



# Health and Safety Policy

## March 2017

Approved : by Edwalton Primary School Governing Body 5.7.17

Review date : March 2018

# The Flying High Trust Health and Safety Policy

## 1. Aims

Health and Safety is of paramount importance to all schools. The Flying High Trust (FHT) has a responsibility to support schools in the Trust in effectively managing all Health and Safety matters in line with legislation, and in ensuring that the requirements of the Health and Safety at Work etc. Act 1974 and other relevant Acts are fully enforced. The aim of this policy is to identify the responsibilities of both the Trust and the Trust Schools in working together to achieve a safe and happy learning environment for all children, staff and visitors.

In considering the Health and Safety requirements it is important to:

- ensure that children are able to experience a wide range of activities, with appropriate Health and Safety measures in place, to enable them to do them safely, while not unnecessarily restricting them, and enabling them to develop the skills to manage risks effectively.
- understand that what the law requires is what good management and common sense would lead employers to do anyway and this is to have measures in place to know and assess the risks which then enable action to take place to effectively manage or reduce the risks.
- have clearly identified policy and procedures, with appropriate training, to enable any Health and Safety matters or emergencies which arise to be responded to quickly and effectively, that relevant checks are in place to monitor effectiveness and identify any issues, and that all staff understand their responsibility in ensuring their own health and safety and understanding how they can support the health and safety of others.

This policy aims to identify:

- The Health and Safety expectations of all schools in the Trust, in line with Health and Safety regulations and
- Reporting and recording requirements, including communication with the Trust
- How the expectations will be monitored, including the support and challenge provided by the Trust
- Training available to support schools, including staff, in order to ensure that staff can keep themselves and children safe and that risks are managed effectively

## 2. The Scope of this Policy

This policy will cover responsibilities in relation to Health and Safety in relation to the workplace, including activities which take place both on and off-site.

## 3. Health and Safety within the Workplace

The main legislation covering this area of Health and Safety is the Health and Safety at Work etc. Act 1974, in particular, the Management of Health and Safety at Work Regulations 1999. In considering this Policy other relevant Acts and guidance documents have been considered. To support schools in developing their own policies and procedures information in relation to other relevant documents, legislation and guidance is provided as Appendix II

### ***Health and Safety Policy/ Compliance with Health and Safety Legislation***

In line with the Health and Safety at Work etc. Act 1974 it is the responsibility of employers to ensure Health and Safety is effectively managed, and therefore it is the overall responsibility of head teachers, supported by their Governing Body, to ensure that an effective Health and Safety Policy is in place which is clearly understood by all members of

the school community. It is also the responsibility of the Trust to provide support for Trust Schools in relation to the development of Health and Safety Policy and Procedures, and also to ensure that all schools effectively comply with Health and Safety Legislation.

In response to the above the FHT will:

- Provide relevant Health and Safety Updates for schools to support them in keeping policies and procedures up-to-date and ensure the FHT policy is reviewed annually
- Work with schools to assess the effectiveness of Health and Safety procedures within their schools, including compliance with Health and Safety Legislation
- Provide Health and Safety support, as required, for individual or groups of schools in line with identified need, or support schools in accessing external support from external sources
- Provide access to relevant Health and Safety Training in line with the identified needs of FHT schools or in response to individual school requests
- Support schools in monitoring Health and Safety incidents

### ***Health and Safety Policy and Procedures***

All FHT schools are required to have an effective Health and Safety Policy and Procedures and that these are known and understood by all staff, in particular those with delegated responsibilities. Health and Safety procedures, practices and expectations should be part of both general school practice and specific periodic checks. In response to this it is expected that all FHT schools will have procedures in place to support the monitoring of Health and Safety practice and incidents, including effective recording and reporting procedures, enabling Health and Safety concerns to be identified early and for swift action to be taken (some additional guidance in relation to this is provided at Appendix VI)

Incidents which occur within schools must be reported by the school in line with HSE Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR). Some schools in FHT currently use Wellworker to support them in relation to this aspect of reporting and this can continue. Schools should ensure that relevant leaders are aware of the incidents which are required to be reported and that relevant records are then retained in school. In summary it is:

- Death of a person (if it has arisen from a work-related accident, including an act of physical violence to a worker)
- Specific Injuries
- Where a worker has been incorporated for over seven days (it has to be recorded where a worker has been incorporated for over 3 days but does not at this stage need reporting)
- Non-fatal accidents to non-workers where they are taken from the scene to hospital for treatment (this does not include precautionary checks)
- Occupational diseases
- Dangerous occurrences (including specified near-miss events)
- Gas incidents

In line with the Emergency Policy requirements/ reporting procedures all incidents which require reporting in line with HSE RIDDOR requirements also meet the threshold for reporting to the Trust. In response to this relevant support will be provided from the Trust, in line with the severity of the incident and need of the school. (Refer to FHT Emergency Policy).

In addition to the Health and Safety incidents which are reported to HSE it is expected that all FHT schools will have appropriate procedures for recording other lower level accidents/ injuries e.g. accident log, which can be referred to, if required, at a later date.

Assessment and Risk Management is a key aspect of Health and Safety Management and involves the consideration of school practices, both on and off school premises, in line with risks to Health and Safety and the identification of steps/ action which could be taken to or eliminate risk. The Management of Health and Safety at Work Regulations 1999 require employers to:

- Assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment
- Introduce measures to manage those risks (risk management)
- Tell the employees about the risks and measures to be taken to manage the risks
- Ensure that adequate training is given to employees on health and safety matters.

In line with the requirements identified above it is recognised that Assessment and Risk Management does not necessarily mean that a separate written risk assessment is required for every activity, but that a common sense and proportionate approach should be taken. The expectation of the Trust is that written Risk Assessments will be carried out where there is a higher level of risk in relation to any planned activity or aspect of schools practice. In relation to Off-site Visits/ Residential activities, FHT schools identify that they currently use 'Evolve' to support them in risk assessing and managing risks and in response to this, Evolve has now been confirmed as the FHT support for risk assessing and managing off-site visits. In relation to other activities / school procedures which have been risk assessed and after management strategies applied there still remains a high risk then these should be discussed with the FHT team. As this may involve the Trust in seeking additional external advice and support, the assessment planning stage should begin early in order to enable proper planning and assessment support.

In addition to the key areas of the Health and Safety Policy identified above all FHT schools should ensure that their Health and Safety Policy covers the expectations and procedures relating to all aspects of school practice. A list of key aspects of school practice which should be covered in the Health and Safety Policy, if relevant, by all FHT schools. Is identified as Appendix III. This list is not exhaustive and schools may also have specific aspects of practice with Health and Safety links which they feel should be included. (Additional guidance/ examples of support are provided as Appendices).

It is recognised nationally that it is not possible to eliminate every risk but that policy and procedures should ensure that 'so far as it is reasonably practicable' everything had been done to prevent the Health and Safety incident from occurring.

To support schools in the development of their Health and Safety Policy and Procedures and for monitoring / checking these on an annual basis the FHT will support schools in carrying out an annual assessment of their policy and procedures (refer to Appendix I). This checklist is intended to provide more detailed support for schools and to act as a bridge between the three year external H&S check which is currently carried out by the Local Authority. The outcomes of this checklist will inform individual and FHT development needs.

#### **4. Communication, Reporting and Recording**

FHT schools are responsible for ensuring that all Health and Safety matters are recorded,

reported, actioned and appropriately filled for future reference (guidance provided in relation to this is provided as Appendix VI and Appendix VII). This should include:

- All incidents/ accidents, including those reported to HSE
- Health and Safety Checks/ Inspections and monitoring information
- Risk Assessments and Action to reduce risks, including those relating to Off-Site Visits
- Health and Safety reported concerns
- External Health and Safety Reports/ Visits

All FHT schools should ensure that there are relevant procedures in place to ensure that Health and Safety information, in particular incidents which are reported to HSE, outcomes of Health and Safety Checks/ Inspections or External Health and Safety Reports, are reported to Governors and that an identified Governor is identified to support the school in ensuring Health and Safety legislation is complied with.

In summary it is for individual schools in partnership with their governors to decide the level of information provided but the following H&S matters should be reported to governors:

- Findings of H&S internal / external checks or inspections
- Summary information regarding incidents reported to HSE
- Incidents which meet the FHT threshold for reporting
- Fire Drills
- Information in relation to H&S training
- Any other significant H&S concerns, including near misses or low level regularly repeated incidents

FHT schools, in line with the requirements of the FHT Emergency Plan, are also required to report high level H&S matters / incidents to the FHT. Incidents which should be reported are incidents which:

- Involve the emergency services and/or are required to be reported to the HSE as part of RIDDOR (excluding ambulances as part of general first-aid)
- Involve potential concerns amongst parents
- Involve potential media interest or publicity
- Involve the school closing
- Are regular and repeated incidents or near misses

The procedures for reporting these, in line with follow up action by the FHT is identified in the FHT Emergency Plan. Other key information should also be provided, in particular any high risk findings of either internal or external monitoring/ visits. In addition to this where a FHT school is receiving support for the development of Health and Safety Policy and Procedures, additional information may be required in order to support the Trust in identifying the impact of the support and the impact on improving the effectiveness of Health and Safety Policy and Procedures within the school.

**In summary schools should report/ provide the following H&S information for the FHT:**

- H&S incidents which meet the FHT threshold for reporting as identified above/ in the Emergency Plan
- External H&S Inspection Report and action plan
- Annual internal H&S check and action plan
- Any other external or internal H&S checks which schools feel would be useful for the FHT to receive, or in relation to high level priority development work

- Any high level Risk Assessments (for discussion prior to activities taking place)
- Priority H&S training and support needs

## **5. Monitoring**

In line with the Trust's responsibility to ensure that all schools in FHT are compliant with Health and Safety Legislation the FHT will monitor the effectiveness of FHT School Health and Safety Policy and Procedures on an annual basis via:

- An annual check/assessment carried out by the school with an external H&S inspection every 3 years
- Incident data/ information from schools regarding internal and external Health and Safety monitoring or visits

In response to the outcomes of this the FHT will work with relevant schools to support them in carrying out any required action. Where there are any urgent Health and Safety concerns then the individual school will be required to carry out the required action, with additional support, within an agreed timeline. Although it is not anticipated that any schools in the Trust will have significant Health and Safety concerns, where this is the case then the FHT may seek an additional external Health and Safety Review in order to ensure the concerns are clearly identified and an appropriate support plan can be put in place. The importance is to ensure the safety of all those involved in the school, to ensure that FHT schools are fulfilling the onus which is placed on them to ensure that the limits of what is practicable to achieve safe schools is achieved, and to ensure that the FHT is supporting and challenging schools to achieve this.

Relevant summary Health and Safety information will be provided for the FHT Governors Finance, Personnel and Resources Committee, including Health and Safety incidents reported to the Trust, key Health and Safety Concerns. The governors will also consider Health and Safety good practice and feedback in relation to the effectiveness of Health and Safety Policies within the Trust, and will report back summary information in relation to compliance regarding Health and Safety legislation to the Board of Directors.

## **6. Training and Support**

An annual programme of Training will be identified and provided in response to the priorities identified by FHT schools or through annual reviews of Health and Safety practice. In addition to this bespoke support and training will be provided for relevant schools in line with individual needs. This aspect of support is outside of the Core Offer to schools and therefore there will be additional, reasonable costs to schools

## **7. Policy Links**

This policy links with the following policy:

- FHT Emergency Planning Policy
- Personnel/ Staff Management Policies
- FHT Improvement Planning

## **8. Policy Review**

This policy will be reviewed annually in partnership with:

- Headteachers and Site Managers from the FHT schools

The FHT Board of Directors will be responsible for approval of this policy.

March 2016

## FLYING HIGH TRUST

### SCHOOL HEALTH AND SAFETY ANNUAL POLICY AND PROCEDURES CHECK

The FHT is committed to ensuring the safety of all children, staff and other visitors of the schools within the trust. In response to this the FHT has a responsibility to support all schools in ensuring that they have an effective H&S Policy in place, to support all relevant staff and leaders in effectively managing day-to-day routines and practices, assessing and managing risks, and responding to health and safety issues in a safe way.

In response to this, all schools in the FHT are required to assess their H&S Policy annually in order to support the identification of action / development to further improve H&S procedures and ensure that the effectiveness of H&S within the FHT improves year-on-year. Schools currently have a three year external assessment and this check is intended to support schools in both preparing for and responding to the three year external review, but also in supporting the ongoing development and improvement of H&S Policies and Procedures, in order to ensure our schools are as safe as possible.

**School:****Headteacher:****Date Completed:**

Requirements	1 Fully in place	2 Almost fully in place	3 Some aspects in place	4 Limited aspects in place	5 Not in place	Action required
<b>1. KEY HEALTH AND SAFETY POLICY INFORMATION</b>						
H&S Policy is in place and available to be accessed by all staff (this check list will enable schools to identify whether all relevant legislation/ procedures are adequately covered in the H&S Policy)						
Has the policy been recently reviewed / checked and signed by the Headteacher and Chair of Governors						
Staff at different levels demonstrate an understanding of the key strands of H&S Management within the school/ H&S Policy and Procedures, including their responsibilities						
Staff with specific responsibilities are clearly identified and demonstrate an understanding of the relevant H&S Policy and Procedures/ legislation information relevant to them						

Requirements	1 Fully in place	2 Almost fully in place	3 Some aspects in place	4 Limited aspects in place	5 Not in place	Action required
Other members of the school community, including extended school staff, are aware of key/ relevant stands of H&S Management/ H&S Policy and Procedures						
H&S Information for Employees poster is displayed in appropriate areas						
Relevant H&S signage is in place regarding Emergency Exits/ Exit Routes/ Fire Doors/ Fire Equipment/ Disabled Holding areas (if applicable)						
Relevant H&S signage in place re general H&S matters/ guidance e.g. use of lifts in the case of a fire/ first aiders and first aid points						
Location of Fire Extinguishers/ First Aid Kits etc. clearly identified						
<b>2. GENERAL HEALTH AND SAFETY HAZARDS/ REPORTING OF THESE/ BUILDING CHECKS AND RISK ASSESSMENT MANAGEMENT STRATEGIES</b>						
Appropriate Risk Assessment form, which clearly identifies the date and the name of the person carrying out the risk assessment, available to be used by relevant staff in relation relevant activities and relevant staff have received training/ have experience in carrying out risk assessments						
H&S Policy identifies when Risk Assessments will be carried out and staff responsibilities in relation to this clearly identified, including how relevant information will be disseminated to other staff/ other relevant parties e.g. contractors						
Relevant staff aware of the need to carry out Risk Assessments regarding Off-site visits via the 'Evolve' system and the need to discuss any high other high risk activities, after management strategies have been applied, with the FHT						
Processes in place to use Risk Assessments, in response to incidents that occur or near misses, in order to reduce future risks (which may then lead to additional procedures						



/expectations being identified)						
<b>Requirements</b>	<b>1 Fully in place</b>	<b>2 Almost fully in place</b>	<b>3 Some aspects in place</b>	<b>4 Limited aspects in place</b>	<b>5 Not in place</b>	<b>Action required</b>
Appropriate record keeping system in place regarding Risk Assessments and management strategies, and these are available for viewing, when required						
Relevant equipment or information is available to support the management of general H&S hazards e.g. Wet floor signs/ hot drinks and relevant risk assessments have been carried out including management strategies						
Systems in place to enable staff/ other members of the school community to report H&S concerns and for a prompt response						
Systems in place to record accidents or any other general H&S incidents, including those that need reporting in line with HSE (RIDDOR) requirement and those required to be reported to FHT, and these records are available for viewing, when required (some schools may use Wellworker to report to HSE/ incidents reported to FHT are in line with FHT Emergency/ Incident Plan)						
Formal process in place to inspect/check the building for H&S concerns with follow up action and reporting to Governors and reporting of any significant concerns to the FHT, and relevant records available for viewing, when required (H&S Building Inspections, with H&S governor – suggest termly)						
Protective clothing for relevant learning activities identified and available						
Guidance provided for staff and pupils regarding appropriate clothing to ensure safety at work/ school e.g. shoes						
Guidance / expectations of staff and pupils regarding jewellery – general/ specific subjects e.g. PE						

Requirements	1 Fully in place	2 Almost fully in place	3 Some aspects in place	4 Limited aspects in place	5 Not in place	Action required
<b>3. FIRST AID/ MEDICAL PROCEDURES</b>						
Procedures for managing First Aid are clearly identified in the H&S Policy or other relevant sub-set First Aid Policy						
Relevant Risk Assessments in relation to First Aid Procedures/ Management are carried out and used to inform First Aid procedures						
An appropriate, trained person is identified to take charge of first-aid arrangements (First Aid course approved by the HSE)						
Relevant additional First Aiders are identified and appropriately trained (First Aid course HSE approved)						
Procedures in place to identify when first-aid training renewal training is required						
Responsibilities of the person with overall responsibility for First Aid and the First Aiders are clearly identified and understood						
First-Aid provision is available at all times when people are on school premises, and also off the premises whilst on school visits						
Suitably stocked first aid containers are available in relevant areas of the school and for off-site visits and procedures in place to check these containers on a regular basis						
Specific first-aid training provided in line with individual school needs e.g. Epi-pen training						
Information is provided for all members of the school community on first-aid arrangements						
Procedures are in place to ensure all relevant staff are aware of specific first-aid/ medical needs of pupils/ staff						

Requirements	1 Fully in place	2 Almost fully in place	3 Some aspects in place	4 Limited aspects in place	5 Not in place	Action required
Procedures in place to ensure all first-aid treatment is recorded, and that relevant records are available for viewing, when required						
Monitoring procedures are in place to support relevant leaders in assessing the effectiveness of first aid provision within the school e.g. data regarding nature/ times/ number of injuries or first aid matters						
Procedures in place to avoid infection / follow basic hygiene procedures e.g. single-use disposable gloves/ hand-washing facilities/ procedures for dealing with blood or other body fluids and disposal of dressings or equipment						
First-Aiders aware of the requirements of RIDDOR regarding reporting of injuries, Diseases and Dangerous Occurrences and procedures are in place to report, record and store relevant information (some schools may use Wellworker to support them with this aspect of reporting)						
Procedures in place regarding the storage and administering of medicine, including lockable cupboard/ recording of medication provided/ labelling of medicine or medication, and these are recorded in the H&S policy or other relevant sub-policy e.g. First Aid						
Relevant staff aware of the procedures regarding storage and administering of medicines, and this information is clearly communicated and understood by parents						
<b>4. FIRE SAFETY/ EVACUATION</b>						
Risk Assessments are used to inform the determining and future review of Fire Evacuation and Fire Management Procedures or action required and follow up checks take place to ensure these actions are followed through (annual or in relation to fire related incidents or concerns which arise)						

Requirements	1 Fully in place	2 Almost fully in place	3 Some aspects in place	4 Limited aspects in place	5 Not in place	Action required
Fire evacuation procedures in place, including responsibilities of specific staff and ensuring all pupils/ staff/ visitors are safely out of the building, and these are clearly recorded in the H&S Policy						
Fire Plan and Fire Exit signs clearly displayed in relevant areas of the school						
Evacuation drills in place and information in relation to the effectiveness of these recorded in the fire log book/ with follow up action, and this information available for viewing, if required						
Training for relevant staff provided regarding Fire Safety and relevant information recorded in the Fire Log book and available for viewing, when required						
Information/ equipment/ action regarding Personal Emergency Evaluation Plans (PEEPs) in place, in line with individual school needs						
Relevant fire safety equipment available in required places of the school/ checked by professionals in line with expectations or when used, and relevant information recorded in the fire log book and available for viewing, when required						
Other relevant fire safety checks are carried out and recorded and available for viewing, when required (e.g. lifts/ call points alarms)						
<b>5. MISSING PUPILS</b>						
Procedures in place to minimise the potential of any pupils leaving the school premises without permission/ relevant risk assessments carried out						
Procedures in place to minimise the potential of any pupil being lost while on an off-site visit						
Procedures in place regarding the reporting of missing children (either from school or during off-site visits) with clear action						

Requirements	1 Fully in place	2 Almost fully in place	3 Some aspects in place	4 Limited aspects in place	5 Not in place	Action required
<b>6. OFF-SITE VISITS</b>						
Risk Assessments regarding Off-Site Visits carried out in partnership with Evolve, and relevant records available for viewing, if required						
H&S Policy, or other relevant sub-set policy clearly identifies the roles and responsibilities regarding off-site visits, including risk assessments, and the need to inform FHT of any 'high level risk' off-site visits						
Opportunity for off-site visit activities/ places to be visited prior to the activity in order to support the assessment of risks/ plan to reduce risks						
Approved providers used for high risk activities e.g. climbing/ water sports etc.						
<b>7. MINIBUS / MINIBUS DRIVING (if applicable)</b>						
Mini-Bus procedures identified in the H&S Policy with responsibilities including those regarding general maintenance/ MOT etc. AND the specific responsibilities of the drivers						
Procedures in place to ensure relevant checks are carried out prior to the mini-bus being used						
Information regarding who will be allowed to drive the minibus/ requirements and where this information will be recorded						
Procedures in place regarding Permit requirements for school minibuses						
Arrangements in place regarding supervision levels/ travelling with SEN pupils						
Seat belt/ booster seat etc. arrangements						

Requirements	1 Fully in place	2 Almost fully in place	3 Some aspects in place	4 Limited aspects in place	5 Not in place	Action required
<b>8. SUPPORT FOR STAFF</b>						
Arrangements to support staff who use VDUs for significant periods of time						
Arrangements in place to support new and expectant mothers						
Procedures in place regarding lone working/ off-site meetings						
Procedures in place regarding working at a height						
Procedures in place regarding Manual Handling						
Access to Occupational Health support for staff, if required						
Relevant training in place in relation to the above						
Procedures in place to record incidents of violence, threatening behaviour and verbal abuse, and these records are available for viewing, if required						
<b>9. WASTE MANAGEMENT/ STORAGE OF EQUIPMENT, INCLUDING COSHH</b>						
Procedures in relation to waste management identified in the H&S Policy, including roles and responsibilities and internal/ external checks						
Relevant 'waste bins' in place to enable safe disposal of waste/ effective waste management, including bodily fluids and blood/ sanitary waste, and to ensure waste is promptly disposed of						
Guidance/ training provided for relevant staff regarding safe storage of equipment to prevent accidents						

Requirements	1 Fully in place	2 Almost fully in place	3 Some aspects in place	4 Limited aspects in place	5 Not in place	Action required
Procedures in place and identified in the H&S Policy regarding COSHH, including roles and responsibilities and internal and external checks, and are records regarding these checks available for viewing, if required						
Risk Assessments carried out in relation to hazardous substances on site, including action to reduce these risks and quantity levels or decisions not to purchase some hazardous products, and records available for viewing, if required						
Is the school aware of all the hazardous substances in school and are effectively controlled, including dated when delivered and quantities controlled						
Procedures in place to dispose of hazardous substances appropriately and promptly						
Checks in place to monitor relevant equipment (e.g. local exhaust ventilation), storage and health matters, and relevant records available for viewing, if required						
<b>10. ELECTRICAL EQUIPEMENT</b>						
Procedures in place, and identified in the H&S Policy, regarding use of electrical equipment/ electrical equipment being brought in from home						
Portable Appliance Testing arrangements in place, and relevant records available for viewing, if required						
Procedures in place and understood, and identified in the H&S Policy, regarding any observed defects of electrical equipment, including reporting of these defects						
<b>11.BASIC HEALTH AND SAFETY WELFARE</b>						
Procedures in place to monitor/ check the general conditions of the building e.g. lighting/ noise levels/ ventilation/ heating systems etc.						
Procedures in place for staff to report any concerns regarding poor lighting/ noise levels/ poor ventilation/ inadequate heating						

Requirements	1 Fully in place	2 Almost fully in place	3 Some aspects in place	4 Limited aspects in place	5 Not in place	Action required
Action to be taken where there is inadequate heating or lighting or other relevant Basic Health and Welfare provisions e.g. water, available						
<b>12. GENERAL FOOD SAFETY</b>						
Information in relation to school expectations regarding 'nut products' on school premises						
Information in relation to storage of food – pupils and staff						
<b>13. SITE SECURITY/ SAFETY / EQUIPMENT SAFETY/ CONTRACTORS ON SITE</b>						
Procedures in place regarding site security regarding potential intruders						
Procedures in place regarding site security during out of hours or during lone or limited numbers of workers						
Induction procedures in place for site security when contractors are on site, including storage and management of tools and equipment, location of asbestos, fire and accident reporting, and relevant recording of this available for viewing, if required						
Procedures in place to review the impact of contractors on site on a regular basis in order to support review/ amendments						
Procedures to ensure smoking regulations are effectively managed and implemented						
Procedures for managing vehicles on site/ pedestrian safety identified in the H&S Policy and staff/ pupils/ visitors aware of these procedures. Procedures in place to monitor the effectiveness of these procedures and relevant information recorded and available for viewing, if required						
Procedures to manage gas safety are identified in the H&S policy, including roles and responsibilities and access to relevant training						
Gas safety action and monitoring checks are recorded and records available for viewing, if required						



Requirements	1 Fully in place	2 Almost fully in place	3 Some aspects in place	4 Limited aspects in place	5 Not in place	Action required
Procedures in place, and identified in the H&S Policy, to ensure internal and external inspection of relevant site management equipment to ensure it is safe for use, including PAT Testing, Fixed Wiring, LEV, Kitchens, ladders and work platforms, lifts and hoists, patient bed, and that relevant records are available for viewing, if required						
Procedures in place to ensure internal and external inspection of relevant learning equipment to ensure it is safe for use, including PE equipment, play equipment, DT equipment including Kiln, other large scale learning equipment, and that relevant records are available for viewing, if required						
<b>14. ASBESTOS MANAGEMENT</b>						
Procedures in place regarding asbestos management and these identified in the H&S Policy, including roles and responsibilities						
Relevant training provided for staff with specific responsibilities for asbestos management and awareness						
Latest asbestos survey available on site with any updated information to reflect any subsequent surveys or removal of asbestos, and available for viewing, if required						
<b>15. LEGIONELLA MANAGEMENT</b>						
Procedures to manage legionella are identified in the H&S policy, including roles and responsibilities and access to any relevant training						
Risk assessments in relation to legionella are used to inform action taken by the school and available for viewing, if required						
Legionella action and monitoring checks are recorded and records are available for viewing, if required (weekly flushing, monthly monitoring, tank cleans, shower cleans, sink rinse spray and disinfecting)						

Requirements	1 Fully in place	2 Almost fully in place	3 Some aspects in place	4 Limited aspects in place	5 Not in place	Action required
<b>16. EMERGENCY PLANNING AND MANAGEMENT</b>						
Emergency Plans and management of these are reviewed annually (see separate Emergency Planning Annual Check/ Review)						
<b>17. TRAINING, SUPPORT AND INDUCTION, COMMUNICATION</b>						
Training, support and induction in relation to the Health and Safety Policy identified						
Training, support and induction in relation to specific aspects of the Health and Safety Policy identified and implemented						
Procedures in place to identify dates for refresher training in specific areas						
Procedures in place to record relevant Health and Safety Training, Support and Induction, and records of this are available for viewing, if required						
Procedures in place to ensure H&S policy, procedures and expectations are revisited with staff and for the opportunity for staff to contribute to any changes in response to findings						
<b>18. MONITORING / ASSESSMENT OF THE HEALTH AND SAFETY POLICY AND PROCEDURES</b>						
Policy identifies how the effectiveness of the policy and procedures will be evaluated annually and findings used to inform future development needs and/ or H&S Policy changes						
Clear expectations and timelines for inspections/ checks/ analysis of data in place and expectations followed						
Governors, relevant staff and other relevant stakeholders involved in both inspections/ checks and receiving information about H&S, including data regarding injuries/ referrals to HSE or the FHT etc.						

**ACTION PLAN IN RESPONSE TO THE ABOVE ASSESSMENT OF THE SCHOOL'S HEALTH AND SAFETY POLICY AND PROCEDURES**

In response to the above the following action has been identified by the school in relation to the school's Health and Safety Policy:

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- 
- 
- 

In response to the above the following action has been identified by the school in relation to the FHT Health and Safety Policy or Training/ Support

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- 

Additional action for the school or FHT in response to findings of debriefs/ reviews or evaluations of incidents or emergencies:

- 
- 

Additional urgent action identified/ required by the FHT in relation to the school's Health and Safety Policy :

- 

Signed:

Headteacher

School:

Date:

Signed:

Flying High Trust

Date:

## Important Health and Safety legislation

Besides the Health and Safety at Work Act the following Health and Safety legislation applies across the full range of workplaces:

- 1. Management of Health and Safety at Work Regulations 1999**  
Require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training
- 2. Workplace (Health, Safety and Welfare) Regulations 1992:**  
Covers a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities
- 3. Health and Safety (Display Screen Equipment) Regulations 1992**  
Sets out requirements for work with Visual Display Units (VDUs)
- 4. Personal Protective Equipment at Work Regulations 1992**  
Requires employers to provide appropriate protective clothing and equipment for their employees
- 5. Provision and Use of Work Equipment Regulations 1998**  
Requires that equipment provided for use at work, including machinery, is safe
- 6. Manual Handling Operations Regulations 1992**  
Covers the moving of objects by hand or bodily force
- 7. Health and Safety (First Aid) Regulations 1981**  
Covers requirements for first aid
- 8. The Health and Safety Information for Employees Regulations 1989**  
Requires employers to display a poster telling employees what they need to know about health and safety
- 9. Employers' Liability (Compulsory Insurance) Act 1969**  
Requires employers to take out insurance against accidents and ill health to their employees
- 10. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**  
Requires employers to notify certain occupational injuries, diseases and dangerous events
- 11. Noise at Work Regulations 1989**  
Requires employers to take action to protect employees from hearing damage
- 12. Electricity at Work Regulations 1989**  
Requires people in control of electrical systems to ensure they are safe to use and maintained in a safe condition
- 13. Control of Substances Hazardous to Health Regulations 2002 (COSHH)**  
Requires employers to assess the risks from hazardous substances and take appropriate precautions

In addition to the above, specific regulations cover particular areas, for example asbestos and lead and is available on the website, if required.

### Further Information:

Health and Safety Law: What you should know (Second edition) Poster HSE Books 1999  
ISBN 0 7176 2493 5 (this needs to be displayed in school)

**List of areas to be covered in School Health and Safety Policies (broad areas)**

1. Where Health and Safety Information can be found/ is displayed/ Signage
2. General Health and Safety Hazards and reporting of these/ building checks
3. Risk Assessment and Strategies to reduce Risks
4. Accident Reporting Procedures/ Reporting to HSE, FHT, Governors
5. First Aid/ Medicine/ Infectious Diseases
6. Fire Safety Procedures/ Evacuation Procedures
7. Missing Pupils
8. Off-Site Visits
9. Protective Clothing/ Appropriate Clothing/ Jewellery
10. Mini Bus Driving
11. Support for Staff – VDUs/ New and Expectant Mothers/ Lone Working or off-site visits/  
Working at a Height/ Manual Handling/ Occupational Health
12. Waste Management
13. Safe Storage of Equipment including Hazardous Substances (COSHH)
14. Electrical Equipment
15. Basic Health and Safety and Welfare - Ventilation, lighting, heating, loud noise
16. General Food Health and Safety Matters, including Nut allergies, storage of food
17. Site Security/ Intruders/ Smoking
18. Workers on Site/ Storage of Tools and Equipment
19. Vehicles on Site
20. Asbestos
21. Water Safety
22. Gas Safety
23. Inspection of Work Equipment

A number of schools in FHT either already have or are developing a Farm provision as part of their school. In response to this additional guidance will be developed in relation to this area, in conjunction with the relevant schools, and when completed these information and guidance will be added to this policy.

**Example Mini-Bus Driver Checklist**

Name of Driver:

Date of Journey:

Time check carried out:

Check	YES	NO	Action Taken to minimise/ eliminate any Health and Safety Risk	Defect reported to
Fuel level OK?				
Oil level OK?				
Windscreen wipers/ washers working?				
Lights/ brake lights working?				
Indicators working?				
Tyres in good condition?				
Brakes (hand and pedal) working?				
Fully stocked first-aid kit available?				
Fire extinguisher?				
Paperwork available (insurance/ driving license/ road service information (if applicable))				
Permit displayed?				
Seatbelts working properly?				
Mobile phone available?				

**THIS FORM MUST BE RETURNED TO THE RELEVANT MEMBER OF STAFF**

## **Minimum guidance regarding contents of a first-aid container (based on HSE recommendations)**

### **Main first-aid containers**

- A leaflet giving general advice on first aid (Basic advice on first aid at work (1997) IND(G)215L – free leaflet or available in priced packs ISBN 0 7176 1070 5)
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- One pair of disposable gloves

Travelling first-aid containers (any additional potential risks should be assessed prior to the off-site visit and additional contents added in relation to these additional risks)

- A leaflet giving general advice on first aid (see above)
- Six individually wrapped sterile adhesive dressings
- One large sterile unmedicated wound dressing – approximately 18cm x 18cm
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves

### **Public Service Vehicles**

Transport Regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on board a first-aid container with the following items:

- Ten antiseptic wipes, foil packaged
- One conforming disposable bandage (not less than 7.5 cms wide)
- Two triangular bandages
- One packet of 24 assorted adhesive dressings
- Three large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- Two sterile eye pads, with attachments
- Twelve assorted safety pins
- One pair of rustless blunt-ended scissors

In relation to all of the above, the first-aid container must be:

- Maintained in a good condition
- Suitable for the purpose of keeping the items referred to above in good condition
- Readily available for use
- Prominently marked as a first-aid container.

<b>Health and Safety Building Check</b>			
<i>(Depending on the size of this school this may be required to be carried out during more than one visit/ checks may also take place at different times of the day over the year in order to be able to observe different aspects of practice/ night lighting etc.)</i>			
<b>Check carried out by:</b>		<b>Date:</b>	
<b>Key Points from the last Check to be considered during this H&amp;S Check:</b>			
<b>GENERAL H&amp;S PRACTICE TO LOOK FOR</b>	<b>AREAS/ ROOMS CHECKED <i>(identify)</i></b>	<b>KEY POINTS NOTED</b>	<b>ACTION (1,2,3 depending on priority)</b>
<ul style="list-style-type: none"> <li>• Fire Exit Signage/ Fire Plan</li> <li>• Fire door signs</li> <li>• Fire Equipment</li> <li>• Fire holding area (if applicable)</li> <li>• H&amp;S Sign</li> <li>• First Aider/ First Aid Box locations/ First Aid box checks (sample)</li> <li>• Medication Cupboard (lockable)/ recording</li> <li>• Signing-in procedures/ security access/ Visitors' badges</li> <li>• Waste disposal bins</li> <li>• PAT testing</li> <li>• General H&amp;S- carpets/ wet floors/ lighting/ noise levels/ hot drinks/ staff and pupil clothing</li> <li>• Toilets/ Hand washing facilities</li> <li>• Storage of food (including staff food/ staffroom)</li> <li>• Site transport v pupil movement</li> </ul> Within areas/ rooms <ul style="list-style-type: none"> <li>• General safety/ building damage/ flow of movement/ trip hazards/ fire signs displayed and visible/ fire doors not blocked/ relevant fire prevention equipment (if required)</li> </ul>			



**SUBSEQUENT H&S CHECK PAGES**

Date:

Page:

GENERAL H&S PRACTICE TO LOOK FOR	AREAS/ ROOMS CHECKED <i>(identify)</i>	KEY POINTS NOTED	ACTION <i>(1,2,3 depending on priority)</i>
<p><i>(Repeat from the previous page)</i></p> <ul style="list-style-type: none"> <li>• Fire Exit Signage/ Fire Plan</li> <li>• Fire door signs</li> <li>• Fire Equipment</li> <li>• Fire holding area (if applicable)</li> <li>• H&amp;S Sign</li> <li>• First Aider/ First Aid Box locations/ First Aid box checks (sample)</li> <li>• Medication Cupboard (lockable)/ recording</li> <li>• Signing-in procedures/ security access/ Visitors' badges</li> <li>• Waste disposal bins</li> <li>• PAT testing</li> <li>• General H&amp;S- carpets/ wet floors/ lighting/ noise levels/ hot drinks/ staff and pupil clothing</li> <li>• Toilets/ Hand washing facilities</li> <li>• Storage of food (including staff food/ staffroom)</li> <li>• Site transport v pupil movement</li> </ul> <p><b>Within areas/ rooms</b> General safety/ building damage/ flow of movement/ trip hazards/ fire signs displayed and visible/ fire doors not blocked/ relevant fire prevention equipment (if required)</p>			

## **Guidance List of Health and Safety Documents/ Record Keeping**

### **General**

- Health and Safety Policy
- Emergency Plan
- Internal/ External Assessment or Reviews regarding H&S and Emergency Plans
- Recorded documentation in relation to any significant incidents/ emergencies
- Health and Safety Incidents Log
- Health and Safety Incidents reported to HSE (in some cases via Wellworker, in line with RIDDOR) and FHT Central Team
- Health and Safety Reported Concerns
- Risk Assessments (including any Risk Assessments for Off-Site Visits in partnership with Evolve) and other High Risks which are reported to FHT
- Monitoring of Safety in relation to Transport on site/ movement of pupils
- Missing Pupils information
- Information or near misses regarding H&S matters
- Termly analysis of relevant H&S information
- Health and Safety Training Provided, including dates of when key information provided for staff
- Records and data relating to violence/ threatening or abusive behaviour to staff (this will also be linked into Personnel Management)
- School Emergency Plan

### **First Aid/ Medical**

- First Aid Treatment
- First Aid Box Checks
- Administering of Medication Records
- Availability of Specific First Aid needs in the school
- Termly analysis of First Aid Data
- First Aid Training Provided, including dates of when key information provided for staff and specific training in relation to individual needs within the school e.g. Epi-pen

### **Mini-Bus**

- Relevant documents – MOT/ Insurance etc.
- Mini-Bus Checks
- List of Mini-Bus Drivers and any relevant documentation
- Training

### **Site/ Equipment**

- Fire Log Book, including evaluation/ drill information and dates/ timings, Fire equipment and signage checks and training

- Personal Emergency Evacuation Plan and training in relation to these
- Alarms and lifts checks
- Latest Asbestos Survey and any amendments to this
- Induction for Contractors on site, including location of asbestos, fire / evaluation procedures/ site security
- Legionella checks
- Gas Safety Checks
- PAT testing
- Learning Equipment Annual Checks e.g. PE Equipment/ Large Scale Play Equipment/ DT Equipment
- Hazardous Substances on school premises information/ risk assessments in relation to this/ stock limits
- Any external inspections re COSHH
- Waste disposal records

**The FHT Health and Safety Policy (March 2015) was formally reviewed and adopted on:**

**School:** .....

**Date:** .....

**Signed:**  
**(Chair of Governors)** .....

**Date:** .....

**Signed:**  
**(Head teacher)** .....