

Health & Safety Policy

TEAM Education Trust



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List of associated policies:	TEAM Accessibility Plan TEAM Asbestos Management Policy TEAM Control of Infectious Disease policy TEAM Driving Policy TEAM Fire Safety Management Policy TEAM Managing Contractors Policy TEAM School Closure Policy TEAM Transport Policy TEAM Policy Supporting Students with medical conditions TEAM Trips & Visits Policy TEAM First Aid Policy Document 8 – Offsite Working Policy TEAM Safe Moving and Handling of Children Policy	

Version History

Version	Date	Detail	Author
1	7.5.20	Original document adapted from DCC template	GDPR PIS Service
2	25.11.20	Amendment: COO altered to Chief Executive Officer. Amendment to 3.2 (page 5) The school's Principal is responsible for ensuring that the school's Policy Statement for Health & Safety is shared with all staff; and the responsibility is clearly set out that all Staff are required to work to the expectations within this Policy and the school's Supporting Statement in line with the Health & Safety at Work Act 1974.	A Bingham
3.	13.5.21	Clause 5.2 Legionella. The risk assessment will be reviewed every two years, not annually.	M Goy
4.	13.7.21	Addition of Sun Safety (section 19) and updated Incident/Accident form in appendices. Also added 'including swimming' to off-site visits and updated the section on workplace stress. Also removed Infectious Diseases section to its own Policy.	M Goy
5.	3.5.22	Item 3.4: clarified the range of job roles with management responsibility.	M Goy
6.	03.05.23	<p>Violence – pg9 added more content following Proaktive's advice.</p> <p>Accident Reporting – pg10 removed accident book wording and added in digital systems and definitions on what to record.</p> <p>PE Equipment – Bolstered to now include outdoor play and soft play equipment</p> <p>New section 20. added in regarding Visitors</p> <p>New Fire Safety Management Guidance added in section 4.</p> <p>Amended frequency of legionella risk assessment reviews from 2 years to 3 years following guidance. Since 2014 it no longer has to be every 2 years – pg 7.</p> <p>Section 9 has been replaced following advice from ProActive and after the creating of the new TEAM Safe Moving & Handling of Children Policy</p> <p>3.2 Addition of reference to H&S committees</p>	M Goy/ NBO
7.	05.09.23	Lettings section updated with new KCSIE 2023 updates	M Goy
8.	30.01.24	<p>Pg 14. Amendment to the wording of which system to use when logging student and staff accidents.</p> <p>Pg 18 – Visitors – removed 'Visitor rules' wording and replaced with Professional Code of Conduct Form.</p>	M Goy

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1. Aims

Our Trust and schools aim to:

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

2. Legislation

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

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

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

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

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

3 Roles and responsibilities

3.1 The Governing Board/Trustees

The Governing Board has ultimate responsibility for health and safety matters in the trust schools, but will delegate day-to-day responsibility to the Principal.

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

The academy trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

3.2 Principal

The Principal is responsible for health and safety day-to-day of the school. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.
- Attending the Health and Safety Committee Meetings and ensuring all identified actions are responded to in a timely manner

The school's Principal is responsible for ensuring that the school's Policy Statement for Health & Safety is shared with all staff; and the responsibility is clearly set out that all Staff are required to work to the expectations within this Policy and the school's Supporting Statement in line with the Health & Safety at Work Act 1974.

3.3 Health and safety lead

The nominated health and safety lead is the Principal in all the trust schools who is supported by the Estates and Facilities Manager and Chief Operating Officer

3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so. Heads of departments and operational managers such as the Pool Manager, Site Manager, Science Lead, DT and Food Tech Leads, PE Lead and Early Years Lead will take on more responsibility for H&S within their areas of work.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3.5 Pupils and parents

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

3.6 Contractors

Contractors will agree health and safety practices with the Principal before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

3.7 Site security

The school site managers are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. They may also be key holders and will respond to an emergency.

4. Fire

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

Emergency evacuations are practised termly and as a minimum every 6 months.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are the highlighted assembly points in each of the schools.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Principal will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. Where applicable personal emergency evacuation plans (PEEPs) should be in place.

A fire safety checklist can be found in Appendix 1.

The organisation's Fire Safety Management Guidance is shown below.



TEAM Fire Safety Management Guidance

In terms of fire safety management within your setting, please use the following framework as guidance.

- All staff to complete fire awareness training annually
- Fire wardens to complete fire warden training annually

Fire logbook to contain....

- 6 monthly fire panel service
- Annual fire detection system service
- Annual emergency light 3 hr drain down test certificate
- Annual fire extinguisher inspection
- Fire floor plan
- Weekly fire alarm call point checks
- Weekly means of escape checks
- Quarterly in-house fire door inspections
- Monthly in-house check of emergency lights
- Monthly check that extinguishers are still present and intact
- Fire drills and false alarm records
- Any additional fire safety training for staff
- Maintenance log from engineer visits conducting work on the system

It is also an expectation to conduct a daily visual check on the fire panel display and emergency exit routes when opening up, which is listed on the Premises Weekly Checksheet.

5. Control of substances hazardous to health (COSHH)

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

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

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

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

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

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

5.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

5.2 Legionella

- A Legionella risk assessment will be carried out every three years. The site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's Legionella log book
- This risk assessment will be reviewed every three years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of showers, etc.

5.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

6. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

6.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Principal or site manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

6.2 P.E., Outdoor Play and Soft Play Equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the site manager
- All schools within the Trust will provide suitable play equipment within outside playground areas. When purchasing any new equipment, the school and trust will ensure that equipment is:
 - Purchased from a reputable supplier
 - Clearly marked with a CE mark
 - Suitable for use by the intended age group
 - Installed by a competent contractor
 - Commissioned upon completion of the installation phase.

When using any playground equipment, the schools will be responsible for:

- Ensuring that the equipment is formally inspected by a competent person on an annual basis. A certificate demonstrating that the inspection has taken place will be retained on file.
- Ensuring that any defects identified in the formal inspection are completed promptly by a competent person. Records of the completion of the work will be retained on file.
- Conduct a thorough weekly inspection and records kept on file.
- Inspecting the equipment on a pre-use basis each day that the equipment is to be used. The inspection will consist of:
 - A visual inspection of the equipment to ensure that it appears to be defect free.
 - The ground conditions in the immediate vicinity of the equipment are suitable for use and free from hazards.
 - The weather conditions for the day are appropriate for the equipment to be used. If the weather conditions are likely to make the equipment hazardous, for example wet and slippery, then a decision will be made whether the item will be in use on that day.
- The outcome of the daily inspection will be communicated to all staff. If the decision is made that the equipment is not suitable for use, then staff will communicate this decision to students and will ensure that supervision is in place to ensure that the equipment is not used.
- Any defects identified during the daily or weekly inspections will be reported to the School Business Officer so that appropriate plans can be made to repair the defect.

All play equipment is only to be used by the age groups that it was intended for. Equipment will be supervised at all times and no person will be permitted to use equipment when unsupervised.

When using soft play equipment, the schools will be responsible for:

- An annual inspection with certificates retained on file.
- Resolve any remedials following the annual inspection.
- Periodic deep cleaning and regular cleaning.
- A pre-use check on the day of use to check the equipment and environment is safe to use.

6.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

6.4 Specialist equipment

- Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.
- Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

7. Lone working

Please refer to the Trust's Lone Worker Policy. Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

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

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

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

8. Working at height

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

In addition:

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

9. Manual handling

The Manual Handling Operations Regulations require employers to avoid the need for employees to undertake any manual handling operations which involve a risk of their being injured. Where this is not practical to do so, the employer must carry out an assessment of all risky operations and then take steps to reduce those risks.

Any control measures identified through the risk assessment process need to be brought to the attention of staff involved in the manual handling operations. Staff training on manual handling techniques will also be carried out since it is recognised that many accidents and long term injuries occur through incorrect manual handling operations, therefore training in correct procedures and techniques is essential.

The school will:

- Identify all manual handling operations where there is a risk of significant injury.
- Avoid the need for manual handling so far as is reasonably practicable.
- Carry out a risk assessment on the manual handling activity that cannot be avoided.
- Mechanise the activity by using lifting equipment such as trolleys or sack barrows, where practical.
- Maintain any equipment provided for the use of manual handling operations.
- Ensure any control measures identified through the risk assessment process are brought to the attention of staff involved in the manual handling operations.
- Provide staff training on manual handling techniques.
- Refer to the TEAM Safe Moving & Handling of Children Policy for further clarifications and expectations on moving and handling young people.

10. Off-site visits (including swimming)

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

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

11. Lettings

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

Where school premises are hired or rented out (e.g., to sports associations or community groups) then appropriate checks will be completed to ensure safeguarding arrangements are in place. This applies regardless of whether children who attend these services are on roll at the school. Appropriate checks include a letter of reassurance from the organisation (including for enhanced DBS checks) and a safeguarding policy. The school also needs to be informed by the external hirer/user if there have been any safeguarding concerns.

12. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff. All employees have a right to expect a safe and secure environment. Incidents involving violence and aggression are defined as 'any

incident in which a member of staff is verbally abused, threatened or assaulted during the course of their work’.

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

In order to assess the extent of violence in the workplace we record all incidents of workplace violence including an account of what happened; details of the victim(s), the assailant(s) and any witnesses; the outcome, including working time lost to both the individual(s) affected and to the organisation as a whole; the details of the location of the incident.

Incidents are investigated and control measures put in place to prevent or reduce re-occurrence.

The physical security measures in place include:

- video cameras or alarm systems;
- coded security locks, fob systems or physical locks on doors/gates to keep the public out of staff areas
- wider counters and raised floors on the staff side of the counter to give staff more protection.

Card payments and digital applications are used instead of cash to make robbery less attractive. Cash is not kept on site or banked swiftly. The credentials of clients are checked along with the place and arrangements for any meetings away from the workplace.

Staff are accompanied by a colleague if they have to meet a suspected aggressor at their home or at a remote location.

Arrangements are in place for employees who work away from their base to keep in touch via welfare checks.

After an incident there are procedures in place to bring all staff involved together. This will enable us to establish details of the event and to provide emotional help and support. If necessary, this can then be supplemented with confidential counselling.

13. Smoking, Alcohol & Drugs

Smoking, alcohol and drugs are not permitted anywhere on the school premises. ‘Industrial’ alcohol will be stored subject to COSHH requirements.

14. Infectious Disease Control

Please see separate Infectious Disease Policy.

15. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors. We utilise risk assessments and online training for managing stress in the workplace, offer free counselling support

through a third party helpline. This is supported by the Trust's approach to staff wellbeing. Further information relating to staff wellbeing is available from the Trust HR Manager.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

16. Accident reporting

16.1 Digital Reporting & Paper Forms

All injuries to students will be logged on the CPOMS system.

All staff related injuries are reported on Smartlog.

Paper forms can be used for supply staff and visitors that will not have digital system log-ins and these can then be uploaded to the relevant system by a member of the school staff.

Accident forms whether digital or paper based will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2

- As much detail as possible will be supplied when reporting an accident
- Records held in historic accident books will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

What to record?

- A bumped head
- Anything where first aid was administered
- Anything where if you were the child's parent and it happened to your child, you would want to know about it
- Anything that could be our fault, e.g. a child slips on ice on a path that we should have gritted

What not to record?

- Minor incidents that do not fall into the categories above and/or was down to the individual being more at fault for what happened, e.g. a student deliberately not following instruction

Serious accidents/incidents must be reported to the Principal in person on the day it happens.

16.2 Reporting to the Health and Safety Executive

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

The Estates & Facilities Manager or Chief Operating Officer will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 15 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight

- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

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

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

16.3 Notifying parents

The Principal or a senior member of staff will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

16.4 Reporting child protection agencies

The Principal will notify local child protection agencies of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

16.5 Reporting to Ofsted

The Principal will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

17. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

18. Monitoring

This policy will be reviewed by the Chief Operating Officer/Estates & Facilities Manager and Principals every year.

At every review, the policy will be approved by the T.E.A.M. Education Trust Board and local governing body.

19. Sun Safety/Sun Protection

The Trust and all Trust schools recognise the wide range of benefits of outdoor learning and also that too much exposure to ultraviolet (UV) radiation from the sun causes sunburn, skin damage and increases the risk of skin cancer. Sun exposure in the first 15 years of life contribute significantly to the lifetime of skin cancer.

The Trust delegates responsibility to each School Principal to ensure that arrangements are in place to ensure sun safety.

Each school is committed to ensuring all staff and students are protected from skin damage caused by the effects of ultraviolet radiation from the sun.

The main elements of the school's arrangements to ensure sun safety are:

- **Partnership:** working with parents, staff and the wider community to reinforce awareness about sun safety and promote a healthy school.
- **Education:** learning about sun safety to increase knowledge and influence behaviour.
- **Protection:** Providing an environment that enables students and staff to stay safe in the sun.

All students will be involved in a discussion, appropriate for their age and understanding, at the start of summer about sun protection and the risks.

All staff will be educated in the importance of sun protection and the risks involved in not protecting both themselves and others.

All playground, outdoor events and PE risk assessments ensure that suitable safety provisions are made.

Staff will always act as a positive role model and set good examples by seeking shade whenever possible, wearing appropriate clothing, and applying sunscreen.

Parents will be informed at the beginning of the academic year about the school's arrangements for sun safety. Parents will be sent a letter explaining what the school is doing about sun protection.

On sunny days staff will remind students that they need to seek shade during breaks, lunchtime, sports and school trips. The school playground has shade provided by the building, outdoor shelter(s), trees and/or temporary structures.

Parents will be informed of the importance to provide their children will appropriate sun hats and sunscreen (SPF 30+).

Parents will be informed to ensure they apply sunscreen (SPF 30+) to their children before coming to school.

Parents are asked to give written permission for sunscreen to be applied to their children. It will be assumed that if a parent has provided sun lotion then they will expect the school to apply it if the child cannot do this themselves.

Sun lotion applied by staff will only be on the face, neck and arms.

Parents to supply the school with sunscreen (SPF 30+) for their child. Sunscreen must be clearly labelled with the child's name on it.

The school will ensure additional sunscreen is available for all outdoor activities, events and school trips where students may have lost, forgotten or run out of their own sunscreen.

Parents are informed that if their child requires a specific sun cream due to allergies, this should be supplied to the school and clearly labelled with the child's name.

The school will provide sunscreen (SPF 30+) to staff for use when working outside.

Parents are informed to ensure their child has their own named water bottle.

Provisions are in place to ensure students can refill their water bottles.

Students are encouraged to drink plenty of water throughout the school day.

The Health and Safety Executive (HSE) states that, 'health and safety legislation does not prevent school staff from applying or helping pupils apply sun cream. The Department for Education has already made clear that schools are expected to take a sensible approach to this issue (<https://www.hse.gov.uk/myth/myth-busting/2013/case176-teachers-suncream.htm>).



20. Visitors

We have a duty to ensure the health and safety of visitors to our premises. In order to do this all visitors will be asked to sign in and out. The term “visitor” applies to members of the public, clients, and colleagues from other companies and contractors.

Visitors will be accompanied at all times they are on the premises. Contractors may be left to carry out the work they have been engaged to do, providing they are one of our approved contractors and have been informed of our health and safety rules for contractors and visitors.

In the event of the fire alarm being raised, visitors will be directed to the assembly point.

Visitors are asked to complete the Professional Code of Conduct form prior to their visit.

Any person(s) found on the premises on their own should be approached and directed to the reception area so they can be signed in or asked to leave the site if not a genuine visitor.

Visitors will not be permitted to use any equipment or operate any machinery owned by the school unless specifically on site and authorised to do that.

Appendix 1. Fire safety checklist

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

Appendix 2. Incident/Accident Form

Please complete in **BLOCK CAPITALS**, please note that the information you give could be required for use in legal proceedings.

1. WHERE AND WHEN			
School/Academy			
Address Full Address			
Date		Time	
Headteacher/Principal			

2a. TYPE OF INCIDENT		
A	B	C
Accident resulting in personal harm, e.g. requiring first aid/medical treatment	Dangerous occurrence – an unintended event that is reportable under RIDDOR	Near miss/hit incident
Brief details of injury	Brief details of occurrence	Brief details of incident

2b. TYPE OF INCIDENT? (Tick any applicable)			
Lifting / handling	<input type="checkbox"/>	Contact / exposure to equipment / machinery	<input type="checkbox"/>
Fall from height	<input type="checkbox"/>	Contact / exposure to harmful substance	<input type="checkbox"/>
Contact with electricity	<input type="checkbox"/>	Fatality	<input type="checkbox"/>
Dangerous occurrence	<input type="checkbox"/>	Ill health	<input type="checkbox"/>
Near miss incident	<input type="checkbox"/>	Slip / Trip / Fall	<input type="checkbox"/>
Property loss / damage	<input type="checkbox"/>	Hot / cold contact	<input type="checkbox"/>
Threatening behaviour	<input type="checkbox"/>	Cut with sharp object	<input type="checkbox"/>
Person to person assault	<input type="checkbox"/>	Needle stick	<input type="checkbox"/>
Equipment failure/misuse	<input type="checkbox"/>	Fire	<input type="checkbox"/>

Employee / Student / Contractor / Visitor?			
Date of Birth		Contact Number	
Address			

5. IMPACT ON INDIVIDUAL							
None	<input type="checkbox"/>	Minor	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Major	<input type="checkbox"/>
Type of injury							
Abrasion	<input type="checkbox"/>	Crush	<input type="checkbox"/>	Dislocation	<input type="checkbox"/>	Sprain	<input type="checkbox"/>
Amputation	<input type="checkbox"/>	Internal injury	<input type="checkbox"/>	Laceration	<input type="checkbox"/>	Strain	<input type="checkbox"/>
Bruise	<input type="checkbox"/>	Distress	<input type="checkbox"/>	Pain	<input type="checkbox"/>	Swelling	<input type="checkbox"/>
Burn / Scald	<input type="checkbox"/>	Fracture	<input type="checkbox"/>	Puncture	<input type="checkbox"/>		<input type="checkbox"/>
Other (Please specify)							

6a. TREATMENT (if any)			
None Required	<input type="checkbox"/>	A&E / Minor injuries	<input type="checkbox"/>
First Aid	<input type="checkbox"/>	Admitted to hospital	<input type="checkbox"/>
Advised to see GP	<input type="checkbox"/>		<input type="checkbox"/>

6b. TREATMENT		
Was First Aid administered? If so by who and when?		
Describe First Aid provided		
Has an Accident form been completed?	YES	NO

7a. STAFF/STUDENT ABSENCE					
None	<input type="checkbox"/>	Less than 7 days	<input type="checkbox"/>	More than 7 days	<input type="checkbox"/>
Number of days absent					

7b. STAFF/STUDENT ABESENCE (RIDDOR)	
Has a RIDDOR report been completed (If applicable)?	
The RIDDOR report was completed by?	

8. WITNESS / PERSON PRESENT (If any)	
Name	
Address	
Post Code	
Contact Number	

Name	
Address	
Post Code	
Contact Number	

Name	
Address	

Post Code	
Contact Number	

9. INVESTIGATION					
Was the location of equipment or person authorised?					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Additional details					
Was the activity of the person authorised?					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Additional details					
Were safe work practices being followed?					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Additional details					
Contributory factors? (tick the one which is appropriate)					
Environment	<input type="checkbox"/>	Materials	<input type="checkbox"/>	Human Factors	<input type="checkbox"/>
Premises	<input type="checkbox"/>	Procedures	<input type="checkbox"/>	Training	<input type="checkbox"/>
Equipment	<input type="checkbox"/>	Information	<input type="checkbox"/>		<input type="checkbox"/>
Other (Please specify)					
Was the activity covered by Risk Assessment?					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Additional details					

Contact Number	
Principal	
Signature	
Date	
Print Name	
Job Title	
Contact Number	

FOR ESTATES USE ONLY		
Report to HSE	Date:	Time:
<i>RIDDOR REPORT COMPLETED ONLINE</i>		Date:
Copy sent to Estates & Facilities Manager / Executive Principal for review		Date:

Please attach any signed witness statements and other relevant information to this form.

Appendix 3. Asbestos Report

The text in this table are suggestions only. The table will need to be adapted to your school's specific circumstances.

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
<i>Roof</i>	<i>Asbestos cement</i>	<i>Whole roof</i>	<i>None</i>	<i>Fairly good</i>	<i>Difficult</i>	<i>White</i>	
<i>Store room</i>	<i>Pipes</i>	<i>6 x 3m</i>	<i>Metal case</i>	<i>Good</i>	<i>Medium</i>	<i>Unknown</i>	

