first aid procedures.
- j. Manage the Trust's H&S contract for competent person, Fire Risk Assessment, Asbestos Management, Legionella prevention, gas and electrical safety and other mechanical safety inspections as required.

## **Head teacher**

The Head teacher is responsible for health and safety day-to-day. This involves:

- a. Implementing the Health and Safety policy.
- b. Suitable persons are nominated to undertake key health and safety functions within the academis, such as risk assessors, (to carry out Display Screen Equipment, manual handling, Hazardous substances, fire or other risk assessments), fire wardens, first aiders etc. and to ensure these individuals are adequately supported and suitably trained.
- c. Ensuring there is enough staff to safely supervise pupils.
- d. Ensuring an appropriate number of trained first aid personnel are present in the academy at all times.
- e. Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- f. Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- g. Ensuring that adequate space is available for catering to the medical needs of pupils.
- h. Ensuring the completion of Risk Assessments and feed into the annual review process.

In the Head teacher's absence, the deputy assumes the above day-to-day health and safety responsibilities.

They co-operate and work closely with the Estates Team to achieve a safe and healthy working environment and obtaining competent advice and guidance where necessary.

Hold a relevant Managing Safety certificate and complete any other relevant health and safety training.

The Head Teacher is designated as Responsible Person of the premises, though they may delegate specific roles and functions to others.

## **Employees**

All Transforming Futures Trust employees, whether they are fixed term, contracted or permanent, are directly responsible for taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions by:

- a. Ensuring that they are familiar and up to date with the Trust's Health and Safety policy and ensuring that pupils are aware of their Health and Safety responsibilities.
- b. Co-operating fully with their Line Manager or Responsible Person on all matters pertaining to their health and safety at work and keeping them up to date of any developments or changes that may impact on the health and safety of those undertaking any activity.
- c. Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that have been provided in the interest of their health and safety at work.
- d. Reporting promptly, in the first instance to their Line Manager, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill and completing a First Aid report in the first instance or a Health and Safety incident/illness report.
- e. Report to the Estates Team, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- f. Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- g. Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.
- h. Acquainting themselves with, and complying with, the procedure to follow in case of a fire or other emergency.
- i. Completing health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.

- j. Attending local site induction on their first 2 weeks of employment.
- k. Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst in Transforming Futures Trust buildings.
- l. Ensuring they follow specific first aid procedures.
- m. Ensuring they know who the first aiders in academy are.
- n. Completing accident reports (see appendix C) for all incidents they attend to where a first aider is not called.
- o. Informing the Head teacher or their manager of any specific health conditions or first aid needs.

### **The Pupils**

Pupils will be reminded that they are expected to:

- a. Exercise personal responsibility for the health and safety of themselves and others.
- b. Observe all the health and safety rules of the academy and, in particular, the instructions of staff given in an emergency.
- c. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Pupils that are found to be a risk to Health and Safety may not be allowed to partake in certain academy activities and may require an Enhanced Risk Assessment to ascertain what they can access. We expect pupils to follow the academy code of conduct, as this maintains good Health and Safety around the academy. The production of the Enhanced Risk Assessment will be carried out by the Head Teacher or their appointed representative.

All pupils and parents will be made aware of the contents of this section of the policy through the Academy website or will be included in the Pupil Induction Pack

### **Contractors**

All contractors will be appropriately selected and competent in terms of health and safety.

All Contractors will complete Site Induction and Contractor Checklist with the Site representative and must be made aware of and abide by the academy's health and safety policy and not endanger pupils, staff or other visitors to the site.

All Contractors must provide the Estates Team their Liability Insurance, Risk Assessments and Method Statements (RAMS), Health and Safety Policy, DBS documentation and accreditations before attending site.

The Estates Manager and Head teacher (or their designate) will be responsible for the coordination of contractors' activities on site. Ultimate approval sits with the Head Teacher and permission must be sought, unless there is an immediate threat to Life or risk of significant injury.

All contractors must report to the Estate Team or Head teacher (or their designate) before any work takes place and prior to each working session. They should be informed of any conditions which may affect their safety and that of others.

### **Lettings**

The Head teacher (or their designate) will ensure that the Hirer of Academy premises, for any event, is aware of his/her obligations under health and safety legislation and the academy's health and safety policies where appropriate.

Hirers will also need to provide Liability Insurance, Risk Assessments and Method Statements (RAMS), Health and Safety Policy and DBS documentation before attending site.

## **Risk Management and Risk Assessments**

All significant Hazards and Risks will be identified within workplaces and appropriate risk assessments completed.

Health & Safety Executive Guidance on Risk Assessments will be followed, as well as any Specific Guidance and Codes of Practices as advised by estates management.

Risk assessments are stored electronically or in the Reception or local Managers office and will be reviewed:

- i At regular intervals.
- ii After accidents, incidents and near misses.
- iii After any significant changes to workplace, working practices or staffing.
- iv After any form of notice has been served.

Academy trips, off-site visits, residential visits, and any academy-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. **Please refer to the Transforming Futures Trust Learning Outside the Classroom (LOTCC) Policy.**

## **Fire**

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

- a. Emergency evacuations are practised at least once a term.
- b. The fire alarm is a loud continuous bell or siren.
- c. Fire alarm testing will take place once a week.
- d. New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.
- e. In the event of a fire:
  - i The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
  - ii Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.

- iii Staff and pupils will congregate at the assembly points. These are clearly marked for each academy and office.
- iv Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- v The admin team or manager will take a register of all staff.
- vi Staff and pupils will remain outside the building until the emergency services or fire marshal say it is safe to re-enter.

Each academy or office will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments and will pay particular attention to those with disabilities.

## Accident/Incident Reporting

All employee accidents must be reported to the Trust F&A Committee. This will be achieved by entering accident details onto the OSHENS on-line accident reporting system.

Accidents to students and other non-employees are recorded on an accident form. Those accidents to students and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported to the Trust F&A Committee by entering accident details onto the OSHENS on-line accident reporting system.

Parents / carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to the Trust F&A Committee.

The Trust Estates Manager will support the Headteachers to investigate accidents that are reportable through OSHENS and take remedial steps to avoid similar instances recurring.

All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 will be reported to the HSE via the OSHENS on-line accident reporting system. This will be undertaken by the Health & Safety Service.

For full details relating to accident reporting arrangements, reference should be made to the HSA001 Guidance on the OSHENS system.

## Critical Incidents

In the case of an emergency situation, the academy will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the academy. We have provisions in place to aid us in preventing certain emergencies but in some cases, such as extreme weather, major power failure, or flooding, they cannot be avoided. In these circumstances the academy will carry out the emergency procedures as per the Academy Emergency Plan. If the incident affects the Trust, the Trust Business Continuity Plan will be initiated.

## Personal Safety and Security

The Trust believes that staff should not be expected to put themselves in danger and will appropriately support staff if violent or threatening behaviour is experienced and each incident will be investigated. A separate specific behaviour policy is in place at each Academy.

Staff will report any such incidents on the OSHENS system in accordance with agreed accident/incident reporting procedures to enable the incidents to be effectively investigated and appropriate support to be provided.

Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the relevant line manager in order to identify and implement control measures.

Staff working outside normal school hours must obtain permission of the Headteacher.

The requirement to undertake a lone working risk assessment will also extend to working alone off-site where staff conduct home visits. Risk assessments will be reviewed annually or after significant change.

## Compliance

### **Asbestos Management**

Transforming Futures Trust holds an asbestos register at each site that there is Asbestos and follows the HSE L143 Managing and working with Asbestos ACOP regarding monitoring and record keeping.

Staff are made aware of the location of asbestos and the procedures to follow if they discover disturbed asbestos, they will stop work immediately and close off the area before reporting to the Head Teacher or their designate.

All contractors working on the building are made aware of the location of asbestos and sign the register during their site induction. They are advised that if they discover material which they suspect could be asbestos, they will stop work immediately and close off the area before reporting to the Estates Team or Head Teacher or their designate.

The Estates Manager is responsible for the day-to-day asbestos management and includes annual inspections of the known Asbestos.

### **Control Of Substances Hazardous To Health (CoSHH)**

Transforming Futures Trust are required to control hazardous substances which can take many forms, including:

- i Chemicals.
- ii Products containing chemicals.
- iii Fumes.
- iv Dusts.
- v Vapours.
- vi Mists.
- vii Gases and asphyxiating gases.
- viii Germs that cause diseases, such as leptospirosis or legionnaires disease.

Control of substances hazardous to health (COSHH) risk assessments are completed by the Estates Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. A record of all hazardous substances is kept in the site emergency documentation and handed to the Emergency services in the event of a major incident.

All hazardous products will be kept in a locked area that pupils do not have access to during school hours.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

### **Gas safety**

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained through contractors arranged by the Estates Team.

All rooms with gas appliances are checked to ensure that they have adequate ventilation.

### **Legionella Management**

A legionella risk assessment will be carried out by a competent contractor as arranged by the Estates Team. The recommendations will be actioned where reasonably practicable. The Estates Team are responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log.

This risk assessment will be reviewed routinely and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the following:

- i Monthly temperature checks.
- ii Routine flushing of little used outlets.
- iii Routine descaling and cleaning of taps.
- iv Routine disinfection of showers and hoses.
- v Whole system flushing after a school holiday.

### **Equipment**

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

### **Electrical equipment**

Transforming Futures Trust ensure all electrical appliances are maintained in a safe condition and have been tested by a competent person through the Estates Team.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person organised through the Estates Team.

All electrical appliances are maintained, inspected routinely and logged.

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely and undertake visual inspections before use ensuring that they implement good cable management to prevent any slip trips and falls. Any defects are to be reported immediately to the Estates Team.

Staff are not permitted to use personal 240v electrical items in any school or office environment.

Electrical apparatus and connections will not be used with wet hands and will only be used in dry conditions.

### **PE equipment**

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

### **Display screen equipment**

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

## **Work Related Risks**

### **Manual Handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and pupils are expected to use the following basic manual handling procedure:

- i Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- ii Take the more direct route that is clear from obstruction and is as flat as possible.

- iii Ensure the area where you plan to offload the load is clear.
- iv When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

## **Pregnancy**

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- i Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- ii If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- iii Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

## **Use of Vehicles**

All staff who drive on school business in their own car (Grey Fleet) must have valid driving licence, a valid MOT and tax with appropriate business insurance. If staff receive points on their licence, they must report this immediately to HR. Driving licence and insurance certificates will be checked annually by the Trust's HR Team.

As part of their role, staff maybe required to drive a minibus and therefore must complete a minibus drivers' assessment and must fulfil the following insurance criteria:

- i Above 21 years old.
- ii Below 70 years old.
- iii Must have held a driving licence for 12 months.

If they have points on their licence, they will need to complete a driver profile assessment before further training is allowed.

In accordance with the Transforming Futures Drivers handbook the vehicles are checked daily by the designated drivers and records are kept. It is maintained and serviced routinely by a competent company, in accordance with the law and records kept.

Staff are to read the Transforming Futures Drivers Handbook as part of their induction.

## **Working at Height**

All staff will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- i The caretaker retains ladders for working at height.
- ii The caretaker will carry out annual inspections and maintain appropriate records for all working at height equipment.
- iii Pupils are prohibited from using ladders.
- iv Staff will wear appropriate footwear and clothing when using ladders.
- v Contractors are expected to provide their own ladders for working at height.
- vi Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- vii Access to high levels, such as roofs, is only permitted for trained persons, using appropriate safety measures and fall protection.

## **Occupational Health Services and Managing Work-Related Stress**

Transforming Futures Trust takes the health and wellbeing of all its staff and pupils very seriously, and acknowledges that in a busy and hard working environment, managing work-related stress alone can be very difficult.

The Transforming Futures Trust seeks to promote a work/life balance amongst their staff and support staff and encourage staff to manage their workload. Every effort is made to make effective changes if staff are experiencing stress either at home or work.

Transforming Futures Trust urge any staff member who is experiencing stress to talk to their line manager or a member of the senior management team, and the school will do everything that it can to support them. It is the responsibility of each employee to keep their line manager informed of any health related issues that may impact on performance or colleagues.

Transforming Futures Trust provides additional support by utilising Healthshield, which covers the everyday health needs of staff by providing cashback for dental, optical and alternative therapy costs, alongside offering wellness services such as GP Anytime and Employee Assistance Programme (EAP). Call 0800 028 1963 and quote your company name.

Transforming Futures Trust recognises that staff and pupils are more likely to flourish in a healthy environment and takes a whole Trust approach to creating a positive working environment.

## **Workplace Safety**

The school will ensure that the school environment and workplace is safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

Any hazards around the school site that are noticed by any member of the school community should be reported to a senior leader.

Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. They will follow CLEAPPS and CoSHH guidance and complete Health and Safety courses specific to their department.

Information on health and safety in each department can be found in the Admin office. Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

## Pupil Related Health and Safety Matters

### **School Code of Conduct**

Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support. Most of these are outlined in the school behaviour policy.

### **Challenging Behaviour**

Abusive or challenging behaviour is a great risk to personal and whole school health and safety and the school will not tolerate abusive behaviour by pupils, staff, or visitors to the school. This includes parents.

### **No Smoking Policy**

The Trust aims to provide a safe working and learning environment for both pupils and staff and to this end, the whole Trust supports a no smoking policy which reinforces the messages within the PSHCE/Citizenship curriculum and the health initiatives in the wider community. Therefore, smoking is not permitted on any school site or within eyesight of the school or pupils.

## Infection prevention & Control

The Trust follow national guidance published by Public Health England when responding to infection control issues. Transforming Futures encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### **Personal protective equipment**

Transforming Futures will supply suitable CE marked PPE as identified in each risk assessment to ensure the safety and well being of staff and pupils. This must be used in accordance with the manufacturer's instructions. The use of PPE is outlined below:

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).

Wear suitable eye protection if there is a risk of splashing to the face.

Use the correct personal protective equipment when handling cleaning chemicals.

### **Cleaning of blood and body fluid spillages**

Staff will clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.

When a spillage occurs, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensuring it is effective against bacteria and viruses and suitable for use on the affected surface.

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.

Spill kits are available for body fluid spills.

### **Clinical waste**

Domestic and clinical waste will be stored separately in the appropriately marked bags as defined in the local policy.

All clinical waste bags should be disposed of when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.

All clinical waste will be removed by a registered waste contractor.

## **Reporting to the HSE**

The Estates Team will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Trust Estates Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- i Death.
- ii Specified injuries, which are:
  - a. Fractures, other than to fingers, thumbs and toes.
  - b. Amputations.
  - c. Any injury likely to lead to permanent loss of sight or reduction in sight.
  - d. Any crush injury to the head or torso causing damage to the brain or internal organs.
  - e. Serious burns (including scalding).
  - f. Any scalping requiring hospital treatment.
  - g. Any loss of consciousness caused by head injury or asphyxia.
  - h. Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- iii Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident).

- iv Where an accident leads to someone being taken to hospital.
- v Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - a. The collapse or failure of load-bearing parts of lifts and lifting equipment.
  - b. The accidental release of a biological agent likely to cause severe human illness.
  - c. The accidental release or escape of any substance that may cause a serious injury or damage to health.
  - d. An electrical short circuit or overload causing a fire or explosion.

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](https://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

### **Health and Safety records system**

Transforming Futures Trust subscribe to the Devon County Council HR One H&S Service which provides use OSHENS system as its online health & safety compliance management software. This software allows the Trust to manage and regulate all our fire safety and health and safety requirements quickly and easily.

### **Site Induction Records**

All new Trust staff need to complete site inductions before starting work on the bases and it is the responsibility of the Head Teacher or their designate to ensure that it has been completed for academic and schools administration staff.

All new central team Trust staff and contractors need to complete site inductions before starting work on the bases and it is the responsibility of the Line Manager or their designate to ensure that it has been completed.

The folder will contain:

- i New Staff Induction.
- ii Health and Safety Policy.
- iii Site Risk Assessments.
- iv Drivers Handbook.
- v Contractor Induction.
- vi Contractor Checklist

The Trust keeps records of health and safety incidents according to the Transforming Futures Trust Retention policy. The school examines past health and safety records and risk assessments to allow any necessary changes and improvements to be identified.

### **Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

### **Sun Protection**

At Transforming Futures Trust we want all children and staff to enjoy their spending time outside safely without the risk of the harmful effects of the sun. Children will be taught appropriately about the need for sun protection and its importance through discussion and topics. They are encouraged to wear clothes that provide suitable sun protection.

Parents are asked to provide sunscreen where possible.

Staff need to remember to take care when taking the children out and ensure there is sufficient shaded area for the children and to provide drinking water.

Staff will be taught to look out for the signs of sunburn and heatstroke and how to respond in an emergency.

## **Safety Review, Monitoring and Evaluation Procedure**

The Trust's health and safety monitoring will be undertaken by the Estates Team.

This policy and the health and safety file will be reviewed by the Estates Manager in conjunction with the Head Teacher, all escalation, residual high risks or concerns will be forwarded to the F&A committee in the H&S report.

Provision will be evaluated and changes for improvement made when and where there is need for it.

It is important that the school monitors safe systems of work on a day to day basis in areas such as:

- i Kitchens.
- ii Cleaning cupboards and staffrooms.
- iii Laboratories.
- iv Design technology studios.

## **Health and Safety Training**

Effective health and safety training is key to good health and safety practice. The Trust takes health and safety training seriously and expects all staff and pupils to do the same. Training is part of induction for all staff, whether they are on fixed term or permanent contracts. Visitors and volunteers are also responsible for contributing to safe practice around school.

All staff are required to complete mandatory Health and Safety training during their probation period which is relevant to their role in the organisation.

Specific training in relation to use of equipment or substances may be given to staff and pupils relating to which department they will be working in. Staff and pupils who are not specifically trained for specialist equipment are not allowed to use it.

## 1 Appendix A: Staff with Specific Health & Safety Responsibilities

Transforming Futures Trust	Name	Phone Number	Email
Head of Estates	Damean Miller	01752 581776	<a href="mailto:damean.miller@deltservices.co.uk">damean.miller@deltservices.co.uk</a>
Estates and Compliance Administrator	Holly Griffiths	01752 396 149	<a href="mailto:holly.griffiths@deltservices.co.uk">holly.griffiths@deltservices.co.uk</a>

ACE Schools	Name	Phone Number	Email
Head Teacher and Responsible Person	Matt Bindon	01752 396 002	<a href="mailto:matt.bindon@transformingfutures.org.uk">matt.bindon@transformingfutures.org.uk</a>
Schools Maintenance Operative	Clint Bray	01752 396 505	<a href="mailto:clint.bray@transformingfutures.org.uk">clint.bray@transformingfutures.org.uk</a>
ACE Bretonside - Premises Admin	Kay McCarthy	01752 396 109	<a href="mailto:kay.mccarthy@transformingfutures.org.uk">kay.mccarthy@transformingfutures.org.uk</a>
ACE Camborne - Premises Admin	Jess Bravery	01209 643 133	<a href="mailto:jess.bravery@transformingfutures.org.uk">jess.bravery@transformingfutures.org.uk</a>
ACE Dover Road - Premises Admin	Nic Upham	01752 396 145	<a href="mailto:nicola.upham@transformingfutures.org.uk">nicola.upham@transformingfutures.org.uk</a>
ACE Exeter - Premises Admin	Stacey Cann	01392 908 268	<a href="mailto:stacey.cann@transformingfutures.org.uk">stacey.cann@transformingfutures.org.uk</a>
ACE Ford - Premises Admin	Nic Upham	01752 396 140	<a href="mailto:nicola.upham@transformingfutures.org.uk">nicola.upham@transformingfutures.org.uk</a>
ACE Launceston - Premises Admin	Vacant	01726 982 143	-
ACE North Hill - Premises Admin	Nic Upham	01752 985 003	<a href="mailto:nicola.upham@transformingfutures.org.uk">nicola.upham@transformingfutures.org.uk</a>
ACE St Austell - Premises Admin	Amy Clemow	01209 643 133	<a href="mailto:amy.clemow@transformingfutures.org.uk">amy.clemow@transformingfutures.org.uk</a>

ACE Tiverton School	Name	Phone Number	Email
Head Teacher and Responsible Person	Hannah Smart	01884 763 141	<a href="mailto:hannah.smart@transformingfutures.org.uk">hannah.smart@transformingfutures.org.uk</a>

Premises Administrator	Leah Perry	01884 763 140	<a href="mailto:leah.perry@transformingfutures.org.uk">leah.perry@transformingfutures.org.uk</a>
Schools Maintenance Operative	Rich Fairley	01884 763 140	<a href="mailto:richard.fairley@transformingfutures.org.uk">richard.fairley@transformingfutures.org.uk</a>

Courtlands School	Name	Phone Number	Email
Head Teacher and Responsible Person	Lee Earnshaw	01752 396 501	<a href="mailto:lee.earnshaw@transformingfutures.org.uk">lee.earnshaw@transformingfutures.org.uk</a>
Premises Administrator	Amii Medway	01752 396 505	<a href="mailto:amii.medway@transformingfutures.org.uk">amii.medway@transformingfutures.org.uk</a>
Schools Maintenance Operative	Clint Bray	01752 396 505	<a href="mailto:clint.bray@transformingfutures.org.uk">clint.bray@transformingfutures.org.uk</a>

Devon County Council	Name	Phone Number	Email
Competent Person and H&S Support	Simon Bates	01392 381 863	<a href="mailto:simon.bates@devon.gov.uk">simon.bates@devon.gov.uk</a>