



**HUET**

# HEALTH & SAFETY POLICY

October 2023

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**All HUET staff must read the HUET Health and Safety Policy and confirm that that they have done so as part of the Annual Policy Confirmation Statement issued to all staff in September each year.**

## **1. General**

The Hanley and Upton Educational Trust (HUET) is responsible for the overall Health and Safety Policy.

The HUET is required by paragraph 11 of the *Education (Independent School Standards) Regulations 2014* to draw up and implement a written Health and Safety Policy.

## **2. The HUET's Statement of Intent**

The HUET

- Will take all reasonable steps to provide safe and healthy conditions for students, employees and others;
- Will assess risks to the health and safety of staff, students, contractors, volunteers, and visitors and others;
- Will take sensible and proportionate steps to ensure compliance with all relevant health and safety legislation;
- Will provide adequate resources to implement this policy including access to support from health and safety **competent persons**. Where necessary external specialist advice and assistance will be obtained;
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively;
- Expects all employees and students to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others;
- Is committed to providing the necessary information, instruction, supervision and training to all employees and students where applicable;
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected safety representatives of recognised trade unions to enable them to carry out their duties effectively;
- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the policy in light of new legislation, incidents and other changing circumstances; and
- Will set out full details of the organisation and arrangements for the management of health and safety and communicate these to all employees, volunteers and contractors.

The Headteachers of the HUET schools are responsible to their Academy Standards Committees for the implementation of the Trust's Health and Safety Policy and for the arrangements and procedures which will ensure as far as is reasonably practicable the health, safety, welfare and security of staff and students and the health, safety and security of contactors and visitors to their school.

The HUET will develop with the Headteachers, arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the procedures under:

- The overall supervision of the Headteacher; and
- Within the overall HUET's statement of intent and policy.

### 2.1 Definition of Competence

Competence can be described as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence.

The definition of a '**competent person**' is the person who has responsibility for advising the Headteacher and other senior managers in the discharge of their responsibilities under the *Health and Safety at Work etc. Act 1974*, the *Management of Health and Safety at Work Regulations 1999* and all other health and safety legislation, and for liaising with relevant officers (such as HM Inspectors of the Health and Safety Executive (HSE) and fire and civil defence fire officers).

## 3. Aims

The HUET aims to ensure that so far as is reasonably practicable:

- Safe systems and effective procedures are in place to protect the health, safety, security and welfare of students and the health, safety, and security of visitors, including parents, contractors and their employees and members of the public.
- Arrangements are in place in each school to ensure that no work is carried out by the school or by contractors that is liable to expose employees, students, visitors or members of the public to hazards to health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place;
- Procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place and arrangements for securing proper health and safety of employees and anyone on the school site affected by their work;
- Sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the school site or outside the school if engaged in school business; and
- Sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards.

## 4. Objectives

**The Trust and each individual school within it will:**

- Have regard to its statement of intent and the provisions of the Health and Safety Policy;
- Establish sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to health and safety. (This requires that risk assessments be carried

out as appropriate to enable hazards and risks to be identified which will ensure as far as is reasonably practicable that suitable and sufficient standards of safety are adopted and enforced);

- Ensure that all departments (and areas of management) have suitable policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, students, contractors, volunteers and visitors in their departments;
- Provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students;
- Ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, students, contractors, volunteers and visitors where necessary appropriate training will be given;
- Ensure the provision of means of access and egress which are safe and without risks to health;
- Ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- Ensure that the school develops, produces and maintains up-to-date fire safety procedures and documentation and that all employees and students (and as far as is practicable, visitors) are familiar with them;
- Develop safety awareness among all employees and students and to promote individual responsibility for health and safety at all levels of staff and students;
- Ensure that the health, safety and welfare of all employees, students, contractors, volunteers and visitors are under continuous and reasonable review by managers at all levels;
- Appoint a competent person as the Trust's Health and Safety Officer (HSO) to oversee the implementation of each school's health and safety procedures;
- Ensure that there is a Health and Safety Committee, which has a clear brief in line with this policy, and meets and reports on a regular basis via the Chief Financial Officer (CFO);
- Appoint a nominated HUET Health and Safety Trustee and ensure an ASC member represents each school on the Trust's Health and Safety Committee;
- Provide sufficient funds to enable safe systems to operate and for the training of relevant staff;

## 5. Responsibilities

This policy is largely dependent upon the total co-operation of every person who works in the HUET and expects all employees to co-operate in ensuring the health and safety of all staff, students, contractors, volunteers and visitors.

### 5.1 ASC

Each ASC will:

- Ensure Health and safety is a standing agenda item on all ASC meetings, to hold each Headteacher to account for all aspects of Health and safety management;
- Ensure that the policy is made known to staff, parents, students, and relevant parts to contractors and visitors. All staff must read the HUET Health and Safety Policy and confirm that that they have done so as part of the Annual Policy Confirmation Statement issued to all staff in September each year.

- Ensure that the Headteacher considers the views and recommendations of the Health and Safety Committee;
- Nominate an ASC Health and Safety Committee member under the *Safety Representatives and Safety Committees Regulations 1977* (as amended) to liaise with the Headteacher and relevant staff and who will represent the school on the Health and Safety Committee;
- Ensure that competent persons (or bodies) are appointed to advise on the implementation of the Health and Safety Policy and procedures and to ensure that the training of relevant school staff is kept up to date;
- Ensure that a system is in place to enable contractors and persons hiring any part of the premises to be made aware of and to conform to, the school's procedures;
- Ensure that an appropriate management system is used efficiently to prompt and record the carrying out of necessary health, safety and security tasks in line with school policies;
- Ensure that there is a system across the school for appropriate risk assessments to be carried out, recorded and regularly reviewed;
- Agree and maintain any necessary health, safety and security contracts with contractors;
- Ensure that the estate is managed effectively, taking into account the DfE guidance [Good Estate Management for Schools](#);
- Ensure that appropriate training, advice and guidance are provided; and
- Provide sufficient funds for the implementation of its policies.

## 5.2 Health and Safety Committee

The committee will consist of at least:-

- HUET Health and Safety Trustee
- HUET CFO
- Each Headteacher or his/her nominee
- The nominated ASC member from each school
- The HUET HSO
- Trade union representative

The committee will meet at least once per year and will report to the HUET Board via the CFO.

Six members, including the CFO, HSO and Headteacher or his/her nominee from each school will form a quorum.

The committee may determine its own Chair and proceedings.

The committee may invite other members of staff and students to attend a committee meeting for specific agenda items.

This committee will:

- Consider the HUET's statement of intent and Health and Safety Policy;
- Review regularly specific health, safety, welfare and security arrangements for implementing this policy and make recommendations to the HUET Board;
- Consider accident, incident and ill health records and statistics;
- Consider reports of any internal and external inspections;

- Consider risk assessment and the management of risks;
- Make recommendations on health and safety training;
- Consider the efficacy of emergency procedures;
- Consider any changes that affect health and safety;
- Receive and consider an annual status review from the HUET HSO and determine any necessary response before it goes to the HUET Board;
- Consider any other items raised by management or the staff representatives; and
- Report as required to the HUET Board.

### 5.3 Nominated ASC Member for Health and Safety

The nominated ASC member will:

- Liaise with the Headteacher and the HUET HSO between meetings of the HUET Board to ensure that the Trust's statement of intent and Health and Safety Policy is carried out;
- Monitor and support Health and safety compliance across the school;
- Ensure a Health and safety audit is conducted when required;
- Ensure that proper oversight of any contract with contractors is maintained;
- Participate in a site inspection at least once a year;
- Participate in the working of the Health and Safety Committee;
- Oversee the use of the health and safety management system in the school;
- Inspect the accident/incidents books at least once a term; and
- Report as appropriate to the HUET Board.

### 5.4 The Headteacher

The Headteacher of each school within the HUET will be responsible for the overall implementation of the Health and Safety Policy.

The Headteacher is responsible for:

- The health, safety and welfare of staff, students, contractors, visitors and any other person using the premises;
- Ensuring safe working conditions for all of the above (staff, students, contractors, volunteers and visitors);
- Ensuring safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other apparatus;
- Ensuring that staff are consulted appropriately on issues that affect them;
- Implementing a Student Behaviour Policy that will ensure as far as is reasonably practicable the health and safety of students on site and when engaged in school activities off-site;
- Appointing members of the management team to the Health and Safety Committee;

- Directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the school;
- Ensure that there is a suitable system in place for reporting accidents, near misses and concerns about staff or student welfare;
- Ensuring that liaison with contractors is maintained and that regular reports are obtained;
- Carrying out periodic safety reviews and audits;
- Ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;
- Determining in consultation with the HUET HSO which risk assessments should be considered exceptional and be written, taking into account the government's advice (see 'Risk Assessment' section below);
- Ensuring that the health and safety training needs of all staff and students are identified, and appropriate training provided;
- Encouraging staff, students and others to promote health and safety and to suggest ways of reducing risks;
- Delegating to the HUET HSO appropriate tasks for the day-to-day implementation of the policy;
- Ensuring that the health and safety management system is used effectively by relevant users;
- Ensuring that parents are kept informed on any health and safety issues and enlisting their support as appropriate;
- Liaising with the nominated ASC member and making termly progress reports to the ASC;
- Ensuring that sufficient resources are provided to ensure as far as is reasonably practicable the health, safety and welfare of staff, students and visitors.

## 5.5 HUET Health and Safety Officer (HSO)

The HUET HSO will be a suitably qualified and 'competent person' (as defined above) responsible to the Headteacher's of each school for:

- Managing, co-ordinating and monitoring premises health and safety matters within the school, including the provision of training;
- Ensuring that the Trust's Health and Safety Policy and systems are implemented;
- Reporting regularly to each Headteacher on health and safety issues;
- Participating in the work of the Health and Safety Committee;
- Assisting each Headteacher in compiling reports and the annual status review;
- Liaising as appropriate with the nominated ASC member with health and safety responsibility;
- Maintaining a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare;
- Ensuring that suitable and sufficient risk assessments are carried out and appropriate controls are implemented;

- Advising the Headteacher on which risk assessments should be written having taken into account the government's advice (see section 9);
- Liaising with any contractors and making reports to the Headteacher on the progress of the contractual requirements;
- Engaging external health and safety experts as appropriate, receiving their reports and taking any necessary action;
- Meeting with staff health and safety representatives;
- Advising on all health and safety matters (including safety of buildings, plant and equipment used and operated by each school);
- Ensuring that teaching, administrative, catering and all ancillary staff (including volunteers) are compliant with the Trust's statement of intent and the Health and Safety Policy;
- Ensuring that contractors and persons hiring any part of the premises are aware of the Trust's Health and Safety Policy;
- Ensuring that all necessary safety signs and notices are displayed;
- Ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out, recorded, and monitored, that the required notices are in place and that appropriate training is given to relevant staff in accordance with each school's Fire Safety Policy;
- Putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety Policy as appropriate; and
- Overseeing the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks.

#### 5.6 Staff with Departmental Responsibilities

Heads of departments of each school will be appropriately trained and are responsible to their Headteacher for the implementation and operation of the Health and Safety Policy as it affects their areas of responsibility. To discharge this responsibility, they will:

- Familiarise themselves with the Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- Participate as required in the work of the Health and Safety Committee;
- Use the health and safety management system to record completion of the relevant tasks;
- Make and regularly review a departmental Health and Safety Policy (see the template for a departmental policy in Appendix A);
- Set up and implement safe methods of work;
- Ensure that the school's Student Behaviour Policy is implemented within the department as appropriate;

- Apply effectively all relevant health and safety regulations, rules, policies, procedures and codes of practice;
- Instruct all staff, students and others under their jurisdiction in safe working practices;
- Carry out regular safety inspections of their areas and keep records of those inspections;
- Ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- Ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- Make available appropriate protective clothing and equipment, first aid and fire appliances;
- Ensure that all departmental staff and students in their areas, including any visitors/contractors, know the emergency evacuation procedures;
- Ensure that toxic hazardous and highly flammable substances are correctly used, stored and labelled;
- Provide appropriate health and safety information to relevant persons;
- Report any health and safety concerns to the HUET HSO; and
- Assist the HUET HSO in compiling an annual status review.

#### 5.7 Site Manager

The Site Manager of each school or the HUET HSO is responsible for:

- Implementing the appropriate school policy and procedures;
- Ensuring the security of the premises;
- Maintaining an appropriate cleaning schedule;
- Ensuring that site staff are competent to carry out their responsibilities;
- Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- Taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers;
- Ensuring that other site and cleaning staff are adequately supervised;
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment; and
- Ensuring that all site and cleaning staff, including contractors, work in accordance with safe working practices issued by the school/academy.

#### 5.8 All Members of Staff

All members of staff have a duty to:

- Know and understand the Trust's Health and Safety policy and any departmental Health and Safety policy as appropriate;
- Take all reasonable steps to safeguard the health and safety of themselves, all other staff, students in their care and any other persons who may be affected by their actions;
- Understand and use the school reporting systems;
- Take reasonable precautions in safeguarding themselves and others;
- Observe all health and safety rules and procedures set out by the Trust and use all health and safety equipment provided;
- Participate in assessing risks and the management of identified risks;
- Follow all relevant codes of safe working practice and local rules;
- Alert the HUET HSO or heads of departments as appropriate to any potential hazard noticed;
- Report (through the school's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- Ensure that students' behaviour is regulated in accordance with the school/academy's Student Behaviour Policy;
- Report any unsafe working practices to the Site Manager;
- Report any concerns they may have about the health, safety and welfare of any student in their charge in line with the school's Safeguarding Policy and procedures;
- Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- Ensure that no student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision;
- Ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- Use the health and safety management system as appropriate;
- Participate in any relevant paid training; and
- Read this Health and Safety Policy on an annual basis when requested.

## 5.9 Staff Safety Representative

Trade union representatives have the right to:

- Investigate potential hazards and to examine the causes of accidents in the workplace;
- Investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work;
- Make representations to the Headteacher and the HUET HSO, as appropriate, on general matters affecting the health, safety, and welfare of employees;

- Participate as an elected union representative in the work of the Trust's Health and Safety Committee;
- Carry out workplace health, safety and welfare inspections; and
- Have paid time off to carry out their functions and to receive health and safety training.

None of the above functions given to a health and safety representative impose any legal duty or liability whatsoever on that person. A safety representative is not obliged to carry out any or all of the above functions.

#### 5.10 School Medical Room Manager

If applicable, the Medical Room Manager will:-

- Notify the staff when a child has been identified as having a medical condition who will require support in the school;
- Collate information provided by parents and professionals eg student healthcare plans;
- Ensure that students with medical conditions are properly supported in the school, including supporting staff on implementing a child's health plan;
- Liaise with lead clinicians on appropriate support for the child and associated staff training needs;
- Administer all prescribed medication and ensure safe storage in accordance with the school policy and current guidance;
- Work with the Headteacher or designated Deputy to determine the training needs of the school staff and agreeing who would be best placed to provide the training;
- Ensure that appropriate records are kept and are accessible; and
- Report as required to the Headteacher.

**The staff in charge of particular activities** (whether on or off the school/academy premises) are responsible for liaising with the School Nurse and ensuring that appropriate arrangements are made for students with medical needs during:

- Educational visits/learning outside the classroom; and
- Sporting activities.

## 6. Consultation

### 6.1 Staff

The Headteacher will consult safety representatives of staff unions recognised by school and any staff representatives elected to represent staff who are not members of recognised unions.

Staff interests will also be represented on the Trust's Health and Safety Committee. Health and safety will be a standing item on the agendas of all departments, pastoral groups and any formal

management meetings in the school. Any points raised will be duly minuted and reported promptly to the HUET HSO.

## 6.2 Students and Parents

Students also play a part in overall health and safety and welfare of each school and will be encouraged to discuss health and safety issues at year and academy student council meetings and raise any concerns, which will be reported to the HUET HSO.

The school or Headteacher may decide to involve students further in the management of health, safety, welfare and security.

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security, safeguarding of students, road safety). The school may determine the amount and manner of the consultation.

## 7. Organisation

### 7.1 Structure

- The ASC has overall responsibility for the policies and procedures in each school
- The Trust's Health and Safety Committee will consider and make recommendations on overall health and safety issues affecting each school and will report to the HUET Board
- Each Headteacher has overall responsibility for the internal management of their school and policies and procedures and reports to their own ASC
- The HUET HSO has the responsibility for the day-to-day management, co-ordination, and implementation of the policy and for liaising with contractors and reporting to the Headteachers
- Heads of areas/departments have responsibility for health and safety within their areas and for reporting to the HUET HSO;
- Union safety representatives have the right to participate in the school's Health and Safety Committee and to discuss health and safety issues as necessary with the HUET HSO and/or the Headteacher
- Staff who are not in a union have a right to elect a representative who will also participate in the Health and Safety Committee and to discuss health and safety issues with the HUET HSO and the Headteacher and
- If agreed by the Headteacher, the student council may have an advisory role, reporting to the HUET HSO.

## 8. Risk Assessment

All members of staff in charge of departmental 'safety areas' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made. Members of staff must be competent to carry out appropriate risk assessments. The HUET HSO is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

Each school should determine its own risk assessment pro forma, which must be used by all staff or other designated persons. Completed assessments must be sent to the HUET HSO and retained on the health and safety management system and made accessible to all relevant staff. Relevant staff will be provided with training on the health and safety management system.

Risk assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective. If any incident arises, the risk assessment will be revisited immediately and any improvements needed will be made.

The HUET HSO will ensure that suitable and sufficient risk assessments are carried out and determine which can be done at school level and which by any other outside contractors. The HUET HSO has the discretion to seek advice from external bodies and will report the reasons and response to the Headteacher.

Risk assessments will identify measures to control risks during school activities. Risk assessments will record significant findings of the assessment by identifying the hazards, how people might be harmed by them and what they have in place to control risk. Records of risk assessments will be made and will be focused on controls, which will be clearly explained so that others know exactly what they are required to do.

Each school recognises that some activities, especially those happening away from the school/academy, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The Headteacher should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the Headteacher must ensure that the significant findings of the assessment are recorded. See DfE guidance [Health and Safety: Responsibilities and Duties for Schools](#).

## 9. Security

The security arrangements will cover as relevant:

- The site;
- The buildings;
- Notices;
- Control of visitors and contractors to the school/academy;
- Locks and keys;
- Out-of-bounds areas;
- Dealing with trespassers;
- Security of staff and student property;
- Vehicles and cycles;
- Movement around the site and buildings;
- Transport and pedestrians arriving at the school in the morning and leaving in the afternoon; and
- Responsibilities for security aspects.

## 10. Health and Safety Management Arrangements

Each school will use the health and safety management system for recording health and safety management. All relevant staff will be trained in its use.

The HUET HSO will be responsible for the health and safety management system and will make regular reports to the Headteacher on the progress of the annual cycle of health and safety management.

Staff with health and safety responsibilities will be responsible for completing tasks assigned to them and recording completion in the health and safety management records in the manner laid down by the school/academy.

The Headteacher in liaison with the HUET HSO will review individual responsibilities and ensure that there is appropriate training, compliance, and documentation on an ongoing basis.

The ASCs will receive termly reports on the implementation of the management system to ensure that the system complies with law and regulations.

## 11. Training

Each school will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

All employees, volunteers, peripatetic staff etc., whether permanent or temporary, will undergo induction training which will include the following health and safety matters:

- Emergency arrangements;
- Fire drills;
- First aid arrangements;
- Accident reporting;
- Good housekeeping;
- Codes of safe practice and guidance;
- Health and safety handbook and school/academy arrangements;
- How to meet their roles and responsibilities identified within this Health and Safety Policy;
- How to assess risks specific for their job;
- Specific hazards/responsibilities associated with work activity; and
- Special needs of students including students with disabilities.

Further training needs will be considered when employees transfer or take on new responsibilities, when there is a change in the work equipment or systems of work in use, or when there is a change in the special needs of the students. Each school recognises that certain roles involve a greater element of risk which will need extra or specific training, for example using industrial machinery or managing asbestos.

The HUET HSO will identify with relevant heads of department and staff the appropriate health and safety training needs.

The school/academy undertakes to provide extra training for staff where a need is identified. Staff who feel that they have a need for health and safety training of any kind should notify the HUET HSO in writing.

The Human Resources (HR) Officer will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. The recording of which will be kept by HR. Where certificates of competence are required for potentially hazardous activities (e.g. woodworking machinery, swimming etc.), heads of department are responsible for:

- Checking the validity of certificates;
- Arranging refresher training when necessary; and
- Keeping the HUET HSO informed.

Responsibility for facilitating attendance and funding of training will be allocated according to the school's Continuing Professional Development (CPD) Policy.

## **12. Staff Involvement in the Management of Health and Safety**

All staff will have access to a copy of the Trust's Health and Safety Policy and will sign annually to indicate that they have read and understood this policy via the Annual Policy Confirmation Statement issued in September each year. Each school recognises that time must be provided for this to be undertaken.

All relevant staff will be trained to use the school's health and safety management system.

The ASC and Headteacher undertakes to keep staff informed of any changes to the policy and procedures through the Health and Safety Committee, minutes, communications with line managers, staff bulletins, staff meetings and briefings and e-mail messages.

All staff will have the opportunity for direct involvement in managing health and safety through departmental arrangements and through representation on the Health and Safety Committee.

## **13. Measuring Performance**

The Trust will use an appropriate system to support relevant staff in carrying out their responsibilities for health, safety and security in their areas.

The HUET HSO will ensure that the following are carried out as appropriate, using the Trust's management system for logging purposes:

- Regular documented audits;
- Site inspections;
- Review of risk assessments and the subsequent control measures;
- Surveys by the Health and Safety Committee;
- Attendance at health and safety meetings;

- Information coming out of department meetings and how it is dealt with;
- Results of any external reviews/investigations;
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review;
- A system of reviewing and developing improvement plans as identified; and
- Sharing experiences, findings and good practice inside the school.

#### **14. Status Review**

The HUET HSO in conjunction with the CFO will, at the end of each academic year (or appropriate period), draw up a status report on each safety management area covered by the school's review to report to the HUET Board.

The review will draw off the information on the management system and will comprise:

- A statement of the number of uncompleted tasks on 31st August
- A review of the overall fulfilment of risk assessments and other health and safety tasks as recorded on the management system;
- A review of the overall decrease/increase in risks and reported incidents from the previous year;
- A review of the overall decrease/increase in accidents/incidents;
- Any other findings in the annual audit;
- Changes in the health and safety organisation, policy or structure;
- New processes and new technology introduced for health, safety and security;
- A reference to external influences: legislation, guidance, British Standards, auditors and reports; and
- Any proposals for improvements.

#### **15. Equal Opportunities**

In making, reviewing, and implementing this policy the Trust's Equal Opportunities Policies must be considered.

In particular each school must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students, contractors, volunteers and visitors to use the facilities and curriculum as far as is reasonably practicable. The disability accessibility plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, students, contractors, volunteers and visitors.

#### **16. Sub-policies**

Please see Appendix 1 which should be read in conjunction with this policy.

Additional sub-policies may be added from time to time. All amendments and additions must be made by the ASC.

## 17. Monitoring and Review

The HUET HSO in conjunction with the CFO is responsible for:

- Monitoring the implementation of the policy;
- The proper use of the school's management system;
- The making of risk assessments;
- The state of training, and
- Reporting to the Headteachers.

The Headteacher will:

- Monitor the implementation of the policy;
- Ensure that the school's procedures are fit for purpose;
- Ensure that the management system is being used to ensure compliance;
- Advise the ASC of changes in health and safety law, regulations and guidance;
- Keep the ASC up-to-date with any changes in the school/academy organisation that may require a fresh look at health and safety.

The ASC will:

- Receive termly reports on health and safety and security in the school from the Headteacher;
- Ensure that the school maintains, monitors and reviews its Health and Safety Policy, procedures and organisational arrangements.

## Appendix 1: Other key policies/documents relating to Health & Safety

- Fire Safety and Incident Control
- First Aid and Accidents

In addition to the above policies the following key areas should be read:-

- Management of Medicines
- COSHH
- Manual Handling
- Working at Height
- Use of Machinery
- Statutory Testing
- Lockdown Procedure
- Permits to Work

This is not an exhaustive list and safe working practices should be adhered to at all times.

## Appendix 2: Key Personnel as at September 2023

HUET H&S Representative	Jeff Robinson
CEO	Mark Stow
CFO	Elaine Wilkins
Trust H&S Officer (HSO) – HUET Facilities Manager	John Speller
Trust H&S Administrator	Yvonne Shaw
Trust H&S Management System	Handsam
ASC Lead Members	
Hanley Castle High School	Nigel Morgan
Kempsey Primary School	Lorna Phillips
Welland Primary School	Karen McNamara
Hanley Swan Primary School	Richard Ashton
Headteachers	
Hanley Castle High School	Mark Stow
Kempsey Primary School	Bryony Baynes
Welland Primary School	Margaret Smith
Hanley Swan Primary School	Adrian Pratley
Trade Union Representative	Matt Duggins

## Appendix 3: Lone Working Arrangements

### Aims

It is school policy that as far as is reasonably practicable no member of staff or pupil may work alone in any building. However, the HUET recognises that at times it will be necessary for staff to be in areas that are unsupervised.

The document will set out the approach to be taken by the HUET in identifying the risks and adequately managing those risks having regard to the *Health and Safety at Work etc. Act 1974 (HSWA)* and the *Management of Health and Safety at Work Regulations 1999 (as amended)*.

All staff and pupils should have regard to the Safeguarding Policy of the HUET.

### Risk Assessment

- The HUET will ensure that risk assessments for work currently undertaken (or proposed work) are undertaken, in full consultation with the HUET HSO
- The HUET will make appropriate risk assessments and determine a risk management procedure for staff and pupils who come into the school, or stay in the school, in areas where there are no other members of staff in the vicinity.

The factors to be considered in determining risk, should include, but are not limited to:

- Risk of violence;
- Machinery and equipment;
- Working at height;
- Chemicals;
- The area where lone working may take place;
- Methods of communication that are available;
- Access and Egress; and
- The person involved.

The assessments and risk management should consider the circumstances of the school.

The HUET will ensure that all staff are appropriately trained to carry out such risk assessments.

### Procedures

Staff who have the need to work beyond the building closure time should inform the HUET HSO (or person delegated by the HSO) or the key holder for that day and arrange for another member of staff to be present with them. Both parties should leave the premises at the same time.

The Headteacher of each school will determine procedures for ensuring that no pupil or member of staff or contractor or any other person will work alone on their premises without the HSO or Caretaker knowing that they are there and have appropriate methods of communicating to site staff in an emergency.

Arrangements for registering and supervising the persons working alone should form part of the risk assessment, along with the provision of appropriate alarm systems.

All staff working outside their usual hours will be required to sign in and out as normal and indicate where in the building they will be working. All employees and pupils who may be alone in any part of the site must know the fire alarm system, the emergency evacuation drill, how and to whom to report.

The policy will be set out in staff induction and should also be readily available for staff to view. All lone workers are expected to cooperate fully with any instructions given by the Headteacher and are expected to follow safe systems of work and any associated procedures.

All lone workers will be trained in safe working practices, this includes part-time staff (especially cleaners and volunteers running activities) who should receive clear guidelines on working alone.

### **Unacceptable Lone Working**

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height;
- Manual handling of heavy or bulky items; and
- Transport of injured persons

### **Responsibilities**

#### **HUET Board**

The HUET Board has overall responsibility for ensuring lone working arrangements are in place.

#### **Headteacher**

The Headteacher will determine with the HUET HSO procedures for ensuring that no pupil or member of staff or contractor or any other person will work alone on the school premises without the HSO or Caretaker knowing that they are there. They will have appropriate methods of communicating to site staff in an emergency. The Headteacher is responsible for consulting staff and will determine how the school's procedures should be made known to staff. The Headteacher will monitor the implementation of the policy and report to the ASC.

#### **HUET Health and Safety Officer (HSO)**

The HUET HSO will determine and carry out appropriate risk assessments and report to the Headteacher.

Arrangements for registering and supervising the persons working alone should form part of the risk assessment, along with the provision of appropriate alarm systems.

#### **Staff**

Staff are responsible for ensuring that the school's procedures are followed and that they consider their own safety when likely to be working alone. Staff are also responsible for ensuring that pupils in their charge are suitably briefed and supervised (albeit remotely) when working alone. This is particularly important when pupils are on off-site visits and expeditions.

### **Monitoring and Review**

The HUET HSO will ensure that procedures are in place and are regularly monitored and will report to the Headteacher.

The HUET HSO/ CFO will report as required to the HUET Board on how well the arrangements are succeeding and will review the policy annually.

## Risk Assessment Template

Making risk assessments in the workplace is covered by the *Management of Health and Safety Regulations 1999*. There is no law about how risk assessments should be done or recorded, although the HSE has issued [guidance](#) on these.

Although some risks cannot be prevented, you should always look to eliminate a risk where it is possible. Controlling risks that cannot be prevented should be focused on doing what is “reasonably practicable”, with the aim to protect anyone likely to come into contact with the risk. No risk is averted by the amount of writing in a risk assessment. Be brief and to the point. For guidance on using the risk assessment, see table and explanations below.

<b>ACTIVITIES:</b> (What will you be doing and with whom?)				TO BE COMPLETED				
<b>DATE OF RISK ASSESSMENT:</b>				<b>Date completed:</b>	TO BE COMPLETED	<b>Date to be reviewed:</b> (Max timeframe 1 year)	TO BE COMPLETED	
<b>STAFFING:</b> (Staff deployment, responsibilities, expertise, etc.)				TO BE COMPLETED				
<b>Aspects to Consider</b> (List only actual hazards/issues related to planned activities)	<b>Who is Affected/What Might Happen?</b> (Staff, students, visitors etc.)	<b>Inherent Likelihood &amp; Severity</b> (See table at end of doc)	<b>Inherent Risk Score</b> (Likelihood X Severity)	<b>Control Measures</b> (How you will reduce the risks and whether they are already in place or not e.g. guards on machines already in place or need to wear PPE eye wear/gloves)	<b>Are Control Measures in Place? If Not Who Will Implement?</b> (Staff member names or job roles)	<b>Remaining Likelihood &amp; Severity</b> (See table below)	<b>Residual Risk Score</b> (Likelihood X Severity)	<b>When Done &amp; By Whom?</b>
Being in isolated places on-site during school hours.	Staff, contractors, visitors. Being ill/injured. Being assaulted.	?? : ??		<ul style="list-style-type: none"> <li>All work areas are in areas visible to staff.</li> <li>Staff/visitors instructed not to work in isolated places without other staff/reception knowing.</li> <li>Contractors are routinely asked for their firm’s instructions about working alone.</li> <li>First aiders are available.</li> </ul>		?? : ??		

Being alone outside school hours.	Staff, visitors, contractors (especially cleaning/caretaking staff and contractors)  Being ill/injured.  Being attacked.	?? : ??		<ul style="list-style-type: none"> <li>• Plan and procedures in place to ensure someone knows who is in the school and is informed when they leave (some schools have a contract with a security company).</li> <li>• All staff in the school on their own out of school hours must have a mobile phone with key contact numbers easily accessible.</li> <li>• The Health and Safety Officer (HSO)/caretaker/premises manager must be informed that person(s) are alone in the school.</li> <li>• Part-time staff (especially cleaners and volunteers running activities) will receive clear guidelines on working alone from the Head Teacher (or representative).</li> <li>• Contractors are routinely asked for their firm's instructions about working alone.</li> <li>• Staff/contractors/visitor are informed where first aid box is kept.</li> </ul>		?? : ??		
Staff home visiting	Staff.  Being injured.  Being assaulted.	?? : ??		<ul style="list-style-type: none"> <li>• Prior to a visit the purpose and procedures will be discussed with the Head Teacher (or designated person).</li> <li>• Staff will only visit in pairs.</li> </ul>		?? : ??		

				<ul style="list-style-type: none"> <li>• Staff must sign out at reception with time-out and sign in on return.</li> <li>• Staff on home visits must carry a mobile phone with key contact numbers easily accessible.</li> <li>• Staff carry an emergency number if visiting out of school hours.</li> <li>• Record kept and regular reports received by Head Teacher.</li> </ul>				
Being alone on-site during school hours.	<p>Pupils.</p> <p>Being injured/ill.</p> <p>Susceptible to bullying.</p>	?? : ?		<ul style="list-style-type: none"> <li>• Potentially dangerous parts of the school site are out of bounds.</li> <li>• All parts of the school are patrolled at some time during breaks.</li> <li>• No child may work alone in a classroom/library without remote supervision by a member of staff.</li> <li>• As part of the school's anti-bullying policy all pupils know how to avoid potential bullies and how to report to a safe place.</li> <li>• First aid provision is easily available. Staff know how to access emergency services.</li> </ul>		?? : ??		

Waiting alone to meet parents/carers at the end of the day.	Pupils. Being frightened. Falling ill. Being molested/bullied.	?? : ??		<ul style="list-style-type: none"> <li>• There is an emergency back-up system is parents/carers do not arrive on time.</li> <li>• The school has a note of home and secondary telephone numbers.</li> <li>• The school has instructed parents/carers on the school's emergency contact system.</li> </ul>		?? : ??			
<b>Responsible person name:</b>				<b>Signature:</b>				<b>Date:</b>	
<b>SMT/SLT name:</b>				<b>Signature:</b>				<b>Date:</b>	

Please rate the **Risk Severity** and the **Risk Likelihood** using the below table both before and after the Control Measures.

		Risk Likelihood				
<b>Total Risk calculation table</b>		1: Near impossible	2: Unlikely	3: Notable chance	4: Likely	5: Almost certain
Risk Severity	1: Insignificant	1	2	3	4	5
	2: Minor injuries	2	4	6	8	10
	3: Notable injuries	3	6	9	12	15
	4: Major injuries	4	8	12	16	20
	5: Fatal	5	10	15	20	25

**Risk Rating Calculation**

**Likelihood and severity** form a ratio created by taking the number affixed to the relevant level of each in the white box – for example a “near impossible” risk likelihood and “minor injuries” risk severity would form a ratio of 1:2. These figures are then multiplied to form the inherent risk score, in this case 2.

Repeat this process to ascertain your **remaining likelihood and severity** after control measures and then multiply the ratio to find your residual risk score.

**Total Risk = Remaining Risk Severity X Remaining Risk Likelihood**

A **Total Risk** score of **1-9** should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A **Total Risk** score of **9-12** should mean you reconsider control measures, method or even necessity of activity before undertaking it.

A **Total Risk** score of **13-25** should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

**Please Also Note**

**All risk assessments should be approved and signed by SMT/SLT/line management as appropriate.**

**All accidents and incidents must be recorded in line with the school/academy’s policy.**

**Also report near misses – not just accidents or incidents.**