



# HEALTH AND SAFETY POLICY

## AVANTI SCHOOLS TRUST

This is a Category 1 Trust Level 1 Policy:  
(Operationally delegated and applied Trust-wide)

This policy is in force until further notice from:	Summer 2023
This policy must be reviewed by:	Summer 2024
Policy Author(s):	Matt Hassall
Date policy reviewed by Head of Estates	Summer 2023
Location of publication of policy:	Trust Website * / Governor Hub

# HEALTH AND SAFETY POLICY

## CONTENT

STATEMENT OF INTENT .....	5
---------------------------	---



RISK ASSESSMENTS ..... 27

SCHOOL TRIPS AND OFF-SITE ACTIVITIES..... 28

SCHOOL TRANSPORT – E.G. MINIBUSES..... 28

SCHOOL SECURITY.....

## Statement of Intent

This is a Statement of Organisation and Arrangements for the School. In accordance with the Health and Safety at Work etc. Act 1974, it is the policy of the Avanti Schools Trust (AST) to ensure, so far as is reasonably practicable, the safety, health and welfare of all employees, contractors, pupils, visitors, and other persons who may be affected by the School's activities. This policy is supported by the support and active co-operation of all staff, contractors, and pupils of the school.

AST and its Schools will, so far as is reasonably practicable:

- a) ensure that adequate resources are made available to ensure the effective implementation of this policy and to ensure the health and safety of staff and pupils;
- b) ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- c) ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations 1999;
- d) provide and maintain plant and systems of work that are safe and without risks to health;
- e) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- f) maintain any place of work under its control in a condition that is safe and without risks to health;
- g) provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- h) provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and SSC members, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in our premises;
- i) provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- j) give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- k) make arrangements for the provision of a suitable occupational health service for staff;
- l) monitor health and safety performance in its schools to verify that this policy and health and safety standards are being maintained and progressively improved. The School will assist with this process where they are able to;

- m) develop and maintain a positive and proactive health and safety culture; ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.

AST and the School recognises health and safety as an integral element of its organisation, and it will be given equal status alongside other management functions. The School is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly with help of the Health and Safety Management Committee, by the Principal and AST.

The School will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the School. The School will ensure that this policy is effectively communicated to ned(se)9(n)4(egra)-26mn6 0 594.96 842.04 reW r

## Organisational Responsibilities for Health and Safety





and activity rests with the Principal, who will:

Implement the requirements of this policy and ensure compliance with all health and safety legislation within the School.

Demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example.

Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within the School.

Ensure all School decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.

Ensure that School employees and contractors recognise health and safety as an integral element of their work, and that health and safety is given equal status alongside other management functions.

Ensure that the objectives and content of this policy are fully understood by all and that all staff under their control are made aware of their duties and responsibilities in line with the policy.

Ensure that this policy is brought to the attention of all employees, contractors, visitors, pupils, etc.

Ensure that School health & safety policies or procedures are reviewed annually, or when significant changes occur. Review outcomes must be brought to the attention of all employees (including revisions).

All School employees are directly responsible for:

Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.

Co-operating fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.

Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.

Reporting promptly, in the first instance to their manager or Responsible Person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill.

Reporting to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health

chemicals, hot water, sharp tools, etc. Where these risks cannot be eliminated then a suitable and sufficient risk assessment will be conducted to manage that risk.

- resolving health, safety and welfare problems referred to them by members of their staff or referring to the Principal or line manager any problems they are unable to resolve within the resources available to them;
- ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible;
- ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety;
- obtaining relevant advice and guidance on health and safety matters.

### Special Obligations of Any Class Teacher

In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

- raise any health and safety concerns outside their control related to their class area with their immediate line manager;







all pupils, visitors and staff. The management of contractors will be conducted by Site staff and overseen by the Central Estates Team.

AST and The School recognises its responsibilities in relation to the use of contractors. In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors, to carry out some or all of the work, all parties will have some health and safety responsibilities. The client in these circumstances is either AST or the School.

The client and contractor are required to agree the risk assessment

Parent/carer requests for medicines to be administered to their children must be





School.

It is usually necessary to ensure that there is at least one first aider available at all times, taking into consideration staff absence, holidays, lunch breaks, before and after hours, etc.

Staff nominated to administer first aid will attend one of the following courses: first aid at work, emergency first aid, and paediatric first aid or equivalents.

All glass in doors and side panels must be safety glass and all replacement glass is to be of safety standard. The condition of glass is monitored by premises staff and any glass in a dangerous condition must be immediately replaced. Any single glazed units are checked regularly by premises staff and high-risk areas filmed or replaced with laminated glass as deemed necessary. A regular glass and glazing survey will be carried out by a competent contractor and records kept up to date.

### Hazardous Substances (COSHH)

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 impose duties on employers to protect employees who may be exposed to substances hazardous to health at work, and others who may be affected by such work.

COSHH covers chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on the packaging, then the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases, biological agents that cause diseases such as Leptospirosis or Legionnaires Disease; and biological agents used in laboratories.

Specific regulations.

The School will ensure that COSHH assessments are carried out on all hazardous substances prior to use. The COSHH assessment, which provides information on specific hazards, first aid measures, personal protective equipment etc. will be reviewed annually. The material safety data sheets must also be kept up to date and stored with the risk assessments.

o oU

and personal responsibility by all for keeping our schools clean and tidy is essential to this)  
from outside bodies via an annual Service Level

## Lifting Operations and Lifting Equipment

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) apply to any item of lifting equipment including new or existing equipment, second-hand or leased equipment and the accessories used for lifting.

Lifting equipment is work equipment designed and used for lifting and lowering loads; such as cranes, lifts, and hoist; and includes its attachments used for anchoring, fixing or supporting it.

An EC Declaration of conformity to be kept for the life of the equipment.

Examination reports to be kept for the following periods of time:

- Before first use, the examination reports of the lifting equipment should be kept

## Lone working

The Health and Safety at Work Act 1974 places a duty on employers to ensure the health, safety and welfare of employees. The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work. This will include the risks to staff from lone working.

An annual inspection of all gymnasium equipment takes place by a competent company. Any defective items are highlighted and repaired or replaced as necessary. All other PE Equipment is monitored by staff and repaired or replaced when needed.

## Manual Handling

The Manual Handling Operations Regulations 1992 apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Employers are required to:

Avoid the need for manual handling, so far as is reasonably practicable;

Assess

Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

The School will be responsible for carrying out risk assessments for all manual handling activities, which pose a significant risk of injury to staff and to update and review as necessary

Employees are required to:

Follow appropriate systems of work;

Make proper use of equipment provided;

Co-operate with their employer on health and safety matters;

Inform the employer if they identify hazardous handling activities;

Take care to ensure that their activities do not put others at risk.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed. The School will ensure appropriate training records are maintained.

If a member of staff develops any medical/physical condition, the Responsible Person should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

## Monitoring the Policy and results

Checks, reports or complaints are monitored by the School Health & Safety Committee the Business Manager and reviewed by the SLT of the school or AST.

## New & Expectant Mothers

The Management of Health & Safety at Work Regulations 1999 place a duty on employers to





Provide employees with hearing protection if the noise exposure cannot be reduced enough by other methods;  
Make sure the legal limits on noise exposure are not exceeded;  
Provide employees with information, instruction, training and health surveillance

There should be consideration given to the effects of hand arm vibration caused by some machinery / tools and an appropriate risk assessment should be carried out. More information and a calculator can be found at:

<https://www.hse.gov.uk/vibration/hav/vibrationcalc.htm>

Some staff will be given particular consideration when making a noise risk assessment, for example people with a pre-existing hearing condition, those with a family history of deafness (if known), pregnant women.

### Permit to work

# and other hazardous activities will need to follow the required permit to work system gaining authorisation from the Premises Team first before starting work.

### Personal Protective Equipment (PPE)

The Personal Protective Equipment Regulations 1992 are designed to protect people from risks to their health.

PPE should be properly assessed before use to ensure its suitability and must be maintained and stored properly. Employees should be provided with instructions and training on how to use PPE safely and be supervised to ensure the equipment is being used correctly, by their line manager

hh- weather) which is intended to be worn or held by a person at work and which protects him

high-visibility clothing, safety footwear and safety harnesses.

All PPE should be identified through risk assessment, but only if the identified risks cannot be reduced by other means.

Subject areas provide pupils and students, teaching and technical staff with suitable PPE in accordance with their risk assessments. PPE identified for use in a particular situation must be worn when necessary by the identified persons.



been significant changes in the matters to which it relates, or annually, whichever is the sooner.

A Blank Risk Assessment Proforma is available to record risk assessments.

The School will be responsible for ensuring that risk assessments are undertaken, recorded and reviewed within the establishment by appropriately qualified and identified staff.

Employees' have a duty to cooperate with their employer when they are conducting risk

The Provision and Use of Work Equipment Regulations 1998 set out specific requirements for the selection, maintenance and inspection of work equipment, and the provision of appropriate instruction, information and training, to ensure its safe use. These regulations cover minibuses that the school either owns or hires.

Each minibus must have a Section 19 Permit disc displayed on the windscreen to enable its use without having to comply with the full passenger carrying vehicle entitlement (PCV) operator licensing requirements and without the need for their drivers to have PCV entitlement.

It is the responsibility of the School to ensure that a Section 19 Permit is displayed on the minibus windscreen at all times.

Minibus drivers must be over the age of 21 and have received appropriate minibus training. The School shall maintain a list of appropriately qualified minibus drivers.

All minibus drivers must complete the vehicle log each time the minibus is used and carry out a pre-use check.

All vehicles must have:

premises both during school hours and out of school hours, and the personal safety of staff and pupils.

There are a number of methods for enhancing security. Knowledge of previous incidents and seeking advice from relevant internal and external agencies will be considered when determining the most appropriate security measures.

Examples of security measures:

- Controlled entry system at gates and main entrance.

- Fencing around perimeter

- Intruder alarm system

- Visitors signing book and badge system

- Procedures for dealing with trespassers

- Appropriate recording procedures for incidents relating to security

- Lockdown due to civil disturbances etc.

Internal/ External Agencies:



should be carried out.

The following key issues should be considered when carrying out the traffic management risk assessment:

By law, pedestrians or vehicles must be able to use a traffic route without causing danger to the health or safety of people working near it;

Roadways and footpaths should be separate whenever possible;

Protection for people who work near vehicle routes;

By law, traffic routes must also keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead on to them, so the safety of pedestrians is not threatened;

As far as possible, parked vehicles are kept out of the flow of traffic and people;

Drivers are notified of designated parking areas on entering the site;

Parking areas are demarcated, which reduces manoeuvring and reversing for large vehicles;

As far as possible, avoid reversing. When this is unavoidable make sure effective systems are in place to control it;

As far as possible schedule vehicle movements to prevent overcrowding, of site and surrounding roads;

By law, traffic routes must also be suitably indicated where necessary for reasons of health or safety;

Install clear signs to tell drivers and pedestrians about the routes they should use;

Where signposts are used, they should be constructed to Highway Code Standards; and

Make sure the signs are kept clean and visible.

## Violence/Personal Safety of Staff

The Management of Health and Safety at Work Regulations 1999 places duty on employer to consider and assess the risks to employees. This would include the risk of reasonably foreseeable violence.

Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally, in circumstances relating to their work.

Physical or verbal abuse of staff within the School will not be tolerated. Consequently, a risk assessment will be undertaken to identify and minimise the risk to staff from potentially violent persons or situations. The Principal is responsible for undertaking a risk assessment to cover potential violence at work.

Staff will, where appropriate, receive information, instruction and training on the risks from potential violence and aggression, and how to avoid or minimise potential violent or aggressive situations.

All acts of physical or verbal abuse must be reported using the appropriate report procedures. As an employer AST and the School will support any employee who is assaulted







contact with the child, the work is likely to be regulated activity. If so, the School will ask the employer providing the work experience, to ensure that the person providing the instruction or training is not a barred person.

## Measuring Performance

It is essential that effective mechanisms exist to feedback performance information for review in the continuous improvement cycle. Effective feedback is to be encouraged to ensure that environment and safety policies, standards, arrangements and regulations remain effective and that opportunities for improvement are identified and taken.

All School departments shall measure how effectively environment and safety requirements have been implemented and risks controlled across their area of responsibility to contribute to the School picture. This shall include how well the environment and safety culture is being developed and the currency of standards and best practice. There are a wide range of techniques that can be applied to measuring performance. These fall into two broad categories; active and reactive. The techniques outlined below shall be considered as the basic minimum for application.

### Active Measurement

Active Measuring techniques give feed-back on performance before accidents, incidents or ill health occur and provide a firm basis for decisions to be made about improvements in risk control and the environment and safety management system.



Details of enforcement action from external regulators, including improvement and prohibition notices and, where relevant, prosecutions.

## Audits and Review

### Audits

Audit is an essential part of AST safety management system. A useful definition of audit in efficiency, effectiveness and reliability of the total environment and safety management system and drawing u @ judgments about the adequacy of performance. Audit shall aim at establishing that:

- Appropriate management arrangements are in place and effective
- Adequate risk control systems exist, are implemented, and consistent with the hazard profile of the organisation
- Appropriate precautions are in place and effective.

Audits will be conducted as stated in the health and safety management plan.

### Review

Reviewing is the process of making judgements about the adequacy of performance and taking decisions about the nature of the actions necessary to remedy deficiencies and maintain continuous improvement. Internal reviews of performance shall be undertaken at all levels within the School. Information may be taken from the activities undertaken to measure performance, including the outcomes of audits and more informal assurance. Review of performance against targets, objectives and performance indicators must consider how well the organisation is achieving the performance levels that it has set itself at all levels.

Review shall also consider progress in management of corporate environmental and safety risks. The feedback of information on successes and failures shall be a continuous process, including identification of remedial actions, shortfalls in policies, standards, arrangements, etc. and for revision of objectives and targets.

## Glossary of Health and Safety Terms

Accident

An undesired event resulting in death, injury, damage to health, damage to property or other form of loss

Allergen

Substance causing an allergic reaction in a person who is sensitive to that substance

Appointed Person

Hazard

Potential for harmful effects

Health & Safety Executive

Organisation responsible for proposing safety regulations through-out the UK. It is responsible for enforcing, statute, regulations, approved codes of practice and guidance

Improvement Notice

A statutory notice that is issued by an authorising body such as Health and Safety Executive (HSE), Environmental Health Officer (EHO) or Fire Officer on discovery of a breach of statute. It states that an offence has been committed, what action needs to be taken, the reason for the action and the time deadline by which it must be taken

Incident (or Near Miss)

A generic term for those events that do not cause significant harm but which might have done so under different circumstances

Manual Handling Operations

Tasks that require a person to exert force in order to lift, lower, push, pull, move, carry, hold or restrain an object

Near Miss

o · @

Permit to Work

Formally delivered criteria for control/risk reduction when undertaking pre-planned work that is hazardous, either because of its location or the nature of the activity.

Policy

... healthy working environment and the responsibility, organisation and arrangements for pursuing and implementing the strategy

Prohibition Notice

A statutory notice that is issued by an authorising body such as

Health and Safety Executive (HSE), Environmental Health Officer (EHO) or Fire Officer on discovery of a breach of statute that presents a risk of serious personal accident. The effect of the Prohibition Notice is to stop the activity from starting or to cause it to cease if it has already started.

### Regulation

A statutory device made under a general provision that is contained in an act of parliament. Regulations themselves are approved by parliament and are generally absolute legal standards.

### Risk

A quantifiable expression of the likelihood of injury or harm resulting from a hazard

### Risk Assessment

A formal estimation of the likelihood that persons may suffer injury or adverse health effects as a result of identified hazards

### Risk Management

The introduction of change or control measures with the intention of eliminating or bringing the level of risk associated with a hazard within acceptable limits

### Safe System of Work

A method of working designed to eliminate, if possible, or otherwise reduce risks to health and safety

### Safety Culture

A general term for the degree to which the culture of an organisation promotes and cooperates with safe and healthy work practices

### Stress

That which might result when an event or situation places increased demand on a person's mental or emotional resources. Sources of stress may arise from domestic or social situations as well as occupational circumstances.

The individual's response to such situations can lead to health and safety related problems such as depression, cardiovascular disease, Musculo-skeletal disorders and an increased tendency to be accident-prone.

### Ventilation

Movement of air, usually associated with the introduction of fresh air

### Workstation



The combination of equipment items that a user requires to fulfil their allotted tasks. In Display Screen Equipment terms, the components might include: desk, chair, computer monitor, keyboard, processing unit and such ancillary equipment as required by the work, such as document holder or telephone.

Appendix 1 [Contractor Management Plan.docx](#)

Appendix 2 [Local Asbestos Management Plan.docx](#)

Appendix 3 [Legionella Written Scheme of Control.Nov 22.docx](#)