



Nexus Education Schools Trust

Health and Safety Policy

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Statutory

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1. Statement of Intent

This is a statement of policy by Nexus Education Schools Trust (NEST) regarding its intentions, organisation and arrangements for ensuring the health and safety at work of its employees, visitors and contractors, whilst on NEST premises, or on the premises of any Academy under overall control by Nexus Education Schools Trust or conducting work elsewhere on behalf of The Trust.

Supplementary to this general Policy Statement, within the group, each Academy will be responsible for developing Workplace Risk Assessments and Site-Specific H&S Procedures. These will be maintained and acted upon in order to control risks. NEST will carry out periodic reviews to ensure that this is happening.

Nexus Education Schools Trust Trustees and Local Committee Members, recognise and accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons who may be affected by any of the Academy's activities.

The Local Committee Members' and Headteacher's prime objective is to achieve and maintain a high standard of health, safety and welfare throughout their Academy and its activities. They will ensure that the Academy complies with the requirements of the Health and Safety at Work etc Act 1974 and associated legislation.

In particular, the Local Committee Members and Headteacher aim to:

- Operate within the structure and framework laid down by the NEST Academy Trust Board.
- Ensure senior staff develop and maintain a culture within the Academy supportive of health, safety and welfare.
- Establish an effective safety management structure and arrangements to implement requirements.
- Ensure a systematic approach to the assessment and control of risks.
- Ensure that employees are competent in the work that they are doing.
- Ensure that employees actively participate in identifying hazards.
- Minimise hazards entering the Academy.
- Ensure the competence and management of contractors on the Academy premises.
- Monitor work practices and regularly review safety management systems.

The Local Committee Members and Headteacher will commit suitable resources (human, time and financial) to the achievement of these aims. They will seek competent advice from The Trust Corporate Health and Safety Consultants as required.

Every employee is responsible for his/her own health and safety, as well as that of colleagues, pupils and others. Employees should co-operate with the Academy's Leadership Team to achieve these aims.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged through work and communication to/with leadership teams within schools, the Local Committee and NEST.

This policy will be brought to the attention of, and/or issued to, all members of staff.

This statement and the accompanying organisation and arrangements will be reviewed on an annual basis by the Board of Trustees.

2. Responsibilities for Health and Safety

As the employer, NEST Academy Trust has overall responsibility for Health and Safety.

Overall Approach

The main responsibilities for ensuring the day-to-day management of all health and safety matters in the Academy rest with the Headteacher and the Local Committee. To fulfil these responsibilities, the Headteacher has delegated some of the tasks, with training, to the appropriate staff e.g. the Premises staff. Staff report back to the Headteacher once tasks have been completed. The Headteacher overviews the tasks to ensure that they have been undertaken to a suitable standard, and where appropriate, liaises with the Local Committee on matters that need taking forward. Each school will:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2.1 General Requirements

The trustees of Nexus Education Schools Trust (MAT) recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- provide safe systems of work, plant and equipment.
- provide for the safe use, handling, storage and transport of articles and substances.
- provide such information, instruction, training and supervision as is necessary for staff and students to undertake their work safely.
- provide a safe place of work with safe means of access and egress for all persons using the premises.
- provide a safe and healthy working environment with adequate welfare arrangements.
- provide for the health and safety of persons not employed by the MAT, but who may be affected by its activities.
- encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the MAT in the carrying out of their statutory duty.
- require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

3. The Organisation Responsibilities

3.1 Employer's Responsibilities

The trustees are responsible for:

- all aspects of health and safety of employees, students and other persons within the MAT (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- ensuring that the MAT health and safety policy is implemented monitored and regularly reviewed and revised as necessary.
- monitoring the (health and safety) need for building maintenance in the schools in the MAT and implementing repairs as necessary.
- monitoring of structural defects that could adversely affect the health and safety of staff, students and other persons.
- ensuring the safe condition, storage and maintenance of equipment, vehicles and plant at the schools in the MAT and ensuring that such equipment can be used safely in the normal running of the schools.
- ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.

- appointing competent principal contractors where building or plant maintenance work is done.
- appointing a competent person as Project Manager in those works which fall within the scope of the Construction (Design and Management) Regulations 2015.
- ensuring that sufficient funds are reserved for meeting their responsibilities for health and safety, in particular for the maintenance of those items of premises and equipment.
- ensuring that health and safety rules concerning the use of premises and equipment are displayed at appropriate locations in the schools in the MAT and are enforced.
- the adoption of safe working practices by staff, students and any contractors on site.

3.2 Chief Executive Officer's (CEO)

The CEO is responsible for:

- advising the Trust Board of the need to review the MAT's health and safety policy.

3.3 The Director of Estates responsibilities

The Director of Estates is responsible for:

- assessing, procuring and ensuring works to the school estate, is fit for purpose and is compliant.
- responsible for reports and returns to the Department of Education and the HSE/LA .
- provide through the estate team support and advise to the school based teams.

3.4 The Headteacher at each school responsibilities

The Headteacher of each school is responsible for:

- the implementation of the MAT's health and safety policy.
- the day-to-day responsibility for health and safety in the school.
- ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- ensuring that staff receive appropriate health and safety training.
- carrying out an annual health and safety audit with the central estates team.
- ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- notifying in the first instance the Director of Estates and /or Finance Director who will advise HSE or the LA Health and Safety Advisor of any serious accidents to students, staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- Is responsible for ensuring RIDDOR reporting and that all accident reports are completed sufficiently in detail and where appropriate photographic evidence of the defective / accident area is taken.
- To ensure regular emergency procedures, including evacuation in case of fire, bomb or any other emergency threats is practice at least once a term and is recorded.
- ensuring that adequate provision and training is made for the administration of First Aid, for staff and pupils. A record of attendance and certification must be kept.
- ensuring that all legislative updates or new requirements are brought to the attention of any relevant persons promptly.
- updating the Trust and Local Committee on any major staff H&S issues, defects, compliance issues and the actions.
- the Local Committee receiving the request for a pupil residential trip, at least a term in advance. The LCM must agree if the trip is to proceed. Any residential trips abroad must be agreed to by the Trust Board. A risk assessment for any overnight stays by pupils must be submitted to the central trip a term in advance.
- Receiving the termly defects report by the Premises lead, actioning through the liaison with the estates team.

- facilitating the meeting, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

3.5 The relevant site/premises manager responsibilities

The premises lead is responsible for:

- ensuring that they are familiar with and comply with the MAT's health and safety policy.
- bringing the MAT's health and safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- ensuring that any staff under their direct control receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- Complete a termly defects assessment report form and inform the Headteacher.
- Following the weekly and monthly checks lists and reporting/completing maintenance and compliance works.
- ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out/ PAT testing).
- ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction. NB. This will include such things as working at heights on steps or any potential slips or trips are resolved.
- ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).
- ensuring that due warning is given to any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- informing the relevant headteacher of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- The safe use and maintenance of all plant and equipment (e.g. boilers, water tanks, swimming pool filtration and treatment plant) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers, swimming pool chemicals etc.).

3.6 Heads of departments / curriculum area leaders / subject area leaders are responsible for:

- all matters of health and safety within their immediate working area or where they have a concern.
- bringing to the notice of the Headteacher through the completion of a issue /defects form any problems or defects affecting the health, safety or welfare of staff, students or other persons in their area.
- having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- ensuring that staff have received/participated in adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- ensuring that necessary personal protective equipment for specialist subjects (i.e. eye protection or protective clothing) is available and kept well maintained.
- ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to staff only or named individuals, positions of gas, water or electrical isolators etc.).

- As a line manager ensuring all Risk assessments for trips and activities are received and reviewed at least a week before the event and shared with the Headteacher.

3.7 Other staff are responsible for:

- ensuring that they are familiar with and comply with the MAT's health and safety policy and, where applicable, the specialist curriculums health and safety policy.
- reporting any defects or problems affecting the health and safety of themselves, other staff or any other person, through their head of departments/curriculum area leaders/subject area leaders/Headteacher via the reporting books or forms to the Premises lead based at school.
- co-operating with their employer (Trust Board) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

3.8 The first aider / appointed persons are responsible for:

- recording of accident/incidents requiring first aid treatment.
- maintaining the first aid box(es).
- controlling and maintaining any other first aid supplies as may be kept separately.
- following the school's accident reporting requirements which must insure reporting to the Headteacher when a RIDDOR /HSE report is required (Hospital visit)

3.9 Safety representatives (appointed by trade unions / professional associations) have the right to:

- carry out termly inspections of the premises and submit a written report to the relevant headteacher.
- receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- represent their membership to the relevant headteacher (as the representative of the employer) on matters affecting the health, safety or welfare of staff.
- represent the staff / union membership on any school safety committees.
- receive such training as may be necessary for them to perform their duties.

3.10 Catering / Kitchen manager is responsible for:

- ensuring that he/she is familiar with and complies with the MAT's health and safety policy.
- ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- bringing to the attention of the chief operating officer any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

4. Legislation

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

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[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

[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

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[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

[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

[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

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

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

5. Safeguarding

Safeguarding and child protection is **everyone's** responsibility. The NEST Health and Safety Policy MUST be read in conjunction with the NEST Child protection and Safeguarding policy, which aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare
- All staff are aware of their statutory responsibilities with respect to safeguarding
- Staff are properly training in recognising and reporting safeguarding issues

6. Site security and safety

The Appendix 11 details the relevant names of individual who are responsible for the Health and Safety / security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. The HSE has detailed advice and proformas to ensure all staff and our pupils and community are kept safe whilst on NEST premises or out on school trips. **It everyone's duty to ensure the safety of others.**

The relevant premises lead and where appropriate admin staff are responsible for maintaining site security (e.g. keeping doors shut, visitor access and signing in arrangements_

All staff **MUST** report any incident of verbal or physical violence. This will **NOT BE TOLERATED**, and action will be taken (e.g. referral to the police, social services and action to restrict or bar access to school sites)

Risk assessment should be completed for any hazardous circumstances.

7. Arrangements

7.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

The Trust shall ensure that the following are implemented and they are adequate enough to ensure health and safety standards are met:

- The site teams and cleaners are responsible for ensuring that the premises are kept clean and that bins are regularly emptied via the trust contract.

- The cleaners are responsible for ensuring that wet floor signs are clearly visible when floor cleaning is undertaken. Spills are reported to reception and the site teams are responsible for clearing spills etc. to minimise risks of slips, trips and falls.
- The Premises Lead is responsible for disposing of glass and other sharp objects in correct containers.
- The Premises Lead is responsible for snow shifting and icy conditions, and any fowl waste .
- The Premises Lead is responsible for clearing leaves off pathways with machinery or brushes.
- The Premises Lead is responsible for storing the waste bins in the appropriate places.
- Lighting tubes are stored on site in bespoke containers for collection. Waste Electric and Electronic Equipment (WEEE) regulations are adhered with.
- An appropriate contract is in place to clear sanitary bins
- An appropriate contract is in place for the secure removal of confidential waste.

7.2 Contractors (management of)

The relevant site/premises manager is:

- the first person for contractors to contact if they have any concerns to report.
- the first person for staff to contact if they have any concerns about the contractors.
- the appointed responsible person to manage the contractors.
- responsible for how contractors are selected using best value principles and checking appropriate qualifications and insurance.
- responsible for co-ordinating the arrangements for induction of contractors to exchange information and agree safe working arrangements. Through site regulations, contractor register and asbestos register held in reception and pre contract meetings.
- responsible for ensuring the adequate segregation of contractors and students. This is achieved by the area being closed to students and the contractors being authorised to work in the area required. The chief operating officer is responsible for checking method statements and relevant risk assessments.
- responsible for ensuring that there is provision for adequate day to day communication between the schools in the MAT and contractors through precontract meetings.
- responsible for ensuring adequate provision of facilities for contractors.

7.3 Contractors (management of asbestos)

- The Asbestos Register is to be shown to all contractors prior to work commencing. (**Orange file held in every school office**) Contractors must sign to state they have seen the relevant sections of the asbestos register.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving. For any potential intrusive works the Director of Estes must be notified
- Only qualified licensed asbestos contractors can work with asbestos.

7.4 Contractors and Visitors on Site

- All contractors must sign in and out at the school reception and wear a visitor ID badge at ALL times. This includes holiday periods.
- DBS details must be shared if they are working unaccompanied. Regular contractors details are held on the Single Central Register (SCR)
- They must be informed by the relevant site/premises manager of any relevant health and safety issues (e.g. location of asbestos, fire procedures, first aid information etc.)
- They must inform the relevant site/premises manager of any health and safety issues they see during their visit.

- The contractors/visitors must inform the relevant site/premises manager of any accidents to their team whilst on site. All details will be recorded on the school's accident reporting system and a copy of the accident report must be made available to the injured party upon request.

8. Specific theme arrangements

8.1 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.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place every week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- 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.
- Staff and pupils will congregate at the assembly points detailed in the School Fire evacuation policy.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The Office Staff will take a register of all staff and visitors on site.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.
- The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.
- A fire safety checklist can be found in Appendix 8.

Responsibilities for Fire Precautions and Emergency Plans:

- The Headteacher is responsible for undertaking and reviewing the fire risk assessment and emergency plans (including bomb threats/explosion/floods/intruders/dogs in playground etc.)
- The CEO is responsible for reviewing the Critical Incident Plan along with the relevant headteacher.
- The Headteacher is responsible for arrangements for the termly emergency evacuation drills in all schools.
- The relevant site/premises manager is responsible for inspection and maintenance of fire exits/escape routes.
- The relevant site/premises manager is responsible for checking and updating the fire evacuation notices.
- The relevant site/premises manager is responsible for regular inspections and maintenance of fire extinguishers with inspections being carried out on an annual basis.
- All staff should receive an electronic copy of the induction pack on their first day. This should at least include a site map and a copy of the Health & Safety Policy.
- The relevant site/premises manager is responsible for calling the emergency services and coordinating the evacuation together with the headteacher and site team.
- Any marshals will wear a high visibility jacket.
- The relevant site/premises manager is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly). Records are kept and are available on request.

- Outside approved contractors are responsible for carrying out the six-monthly inspections and maintenance of the systems under the supervision of the relevant site/premises manager.
- Liaison arrangements with other parties who may be affected e.g. hirers, shared occupancy etc or whose help may be required e.g. emergency services, local authority emergency planning department etc. is carried out by the relevant site/premises manager.

8.2 Other Threats

All schools have in place an emergency siren that notifies all staff to follow lock down procedures. In the event of a lock down staff should follow the schools lock down procedures which secure the areas and contain staff and pupils until advice is given.

8.3 COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Premises staff 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.

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

COSHH Control

- The rules on selection and use of substances (e.g. less hazardous alternative substances purchased) are used wherever possible.
- The COSHH file is maintained by the relevant site/premises manager and is available on request.
- Only COSHH items bought from an approved contractor are acceptable.
- All COSHH materials have a safety data sheet.
- There is a requirement to carry out risk assessments for tasks using the most hazardous substances as per the COSHH Regulations 2002.
- Budget holders whose departments use/purchase COSHH products are responsible for safe storage of the items.
- Staff are made aware of how to identify COSHH materials during the induction process and subsequently in departmental meetings.
- Instructions are also given for labelling decanted substances.
- Provision and instruction on the use of specific Personal Protective Equipment are provided at induction and periodically throughout the year by departments.
- Safe storage and transportation of hazardous substances must be adhered to at all times.
- The relevant site/premises manager has the information on emergency procedures for cleaning spillages/escape, including emergency evacuation procedures and is available on request.
- The relevant site/premises manager will advise on the disposal procedures for waste, unwanted or spilt substances.

8.4 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.
- All annual checks and certification must be kept securely.
- All rooms with gas appliances are checked to ensure they have adequate ventilation.

8.5 Legionella

A contract is held to monitor water hygiene and complete legionella risk assessments. This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint.

A log book records all visits and actions taken is kept by the premises lead.

The Premises staff will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary, water temperature checks will be undertaken on a monthly basis by a contractor.

The Premises staff will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.

The premises staff will ensure the maintenance of air conditioners and humidifiers.

8.6 Asbestos

School Based Staff are briefed and leaders trained on the hazards of asbestos. Every school has an Asbestos management plan (Orange file). It records the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe.

An Asbestos management folder is kept in ALL school offices (Orange Folder). It is the responsibility of the trained personnel and those that organize contractual work at school to inform, and record in the management plan, a contractors compliance/understanding. The Trust will audit the individual school recording arrangements. record is kept of the location of asbestos that has been found on the school site.

The Trust will carry out reviews/planned works of MAT schools and will: -

- ensure that a refurbishment and demolition survey is carried out prior to any works that will impact on the physical structure of any building within the MAT
- reviewing the MATs 'managing asbestos' policy
- ensuring that the relevant schools asbestos register, including contractor management, is being maintained by the relevant site/premises manager

9. Preventing accidents at work

It is everyone responsibility to report issues that may lead to an accident in the workplace or a risk that could be prevented through a risk assessment. Everyone is required to be vigilant on hazards, without dealing and/or reporting it to a line manage.

Accidents do occur from time to time but all parties must understand their duty to report and act to ensure the safety of others.

The Trust has a clear procedure to mitigate risk through bespoke risk assessments and monitoring and of activities such as educational trips, activities in school as part of the curriculum and actions that may be unpredicted such a slip or a fall.

9.1 Defect action, Risk assessment and reporting procedures

The premises lead will check the school environment every week for any issue, maintenance or defects These checks will be recorded.

- All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.
- All areas will be tapped off with appropriate signage, until the issues can be resolved.
- Photographic evidence of estates damage may be required for insurance purposes.
- Staff will raise/ report defects or issues in the school log book or form (Appendix 5) The Trust is moving school onto the EVERY system (following training).
- Major defects or failures will be notified by the premises lead/ and or the Headteacher to the trust.
- The relevant site/premises manager will monitor that the defect has been rectified or put in place mitigation measures until is rectified.
- Recommended proformas Appendix 2 to Appendix 6.

9.2 Health and Safety Advice

The Trust has obtained competent health and safety advice via a contract with AJ Gallagher. School based staff have access to the advice through the website and audit process. The Trust audits all schools annually.

10. 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 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.

10.1 Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to the Premises staff immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person.
- Only equipment that is tested should be used on school premises. A hirer should not use their own equipment unless proof of PAT testing is submitted to the relevant site/premises manager.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.
- The hardwired electrical installation is checked every 5 years by an approved electrical contractor or 20% of the system can be checked every year over the five-year period.
- All defective equipment should be removed until repaired or replaced.
- Defective equipment should be reported to the relevant site/premises manager immediately.

10.2 Maintenance/Inspection of equipment, including 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.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Premises staff.
- Details of what equipment requires periodic inspection, examination & testing are locally held and are moving to the school's Every system and managed by the relevant site/premises manager at each school and are available on request. The information kept details the type of and frequency of checks.
- Where applicable specialist outside contractors carry out the checks - e.g. ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, pressure cookers, fire alarm and smoke detection, emergency lighting, fire extinguishers etc.

10.3 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).

10.4 Kiln

- Schools with a Kiln should have a competent and trained member of staff to operate the kiln.
- There must be a risk assessment for the kiln operation.
- The firing cycle takes place when necessary and applicable (there is no set pattern).
- The kiln must be inspected annually at the relevant site.
- The relevant kiln is kept secure to prevent unauthorised access and is free of combustible materials.
- The normal operating procedures are displayed by the relevant kiln.
- The emergency procedures are available in the relevant art department and displayed by the kiln.
- Personal protective equipment e.g. thermal gloves, goggles etc., are provided for all operators.

10.5 Pond

- Adequate warning signs must be displayed in the pond area.
- Risk assessment: the relevant site/premises manager carry out the whole school pond risk assessment. The heads of departments/ curriculum area leaders /subject area leaders carrying out specific risk assessments when activities are planned.
- Maintenance: the site teams are responsible for all pond maintenance.

10.6 Clothing

PPE clothing is required for certain premises jobs. Steel capped boots, high visibility jackets. Mask for fogging etc.

The Trust has an appropriate dress code, which includes the wearing of appropriate footwear, to aid quick evacuation and injury at work.

11. Personal Safety

11.1 Lone working

Lone working may include:

- Late working
- Home or site visits

- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

11.2 Working at height

We 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:

- The Premises staff retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

11.3 Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. Only staff trained should be involved with the movement of a pupil. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

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

- 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
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear.
- 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

11.4 Violence and/or verbal abuse at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

11.5 Noise at Work

We realise that in order to comply with the Control of Noise at Work Regulations 2005 we must ensure that weekly noise exposure levels do not rise above 80dB. Where there is a likelihood that this may happen, it is the responsibility of the relevant site/premises manager to ensure that noise levels are included in all contractors risk assessment. Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB employees are issued with appropriate hearing protection and hearing protection zones are set up. In circumstances where the noise level still remains above 80dB hearing protection will be supplied to employees working in these areas.

11.6 Smoking / Vaping

Smoking or vaping is **not** permitted anywhere on the school premises. This includes the use of e-cigarettes and vaping.

11.7 Dogs

Dogs are not allowed on school sites when pupils are registered and in session, unless these are support dogs or specially trained dogs, such as Police, rescue or therapy. Please refer to the Dogs at Work Policy.

11.8 New and expectant mothers

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:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an 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
- 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
- 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
- Some pregnant women will be at greater risk of severe illness from COVID-19

11.9 Occupational stress and staff wellbeing

Staff should refer to the 'Stress Management Policy' and 'Well-being Policy'.

Nexus Education Schools Trust are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns, e.g. Performance

Management, mentoring and monitoring staff workloads. All staff are encouraged to share concerns with their line manager, a member of the Senior Leadership Team or Headteacher. NEST have developed a Whistleblowing Policy which is available to all staff.

11.10 Work experience students

Staff should refer to the relevant member of the senior leadership team, the 'Work experience policy' and also to the leaflet INDG364 published by the Health and Safety Executive

12. Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable. (Appendix 10 Recommended absence periods.)

12.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

12.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

12.3 Personal protective equipment

- 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 goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

12.4 Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly

12.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure 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
- Make spillage kits available for blood spills

12.6 Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

12.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

12.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

12.9 Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

12.10 Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned

Keeping room well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

12.11 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

12.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in Appendix 10.

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

13. Vehicles on-site

Vehicular access to the school is restricted to school staff and authorised visitors only during term time and is not for general use by parents/carers when bringing children to school or collecting them. Gates are kept shut during term time.

- The children's and parents' access shall be kept clear of vehicles.
- The access from the road shall be kept clear for emergency vehicles.
- Pedestrian gates must be separate from the vehicle access gate. All pedestrian gates will be kept locked during term time and only opened at specific times of the day to grant access at the beginning and end of school. Access outside of these times will require the user to press an access bell.

14. Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current pediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

15. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it.

All potential lettings are required to submit supplementary information prior to a let being agreed where:

- **The let would be at a time when pupils on roll at the school are present on site**
- **The club has participants under the age of 18 years or caters for children or adults with Special educational needs.**

The supplementary list **Safeguarding and lettings checklist of requirements for all providers** is in Appendix 2 of the NEST Letting Policy. Failure to provide information to support the checklist requirements to the school would lead to the any offer of letting space being removed and/or an agreement ceasing.

A written lettings agreement / policy must be in place, signed by the hirer and Confirmation of safeguarding arrangements and suitability checks if pupils or children are involved. Keeping Children Safe in Education 2023 includes the responsibility of the school to put in place assurances of children's safety and wellbeing, even when arrangements are through a third party. The Trust will terminate an agreement that does not comply.

The relevant Admin officer or persons authorising the letting is responsible for discussing and agreeing health and safety arrangements.

- Checklist
- restrictions on the use of equipment.
- what staffing the organisation requires.
- the school's first aid provision.
- fire and emergency arrangements.
- standard operating procedures.
- emergency lighting availability.
- (if applicable) who is responsible for applying for a Premises License or ensuring compliance with any relevant legalisation or licensing requirements, in particular the Licensing Act 2003. This Act applies to all forms of entertainment, music, dancing and sale of alcohol. No alcohol is allowed on site when children are registered.
- who is responsible for checking risk assessments.
- that they are responsible for their own security arrangements.
- that they are responsible for their own insurance cover (although the MAT holds its own public liability cover to which a small recharge will be made to the hirer if needed).

15. Accident reporting

All reportable accidents (those involving assault by another person, fractures, injuries requiring medical or hospital treatment, head injuries giving rise to concern i.e. concussion or unconsciousness and any accident resulting from the use of faulty equipment) should be reported in the first instance to the Headteacher who will inform the CEO. The CEO will ensure, by supporting the relevant member of the schools admin team, that the information is recorded via the HSE website. (Recommended format Appendix 9).

15.1 Accident record book

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in Appendix 9.

As much detail as possible will be supplied when reporting an accident

Information about injuries will also be kept in the pupil's educational record

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

15.2 Investigation

- Any accident should be recorded in full
- If the accident is serious, immediate action should be taken by the relevant site/premises manager to ensure the location of the accident is still safe to use.
- They must then make the Headteacher and CEO aware. The CEO will then decide who is responsible for conducting an investigation following the accident.
- Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).
- Accident reports and investigation records should be shared with the relevant headteacher. They should be kept for 3 years if the accident involved a member of staff or if the accident involved a student until they reach the age of 21.

15.3 Reporting to the Health and Safety Executive

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

The Premises staff 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:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done

- 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:
- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

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

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

15.4 Notifying parents

The First Aider on duty will inform parents of any accident or injury sustained by a pupil - where first aid treatment is given - on the same day, or as soon as reasonably practicable.

15.5 Reporting to the Trust, OFSTED and child protection agencies (LADO /Social Services)

The Headteacher will notify the trust of any serious accident or injury to, or the death of, a pupil or a staff member while in the school's care. The Trust will notify and liaise with the appropriate agencies. All sectors has a duty to inform partner agencies.

16. Training related to Health and Safety

- The relevant site/premises manager is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height).
- The relevant member of the senior leadership team is responsible for new staff inductions and briefings.
- The Director or Estates is responsible for establishing minimum health and safety competencies for certain roles (e.g. relevant site/premises manager, head of department etc).
- The training records are recorded on the relevant schools information management system. Where the trust mandates training this information will be held centrally.
- The Director of Estates is responsible for ensuring nominated Health and Safety staff undertake refresher training. The Headteacher will ensure all staff based staff has relevant training
- Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

17. Monitoring

Health & safety arrangements at academies are monitored as follows:

- Daily – proactive, visual “housekeeping” checks by all staff to identify any potential health & safety issues. If identified, these should be reported immediately to the responsible manager or member of staff.
- Systematic - regular and scheduled checks, tests, servicing and maintenance of health & safety systems carried out by the Site Manager and / or contractors with frequency determined by legal compliance and practical (good practice) factors relevant to the nature of the system, e.g. annual PAT Testing, 5-yearly Periodic Inspection & Test of fixed electrical installations, weekly tests on fire alarm call points, annual cleaning of kitchen extraction hoods etc. Systematic maintenance and compliance requirements will be scheduled, recorded and monitored centrally.
- Ongoing - continual review by the Headteacher of performance and progress against health & safety

targets (both academy-specific and Trust-wide).

- Annually (ideally termly) - formal audit inspection of estate by the Headteacher (in conjunction with the Site Manager, appropriate representatives of staff, the Local Committee and Trade Unions) with written report to the Local Committee. The Health & Safety Co-Ordinator will support and guide the process of any revisions required to The Trust's Health & Safety Policy & Procedures Manual.
- As required - audit of health & safety arrangements (including site inspections) by the Health & Safety Coordinator.

This policy will be reviewed by the Headteacher every year and be presented to the Local Committee.

At every review, the policy will be approved by The Trust Board.

18. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Remote learning
- Emergency or critical incident plan
- Staff Code of Conduct / dress
- Dogs at Work
- Lettings
- Safeguarding

Appendix 1. Roles and Responsibilities

The following health and safety responsibilities are in addition to the normal day-to-day duties associated with individual jobs:

Chief Executive

The Chief Executive shall:

- ensure that there are effective and enforceable policies and procedures, infrastructure for the provision of health & safety throughout the Trust, which is reviewed periodically to reflect changes in organisation, arrangements and legislation.
- ensure that there are adequate levels of staff (including Trade Union Safety Representatives) consultation and participation in relation to matters affecting their health, safety and welfare.
- ensure that the law and guidance from, but not exclusively, the Department for Education is followed in the policies and procedures.
- ensure that there is provision of adequate training, information, instruction and supervision so far as is reasonably practicable to enable all staff and pupils to perform their work safely and efficiently.
- ensure that there are safe and healthy working conditions for staff and pupils and a safe environment for all visitors to academy sites. This will include planned maintenance of the building and grounds and provision of good welfare facilities.
- ensure that there are safe arrangements for the handling, storage and transportation of articles and substances.
- ensure that there is provision of plant equipment and systems of work which are safe.
- ensure that at each academy site an appropriate, competent member of staff is identified to co-ordinate and manage health & safety and that appropriate specialist advice and support is available to enable them to meet all legal requirements.
- where required, ensure that sufficient resources (so far as is reasonably practicable) are made available to ensure the Trust's health, safety and welfare objectives are achieved.
- be responsible for ensuring compliance with all health & safety legislation affecting the operations and activities of the Central Team, including the provision on academy sites.
- co-ordinate work with the Trust Board to achieve the standards and procedures prescribed for health & safety.
- ensure that arrangements for the monitoring and audit of health & safety are in place across all academy sites.
- provide the Trust Board with an annual report on all matters affecting health & safety.
- ensure the development of health, safety and welfare strategies and plans to achieve and maintain compliance with health, safety and welfare legislation.
- ensure that the Trust's Health & Safety Policy & Procedures Manual is reviewed at least annually.

The Local Committee

The Local Committee in partnership with the Trust shall:

- comply with The Health and Safety at Work etc. Act 1974 and all subsequent legislation empowered by it.
- take effective action, so far as is reasonably practical, to ensure the health, safety and welfare of all the academy staff, employees, pupils, visitors, contractors and any other person affected by its activities.
- ensure adequate resources for health & safety are available so as to provide premises and working environment that are safe, healthy and without significant risk.
- ensure that adequate welfare facilities are provided for all staff, pupils and visitors.
- ensure that effective consultation takes place with all employees on health & safety matters and that all individuals are consulted before particular health & safety responsibilities are delegated to them.
- where necessary, seek specialist advice to determine the risks to health & safety in the

establishment and the precautions required to deal with them.

- ensure strategic direction / guidance and work in close partnership with the Headteacher and Senior Leadership Team of the academy and other staff of The Trust to support and promote good health & safety management.
- ensure the provision of adequate training, information, instruction, induction and supervision to enable everyone in the academy to be safe.
- ensure that all new staff, including all existing staff in new academies, complete appropriate and relevant Health & Safety training as part of an induction programme.
- in their LCM role, maintain an interest in all health & safety matters affecting the academy.
- monitor and review health & safety issues including the effectiveness of this policy within the context of the academy.

Headteacher

The Headteacher shall:

- take day-to-day responsibility for all health & safety matters in relation to the operation of the academy and promote a positive, open health & safety culture.
- provide a good example, guidance and support to all staff on issues of health & safety.
- be responsible for activities organised on behalf of the academy but being undertaken away from the academy site.
- ensure that safe means of access and egress are maintained and that the premises are kept clean and tidy.
- ensure that adequate security and safeguarding arrangements are established and maintained.
- ensure all statutory and legal notices (including copies of the Health & Safety Law Poster and Display Energy Certificate) are displayed in an easily accessible location.
- ensure that all staff are issued with a personal copy of The Trust's Health & Safety Induction Booklet and maintain a record of all induction training.
- undertake health & safety training as required by The Trust and, as appropriate and necessary, cascade pertinent information to relevant staff.
- keep up to date with new developments in health & safety practices and legislation in relation to schools / academies / the education sector. Ensure that all staff are appropriately appraised and updated in respect of such developments.
- ensure those who receive delegated responsibilities are competent; their responsibilities are clearly defined and delegated appropriately, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such delegated duties.
- evaluate the on-going need for health & safety training of staff, procure delivery and maintain a record of all such training undertaken by staff.
- provide staff with suitable personal protective equipment and ensure its correct use (where a risk assessment identifies it as required).
- ensure that all health & safety and related documentation is accessible in one location, e.g. Asbestos Register, Accident Book, Fire Alarm Log, Risk Assessments, COSHH data, Training Records etc.
- together with academy staff, assess and control the risks to health & safety of all persons from hazards within the academy and any other academy-related activities, wherever they are undertaken.
- ensure suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments are kept and that the assessments are reviewed at least annually or upon change of circumstances.
- ensure, for particularly high-risk activities, safe systems of work / method statements are put in place where identified as being required via a risk assessment process.
- ensure hazardous materials and substances are properly used, stored and disposed of and that adequate systems are in place for the management of asbestos (where relevant) and for the control of legionella.

- report any accidents / incidents / near misses as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- ensure that all accidents are recorded and that details of any RIDDOR reportable incidents are forwarded to the Health & Safety Coordinator.
- undertake an accident / incident / near miss investigation, where appropriate, and implement actions required to eliminate / reduce the risks to the health & safety of people and buildings / equipment etc. Produce reports / statements required for any civil or criminal action that may arise.
- put in place and maintain adequate and appropriate emergency procedures in relation to first aid, fire, bomb or intruders / security etc. as well as an appropriate Critical Incident & Continuity Management Plan.
- ensure fire precautions and fire safety in the academy are compliant with the requirements of Fire Regulations.
- ensure staff are competent to undertake the practical tasks required of them and have been provided with appropriate training by competent persons along with any equipment and other resources to enable their work to be undertaken safely.
- ensure buildings, equipment, machinery, fixed and / or associated installations etc. provided for the academy are suitable for their intended use, are correctly, properly and systematically checked, serviced, tested and maintained in accordance with good practice and legal compliance.
- ensure there is co-operation with Nexus Education Schools Trust in meeting its legal requirements and objectives in respect of monitoring of health & safety policy, practices, procedures and due diligence.
- ensure that a Health & Safety Policy & Procedures Manual is produced for approval / adoption by the academy Local Committee and that the document is regularly reviewed (and revised if necessary) on an annual basis. Reviews, changes and updates are to be in conjunction with the Health & Safety Coordinator, and the Head Teacher shall bring any subsequent amendments to the attention of all staff and Local Committee Members.
- ensure that all staff co-operate with the Health & Safety Policy & Procedures Manual.
- ensure adequate levels of staff (including Trade Union Safety Representatives) consultation and participation in relation to matters affecting their health, safety and welfare.
- ensure co-operation with, and provision of necessary facilities for, Trade Union Safety Representatives.
- ensure safe working arrangements are in place when contractors are working on the academy premises. Headteachers shall be available for liaison with contractors, or their representatives undertaking any works on the academy site, to ensure the safety of all persons affected by the works.
- ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- fully co-operate with health & safety arrangements during larger building projects.
- actively monitor the performance of external contractors both generally and in relation to health & safety.
- bring to the attention of the Health & Safety Coordinator any matters of health & safety that cannot be resolved or are of imminent danger to any person.
- provide requested information to the Health & Safety Coordinator to enable completion of reports and plans as required.
- ensure that health & safety is a standing agenda item for all full Local Committee Members and management / staff meetings and ensure that information and advice on health & safety is acted upon and circulated to Local Committee Members and staff.
- continually monitor and review performance and progress in relation to the academies existing health & safety targets / priorities (including those informed by The Trust's Annual Health & Safety Plan – see below) and carry out regular, formal audit inspections (at least annually but, ideally termly) of the academy estate in conjunction with the Site Manager, appropriate representatives of staff, the Local Committee and Trade Unions.
- provide an annual report on matters of health & safety to the Local Committee (with additional copies to the NEST Academy Trust Premises and Estates Lead/ Health & Safety Coordinator)

which confirms progress in relation to the academies existing health & safety targets / priorities and which identifies future targets / priorities along with allocated timescales (including those informed by the Annual Health & Safety Plan – see below).

- delegate appropriate tasks to the academy's Premises/Site Manager and other premises staff.

Senior Leaders

Deputy and Assistant Head Teachers may be required to undertake any of the Headteacher's duties which have been reasonably delegated to them which may include responsibility for health & safety management.

- Heads of Department / Middle Leaders may be expected to oversee health & safety matters relating to their curriculum areas.
- undertake health & safety training as required by The Trust and, as appropriate and necessary, cascade pertinent information to relevant staff.
- proactively address any hazardous practices / issues and immediately report any concerns regarding unresolved hazards to their manager.

Caretaker / Premises Manager

Site Staff are responsible for day-to-day maintenance and other buildings / grounds issues. As such, they have a pivotal role in maintaining the health, safety and welfare of the academy site and buildings and in fulfilling practical duties as delegated by the Headteacher. In addition to any other duties delegated by the Headteacher, Site leads shall:

- ensure that any work that has health & safety implications is prioritised appropriately.
- proactively address any hazardous practices / issues and immediately report any concerns regarding unresolved hazards to their manager.
- ensure that all work under their control is undertaken in a safe manner.
- ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances, manual handling and slips trips and falls.
- undertake health & safety training as required by The Trust and, as appropriate and necessary, cascade pertinent information to relevant staff.
- carry out and record a regime of regular checks and tests in terms of housekeeping, maintenance, statutory compliance, health & safety compliance, hazard-spotting, safety systems etc. and ensure that any and all remedial works borne out of those checks are actioned appropriately.
- liaise with, support and facilitate the activities of other staff / duty-holders in relation to health & safety.
- liaise with, support and facilitate the activities of external contactors carrying out work on the premises be it in relation to reactive maintenance, term maintenance contracts or larger projects.
- assist with monitoring the performance of external contractors both generally and in relation to health & safety.

Health and safety Co-ordinator

The Health & Safety Coordinator shall:

- ensure all NEST academies are fully compliant with all current Health & Safety legislation pertaining to school premises.
- produce a draft Annual Health & Safety Plan for approval by the Chief Executive and Trust Board which will be used, in part, to inform targets and priorities for action within individual academies.
- provide reports on health & safety and bring the details of any serious concerns to the attention of the Chief Executive.
- develop health & safety strategy, internal policy, safe operating procedures, newsletters, bulletins and guidance documents that identify and take account of all relevant hazards and ensure legislative compliance across The Trust.
- support and guide the implementation of health & safety policy and procedure within the individual academies ensuring that individual academy needs are fulfilled.
- provide competent, guidance and support on health, safety and welfare matters including

providing advice on a range of specialist areas, e.g. fire regulations, hazardous substances, occupational diseases, noise, safeguarding machinery, risk assessment, CDM, PAT Testing etc.

- arrange and / or provide relevant health & safety training.
- carry out regular site inspections and audits of health & safety arrangements in order to provide academies with support, advice and guidance and to ensure policies and procedures are being properly implemented. Maintain records of inspection findings and produce reports that suggest improvements.
- make changes to working practices that ensure safety and legislative compliance.
- carry out risk assessments, consider how risks could be reduced and implement resultant control measures.
- monitor the safe disposal of hazardous substances, e.g. asbestos.
- ensure that all health & safety related accidents / incidents / near misses are investigated and, if required under RIDDOR, ensure academies are reporting these to the HSE.

Employees

As employees, all members of staff have a duty in law to:

- work safely and responsibly and not interfere with anything provided to safeguard their health & safety.
- not put their own or any other person's health & safety at risk.
- co-operate with managers / leaders on health & safety matters.

Implementation of health & safety policy and procedures is a management responsibility, but the co-operation of all employees is essential. All staff are encouraged to participate in improving health & safety by reporting all health & safety concerns to the Headteacher and to foster safety consciousness and good practice amongst other employees and pupils.

All staff employed by The Trust shall:

- ensure they are familiar with, and comply with, the health & safety policy, procedures and guidance issued by The Trust in order to ensure the maintenance of high standards of health & safety in all academy premises and activities.
- take reasonable care for their health & safety at work and that of others who might be affected by their acts or omissions both within the academy and during off-site activities.
- report immediately to the Headteacher, or to their line manager, any serious or immediate danger of which they become aware.
- report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Headteacher or to their line manager.
- ensure there is no misuse of anything that has been provided for health & safety purposes.
- use the correct equipment and tools for the job and any protective equipment that may be necessary.
- actively participate in, and cooperate with, the health & safety management process.
- encourage all pupils to follow safe practices and observe safety rules including:
 - following instructions issued by a member of staff especially in case of an emergency.
 - following safety and hygiene rules intended to protect the health & safety of themselves and others.
 - not intentionally interfering with safety equipment, e.g. fire extinguishers and fire alarms.
 - informing a member of staff of any situation which may affect their safety or that of another pupil.

Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors

Contractors will agree health and safety practices with the Premises staff in liaison with the Head of Buildings & Estates before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

All contractors must report to the Academy Office where they will be asked to sign the Visitor's Book and wear an identification badge. Contractors will be issued with guidance on fire procedures, the asbestos register (if appropriate), local management arrangements and vehicle movement restrictions.

The Premises staff are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

Appendix 2. Health and Safety - Termly Check

- Site Walk
- Check Log Records (Minor / Major Defects, Accidents, general maintenance, Evacuation)
- Termly Report to Headteacher / LCM
- Maintenance cycle – Every / Pargo systems

Maintenance cycle Example below

Status	Time to Review	Service Required	Supplier	Address	Contact Number	Email/Address	Job Spec	Comments
Example	Example	Lift	Stenna Lift Service	Baker St w1	123456	email	Service every 2 months	Black, date service booked in, remove black to blue when Service Completed Example Serviced 21/01/29
open		Automated Gates					Service twice yearly	Every 6 Months
open		Gym Equipment Service					Service Annually	Yearly Certificate to be displayed
open		Boiler Service					Service Annually	Yearly
open		Main Kitchen Extractor Fan Deep Clean					Service Annually	Yearly
open		Grease Traps					service quarterly	Every 3 Months
open		Fire Extinguishers					Service Annually	Yearly
open		Portable Appliance Test					Annually	Yearly Display Certificate
open		Grounds Maintenance					On going 'X' hour visits	As Required
open		Emergency light unit full run down Checks						Yearly
open		Intruder Alarm System					twice yearly	Service remote, x1 site visit x1 (on site)
open		Water Temp Checks	CDS Rose				Monthly Log book with (Office)	
open		Gas Meter Reading/Carbon Monoxide test	In House Caretaker				Monthly	Results Monthly+test Carbon Monoxide in main kitchen
open		Lightning Conductor					Service Annually	Certificate to be displayed Yearly
open		deep cleaning					3 per year x1 to include kitchen	Kitchen Deep clean Certificate to be Displayed
open		Main Kitchen Catering Appliances					Service Yearly + Gas Safe Certificate	
open		Refrigeration service					Service Yearly	
open		Solar Panels						
open		Lift	Zurich insurance				twice yearly	
open		CCTV						
open		deep cleaning					3 per year x1 to include kitchen	Kitchen Deep clean Certificate to be Displayed
open		Main Kitchen Catering Appliances					Service Yearly + Gas Safe Certificate	
open		Refrigeration service					Service Yearly	
open		Solar Panels						
open		Lift	Zurich insurance				twice yearly	
open		CCTV						
open		Fire Alarm System					twice yearly	
open		Fire Alarm Tests	In House Caretaker				Weekly	Caretaker weekly tests Record Log Book No Contract Call out as Required
open		Drains						
open		Air Condition Units					Yearly	
open		Window Cleaner					twice yearly	As Required
open		Bin Collection					Weekly	x4 General Waste every Monday (EXAMPLE)
open		Recycle Bins					Every 'X' weeks	x2 Recycle Thursday (EXAMPLE)
open		Ladders /Lift	Zurich insurance				Ladders Annually	x1 Combination, x3 step ladders + Lift (EXAMPLE)
open		Trees						Tree Survey
open		Sanitary bins					Every Month	account no 4868514 (EXAMPLE)
open		Hot water heaters Gas fired					x2 Gas fired heaters Service Yearly	
open		Legionella Awareness Descal & Flush	In House/Cleaning Company				in House	Lodestar Deep Cleans, Caretaker flushes over Holiday Period. Showers & Taps to be Descaled .deep clean, Flush weekly over Holiday period, if not being used.
open		Boilers	Zurich insurance				boiler checks Yearly	
open		Display Energy Certificate						Certificate to be displayed Reception area A3
open		Asbestos Register						Kept at reception
open		Ladder Inspection	In House Caretaker				twice yearly	Must have scaff tag & Logged
open		Fixed Wire Electrical Tests	Quantec				Every 5 Years	Every 5 Years
open		Building Inspections	In House Caretaker				twice yearly	Email to HT/NI Every 6 Months
open		Water Risk Assessment						Review 2 years, unless Building changes
open		Full Restraint Sys (New Build Roof)					Service Yearly	Certificate to be displayed
open		Emergency Lighting	In House Caretaker				Monthly	Caretaker Flick test Monthly Record
open		Access Control					Yearly	Yearly
open		Pest Control						
open		Fire Extinguishers	In House Caretaker				Weekly	Record Log Book

Appendix 3. Health and Safety - Weekly Checks

SCHOOL PREMISES INSPECTION AND MAINTENANCE (Weekly)

SCHOOL:

TASK	COMPLETED	REFER TO LINE MANAGER (NAME)	COMMENTS/ACTIONS
<p>Fire Alarm Test Test and fill out logbook</p> <p><i>Example: notify staff on the day that testing will take place and the time</i></p>	<input type="checkbox"/>		
<p>Bin Collection</p> <p><i>Example: if not collected report to school</i></p>	<input type="checkbox"/>		
<p>Emergency light 'Flick Test'. Record in log book. Entire school each month.</p> <p><i>Example: 25% / week. Or 50% every other week.</i></p>	<input type="checkbox"/>		
<p>Disinfect all external bins in the playground area and refuge area as required (Minimum Half Termly)</p>	<input type="checkbox"/>		
<p>Check and clean internal water fountains</p> <p><i>Example: clean water stains from walls and empty any overflowing water trays</i></p>	<input type="checkbox"/>		
<p>Check all access controls</p> <p><i>Example: check fobs and mag lock systems are working</i></p>	<input type="checkbox"/>		

Check fire extinguishers and seals and log weekly	<input type="checkbox"/>		
During School holidays, flush down water system/tanks if not being used <i>Example: flush through pipes to avoid legionella</i>	<input type="checkbox"/>		

Appendix 4. Health and Safety - Daily Checks

SCHOOL PREMISES INSPECTION AND MAINTENANCE (DAILY)

SCHOOL:

TASK	COMPLETED					REFER TO LINE MANAGER (NAME)	COMMENTS/ACTIONS
	M	T	W	TH	F		
Open School (Juniors & Infants if applicable) Sign in and carry out a daily risk assessment across the building <i>Example: Walk around the internal premises and grounds addressing issues to ensure it is safe for staff and children to enter etc.</i>							
Briefly check rooms, corridors, toilets and kitchen for general cleanliness, repair, and safety <i>Example: check carpets are not lifting, water leaks, light issues, blinds, report cleaning issues and log in cleaner's logbook etc.</i>							
Check firefighting equipment visually and report any damage							
Check all safety signs and notices are legible							
Ensure toilets are well stocked with toilet tissue, soap, and towels at the start of the day, and after breaks and lunchtime <i>Example: order materials when required, etc.</i>							
Check sanitary disposal units are available and in good order							

<p>Check entrance foyer for general cleanliness, including the floor</p>			
<p>Sanitise door handles and door plates</p> <p><i>Example: if only once a day, this helps to avoid the spread of infection</i></p>			
<p>Deal with cleaning duties as required by the school</p> <p><i>Example: cleaning of school hall prior to an event</i></p>			
<p>General daily assessment of buildings and external grounds for hazards and obstructions</p> <p><i>Example: check for slip, trip or fall hazards, perimeter fencing, gates, security, car park, sweep up any hazards and cordon off. Check all signage is legible, address potholes, wildlife faeces etc.</i></p>			
<p>Ensure disabled access routes and fire exits, escape routes and assembly points are clear of obstructions and relevant doors are unlocked</p>			
<p>Check that no flammable materials have been placed or stored under stairways and anywhere else across the school</p> <p><i>Example: Check cleaners have stored products safely and followed COSHH regulations</i></p>			

<p>Ensure access to the school for emergency services is clear and unobstructed</p> <p><i>Example: check there are no vehicles parked in the entrance or across the main gates. Ensure gates are operating and kept clear</i></p>			
<p>In icy weather, ensure paths and walkways are treated with salt and grit</p> <p><i>Example: cordon off unsafe areas and ensure areas are safe for staff and children</i></p>			
<p>Inspect for damage to any folding tables and chair units used by pupils at mealtimes</p> <p><i>Example: act on reports of broken furniture that is a hazard and remove and repair etc.</i></p>			
<p>Check for damage to any adventure playground equipment and other outside facilities vulnerable to vandalism. Check internal gym equipment</p> <p><i>Example: check for splinters, structural defects, broken ropes etc.</i></p>			
<p>Check external waste bins and storage are covered, secured, and located a safe distance away from buildings</p> <p><i>Example: ensure bin lids are closed and secure for vermin control</i></p>			
<p>Support with setting up and clearing away the folding lunch tables in the Dining Hall. (Site Specific)</p>			
<p>Clean/mop Hall floor at the end of the lunch period (Site Specific)</p>			

<p>Ensure cleaning products have been stored safely and securely, out of the reach of pupils</p>	<p>Blue</p>	<p>Yellow</p>	<p>Green</p>	<p>Orange</p>	<p>Grey</p>		
<p>Review caretaker maintenance log and prioritise accordingly</p>	<p>Blue</p>	<p>Yellow</p>	<p>Green</p>	<p>Orange</p>	<p>Grey</p>		
<p>If you receive a report to clear vomit or similar bodily fluid issues, this must be actioned immediately and reported to staff</p> <p><i>Example: action and cordon off and clean appropriately following school procedures</i></p>	<p>Blue</p>	<p>Yellow</p>	<p>Green</p>	<p>Orange</p>	<p>Grey</p>		
<p>When the school is open during holiday periods, to comply with fire regulations, ensure a signing in sheet is on display for visitors, staff and contractors entering the premises</p> <p><i>Example: set up a flipchart for signing in at the entrance. Leave an Asbestos report sheet for contractors to sign</i></p>	<p>Blue</p>	<p>Yellow</p>	<p>Green</p>	<p>Orange</p>	<p>Grey</p>		
<p>When required to lock up, ensure building is fully secure at the end of the day</p> <p><i>Example: follow procedures at the end of the day when required and ensure all non-essential electrical equipment is switched off, lights and taps off, windows closed etc.</i></p>	<p>Blue</p>	<p>Yellow</p>	<p>Green</p>	<p>Orange</p>	<p>Grey</p>		
<p>Empty internal recycling bins when full</p>	<p>Blue</p>	<p>Yellow</p>	<p>Green</p>	<p>Orange</p>	<p>Grey</p>		
<p>Clear litter/leaves from outside</p>	<p>Blue</p>	<p>Yellow</p>	<p>Green</p>	<p>Orange</p>	<p>Grey</p>		

Distribute milk, fruit etc. as required	■	■	■	■	■		
Report any concerns you may have to your Line Manager or Headteacher <i>Example: Hazards, safeguarding issues</i>	■	■	■	■	■		
Oversee cleanliness and quality of the school cleaning and report and log any issues in the cleaners log book	■	■	■	■	■		

School Specific Duties

TASK	COMPLETED	REFER TO LINE MANAGER (NAME)	COMMENTS/ACTIONS
<i>Example: Monitor gates at drop off/pick up times</i>	<input type="checkbox"/>		



Nexus Education Schools Trust

Staff REQUESTS for Site/Premises staff attention

DATE	REPORTED BY	DESCRIPTION OF JOB	LOCATION	COMMENTS FROM CARETAKER	DATE COMPLETED

To be wall mounted in every school and accessible to all staff

Minor Defects Log and Risk Assessment



Nexus Education Schools Trust

DATE		SCHOOL
REPORTED BY		
Minor Defect /Fault		
Risk Assessment And Remedial Action		
Description of Work to be carried out by site staff		
Location		
Premises comments Costs /resources		
Completed by		
If remedial work is insufficient What Further Works Required		
Trust Contacted and Contractor works identified		
Works Authorised		
Date Works completed		

Major Defects Log and Risk Assessment



Nexus Education Schools Trust

DATE		SCHOOL
REPORTED BY		
Major Defect /Fault		
Risk Assessment And Remedial Action to secure		
Description of Work to inform Trust		
Location		
Headteacher notified - Date		
Trust Contacted on date		
Contractor works identified		
Works Authorised		
Date Works completed		

Appendix 8. Fire safety checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 9. Accident report proforma

		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards</i>			
Follow-up action required			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
Name of person attending the incident			
Signature		Date	

Appendix 10. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.](#)

In confirmed cases of infectious disease, including COVID-19, we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.

Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.

Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

Appendix 11. School Information

School Information	
Premises Lead	
Name of Health & Safety Trust representative	Mr N Ide Director of Estates Nexus Education Schools Trust Tel: 020 8289 4767 Email: nide@nestschools.org
Name of people responsible for site security	Note, this will also include any alarm companies
Key holders	
Key Holding Company	Emergency and holiday cover
Assembly points	

Appendix 12. Useful Advice

Engineering and Plant Inspection guidance

Electrical and Mechanical		
Plant/Equipment Type	Applicable Legislation	Periodicity of Inspection
Alternator	<u>PUWER</u>	12 months
Control Panels	<u>PUWER</u> / <u>EAWR</u>	24 months
Engines, Motors, Pumps & Compressors	<u>PUWER</u>	24 months
Fixed Wiring	<u>EAWR</u>	3 or 5 years – dependent on type of location
Gearboxes	<u>PUWER</u>	24 months
Generators	<u>PUWER</u>	12 months



Power Press		
Plant/Equipment Type	Applicable Legislation	Periodicity of Inspection
Guard & Protective Devices	<u>PUWER</u>	12 months
Guillotine (Metal)	<u>PUWER</u>	12 months
Guillotine (Paper)	<u>PUWER</u>	6 months
Injection Moulding Machine (Moulding Machinery)	<u>PUWER</u>	12 months
Power Press	<u>PUWER</u>	6 months – interlock photoelectric
Press Brakes	<u>PUWER</u>	6 months
Wood Working Machines	<u>PUWER</u> (as applied to power) Part IV	12 months

Lift and Crane		
Plant/Equipment Type	Applicable Legislation	Periodicity of Inspection
Crane	<u>PUWER</u> / <u>LOLER</u>	12 months
Dock Levellers	<u>PUWER</u>	12 months
Escalators	<u>Workplace (Health, Safety and Welfare) Regulations 1992</u>	6 months (as per industry guidance)
Excavators and Loading Shovels	<u>PUWER</u>	12 months
Forklift Trucks	<u>PUWER</u> / <u>LOLER</u>	12 months (6 months if person carrying attachments are used)
Goods Lifts	<u>PUWER</u> / <u>LOLER</u>	12 months
Lifting Appliances	<u>PUWER</u> / <u>LOLER</u>	12 months
Lifting Machines	<u>PUWER</u> / <u>LOLER</u>	12 months (Goods) 6 months (People)
Lorry Mounted Cranes	<u>PUWER</u> / <u>LOLER</u>	12 months
Mobile Cranes	<u>PUWER</u> / <u>LOLER</u>	12 months (Goods) 6 months (People)
Motor Vehicle Lifting Tables	<u>PUWER</u> / <u>LOLER</u>	6 months (as per industry guidance)
Pallet Trucks	<u>PUWER</u>	12 months
Passenger Lifts	<u>PUWER</u> / <u>LOLER</u>	6 months
Separate Lifting Accessories	<u>PUWER</u> / <u>LOLER</u>	6 months
Window Cleaning Equipment and Building Maintenance Equipment	<u>PUWER</u> / <u>LOLER</u>	6 months

Pressure Plant

Plant/Equipment Type	Applicable Legislation	Periodicity of Inspection
Air Receivers	<u>PUWER</u> / <u>PSSR</u>	Typically 26 months
Autoclaves	<u>PSSR</u>	14 months
Blowdown Vessels	<u>PSSR</u>	Same periodicity of the boiler to which it is connected: Shell Boiler – 14 months Water tube boiler – 26 months
Bulk Storage Vessel	<u>PUWER</u> / <u>PSSR</u> / <u>COMAH</u>	Will vary depending on risk assessment
Café Boilers	<u>PUWER</u> / <u>PSSR</u>	14 months
Calorifiers	<u>PUWER</u> / <u>PSSR</u>	26 months
Hot Water Boilers	<u>PUWER</u> / <u>PSSR</u>	PUWER – 24 months PUWER applies to those boilers in which the temperature is below 100°C. PSSR – 14 months. PSSR applies to those boilers in which the water temperature is at or above 100°C
Jacket Reactor Vessel	<u>PUWER</u> / <u>PSSR</u> / <u>COMAH</u>	Will vary depending on risk assessment
Pressurisation Units	<u>PUWER</u> / <u>PSSR</u>	60 months
Refrigeration & Air Conditioning Plant	<u>PUWER</u> / <u>PSSR</u>	48 months
Steam Boilers	<u>PSSR</u>	Horizontal Multi-tubular Boilers; Vertical Boilers; Autoclaves – 14 months Water-tube Boilers – 26 months.
Steam Vessels	<u>PSSR</u>	26 months

Local Exhaust Ventilation Plant

Plant/Equipment Type	Applicable Legislation	Periodicity of Inspection
Fume Cupboard	<u>COSHH</u>	14 months
Local Exhaust Ventilation (LEV) Systems	<u>COSHH</u>	14 months
Shot Blast Cabinets	<u>COSHH</u>	New casting: 1 month Abrading metal: 6 months All other: 14 months
Spray Booths	<u>COSHH</u>	14 months

Health and safety checklist for classrooms

How this checklist can help you

School premises are a valuable resource for local communities and are increasingly being used for extended services.

Health and safety in a school is about taking a sensible and proportionate approach to ensure the premises provide a healthy and safe place for all who use them, including the school workforce, visitors and pupils.

Because written risk assessments are not required for every classroom activity, this checklist is being made available for use as required. It is not mandatory, but is intended as a helpful tool. Schools may choose other ways to comply with health and safety legislation and ensure staff and children are safe.

School-wide measures should be in place to deal with the real risks, so that teachers and support staff do not need to produce written assessments for an ordinary classroom – unless new activities lead to additional risks.

Members of staff can use this checklist to help ensure ordinary classrooms meet minimum health and safety standards. However, the results and findings from completed checklists will provide a useful resource to the school management team when reviewing their whole-school risk assessments.

The checklist is a tool for school staff to raise awareness of areas of concern in a classroom. Employers in the education sector, whether they are a local authority, governing body, trust or proprietor, have wider responsibilities under health and safety law (see www.hse.gov.uk/services/education for further advice).

Using the checklist

This checklist covers the most common areas of concern/risk in ordinary classrooms, but is not exhaustive. It does not cover drama and sports facilities or specialist classrooms, including laboratories, art, IT, design and technology facilities or pupil referral rooms.

It can be used by class teachers, teaching assistants, premises staff or department heads – those running the school can decide how best to use the checklist in their school. It can be used as required, for example at the start of a term to provide reassurance to teaching staff that the most common areas of risk in the classroom are being adequately controlled.

It is designed to be helpful and quick and easy to use but there is no obligation on staff to use it. If an issue is not relevant to a classroom, simply mark it as 'N/A' (not applicable) and move to the next question. There is space at the end to list any additional issues.

Further information

HSE's homepage (www.hse.gov.uk/) has information on general topics to help employers and teaching staff comply with health and safety law. We have specific web pages for education, which provide guidance on the common types of risks within the sector (www.hse.gov.uk/services/education).

The Department for Education, Welsh Assembly Government and Scottish Government have guidance for schools on health and safety:

- **England:** www.education.gov.uk/schools/adminandfinance/healthandsafet

The Health and Safety Executive has developed this checklist, through a public consultation, to help schools comply with health and safety law. It has been produced in consultation with:

- Department for Education (DfE), England;
- Department for Children, Education, Lifelong Learning and Skills (DCELLS), Welsh Government;

- Learning Directorate, People and Places (LDSG), Scottish Government;
- Department for Communities and Local Government (DCLG), England;
- trade unions.



Checklist for classrooms

Questions you should ask:		Yes	Further action needed	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, eg water, blood from cuts?			
	For stand-alone classrooms: <ul style="list-style-type: none"> ■ Are access steps or ramps properly maintained? ■ Are access stairs or ramps provided with handrails? 			
Work at height (falls)	Do you have an 'elephant-foot' stepstool or stepladder available for use where necessary?			
	Is a window-opener provided for opening high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, eg a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling	Have trolleys been provided for moving heavy objects, eg computers?			
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?			
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			
Fire	If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> ■ unobstructed; ■ kept unlocked; and ■ easy to open from the inside? 			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			

This is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the space overleaf, including any further actions needed. If necessary, discuss this with your head teacher or employer.

Additional issues		Yes	Further action needed	N/A

Further action needed

Hazards noted:	Action taken and when:

Name (and position):	Signature:	Date:
Location/name of classroom:		

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

Preventing slips and trips at work

A brief guide



What is this leaflet about?

Slips and trips are the most common cause of injury at work. On average, they cause 40 per cent of all reported major injuries and can also lead to other types of serious accidents, for example falls from height. Slips and trips are also the most reported injury to members of the public.

This leaflet describes measures that employers may need to implement to help prevent slips and trips. It will also be useful to employees and their safety representatives. The solutions are often simple and low-cost.

This is a web-friendly version of leaflet INDG225(rev2), published 11/12

What does the law say?

The Health and Safety at Work etc Act 1974 (HSW Act) requires employers to ensure the health and safety of all employees and anyone who may be affected by their work, so far as is reasonably practicable. This includes taking steps to control slip and trip risks.

Employees have a duty not to put themselves or others in danger and must use any safety equipment provided.

The Management of Health and Safety at Work Regulations 1999 require employers to assess risks (including slip and trip risks) and, where necessary, take action to address them.

The Workplace (Health, Safety and Welfare) Regulations 1992 require floors to be suitable, in good condition and free from obstructions. People should be able to move around safely.

What can employers do to prevent slips and trips?

Risk assessment

You must manage the health and safety risks in your workplace. To do this you need to decide whether you are doing enough to prevent harm. This process is known as a risk assessment and it is something you are required by law to carry out.

A risk assessment is not about creating huge amounts of paperwork, but rather about taking sensible measures to control the risks in your workplace, for example using doormats to stop rainwater being tracked in and making the floor slippery.

You are probably already taking steps to protect your employees, but your risk assessment will tell you whether you should be doing more. Consider what risks in your workplace may lead to slip or trip injuries, and decide what suitable and effective control measures will prevent these types of accidents.

You then need to put these control measures into practice. Concentrate on the real risks – those that are most likely to cause harm. Think about how accidents could happen and who might be harmed. You can do this by:

- asking your employees what they think the hazards are, as they may notice things that are not obvious to you and may have some good ideas on how to control the risks;
- using the hazard-spotting checklist and slips and trips mapping tool to help you identify problem areas (see 'Find out more' at the end of the leaflet);
- referring to the 'Practical steps to prevent slips and trips accidents' section below.

In many instances, straightforward measures can readily control risks, for example ensuring spillages are cleaned up promptly so people do not slip.

Make a record of your significant findings and what you have in place to prevent them. If you have fewer than five employees you don't have to write anything down but it is good practice to keep a record.

Few workplaces stay the same, so it makes sense to review what you are doing on an ongoing basis.

More guidance on risk assessment can be found at www.hse.gov.uk/risk.

Managing for health and safety

A good management system will help you identify problem areas, decide what to do, act on decisions made and check that the steps taken have been effective.

Guidance on managing health and safety can be found at www.hse.gov.uk/managing/.

Practical steps to prevent slips and trips accidents

There are many simple ways to control slips and trips risks and prevent accidents in your workplace. Here are a few examples.

Stop floors becoming contaminated

- Use entrance matting.
- Fix leaks from machinery or buildings.
- Make sure plant and equipment are maintained.
- Design tasks to minimise spillages.
- Plan pedestrian and vehicle routes to avoid contaminated areas.

Use the right cleaning methods

- Make sure that your cleaning method is effective for the type of floor you have.
- Don't introduce more slip or trip risks while cleaning is being done.
- Leave smooth floors dry after cleaning or exclude pedestrians until the floor is dry.
- Remove spillages promptly.
- Have effective arrangements for both routine cleaning and dealing with spills.
- Use the appropriate detergent mixed at the correct concentration.

Consider the flooring and work environment

- Check for loose, damaged and worn flooring and replace as needed.
- Floors likely to get wet or have spillages on them should be of a type that does not become unduly slippery.
- Make sure lighting is sufficient and that slopes or steps are clearly visible.
- Keep walkways and work areas clear of obstructions.

Get the right footwear

- Where floors cannot be kept clean and dry, slip-resistant footwear can help prevent slip accidents.
- Trial footwear first to make sure it is suitable for the environment and for those who will be wearing it, ie comfort and fit.
- If footwear is supplied as personal protective equipment (PPE), it must be supplied free of charge to employees.

Think about people and organisational factors

- Consider how work is organised and managed, eg to avoid rushing, overcrowding, trailing cables.
- Make sure employees are involved in the decisions that affect them, eg choice of PPE footwear or a change in cleaning methods.

What can employees do to prevent slips and trips?

In all workplaces:

- If you have an accident or a near miss, make sure you report it to your employer promptly. They can use this information to prevent future accidents.
- If you see a spillage, clean it up or make arrangements for it to be cleaned.
- Report any damaged floors or mats.
- Play your part and keep the workplace tidy.
- If you see items on the floor where someone could trip over them, remove them or arrange for them to be removed or for the situation to be made safe.
- If you are given PPE, wear it and look after it. Report any faults or damage to your employer and make arrangements for a replacement.
- Tell your employer about any work situation that you think is dangerous, or if you notice that something has gone wrong with their health and safety arrangements.

Find out more

HSE has a free online learning tool, called the *Slips and Trips eLearning Package*, referred to as 'STEP' (www.hse.gov.uk/slips/step/start.htm).

This tool is designed for both employers and workers in all sectors, providing help on assessing and managing slip and trip risks in the workplace. It provides an overview of slips and trips, how they are caused and how to prevent them, from introductory to advanced level.

The hazard spotting checklist is suitable for all workplaces as a practical guide to help employers identify problem areas for slips and trips and how to tackle them: www.hse.gov.uk/pubns/ck4.pdf

The slips and trips mapping tool shows you how to identify hotspots for slips and trips in your workplace so that you can prioritise actions: www.hse.gov.uk/slips/mappingtool.pdf

An HSE Catering Information Sheet *Preventing slips and trips in kitchens and food service* (CAIS6) gives more detailed advice for employers in these sectors: www.hse.gov.uk/pubns/cais6.pdf

Please REFER to the trust folders held in the school office Trust Policy in Manging Asbestos

HSE Asbestos management – checklist for schools

Asbestos was used extensively as a building material in Great Britain from the 1950s through to the mid-1980s. It was used for a variety of purposes, typically fireproofing and insulation.

Any building built before 2000 can contain asbestos. When asbestos fibres are inhaled, they can cause serious diseases. To ensure that risks from asbestos in buildings are managed, the Control of Asbestos Regulations 2006 place duties on those responsible for the maintenance or repair of work premises.

Those responsible for maintenance and repair – dutyholders – are responsible for protecting others, who work or use the premises, from exposure to asbestos.

In some schools, the responsibility for maintenance or repair is shared, for example between a local authority as employer and the school. In other schools, the responsibility may fall solely to a governing body as employer. All dutyholders must ensure that any asbestos containing materials (ACMs) are managed properly.

If your school contains ACMs, this checklist can help you. The checklist has been designed to assist the school management team to review asbestos management arrangements. It takes you through questions to help you check whether suitable precautions are in place and you can record any further action needed.

	Yes	Further action needed
<p>Is the school management team aware who has the overall legal responsibility for the management of maintenance and repair of the school buildings? The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the premises - this is the dutyholder. In some cases, these responsibilities may be shared between dutyholders.</p>		
<p>Has the dutyholder carried out a management survey? A management survey should identify what type of ACMs are present and where they are.</p>		
<p>Does the management survey highlight the location of ACMs? All areas of the school premises should be included: storerooms; yards; outbuildings; underfloor services; pipes; ceiling voids; corridors etc.</p>		
<p>Has the dutyholder assessed the potential risk from the ACMs? The assessment should consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.</p>		
<p>Does the dutyholder have a management plan detailing how to manage the risks from any ACMs at your school? The plan should bring together all the available and relevant information. It should set out what is going to be done, when it is going to be done, and how it is going to be done – both for any remedial work and for ongoing management action like periodic checks. It should set out clear lines of responsibility. The plan can be written or held as a computer-based record and should be readily accessible. See http://www.hse.gov.uk/pubns/indg223.pdf for further information.</p>		

	Yes	Further action needed
<p>Are precautions in place to ensure anyone who may disturb ACMs is provided with information about any asbestos present? The precautions should ensure anyone in-house or who comes to carry out any work on the premises does not start before they are given the information about any asbestos present. The information should be supplied well before any work starts so that the correct precautions can be implemented.</p>		
<p>Are any in-house staff, who may undertake maintenance work, adequately trained? Training needs to be appropriate for the work. Awareness training – this is for staff whose work could expose them to asbestos while carrying out their everyday tasks. Awareness training is not sufficient for staff planning to carry out any work on ACMs. Training for work with asbestos that does not require a licence from HSE – this is for staff who plan to carry out any work on ACMs where the likelihood of exposure is much higher, eg installing cables in areas containing undamaged asbestos materials. Training for asbestos work that does require a licence from HSE – this includes most work on asbestos insulation, asbestos insulating board and lagging, including sealing and removal. Licensed contractors must carry out most work with these higher risk ACMs.</p>		

Further action needed:

Action required	Action taken and when

Name (and position):	Signature:	Date:
Name of school:		

This document is available at: www.hse.gov.uk/services/education/asbestos-checklist.pdf.

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