



# Health and Safety Policy

This policy sets out the Trust's general approach to health and safety in all workplace settings.



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Consultation groups	Trust Leadership Team, Head teachers, Office Managers, Trade Union JCG
Approved by	Board of Trustees
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Frequency of review	Annually for legislative changes – or 3 yearly
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Applicable to	All schools and Trust workplace settings

## Document History

Version	Version Date	Author	Summary of Changes
V0.1		Director of Operations	New MAT H&S template policy based on the Leicestershire Traded Service approved template.
V0.2	24.6.21	Director of Operations	Updates following JCG meeting held 23.6.21 <ul style="list-style-type: none"> <li>- 6.13 – added detail about PAT testing Bring Your Own Device (BYOD) equipment.</li> <li>- 6.43 – added further detail about not smoking in cars parked on the school site.</li> </ul>
V3.0	28.6.2021	Head of Governance	Approved by Board, version table updated.
V3.1	18.08.2021	Director of Operations	<ul style="list-style-type: none"> <li>- added Headteacher signature on page 5</li> <li>- added Chair of trustees signature on page 5</li> <li>- added Chair of Trustees ratification &amp; signature on page 7</li> <li>- made reference to the Central Team in section page 16</li> <li>- added word survey &amp; LAMP on page 18</li> <li>- made reference to the Stress Policy on page 23</li> <li>- revised appendix 2- page 35-36</li> </ul>

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## 1.0 Statement of Intent

- 1.1. As a responsible employer, Discovery Schools Academy Trust (MAT) will honour its legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.
- 1.2. Discovery recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students, visitors and any persons affected by its activities so far as is reasonably practicable.
- 1.3. In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken, and arrangements will be made, where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.
- 1.4. Discovery is committed to the prevention of accidents and ill health.
- 1.5. Discovery will work towards continual health and safety improvement.
- 1.6. To achieve these objectives, we will:
  - Conduct all our activities safely and in compliance with legislation and where possible, best practice,
  - Ensure the provision of safe working conditions and safe equipment,
  - Ensure a systematic approach to identify risks is developed and implemented and ensure sufficient resources are allocated to control them,
  - Ensure the provision of suitable information, instruction, training, and supervision,
  - Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety, and welfare,
  - Promote the principles of sensible risk management,
  - Monitor, review and modify this policy and any arrangements as required.
- 1.7. All of Discovery employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

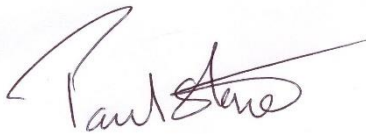
Signed:



Chair of Trustees

Date: 28<sup>th</sup> June 2021

Signed:



Trust Leader

Date: 28<sup>th</sup> June 2021

Signed:



Gilly Paterson

Headteacher

Date: 07/09/2021

## **2.0 Discovery Organisation – Roles and Responsibilities**


### **Background & Context**

- The MAT is a charitable company operating under Articles of Association and Memorandum of Association signed by the Members.

### **Structure & Organisational Responsibilities**

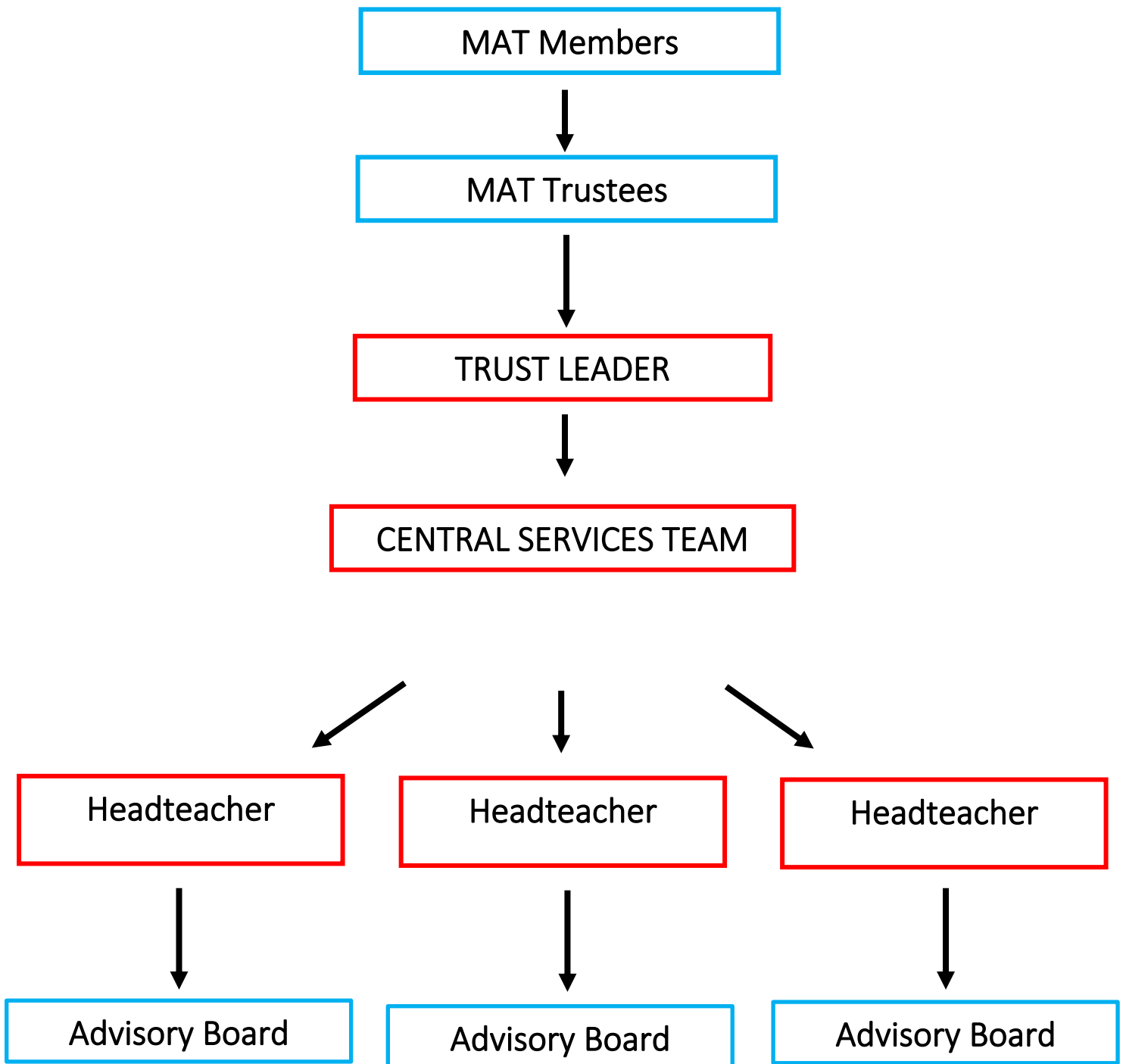
- 2.2 The Members have appointed Trustees who are to ensure that the charitable objectives of the Trust are carried out. The Board of Trustees is the corporate body accountable for the overall health and safety performance of all the Academies within the Trust.
- 2.3 The Board has appointed the Trust Leader who has been delegated responsibility for the executive management and the performance of the Trust and all Schools.
- 2.4 There is a named Health and Safety Champion on the Board of Trustees.
- 2.5 The Responsibilities are delegated by the Board in line with the Articles of Association and are outlined in the Trust's Scheme of Delegation and Terms of Reference.
- 2.6 The Board will monitor effectiveness of the H&S Policy through key performance indicators.
- 2.7 The Trust Leader leads the Trust Leadership Team (TLT) and will delegate executive management functions to the members of the TLT as well as wider Central Services. The Trust Leader retains accountability to the Trust Board for the performance of the TLT.
- 2.8 Headteachers hold responsibility for the health and safety performance within their School.

**Table of Approval and Ratification**

	Signatory	Sign:	Print:	Date:
Approved & Ratified By	Chair of the MAT Board		Richard Betsworth	28.6.2021

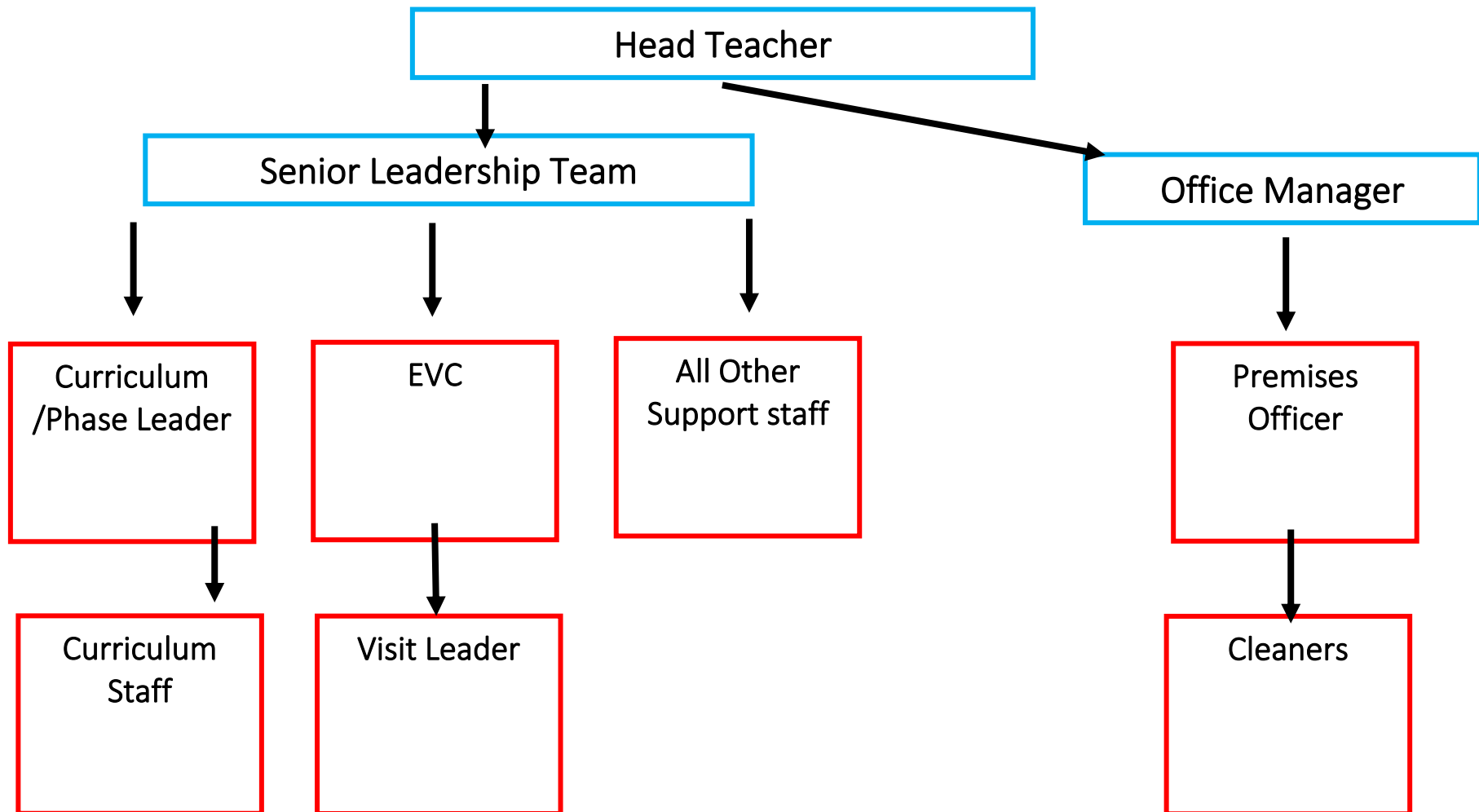
This document will need adopting by the schools local Advisory Boards.

MAT Organisational Structure





Local School Health and Safety Organisational Structure – Support Staff



### **3.0 Responsibility by Role or Team**

#### **3.1 Trust Leader**

The Board has appointed the Trust Leader (TL) who has been delegated responsibility for the executive management and the performance of the Trust and all member Schools for health and safety. The TL will be responsible for:

- Providing termly health and safety reports to the MAT Board for review.
- Establishing clear and measurable health and safety aims and objectives.
- Ensuring adequate resource is provided for health and safety.
- Setting clear health and safety values and standards throughout the MAT.
- The TL may delegate specific responsibilities to members of the Central Services Team; however, the TL will still be accountable for ensuring the responsibilities are fulfilled.

#### **3.2 Central Services Team**

##### **3.2.1 Finance Director (FD)**

- Establish an annual budget for health and safety for all academies within the MAT.
- Report any shortcomings in health and safety budget to the TL.

##### **3.2.2 Director of Operations (DoO)**

- Have a strategic overview of the health and safety management across the MAT.
- Ensure the health and safety policy and arrangements are reviewed and implemented throughout the MAT.
- To produce annual health and safety reports and communicate them to the Board and TL.
- Ensure that risk assessments are undertaken by competent persons and that adequate control measures are implemented to reduce risks so far as is reasonably practicable.
- Ensuring the provision of competent health and safety advice.
- Consult with staff, union representatives, safety committees and stakeholders on health and safety matters.
- Ensure all accidents, incidents and near misses are investigated and reported to the TL.

##### **3.2.3 Head of Estates**

The Head of Estates is delegated the responsibility of overseeing premises management and as it relates to the buildings and other assets ensuring health and safety compliance across Discovery. The Head of Estates is supported by the Schools Operations Assistant and is responsible for;

- Establishing a system for the maintenance of the MAT assets both building and plant including premises compliance checks across the MAT.
- Devising, reviewing and communicating the MAT contractor management policy.
- Implementing the contractor management policy and ensuring systems are in place for implementing the policy.
- Work with the DoO to implement an external health and safety audit program to ensure premises compliance.
- Establish a contractor procurement system that ensure contractors are competent to carry out their duties and carry out and record contractor inductions.
- Ensure that all plant and work equipment provided is selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations.

### **3.2.4 Schools Operations Assistant**

- Ensuring all accidents, incidents and near misses are investigated and reported to the DoO.
- Work with Head of Estates to Implement an internal health and safety auditing program to ensure premise compliance.
- Provide a termly health and safety performance report to the Trust Leadership Team.
- Undertake annual internal audits at local school level to determine H&S compliance, offer advice as appropriate and complete action plan for school to implement.
- Carry out and review relevant risk assessments as required.
- Work with the Head of Estates to implement a system for retaining premises compliance documentation to ensure it is readily accessible.
- Conducting, reviewing, implementing and communicating risk assessments in relation to the activities of staff under their control.
- Conduct health and safety spot checks as required.
- Monitoring health and safety shortcomings identified on school action plans.
- Assist with external health and safety audits.

### **3.2.5 HR Manager**

- Ensure health and safety responsibilities are included in job descriptions
- Assist where necessary in facilitating clear lines of communication between management and employees across the Trust.
- Assist the DoO to ensure the MAT Health and Safety policy aligns with HR policies.
- Make recommendations in relation to Occupation Health referrals as required.

### **3.3 Board of Trustees**

- The Board has delegated governance responsibility for holding each individual Head Teacher to account for H&S management and operational matters relating to the academic work of each individual academy (lesson risk assessments, trips, use of the building for teaching and learning, etc.) to the TL.
- The Board has delegated governance responsibility for holding the TL (as defined in the organisational chart above) to account for H&S management and operational matters relating to all non-academic matters across the Trust to FAR Committee (of the Board).
- The Board is responsible for:
  - establishing clear lines of local accountability for health and safety
  - periodically assessing the effectiveness of its implementation of the MAT policy and ensuring that the need for any necessary changes are communicated to the Board and TLT.
  - ensuring that responsible staff have access to competent health and safety advice
  - ensuring the provision of an emergency planning and response plan and Incident Management Team (IMT) for each school within Discovery.

### **3.4 Local Advisory Board**

The Local Advisory Board is responsible for adopting the local school 's health and safety policy, ensuring policy reflects local arrangements.

### **3.5 Head Teacher (including Executive Head teacher)**

The Head Teacher has been delegated the responsibility of the management of safety and implementation of this policy within their designated school. The Head Teacher will implement an

occupational health and safety management system to comply with The Management of Health and Safety at Work Regulations 1999. To help achieve this the Head Teacher will:

- ensure compliance with local school health and safety policy.
- Make clear any duties in respect of health and safety, which are delegated, to members of staff.
- Make themselves familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of the local school and work with the office manager to maintain an up-to-date system of policies, procedures and risk assessments on teams.
- Co-operate and communicate with Central Services, Trade Unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties set out in appendix 1.
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk.
- Ensure the health and safety policy, procedures and risk management programme are implemented as an integral part of business operational planning and service delivery.
- Undertake regular monitoring and ensure the provision of adequate resources to achieve compliance.
- Ensure that Trust and local procedures for the selection and monitoring of contractors are in place.
- Take appropriate action under Discovery's disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures.
- Ensure accidents and incidents are reported in line with Trust procedures.
- Facilitate health and safety audits.

In addition to their statutory duties, the Head Teacher and teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

Head Teachers may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively and efficiently implemented. Specific duties and responsibilities in relation to specific job roles are set out in appendix 1 of this policy.

### **3.6 Senior Leadership Team (school)**

The senior leadership team will:

- make themselves familiar with and ensure the school's compliance with this policy.
- Monitor the effectiveness of this policy, identify any shortcomings within the policy and communicate them to Central Services.
- Will be responsible for ensuring the day-to-day operational requirements of the health and safety policy are implemented.
- Provide a documented process for reporting and investigating all incidents, accidents and near misses.

### **3.7 Office Manager**

Support the senior leadership team with ensuring the day-to-day operational requirements of the health and safety policy are implemented.

- Will maintain an up-to-date copy of the health and safety policy together with all associated documentation relevant to the school (via Teams).

- Notify the Premises Officer and/or Head Teacher of any health and safety concerns and any financial implications identified by the risk assessment process.
- Report directly to the Head Teacher and SLT on matters of Health and Safety and work with Central Services where appropriate.
- Ensure that all certification and statutory inspections are kept up to date.
- Ensure any health and safety shortcomings identified on action plans are rectified in a timely manner
- To investigate accidents, dangerous occurrences and near misses, complete accident reports.
- Facilitate health and safety audits with the Premises Officer.
- Retain and maintain compliance and health and safety related documentation and ensuring this documentation is backed up digitally via Teams.
- Provide health and safety performance reports as required to the SLT and /or Central Service.
- Ensure the school has a local Management of Medications Policy.
- Ensure the School has an Off-Sites Visits Policy and keep Evolve up to date with DSL and EVC details.
- Work with Central Services and ensuring resource is allocated to enable statutory inspections, risk assessments, property maintenance and equipment maintenance to take place at the correct intervals and when necessary.
- Work with Central Service to ensure there is a system in place for contractor procurement that identifies contractor competency.
- Work with Central Services to establish a health and safety training plan and matrix to identify staff training needs and collaborate with Central Services to ensure training is up to date.

### **3.8 Premises Officer**

The Premises Officer is responsible for day-to-day management of property maintenance and compliance checks. The Premises Officer will be responsible for:

- Have a general responsibility for the application of the school's health and safety policy to their own area of work and are directly responsible to the Office Manager.
- Will establish and maintain safe working procedures including (referring to relevant legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- Carry out regular health and safety assessments of the activities for which they are responsible, and report to the Office Manager any defects, which need attention.
- Monitor their effective implementation by staff under their control.
- Where appropriate, ensure relevant advice and guidance on health and safety matters is sought from Central Services.
- Advise the Head Teacher and/or Office Manager on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.
- Carry out compliance checks in accordance with Appendix 1 and job description.
- Liaise and co-operate with The Head Teacher and/or Office Manager in collaboration with Central Services on property related matters.
- Retain and maintain compliance and health and safety related documentation and ensuring this documentation is backed up digitally via Teams.
- Undertake work to resolve health and safety shortcomings on action plans in a timely manner.
- Coordinating activities with Central Services, ensuring statutory surveys, risk assessments and reports are organised with competent contractors and completion dates etc.
- Follow Trust procedures for conducting contractor induction and recording the process.
- Reporting incidents, accidents, dangerous occurrences and near misses to the Office Manager.

- Undertaking any training identified by the Office Manager to enable them to perform their duties at the level of responsibility allocated to them.

### **3.9 All Staff**

All employees, agency, peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All staff are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or omissions.
- Cooperate with their line manager and senior management to work safely
- Comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to their manager / Office Manager, any health and safety concerns, hazardous condition or defect in the health and safety arrangements and/or workplace.
- Support the school in embedding a positive safety culture that extends to pupils and any visitors to the site.
- Undertake any training identified to enable them to perform their duties at the level of responsibility allocated to them.

### **3.10 Pupils**

All pupils are expected to behave in a manner that reflects the school's Behaviour Policy and in particular are expected to: -

- Take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the school.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

### **4.0 Lettings**

Each school has a local lettings policy. The policy covers procedures for fire evacuation, security arrangements, the requirements relating to accident, assault and near miss reporting and requirements for the provision of first aid.

Persons/organisations letting the site must agree to:

- co-operate and co-ordinate with the school on health and safety matters.
- agree to the terms of the lettings policy in relation to health and safety arrangements.
- provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities.

The school will ensure that:

- the premises are in a safe condition for the purpose of use
- the health and safety arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises
- adequate arrangements for emergency evacuation are in place and communicated.

## **5.0 Trust Organisational Arrangements for Health and Safety**

5.1 The following arrangements will be adopted to ensure all parties fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the site.

### **Setting health and safety objectives**

5.2 Central Services will specifically review progress of health and safety objectives at strategic termly meeting of the Central Services team. Where necessary health and safety improvements will be identified and included within local school estates action plans

### **Provision of effective health and safety training**

5.3 The Head Teacher will consider health and safety training on an annual basis in line with the Central Service 's health and safety training matrix focussing on mandatory training as a priority.

### **Provision of an effective joint consultative process**

5.4 The Health and Safety Champion will meet at least once per term with members of Central Services to review health and safety processes. Colleagues will report to the Trust and Headteachers, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates.

5.5 Health and Safety policy is consulted on through the Trade Union Joint Consultation Group and any concerns are raised at this meeting.

### **Establishing adequate health and safety communication channels**

5.6 Communication channels will be established via Microsoft Teams for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- Office Manager Network meetings
- Premises Officer Network meetings
- provision of information relating to safe systems of work and risk assessments
- training provided
- communications with relevant specialist advisors and bodies
- Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

### **Financial resources**

5.7 The Finance Director along with the TL and relevant Head Teacher will review local school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

### **Specialist advice/support**

5.8 Discovery will ensure that access to competent technical advice on health and safety matters is procured to assist the whole organisation in complying with statutory duties and meeting health and safety objectives; Discovery will do this by;

- Accessing the services of a competent Health and Safety Advisor through Leicestershire County Council Health, Safety and Wellbeing Service.
- Trust Central Services act as first point of contact for initial information and guidance.

### **Audit**

5.9 Each school's health and safety management system will be audited by Leicestershire Traded Services Health, Safety and Wellbeing Service as a minimum every year. The Trust reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety within Discovery.

- External health and safety audit reports will be delivered to the DoO, HoE, each individual schools Head Teacher, Office Manager & Premises Officer for review.
- Central Services will review audit reports termly to monitor work completed/ outstanding in local school settings to ensure any actions are resolved.
- The Trust will also conduct general Health & Safety audits based on the school's termly workplace inspections and evidence provided in any audit findings.



## 6.0 Local Organisational Arrangements



# Kibworth CE Primary School

Let Your Light Shine  
Matthew 5:16

## **Accident and assaults**

- 6.1 All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Education Information Sheet No1 (Revision 3) will be reported to the HSE within the required timescales.
- 6.2 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.
- 6.3 Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.
- 6.4 Accident records will be retained for the following periods; Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years).

## **Contractor management**

- 6.5 Discovery will comply with the Construction Design and Management Regulations 2015, and the HSE guidance document: HSG159 Managing contractors: A guide for employers. The Kibworth CE Primary School must refer all capital works to Central Services and follow Contractor Management procedures to ensure that:
  - Roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated
  - Competent contractors are used
  - Clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.
  - Pre-start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
  - Key contacts are identified
  - Regular update meetings take place throughout any works/projects
  - Works are visually monitored, and any concerns immediately reported
  - Works are signed off and any associated certification and documentation is obtained
  - All staff/ pupils and other users of site remain in a safe environment for the duration of the works.
  - All contractors are given access to the asbestos survey/LAMP & register
  - All contractors to complete a contractor site induction sheet before work can proceed

## **Control of hazardous substances**

- 6.6 Discovery comply with the HSE's approved code of practice Control of Substances Hazardous to Health (L5) relating to the management and control of hazardous substances on site. The Kibworth CE Primary School will ensure:
  - An inventory of all hazardous substances on site is kept and updated regularly

- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- Where identified as part of the risk assessment, appropriate PPE will be provided to staff
- Any requirement for exposure monitoring or health surveillance will be carried out
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided
- Training records are maintained for those who receive training
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- Only substances purchased through the school's procurement systems can be used on site
- Substances are stored correctly and those that are no longer used are disposed of as per the substance's safety data sheet
- COSHH risk assessments are reviewed as appropriate and updated when new/different substances are introduced into school procedures.

### **Dealing with health and safety emergencies - procedures and contacts**

6.7 As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

6.8 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

6.9 Each school will create and keep updated the Business Continuity Plan with the template provided as part of the Trust Emergency Planning and Response Document.

This document outlines arrangements for:

- Incident Management
- Business Continuity
- Recovery and Resumption of Normal Activity

Schools should make use of the Business Continuity Plan to ensure procedures are followed during an incident. See section on Business Continuity.

### **Defect reporting**

6.9 Kibworth CE Primary School has a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

### **Display screen equipment (DSE)**

6.10 Kibworth CE Primary School acknowledges that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. The Kibworth CE Primary School ensures that:

- All static workstations used by staff meet the minimum standards required
- Equipment is maintained in good working condition
- Staff are aware of best practice in using DSE and issued with relevant information
- Staff whose roles require significant use of DSE are prioritised for individual assessment
- Assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health.
- DSE training and assessment is available via LTS Health Safety and Wellbeing Service buy back. This can be access through the SHINE online system. For access please call 0116 305 5515. <https://go-shine.co.uk/login/index.php>

### **Driving**

6.11 All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. 6 monthly licence and insurance checks are undertaken and documented.

### **Electrical systems and equipment**

6.12 Kibworth CE Primary School maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

6.13 Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in low-risk environments' (INDG236), by a competent contractor with records maintained.

6.14 Any Bring Your Own Device (BYOD) equipment used for the purposes of work will PAT in line with 6.13.

6.15 Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The Kibworth CE Primary School's defect reporting procedure is followed as required.

### **Fire safety**

6.16 Discovery is committed to providing a safe environment for both staff and pupils. The Kibworth CE Primary School manages the risk of fire by ensuring:

- A detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation.
- An annual type 1 and a 5 yearly type 2 fire risk assessment must be in place and reviewed on a regular basis. Actions highlighted in the risk assessments will be completed in order of priority highlighted by the assessors within the assessments.
- Statutory inspections are carried out on all fire related systems and equipment either both by competent contractors and in house by trained staff
- All staff receive fire awareness training that is regularly updated, and fire marshals receive role specific instruction
- A fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
- Details of the fire drill and findings are recorded and recommendations to improve are communicated when necessary

- A fire log book is kept and maintained

### **First-aid and supporting pupils' medical conditions**

6.17 Adequate first aid arrangements are assessed, maintained, and monitored at the Kibworth CE Primary School and for all activities that the Kibworth CE Primary School leads. The Kibworth CE Primary School ensures that:

- The number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences
- All first aiders and appointed persons hold a valid certificate of competence, the Kibworth CE Primary School maintains a register of all qualified staff and will arrange re-training as necessary
- First aid notices are clearly displayed around the Kibworth CE Primary School
- Sufficient numbers of suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked
- A suitable area is available for the provision of first aid
- Staff are regularly informed of first aid arrangements within Kibworth CE Primary School, through induction, teacher training days and the staff handbook which is issued annually
- Where first aid has been administered this is recorded in the first aid treatment book
- Correct reporting procedures are followed including those required under RIDDOR regulations
- Individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of an emergency
- Children with medical conditions will be cared for in line with the medical conditions policy
- Medication shall be kept securely in line with the medical conditions policy

### **Glass & Glazing**

6.18 Kibworth CE Primary School will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing.

6.19 The Kibworth CE Primary School will survey its glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect.

### **Grounds - Safety/Security**

#### **Safety**

6.20 The Kibworth CE Primary School will ensure that there is safe access and egress from the buildings and grounds including balancing the need for security with the need for emergency escape. The Kibworth CE Primary School will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g. outdoor play equipment.

#### **Security**

6.21 Kibworth CE Primary School will maintain site security by ensuring that boundary gates remain closed and locked unless supervised by a member of staff. Kibworth CE Primary School's premises officer carries out a boundary check daily to ensure that all gates are kept to an acceptable standard and are not damaged. The front gates are locked at school drop off and collection times to maintain the safety of children and families. The school office will control visitor access, ensuring that only those with a valid reason will enter the premises. All visitors will be signed in, ID checked and signed out again when they leave. The main entrance has button-controlled access and visitors will only be given access to the main school when authorised by a member of staff.

Kibworth CE Primary School will identify staff who are at greater risk of injury, and where required carry out a risk assessment is carried out with special training taking place where required.

### **Housekeeping – storage, cleaning & waste disposal**

- 6.22 The Kibworth CE Primary School will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for safety.
- 6.23 The Kibworth CE Primary School will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimise the risk of slips. The (Name of Academy) will ensure that there is suitable and sufficient external waste bins secured from the risks of arson and tampering.
- 6.24 Where applicable and to accommodate the requirements of environmental legislation the Kibworth CE Primary School will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances
- 6.25 Suitable arrangements will be made for the clearing of snow as part of winter preparedness.

### **Jewellery**

No jewellery is to be worn except:

- Children with pierced ears may wear small studs, except during physical activities, the School accepts no responsibility for any resulting damage or injury.
- for agreed religious beliefs

### **PE**

The PE Policy follows Local Authority Guidance and states:

- Under no circumstances can jewellery be worn for PE or swimming lessons (unless for agreed religious beliefs)
- Jewellery, including earrings must be removed. If a child has earrings which cannot be removed (ie. they have only just been pierced), the child can be involved in PE lessons if they are able to cover their earrings (with tape) themselves.

Whenever possible children should be able to remove their own jewellery before a P.E. lesson. Where this is not possible parents should ensure that jewellery is not worn on days when P.E. activities take place

### **Smart Watches**

As technology continues to move on rapidly, it has come to our attention that some 'child-friendly' smart watches can now take photographs. Please be aware that these watches are not suitable for school due to this feature, which raises privacy and safeguarding concerns. If your child has one of these watches then please ensure that they are not worn to school. Thank you for your cooperation and understanding

### **Lone working**

- 6.26 Kibworth CE Primary School will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working e.g. work at height.

## **Management of asbestos**

- 6.27 Discovery complies with the HSE's approved code of practice 'Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143). The Kibworth CE Primary School is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The Kibworth CE Primary School has a whole site asbestos 'management survey' (previously known as Type 2 survey) from which a local asbestos management plan (Lamp) has been developed. The Lamp is signed off annually and monitored through the audit process. It is kept with the asbestos register which is updated every 5 years.
- 6.28 A minimum termly visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented; where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the Kibworth CE Primary School's Lamp.
- 6.29 Prior to any works that will or has the potential to alter the fabric of the building; a 'refurbishment and demolition survey' (previously known as a Type 3 survey) will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance (re-routed) or the asbestos will be removed by competent licensed contractors prior to building works commencing.
- 6.30 Any changes to the building where asbestos any work on or the removal of asbestos has been carried out will be recorded in the asbestos register and kept with the school's Lamp.

## **Moving and handling**

- 6.31 Discovery complies with the HSE's approved code of practice 'Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23).
- 6.32 Within Kibworth CE Primary School there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The Kibworth CE Primary School manages the risk associated with moving and handling tasks by ensuring that:
- moving and handling is avoided whenever possible
  - if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
  - those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
  - any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
  - any defective equipment is taken out of use until repaired or is replaced
  - an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted
  - any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

## **Noise**

- 6.33 Kibworth CE Primary School will make arrangements for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005

## **Occupational health services and work-related stress**

6.34 Kibworth CE Primary School acknowledges that there are many factors both work related and personal that may contribute to staff being absent from work through injury and ill health including stress.

6.35 The Kibworth CE Primary School will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HSG 218). The following arrangements are in place to locally manage staff health issues:

- Employees are advised that it is their responsibility to inform their line manager, the Head Teacher or another member of the senior leadership team of any ill health issues.
- The Trust provides a Stress Policy.
- An appropriate senior member of staff will seek advice from Central HR and meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels.
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- The member of staff will be advised that support can also be provided through their trade union.
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified.
- If it is identified that there is a high occurrence of staff ill health or stress within the Kibworth CE Primary School, the Head Teacher will actively seek Central HR support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

## **Off-site visits including school-led adventure activities**

6.36 Kibworth CE Primary School has created an Off-Sites visits policy which should be followed by the EVC (Educational Visits Coordinator) and Visit Leaders.

- Risk assessments will be created for all off-site visits by trained and delegated visit leaders.
- Kibworth CE Primary School requests staff to follow the Off-Site visits policy and adopt OEAP National guidance when creating risk assessments for off-site visits. <https://oeapng.info/>
- All residential, overseas and adventurous activity visits will be logged on the EVOLVE system. The LTS Health Safety and Wellbeing team duty officer at Leicestershire Traded Services will provide advice via the EVOLVE system.
- [https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=dsatvisits.org.uk](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=dsatvisits.org.uk) This link directs to the EVOLVE website.
- Visit Leaders will create risk assessments for visits, the EVC will review the visit forms and risk assessments and the Head Teacher will approve the visit.
- All approvals for off-site visits will be done by the Head Teacher or designated and trained deputy Danielle Marks.
- Director of Primary and TL will be provided details of all off-site visits and will give final approval to visit outside of the UK.

## **Risk assessment**

6.37 Individual risk assessments are undertaken for tasks/activities where hazards have been identified or where there is a foreseeable risk of injury/ill health.



- 6.38 A system for the development and upkeep of risk assessments will be devised by each local school. This system will be documented and checked as part of the annual audit.
- 6.39 Within the Kibworth CE Primary School, various persons are tasked with the development of risk assessments based on their knowledge, experience and competence (See Appendix 1). Relevant staff will develop the risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Template Risk assessments are accessible to Office Manager/Premises Office / SLT via Microsoft Teams Health and Safety Channel and personalised documents maintained on the school's local Team.
- 6.40 New and expectant mothers risk assessments will be conducted in line with HSE Guidance.
- 6.41 Young person's risk assessments will be carried out for staff working on site falling within this age range, as applicable.

### **Smoking**

- 6.42 Discovery complies with UK law on smoking in both indoor and external spaces. The Kibworth CE Primary School has a no smoking policy which extends to the limits of the curtilage of the site. Smoking in cars parked on site is prohibited. The policy extends to the used of substitute inhalers and all types of vaping devices including e-cigarettes. The Kibworth CE Primary School has signage on site and will ensure that persons seen smoking onsite are instructed not to do so.

### **Statutory Inspections**

- 6.43 Kibworth CE Primary School ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed which is implemented by the Premises Officer and monitored by the Central Services team.

### **Preventing workplace harassment and violence**

- 6.44 The Kibworth CE Primary School is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific lone working risk assessment, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible
- withdraw from a situation or escalating situation
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- contact emergency services, as appropriate.
- inform the Head Teacher or a member of the senior management team if confrontation has taken place

Kibworth CE Primary School will:

- ensure the Head Teacher or member of the senior leadership team to attend the site of an incident on being informed of an incident, if considered necessary
- have in place procedures for the reporting of incidents
- offer counselling/ support through Occupational Health

- debrief individuals following any incident
- provide training on how to manage conflict and aggression as required
- review the appropriate risk assessments following any incident.

### **Vehicles on Site**

6.45 Kibworth CE Primary School will restrict vehicle movement at certain times of the day. Deliveries will only be received at specific times of the day when it is deemed safe to do so.

### **Water hygiene management**

6.46 Discovery will comply with the HSE approved code of practice 'Legionnaires' disease - The control of legionella bacteria in water systems' (L8).

The Kibworth CE Primary School will:

- Employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions.
- Employ a competent external contractor to provide a suitable survey/risk assessment periodically as below:
  - changes to the water system or its use
  - changes to the use of the building in which the water system is installed
  - the availability of new information about risks or control measures
  - the results of checks indicating that control measures are no longer effective
  - changes to key personnel
  - a case of legionnaires' disease/legionellosis associated with the system.
  - If none of the above situations apply a new water hygiene survey/risk assessment will be conducted by a competent contractor every (2) years.
- Address any remedial actions identified by the survey including dead leg removal or drain down in order of priority determined by the survey/risk assessment.
- Employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable. TMV's will be serviced in accordance with the manufacturer's instructions or as advised by a competent contractor.
- Ensure regular flushing of little used outlets is completed by a competent individual on a weekly basis.
- Employ a competent person to undertake monthly monitoring of water systems including temperature readings.

### **Working at Height**

6.47 The Kibworth CE Primary School will follow the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401). Kibworth CE Primary School use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. The Kibworth CE Primary School ensures that:

- Work at height is avoided whenever possible
- If it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe

- Those undertaking work at height have received appropriate training and training records are maintained
- All access equipment (ladders, step ladders, etc.) is identifiable and inspected as required
- Any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- Any defective equipment is taken out of use until repaired or is replaced
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

### **Workplace inspections**

6.48 Kibworth CE Primary School recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the Kibworth CE Primary School's defect reporting procedure.

### **Monitoring and review**

6.49 This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Trust and the Head Teacher on a regular basis (every two years as a minimum), or as required.

6.50 In order to substantiate that health and safety standards are actually being achieved, the Kibworth CE Primary School will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

6.51 The Kibworth CE Primary School will use different types of systems to measure health and safety performance.

### **Active monitoring systems**

- Spot checks and termly site inspections will be undertaken by SLT and/or if appropriate, Central Services.
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- Appropriate statutory inspections on premises, plant and equipment will be undertaken.
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

### **Reactive monitoring systems**

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc... School and Central Services driven.

### **Reporting and response systems**

- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- School risk registers are maintained and shared with Central Services
- Financial and Risk Committee will receive and consider reports on health and safety performance submitted by Central Services

### **Investigation systems**

Investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and the underlying causes of events

- Analysing data to identify common features or trends and initiate improvements
- Where cases of occupational ill-health are to be investigated
- Where complaints relating to occupational health and safety are to be recorded and investigated
- Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated.

### **Third Party Monitoring/ Inspection**

- The Kibworth CE Primary School will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the Kibworth CE Primary School action plan with appropriate target dates for completion.

### **Business Continuity**

6.52 The Kibworth CE Primary School will create a business continuity plan, this plan will be used during events which have the potential to cause major disruption to our services. Although such events are rare, it is important that we have in place plans to help us manage and recover from these situations as they arise.

6.53 In the event of a major emergency or disruption, co-ordination and implementation of the business continuity plan is the responsibility of the (Senior Leadership Team / Office Manager / Headteacher / Advisory Board). This group of employees will form the SEMT (Senior Emergency Management Team) in the event of a major emergency or major disruption.

6.54 A copy of the Kibworth CE Primary School business continuity plan will be distributed to all members of the Crisis Management Team (CMT) and they will ensure that pre-planning is carried out.

6.55 In the unlikely event of major disruption or disaster the CMT will arrange to meet in the School Hall to co-ordinate and implement the business continuity plan.

6.56 Kibworth CE Primary School business continuity plan will be reviewed annually, when there is a change in staff, when there is a change in arrangements, following an incident, when there is a significant change to the premises. These reviews will be conducted by (The CMT / Teacher / Senior Leadership Team / Office Manager

### **Retaining and Maintaining Documentation**

- Kibworth CE Primary School will store all health and safety related documentation on Teams and in a file
- Health and safety related documentation will be backed up/scanned in and stored within the schools computer system for future reference.

**Appendix 1. Table of Delegation of Specific Duties:**

<b>Responsibility</b>	<b>Frequency</b>	<b>Delegated to Job Role</b>	<b>Signed</b>
Reviewing Health and Safety Policy	Annually	Central Services	
Digitally Backing up Compliance and Safety Documents	When Created or Received	All Staff	
Allocating Budget for Health and Safety	Annually	Trust & Headteacher	
Display Energy Certificate Renewal	As Instructed on Current Certificate	Office Manager with external support (see YMD Boon Maintenance schedule)	
Organising Type 2 Fire Risk Assessment	Every 5 Years	Office Manager with external support (see YMD Boon Maintenance schedule)	
Conducting and reviewing Type 1 Fire Risk Assessment	Annually	Office Manager & Premises Officer or suitably trained individual	
Internal Checking of the Fire Alarm Panel	Daily	Premises Officer	
Internal Fire Evacuation Drill Organisation	Termly	SLT, OM & PO	
Internal Manual Call Point Checks	Weekly on Rotation	Premises Officer	
Internal Emergency Lighting Checks	Monthly	Premises Officer	
Internal Extinguisher Checks	Monthly	Premises Officer	
Internal Sprinkler System Checks	Weekly	Premises Officer	
Internal Fire Door Checks	Monthly	Premises Officer	
Organising Service of The Fire Alarm System	Six Monthly	Office Manager or Premises Officer with external support (see YMD Boon Maintenance schedule)	
Organising Service of Fire Extinguishers	Annually	Office Manager or Premises Officer with external support (see YMD Boon Maintenance schedule)	
Organising Service and Maintenance to the Sprinkler System	Manufacturer Stipulated (Please Insert Frequency)	Office Manager or Premises Officer with external support (see YMD Boon Maintenance schedule)	
Organising Service and Maintenance of Emergency Lighting	Annually	Office Manager or Premises Officer with external support (see YMD Boon Maintenance schedule)	
Organising Service and Maintenance of Air Conditioning Units	6 Monthly	Office Manager or Premises Officer with external support (see YMD Boon Maintenance schedule)	

Organising Service and Maintenance of Air Handling Units	Annually	Office Manager or Premises Officer with external support (see YMD Boon Maintenance schedule)	
Reviewing the Emergency Evacuation Plan	Annually	Headteacher, SLT & Office Manager	
Creating and Reviewing PEEP (Personal Emergency Evacuation Plans)	When Necessary	SENCO	
Creating and Reviewing the Winter Gritting Plan	Annually	Office Manager, Premises Officer & Headteacher	
Winter Gritting Pavements and Carparks	Consult Weather Forecast	Premises Officer & Headteacher	
Reviewing the Business Continuity Plan and Emergency Procedures	Annually	Office Manager & Headteacher	
Reviewing the LAMP (Local Asbestos Management Plan)	Annually	Office Manager & Premises Officer	
Organising Asbestos Management Surveys	5 Yearly	Office Manager or Premises Officer with external support (see YMD Boon Maintenance schedule)	
Monitoring the Condition of Asbestos on the Premises	Termly	Premises Officer	
Organising Water Hygiene Surveys	(2) Yearly	Office Manager or Premises Officer with external support (see YMD Boon Maintenance schedule)	
Flushing of Little Used Outlets	Weekly	Premises Officer	
Organising Service of TMV	Manufacturer Stipulated Annually	Office Manager or Premises Officer with external support (see YMD Boon Maintenance schedule)	
Organising Water Tank Cleans	When Necessary	Premises Officer	
Water Temperature Monitoring	Monthly	Premises Officer	
Signing Off Water Temperature Monitoring	Monthly	Headteacher or Office Manager	
Organising Water Heater Service and Maintenance	Annually	Office Manager or Premises Officer with external support (see YMD Boon Maintenance schedule)	
Organising Water Tank Inspections	Annually	Office Manager or Premises Officer with external support (see YMD Boon Maintenance schedule)	
Organising Electrical Installations Condition Reports	5 Yearly	Office Manager or Premises Officer with external support (see YMD Boon Maintenance schedule)	

Organising PAT (Portable Appliance Testing) including BYOD equipment	Annually	Office Manager or Premises Officer with external support (see YMD Boon Maintenance schedule)	
Organising Servicing of Gas Boilers	Annually	Office Manager or Premises Officer with external support (see YMD Boon Maintenance schedule)	
Organising Gas Risk Assessment	Annually	Office Manager or Premises Officer with external support (see YMD Boon Maintenance schedule)	
Conducting Workplace Inspections	Daily (Dynamically)	Premises Officer	
Conducting Workplace Inspections	Termly	Office Manager & Premises Officer – Headteacher where possible	
Workplace Inspection	Annually	Office Manager/LTS	
Organising Building Condition Surveys	5 Yearly	The Trust/Office Manager	
Internal Inspections of Playing Fields and Playground Equipment	Weekly	Premises Officer	
Organising RPII Inspections of Outdoor Play Equipment	Annually	Office Manager or Premises Officer with external support (see YMD Boon Maintenance schedule)	
Inspecting PE Equipment	Before Use	Teacher	
Organising External Inspections of PE Equipment	Annually	Office Manager or Premises Officer with external support (see YMD Boon Maintenance schedule)	
Organising Glazing Surveys	10 Yearly	Office Manager or Premises Officer with external support (see YMD Boon Maintenance schedule)	
Procuring and Commissioning Contractors	When Necessary	Trust/Headteacher/Office Manager	
Managing and Supervising Contractors	When Necessary	Premises Officer/Office Manager	
Contractor Inductions	When Necessary	Premises Officer/Office Manager	
Organising the Service and Maintenance of Local Extract Ventilation (LEV) Systems e.g. fume cupboards, dust extraction in D&T	14 months	Office Manager or Premises Officer with external support (see YMD Boon Maintenance schedule)	
Organising the Service and Maintenance of Work Equipment	Follow Manufacturer's Instructions	All Staff	



Organising the Service and Maintenance of The Kitchen Equipment	Follow Manufacturer's Instructions	School Food Meal Service Provider	
Organising a Thorough Clean of The School Kitchen	Termly	School Food Meal Service Provider	
Creating and Reviewing Classroom Risk Assessments	Annually	Office Manager, Premises Officer & Headteacher	
Creating and Reviewing Premises Related Risk Assessments	Annually	Office Manager, Premises Officer & Headteacher	
Creating and Reviewing PE Risk Assessments	Annually	PE Staff/Teacher	
Creating and Reviewing Design Technology Risk Assessments	Annually	Teacher	
Creating and Reviewing Science Risk Assessments	Annually	Teacher	
Creating and Reviewing Other Risk Assessments	Annually	Office Manager & Headteacher or Owner of RA	
Conducting Pregnancy Risk Assessments	When Necessary	Office Manager/Staff Member & Headteacher	
Conducting Return to Work Risk Assessments	When Necessary	Line Manager /HR	
Selecting Staff Health and Safety Training	Review Termly	Headteacher, Office Manager & Trust	
Recording Staff Health and Safety Training in a Central Record	When Necessary	Office Manager, Premises Officer & Headteacher	
Creating and Reviewing COSHH Risk Assessments for Premises	Annually	Premises Officer, Product Manufacturer & Office Manager	
Creating and Reviewing COSHH Risk Assessments for Substances Used in Classrooms and Offices.	When Necessary	Premises Officer, Product Manufacturer & Office Manager	
Creating and Reviewing COSHH Risk Assessments for Substances Used by Cleaning Staff	Annually	Premises Officer, Product Manufacturer & Office Manager	
Logging Accidents onto the AssessNet system	When Necessary	Office Manager or Nominated Administration Assistant	
Reporting RIDDOR	When Necessary	Office Manager or Nominated Administration Assistant	
Reviewing Accident Statistics	Termly	Office Manager or Nominated Administration Assistant	
Reviewing the Management of Medications Policy	Annually	Office Manager & Headteacher	
Reviewing the First Aid Needs Assessment	Annually	Office Manager or nominated lead first aider	
Checking First Aid Kit Contents	Monthly	Nominated lead first aider	

Checking the Condition of First Aid Facilities	Weekly	Nominated lead first aider	
Reviewing Pupil Individual Care Plans	When Necessary	SENCO	
Reviewing Individual Behaviour Plans	When Necessary	SENCO	
Creating and Reviewing Off-Site Visit Risk Assessments	When Necessary	Trip lead/Headteacher	
Approving Off-Site Visits	When Necessary	Headteacher	
Creating a whole trust Health & Safety Report for Board	Termly	Central Services	
Communicating Emergency Procedures to Lettings	When Necessary	Office Manager	
Emergency Contact during Lettings	When Necessary	Premises Officer	
Work Experience Co-ordination	When Necessary	Nominated person	
Organising Service of The School Minibus(es)	XXXX Miles or Annually	Office Manager	
Pre-Use/Daily Minibus Driver Checks	Daily / Before Use	Driver	
Driving for Work Drivers Licence and Insurance Checks	6 Monthly	Office Managers	
Organising Tree Surveys	3 Yearly	Office Manager or Premises Officer with external support from LCC	
Organising Service/Inspection of The Lightning Protection Rod	11 Monthly	Office Manager or Premises Officer with external support (see YMD Boon Maintenance schedule or organized at a local level)	

## Appendix 2 Discovery Schools Additional Policies and Guidance for Reference:

Discovery Schools will in addition to this health and safety policy, follow the policies and guidance set out in the table below. Template policies can be located in the TEAMS Health and Safety Section. Local schools must indicate where school personalized documents are located and accessible for all staff in the local setting.

Policy Documents	Location
Off-Site Visits Policy	Teams
Management of Medications Policy	Teams
Lettings Policy	Teams
Contractor Management Policy	Teams

Guidance Documents	
Accident, Incident and Near Miss Guidance	Seek Guidance from Central Services
Asbestos - Information and Guidance	Local H&S Team
LAMP Local Asbestos Management Plan	Local H&S Team
Schools Gate Safety Guidance	Seek Guidance from Central Services
Notification of Construction Works	Seek Guidance from Central Services
CDM Guidance	Seek Guidance from Central Services
Challenging Behaviour and Violence at Work	Seek Guidance from Central Services
Contractor Management	On H&S Team
COSHH Guidance	On H&S Team
Door Safety in Schools	Seek Guidance from Central Services
Driving School Minibuses Guidance	Seek Guidance from Central Services
Driver and Vehicle Safety Guidance	Seek Guidance from Central Services
Display Screen Equipment Guidance	On H&S Team
Electrical Safety Guidance	On H&S Team
Excavations Guidance	Seek Guidance from Central Services
Fire Safety Guidance	On H&S Team
First Aid Guidance	On H&S Team
Food Safety Information and Guidance	On H&S Team

Glazing - Information and Guidance	Seek Guidance from Central Services
Growing Plants and Vegetables in Schools Guidance	Seek Guidance from Central Services
Intimate Care Guidance	Seek Guidance from Central Services
Lettings Guidance	Seek Guidance from Central Services
Lone Working	On H&S Team
Use of LPG Heaters in Schools	Seek Guidance from Central Services
Manual Handling	On H&S Team
Moving and Handling of People Guidance	On H&S Team
Pregnancy and Breastfeeding	Seek Guidance from Central Services
Noise at Work	Seek Guidance from Central Services
Guidance and Information	Seek Guidance from Central Services
Outdoor Play Equipment, Outdoor Gyms and Playing Fields Guidance	Seek Guidance from Central Services
Risk Assessment Procedure Guidance	On H&S Team
Stress Management in Schools Guidance	Seek Guidance from Central Services
Supervision of Pupils by Others Guidance	Seek Guidance from Central Services
Swimming Pool Safety Operating Procedures	Seek Guidance from Central Services
Violence at Work Guidance	Seek Guidance from Central Services
Water Hygiene Procedure Guidance	On H&S Team
Winter Gritting & Snow Clearing Guidance	On H&S Team
Work at Height Guidance	On H&S Team
Work Equipment Guidance	On H&S Team
Young Persons and Work Experience Guidance	Seek Guidance from Central Services