Cheshire Academies Trust

Inspiring hearts and minds

Health and Safety Policy

Next Update: Autumn 2023

Policy Statement

Cheshire Academies Trust (CAT) believes that health and safety is of paramount importance. We aim to make our academies a safe and healthy place for children, parents, staff, volunteers, visitors and intend to:

1. establish and maintain a safe and healthy environment throughout the academies;
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. maintain all areas in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. formulate effective procedures for use in case of fire and for evacuating the academy premises;
7. lay down procedures to be followed in case of accident;
8. teach safety as part of pupils' duties, where appropriate;
9. provide and maintain adequate welfare facilities and to make recommendations for improvements as appropriate.

Responsibilities

Responsibility of Cheshire Academies Trust, Board of Trustees

1. Trustees will ensure that CAT has a Health and Safety policy which will support each academy within CAT in developing operational policies and procedures.
2. The Trustees will ensure that each CAT academy has governors' Committee with overall responsibility for Health and Safety, which will be responsible for ensuring reviews are carried out as required
3. Trustees will ensure all staff are covered by Employers Liability Insurance or equal provision (e.g. DfE Risk Protection Arrangement) to provide cover for injury to staff acting within the scope of their employment.
4. It is the Trustees responsibility to make sure that proper procedures are in place; and that staff are aware of the procedures and fully trained. This responsibility is delegated to the Local Governing Body via the Trust's Scheme of Delegation

Responsibility of Local Governing Bodies

1. Governors will ensure that their academy develops operational policies and procedures in accordance with the CAT Health and Safety Policy.
2. The operational policies and procedures and their implementation within their academy, will be reviewed annually or more frequently if best practice guidelines change and/or experience requires a change.
3. The governor's committee with Health and Safety responsibility at each academy will be responsible for ensuring the reviews are carried out as required.
4. Governors will ensure that staff at their academy receive proper support and training where necessary in line with policy.
5. Governors will ensure that accurate records are kept of the administration of health and safety within their academy.

Responsibility of the Headteacher

The Headteacher at each academy has a strategic responsibility for ensuring implementation of this Health and Safety policy; that it is appropriately reviewed on a regular basis, for ensuring that detailed procedures are in place for delivery of the policy, that records are accurately kept, that the policy and procedure are put into practice within the academy and that all staff are appropriately trained and briefed on their responsibilities.

Day to day decisions will fall to the Headteacher or in their absence the Vice Headteacher. They are responsible for implementing the Health and Safety policy within the academy. In particular:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and advise the CAT Board if the policy requires revision or amendment.
2. prepare an emergency evacuation procedure for their academy and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded and evaluated;
3. prepare an emergency lock-down procedure for their academy and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded and evaluated;
4. make arrangements to draw the attention of all staff employed at their academy to the safety policies and procedures and of any relevant safety guidelines and information issued by the academy or Trust;
5. make arrangements for the implementation of the academy's accident reporting procedure and draw this to the attention of all staff at the academy as necessary;
6. make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the academy will be appropriately informed;
7. ensure that regular safety inspections are undertaken by the Health and Safety committee and an annual inspection by an externally appointed Health and Safety professional;
8. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
9. report to the governor's committee with responsibility for Health & Safety, any defect in the state of repair of the buildings, or their surroundings, which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
10. monitor, as far as is reasonable in the circumstances, the activities of contractors, hirers and other organisations present on site.
11. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Trustees, Governors and the Headteacher in the management of health and safety at the academy. Such delegated responsibility must be defined as appropriate.

Any additional responsibilities for the management of Health and Safety rest with academy senior leaders and the local governing body.

Staff Responsibilities

As an overarching principle every employee of CAT has a personal responsibility for Health and Safety within the academy environment. All will act to ensure that their academy provides a safe and healthy working environment for all pupils, staff, parents, volunteers and visitors by monitoring the operation and effectiveness of the Health and Safety Policy. In particular staff will;

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. co-operate in meeting statutory requirements. not interfere with or misuse anything provided in the interests of health, safety and welfare;
3. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher;
4. ensure that tools and equipment are in good condition and report any defects to the Headteacher;
5. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
6. ensure that all areas under their control are kept tidy;
7. ensure that any accidents, whether or not an injury occurs, and potential hazards are appropriately reported.
8. exercise effective supervision over all those for whom they are responsible, including pupils;
9. be aware of and implement safe working practices and to set a good example personally, identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
10. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
11. provide written job instructions, warning notices and signs as appropriate;
12. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;

13. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
14. evaluate promptly and, where appropriate, take action on concerns relating to health and safety arrangements;
15. provide the opportunity for discussion of health and safety arrangements;
16. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
17. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
18. where private vehicles are used to transport children to and from academy activities, staff should direct that child restraints and seats appropriate to the age of the children concerned are used and the vehicle is appropriately insured

Consultation

Any concerns regarding health and safety should be brought immediately to the attention of the Headteacher, senior staff member or a member of the governors' Health and Safety Committee. These concerns, if appropriate, should also be logged by the member of staff raising the concern. Advice will be taken from an appropriate independent Health and Safety advisor if necessary.

Responsibilities of Pupils

All pupils are expected, as appropriate to their capabilities, to:

1. exercise personal responsibility for the safety of themselves and their fellow pupils;
2. observe standards of dress consistent with safety and/or hygiene;
3. observe all the safety rules of the academy and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Trustees, Headteacher, Staff and Governors will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction or notices.

Visitors

Regular visitors and other users of CAT premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of each CAT Academy.

Pupil's Returning to their Academy After Major Injuries / Exceptional Temporary Medical Condition

Arrangements for pupils returning to their academy after major injuries, surgery etc. are set out in the CAT Medicines and Medical Needs Policy.

Risk Assessment

This involves a structured approach to the appraisal of all risks within the academy setting. The process involves identifying the significant risks arising out of daily activities. This is the first stage, to be followed by taking appropriate preventative and protective measures.

STAGE 1 - Identification of Significant Risk

Below are listed the main Health and Safety risks:-

- Traffic
- Fire
- Electricity
- Large PE apparatus
- External climbing apparatus
- Water
- Academy Visits

- Storing of Hazardous Materials
- Lone Working
- Working at Heights
- Child Abduction
- Medicines in Academy (see the CAT Medicines and Medical Procedures Policy)

STAGE 2 Appropriate Preventative and Protective Measures

Traffic

The greatest risk to personnel coming to and from the academy is from motor traffic. Staff continually remind children of the danger of traffic and how to stay safe on the roads. Adults are advised to accompany children to their academy. Parents transporting children to their academy by car, are asked not to park on the yellow lines or to use the academy's car park. Signs are in place to indicate appropriate routes into the academy grounds for children and parents. Parents are asked to wait for their children inside the academy grounds. Staff will monitor, as far as is possible and appropriate, arrival and departure of children to ensure their safety.

Fire Alarm Evacuation and Emergency Action

A fire drill is held each term and the drill is monitored to ensure it is operating effectively. Fire exits are appropriately signed. All external doors are easily opened from the inside of the building. A list of fire procedures can be found by classroom and entrance doors.

Everyday management and vigilance by Staff is taken so that curtains, furnishings, decorations and educational displays added by building users do not constitute an enhanced fire risk. NB: It is essential that all pupil attendance registers should be completed early in each session. The register will be the only check on the children inside the academy if a fire emergency occurs.

During 'public' events at the academy attendees are advised at the start of the event by a staff member or notice of the Fire Alarm and Evacuation procedure and exit route to be followed.

Hot Work Permit - Reducing Potential Fire Risk

Any contractors working on the academy building (interior or exterior) who are using equipment that poses a potential fire risk (i.e. naked flame, heated equipment) will be required to complete and conform to the conditions of a 'Hot Work Permit' as recommended by the Health and Safety Executive (HSE). The academy office will hold blank copies for contractors to complete, copies of issued permits, the permit checklist/ procedures, and monitor the contractor's adherence to the permit's conditions.

Electricity

Children are taught the dangers of mains electricity in the academy. They are also taught not to use any electrical appliance without adult supervision, except for older children who have been instructed in the safe use of specific electrical equipment, i.e. overhead projectors and laptop computers.

Large PE Apparatus

In assessing the use of PE apparatus, staff will apply their professional judgement in identifying activities designed to develop the physical capabilities of children, while taking into account Health and Safety requirements, and may prohibit children from some activities if they are not entirely satisfied with the safety of all children, i.e. height of children above the floor. Children are taught never to go onto large apparatus without staff supervision. The safe movement of apparatus by children is emphasised by all staff.

The PE apparatus is professionally inspected and maintained annually to ensure it is safe and remains fit for purpose.

External Play Areas

Children are only permitted to use the play area equipment at any CAT Academy under staff supervision. A member of staff on duty should decide on specific prohibition in wet or icy conditions and when children wear shoes that are unsuitable. Children must not play on the equipment before or after the academy is in session. Parents/Carers should not let visiting siblings play on the outdoor equipment during the periods of dropping off or collecting their other children from the academy. Notices to Parents/Carers to this effect will be placed near to the play area.

The External apparatus is professionally inspected and maintained annually to ensure it is safe and remains fit for purpose.

Swimming

It is part of the CAT 11 by 11 promise that all children will learn to swim and be aware of the dangers of water. An appropriate risk assessment is in place at each academy for swimming activities. At the pool there is at least one qualified instructor. The children are supervised in the changing rooms and never enter the pool unaccompanied. Children in class, not swimming on the day, remain at their academy under the supervision of another teacher. All staff responsible for teaching swimming are familiar with the policy.

Academy Visits

All Academy visits are subjected to specific detailed risk assessments which are recorded on the EVOLVE electronic recording system which is purchased from the Local Authority. Factors considered include:-

Environmental Issues (e.g. weather, geographical)

- Weather forecast checked where appropriate.
- Physical topography and identified risk areas of location to be visited.
- Activities programme amended where necessary.

Transport (e.g. vehicles, drivers, arrival and departure of vehicles, breakdowns)

- Driving hours limited.
- Back-up driver on long journeys.
- Control of party whilst waiting.
- Seat belts used at all times.
- Marshalling as group leaves coach, etc.
- Appropriate stops for eating and care arrangements en route.
- Existing national educational guidance on transport of children in private cars and minibuses followed

Equipment/Clothing/Substances

- All clothing appropriate to the activities and location, including the use of weatherproof clothing. Appropriate footwear worn.
- Special equipment checked.
- All equipment appropriate to the activities and location.

Activities and Procedures (e.g. programme of activities, free time)

- Detailed programme, including alternatives for bad weather
- 'Free time' arrangements
- Adequate supervision at all times, with a duty rota in place
- Agree standards of behaviour and conduct
- Equipment suitable for activities and abilities of pupils

Supervision/Competence/Discipline

- Prior assessment of leaders and helpers in relation to the visit, the pupils involved and the activities taking place, supervision ratio to keep sufficient check on all the party
- Code of conduct established and maintained.
- Adequate staffing numbers available
- Appropriate voluntary helpers used and fully briefed on their responsibilities
- DBS check for helpers

Overall Planning, Monitoring and Control (e.g. Accommodation, Emergency Contacts and Communication, Insurance, Medical Arrangements, Parental Information, Research, Special Needs)

Accommodation

- Only suitable accommodation used and checked for appropriate facilities.
- Fire precautions and certification checked. Staff and pupils briefed on fire evacuation procedures.

Emergency Arrangements

- Emergency arrangements include carrying the contact numbers for all the participants, the emergency contact person at academy and for emergency services maintained by the leader of the party.
- Mobile telephone available for emergency use
- Established appropriate emergency contacts with academies and Parents/Carers
- Critical incident procedure functions properly
- Set up effective communication procedures with the group

Insurance

- Risk Pooling Arrangement cover checked and parents informed of the limits of cover provided.

Medical Arrangements

- All relevant medical information of all participants maintained
- All appropriate medical arrangements, including first aid
- Special potential health hazards associated with the site

Parental Information

- Consent given either in writing by parent or carer or via the academy's electronic communication system.
- Parents receive details and are sometimes invited into the academy to discuss the visit (usually in the case of residential visits)

Research

Staff will usually pre-visit and research the area, site accommodation / facilities, and, as far as possible, any organisation also involved in the visit.

Special Needs

- Full account is taken of any special needs requirements.

Storing Materials

Hazardous materials on academy sites are stored in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations 2002. This ensures chemicals and dangerous substances are stored and handled in a way that minimises the risks posed by those substances and which limits people's exposure to them. Steps will be taken to ensure that:

- chemicals stored according to the manufacturer's instructions on the safety data sheet
- the minimum quantity of hazardous substances necessary are kept
- storing incompatible substances separately

- taking steps to prevent release or leakage of dangerous substances
- keeping a spill kit near to storage areas, and ensuring staff are trained in what to do in the event of a spill
- immediate cleaning up any leaks or spills that occur
- using appropriate precautions when handling substances - for example, wearing protective clothing or ensuring adequate ventilation
- ensuring employees who store and handle dangerous substances are properly trained
- checking containers used for short-term storage are properly labelled

Hazardous materials kept on site include:

- Bleach/Disinfectants/Cleaning materials
- Floor stripper and other materials as required with regards to warnings on containers

Apart from oil, large quantities of these materials are not stored on site. Cleaning materials are kept securely in the caretaker's room. Cleaners and Caretakers undertake their work as far as possible when the children have left. Wet and polished floors are cordoned off and warnings and notices are given to the children regarding spills, leaks etc.

Manual Handling

Our aim is to ensure appropriate risk assessments are carried out on appropriate manual handling activities. This covers any transporting or supporting of a load, including the lifting, lowering, pushing, pulling, carrying or moving by hand or by bodily force. The Manual Handling Operations Regulations (MHOR) 1992 (as amended in 2002) are aimed at ensuring that all such operations are properly assessed, that risks are identified and measures taken to reduce those risks as far as is reasonably practicable.

A manual handling risk assessment should be carried out when any new situation is introduced or if there is any reason to suspect the existing assessment is no longer valid or there has been a significant change in matters to which the assessment relates.

Never attempt to lift, support or move any load if you have any doubts about the safety of so doing.

When asking pupils to assist in manual handling tasks ensure due consideration has been given to the physical size of that task and the capability of the pupils involved.

Immobility of Pupils

Short-term immobility

When a pupil or adult has a limb in plaster or is using crutches then the academy will need to assess the means by which that person can move safely around the site and, most importantly, evacuate in the event of an emergency. Staff or, if suitable, other pupils can be allocated duties to provide a steadying hand for balance on steps and slopes for example. However, no untrained person should be allowed to lift, carry or provide significant weight bearing support. If someone requires this level of assistance a full assessment of need should be carried out (involve Parents/Carers if appropriate) as detailed in the CAT Medicines and Medical Needs Policy.

Long-term immobility

Pupils or staff with long term mobility impairment require specific attention to ensure manual handling situations that will be encountered are identified, assessed and controlled so that the health and safety and well-being of the pupil or member of staff is protected.

Lone Working

It is recognised that lone working within the academy environment presents a specific set of Health and Safety risks. The academy has developed and implemented a Lone Worker Policy that should be referred to.

Working at Heights

Academies will comply with the Work at Heights HSE Regulations (2005). The Academy will ensure that;

- all work at height is properly planned and organised;
- those involved in work at height are competent and have received the appropriate training;
- the risks from work at height are assessed and appropriate work equipment is selected and used;
- the risks from fragile surfaces are properly controlled; and
- equipment for work at height is properly inspected and maintained.
- avoid work at height wherever possible;
- use work equipment or other measures to prevent falls where working at height cannot be avoided.
- where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Child Protection and Safeguarding

Each Academy has their own, specific, Child Protection and Safeguarding Policy, a designated Safeguarding Lead and Lead Safeguarding Governor. All staff, governors and other relevant persons receive regular safeguarding training and undergo DBS and other suitability checks on appointment. Internal Trust level and external expert safeguarding reviews are undertaken at each academy on an annual basis.

Children are continually reminded that they must remain within academy boundaries during playtime. Staff on duty keep a watchful eye on the gates and meet visitors' enquiries immediately. All visitors are asked to sign in, in Reception, receive an official visitor's badge, read the safeguarding procedures and produce DBS evidence (if staying in the building) and produce proof of identity if asked for. Measures are taken to prevent people from accessing the building beyond Reception until these checks have taken plan.

Please refer to the CAT Safeguarding Statement of Purpose for more detail.

Lock Down Procedures

In the rare event that leaving the building may pose a risk of harm to staff and children, each academy has an internal procedure for dealing with such incidents. These are known as 'Lock-Down Procedures' and may be initiated due to severe weather, potentially dangerous animal or person, external gas/chemical/smoke leak, etc. and would require that staff and children remain within the building, in secure rooms, until such time as the risk has passed or otherwise been dealt with.

Please see your academy Headteacher for details of the exact procedure at their academy.

Absent Child

If a child is to be absent from their academy, Parents/Carers are requested to inform the academy on the morning of the absence by 9.00am, when a note of the absence will be made in the register. If no phone call has been received by 9.30am, office staff will contact parents by phone or emergency contacts. (also see detailed policy on Lost Child)

Medicines

See CAT Medicines and Medical Needs Policy.

Medical Needs

See CAT Medicines and Medical Needs Policy.

Public Events and Out of Hours Use

Whenever parents and members of the public are invited to academy their attention must be drawn to the Emergency Procedure and Fire Exits.

Anyone authorised to use of the academy outside of academy hours (i.e. hall hire) will be required to complete a detailed application for that covers their responsibilities in relation to Health and safety and to provide details of their public liability insurance. Copies of these forms are kept in the academy office and are regularly reviewed to ensure they are up to date and relevant.

Other Matters

All matters of concern in relation to Health and Safety should be brought to the attention of the Headteacher, a senior staff member or governor as soon as possible. Action will be taken to warn others of the risk and to mitigate any risk identified as soon as possible. Any Health and Safety concerns will be discussed at regular staff meetings, along with appropriate Health and Safety directives. Appropriate Health and Safety training will be made available when necessary.

Accidents

Please refer to the academy's First Aid Policy for full details of the academy policy. All accidents are recorded using the appropriate recording procedure. Staff will be trained on the completion of the relevant pro-forma records. All head injuries are potentially serious and however minor they may appear at first, must be reported to a first aider in order for them to make an informed assessment of the injury and appropriate treatment required. Parents/Carers must be contacted as soon as possible if the first aider thinks it appropriate. It may be appropriate for the child to be collected by a Parent/Carer and taken home, with their physical condition being monitored. The first aider must ensure Parents/Carers are made aware of the injury.

In case of emergency, there are qualified First Aiders on site. Their qualifications are regularly updated and there is also a member of staff with designated responsibility for the checking and renewing of the First Aid boxes. Each CAT academy has access to a defibrillator and staff have received training in its use.

THE LOCATION OF THE DEFIBRILATOR FOR USE BY THIS SCHOOL IS OUTSIDE THE STAFF ROOM. THIS IS LOCATED ON THE RIGHT HANDSIDE AS YOU COME THROUGH THE ENTRANCE AREA. THERE IS ANOTHER DEFIBRILATOR LOCATED IN THE PINEAPPLE ROOM BY THE COMPUTER SUITE.

Details of the accident records completed and overall standards of recording will be monitored by academy senior leaders and the governors' Health and Safety committee. Efforts will be made to identify at an early stage any trends in injuries that may be preventable and action taken to mitigate the risk accordingly.

The academy will comply with the HSE requirements as set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and will refer to the detailed information contained on the HSE web-site for further guidance if considered necessary.