



Symphony Learning
TRUST

Symphony Learning Trust Multi Academy Health & Safety Policy

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| Adopted by Symphony Learning Trust on | Autumn 2020 |
| Next Review Due | Change of Regulations |
| Version | 1 |

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1.0 Statement of Intent

- 1.1 As a responsible employer, Symphony Learning Trust, Ashby Hastings Primary School, Ashby Willesley Primary School, Fairfield Community Primary School, Glen Hills Primary School, The Meadow Community Primary School, Newcroft Primary School, Old Mill Primary School and Thornton Primary School will honour its legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.
- 1.2 Symphony Learning Trust recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students, visitors and any persons affected by its activities so far as is reasonably practicable.
- 1.3 In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken, and arrangements will be made, where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.
- 1.4 Symphony Learning Trust is committed to the prevention of accidents and ill health.
- 1.5 Symphony Learning Trust will work towards continual health and safety improvement.
- 1.6 To achieve these objectives, we will:
 - Conduct all our activities safely and in compliance with legislation and where possible, best practice
 - Ensure the provision of safe working conditions and safe equipment
 - Ensure a systematic approach to identify risks is developed and implemented and ensure sufficient resources are allocated to control them
 - Ensure the provision of suitable information, instruction, training and supervision
 - Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
 - Promote the principles of sensible risk management
 - Monitor, review and modify this policy and any arrangements as required.
- 1.7 All of Symphony Learning Trust employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

Signed:

Chief Executive Officer

Date:

2.0 Symphony Learning Trust Organisation – Roles and Responsibilities

Background & Context

- 2.1 The MAT is a charitable company operating under Articles of Association and Memorandum of Association signed by the Members.

Structure & Organisational Responsibilities

- 2.2 The Members have appointed Trustees who are to ensure that the charitable objectives of the Trust are carried out. The Board of Trustees is the corporate body.
- 2.3 The Board has appointed the Chief Executive Officer (CEO) who has been delegated responsibility for the executive management and the performance of the Trust and all Academies. The Board will determine overarching H & S objectives for the organisation that are aligned to the vision and aims of the MAT.
- 2.4 The responsibilities are delegated by the Board in line with the Articles of Association and are outlined in the trust's Scheme of Delegation and/or Controls Matrix and Terms of reference.
- 2.5 The CEO leads the Trust's Senior Leadership (SLT) and will delegate executive management functions to the members of the SLT. The CEO retains accountability to the Trust Board for the performance of the SLT.
- 2.6 Tony O'Brien from the Leicestershire County Council Health & Safety Team is the competent HSE representative for the Trust.
- 2.7 The Board has delegated some areas of governance within each Academy of the MAT that will be overseen by a Local Governing Body.
- 2.8 Each Local Governing Body comprises of Parents, Staff and Community / Co-opted governors along with ex-officio senior leader(s).
- 2.9 Where Business Managers report to the Trust Executive Team rather than the Head Teacher, they hold shared responsibility with the Head Teacher for the health and safety performance within their Academy.
- 2.10 Local Arrangements within each Academy - please refer to the link below for Academy local policies.

Ashby Hastings Primary School - <https://www.ashbyhastingsprimary.co.uk/>

Ashby Willesley Primary School - <https://www.ashbywillesley.org.uk/policies-and-procedures>

Fairfield Community Primary School - <https://www.fairfieldcpschool.co.uk/policies/>

Glen Hills Primary School – <https://www.glenhillsprimary.co.uk/key-information/our-policies/>

The Meadow Community Primary School
<https://www.meadowcommunity.leics.sch.uk/school-policies>

Newcroft Primary School – <https://www.newcroftprimaryacademy.co.uk/policies>

Old Mill Primary School – <https://www.oldmillprimary.co.uk/policies>

Thornton Primary School – <https://www.thornton.leics.sch.uk/policies-and-procedures/>

| | | Signatory | Sign: | Print: | Print: |
|------------------------------|--------------------|------------------------|-------|-------------------|--------|
| Approved By | MAT Executive Lead | MAT CEO | | Tim Sutcliffe | |
| Endorsed/ratified by | MAT Board | Chair of the MAT Board | | Nigel Harrison | |
| Communicated to Academies by | MAT CFO | MAT CFO | | Talvinder Tundall | |



Symphony Learning
TRUST

Symphony Learning Trust Multi Academy - Organisational Structure

Please see below link -

<https://www.symphonylearningtrust.co.uk/about-the-trust>



Chief Executive Officer

2.11 The Trust Board has appointed the Chief Executive Officer (CEO) who has been delegated responsibility for the executive management and the performance of the Trust and all member Academies for health and safety. The CEO will be responsible for:

- Providing termly health and safety reports to the MAT Board for review.
- Ensuring adequate resource is provided for health and safety.
- Setting clear health and safety values and standards throughout the MAT.
- Establishing clear and measurable health and safety aims and objectives.
- Ensuring the provision of competent health and safety advice.
- Ensuring any health and safety shortcomings are identified and rectified in a timely manner.
- Consult with staff, union representatives, safety committees and stakeholders on health and safety matters.
- Ensure the health and safety policy and arrangements are reviewed and implemented throughout the MAT.
- Ensure that all plant and work equipment provided is selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations.

2.12 Ensure that risk assessments are undertaken by competent persons and that adequate control measures are implemented to reduce risks so far as is reasonably practicable. Tony O'Brien from the Leicestershire County Council Health & Safety Team is the competent HSE representative for the Trust.

- Ensure that accidents and incidents (including near misses and violence and aggression) are properly reported and investigated and the findings acted upon without delay.
- The Chief Executive Officer may delegate specific responsibilities to other members of Symphony Learning Trust's staff, however the CEO will still be accountable for ensuring the responsibilities are fulfilled.

Chief Financial Officer

- Reviews the annual budget for health and safety for all academies within the MAT.
- Report any shortcomings in health and safety budget to the CEO/Trust Board.

Trust Governing Body

2.13 The Trust Board has delegated governance responsibility for holding each individual member academy Head Teacher/Head of School to account for H&S management and operational matters relating to the academic work of each individual academy (lesson risk assessments, trips, use of the building for teaching and learning, etc.) to Local Governing Body. The Trust Board has delegated governance responsibility for holding the CEO (as defined in the organisational chart above) to account for H&S management and operational matters relating to all non-academic matters across the Trust.

2.14 The Local Governing Body/Academy body responsible for governance as outlined above is responsible for:

- Monitoring the implementation of the MAT's health and safety policy (with regards to academic matters – where this is the case)

2.15 The Trust Board is responsible for:

- Establishing clear lines of local accountability for health and safety
- Periodically assessing the effectiveness of its implementation of the MAT policy and ensuring that the need for any necessary changes are communicated to the Board and Executive Leadership Team
- Ensuring that responsible staff have access to competent health and safety advice
- Ensuring the provision of a business continuity plan and SEMT (Senior Emergency Management Team) for each school within the Trust, ensuring that the Academy allocates sufficient funds for health and safety

2.16 Executive Head Teacher/Head Teacher

Executive Head Teacher/Head Teacher has been delegated the responsibility of the management of safety and implementation of this policy within Symphony Learning Trust.

The Executive Head Teacher/Head Teacher will implement an occupational health and safety management system to comply with The Management of Health and Safety at Work Regulations 1999. To help achieve this The Head Teacher will:

- The Executive Head Teacher/Head Teacher will ensure compliance with Symphony Learning Trust's health and safety policy.
- Make clear any duties in respect of health and safety, which are delegated, to members of staff.
- Make him/herself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of the Academy and maintain an up to date system of policies, procedures and risk assessments.
- Co-operate and communicate with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties set out in Appendix 1.
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk.
- Ensure the health and safety policy, procedures and risk management programme are implemented as an integral part of business operational planning and service delivery.
- Co-operate and communicate with the Governing Body/Academy Trust/SLT/CEO
- Undertake regular monitoring and ensure the provision of adequate resources to achieve compliance.
- Provide a termly health and safety performance report to the Local Governing Body.
- Ensure that local procedures for the selection and monitoring of contractors are in place.
- Take appropriate action under the Symphony Learning Trust disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures.
- Ensure the Academies have access to competent health and safety advice.
- Ensure there is a clear system for reporting accidents and incidents.
- Facilitate health and safety audits.

2.17 In addition to their statutory duties, the Executive Head Teacher and Head Teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

2.18 Head Teachers may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively and efficiently implemented. Specific duties and responsibilities in relation to specific job roles are set out in appendix 1 of this policy.

2.19 **Senior Leadership Team**

The senior leadership team for the Trust will comprise of the following persons, CEO and CFO. The senior leadership team will:

- make themselves familiar with and ensure the Academies compliance with this policy.
- Monitor the effectiveness of this policy, identify any shortcomings within the policy and communicate them to the Governing Body.

2.1 **Business Manager**

- Will be responsible for ensuring the day to day operational requirements of the health and safety policy are implemented.
- Will maintain an up to date copy of the health and safety policy together with all associated documentation relevant to the faculty involved.
- Notify the Premises Manager/Premises Officer and/or Head Teacher/Head of School of any health and safety concerns and any financial implications identified by the risk assessment process.
- Liaise with and report directly to the Governors, Head Teacher and SLT on matters of Health and Safety.
- Ensure that all certification and statutory inspections are kept up to date.
- To investigate accidents, dangerous occurrences and near misses, complete accident reports.
- Facilitate health and safety audits.
- Provide termly health and safety performance reports to the SLT.
- Ensure the Trust has a Management of Medications Policy.
- Ensure the Trust has an Off-Sites Visits Policy.
- Ensuring resource is allocated to enable statutory inspections, risk assessments, property maintenance and equipment maintenance to take place at the correct intervals and when necessary.
- Ensuring there is a system in place for contractor procurement that identifies contractor competency.

- Ensure the provision of resources for staff health and safety training.
- Establish a health and safety training plan and matrix to identify staff training needs.

Premises Manager/Premises Officer

2.2 The Premises Manager/Premises Officer is responsible for day to day management of property maintenance and compliance checks. The Premises Manager/Site Manager/Premises Officer will be responsible for:

- Have a general responsibility for the application of the school's health and safety policy to their own area of work and are directly responsible to the Business Manager and or Head Teacher.
- Will establish and maintain safe working procedures including (referring to relevant legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- Carry out regular health and safety assessments of the activities for which they are responsible, and report to the Business Manager/SLT/Head Teacher/Head of School any defects, which need attention. Monitor their effective implementation by staff under their control.
- Where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
- Advise the Head Teacher /Head of School and/or Business Manager on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.
- Carry out compliance checks in accordance with their job description.
- Liaise and co-operate with The Head Teacher and/or Business Manager on property related matters
- Retain and maintain compliance and health and safety related documentation and ensuring this documentation is backed up digitally.
- Ensuring statutory surveys, risk assessments and reports are organised with competent contractors.
- Conducting contractor induction and recording the process.
- Reporting incidents, accidents, dangerous occurrences and near misses to the Head of School/Head Teacher/Business Manager.

- Undertaking any training identified by the Business Manager/Head of School/Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.

Catering/Kitchen Manager

(This section only applies to those Academies within the Symphony Learning Trust whose catering contactor is in-house)

2.3 The Catering/Kitchen Manager is responsible for activities undertaken within the school kitchen and will:

- Take responsibility for the day to day management of health, safety and wellbeing within the school kitchen and the activities undertaken by kitchen staff.
- Advise the Premises Manager/Premises Officer and/or Head Teacher of any health and safety concerns.
- Provide risk assessments for activities associated with work and relevant employee in the kitchen. Monitor their effective implementation.
- Ensure health, safety and wellbeing information is communicated to catering staff.
- Report accidents, dangerous occurrences and near misses to The Business Manager.
- Ensure a food safety policy is devised and communicate to kitchen staff.
- Ensure the provision of adequate PPE for staff that they are responsible for.
- Undertake any training identified by the Business Manager/Head of School/Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.

All Staff

2.4 All employees, agency, peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All staff are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or omissions.
- Cooperate with their line manager and senior management to work safely
- Comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare

- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements and/or workplace.
- Support the Academy in embedding a positive safety culture that extends to pupils and any visitors to the site.
- Undertake any training identified by the Business Manager/Head Teacher/Head of School to enable them to perform their duties at the level of responsibility allocated to them.

Pupils

2.5 All pupils are expected to behave in a manner that reflects the individual academies behaviour policy and in particular are expected to: -

- Take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the Academy.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of Academy staff any health and safety concerns that they may have.

Shared site users

2.6 Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. Each Academy as the primary site user will have the lead responsibility.

All users of the shared site must agree to:

- Co-operate and co-ordinate on health and safety matters
- Provide information relating to any additional risks or procedures which will be new or unusual to those sharing the site that may arise from their activities
- Meet the insurance requirements of the Academy's insurance provider
- Familiarise themselves with and communicate to their employees/users the Trust's health and safety arrangements

The Trust will ensure that:

- The premises are in a safe condition for the purpose of use
- Adequate arrangements for emergency evacuation are in place and communicated users are consulted on health and safety matters
- Each Academy's health and safety arrangements are made available to shared users

Lettings

2.7 Each Academy has a lettings policy. The policy covers procedures for fire evacuation, security arrangements, the requirements relating to accident, assault and near miss reporting and requirements for the provision of first aid.

Persons/organisations letting the site must agree to:

- co-operate and co-ordinate with the Academies on health and safety matters
- agree to the terms of the lettings policy in relation to health and safety arrangements.
- provide information relating to any additional risks or procedures which will be new or unusual to those of the particular Academy that may arise from their activities.

The Trust will ensure that:

- the premises are in a safe condition for the purpose of use
- the health and safety arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises
- adequate arrangements for emergency evacuation are in place and communicated

3.0

- 3.1 The following arrangements will be adopted to ensure that the Governing Body/Trust Board, the CEO and the Head of School/Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the site.

Setting health and safety objectives

- 3.2 The Governing Body/Trust Board and the Head of School/Head Teacher and CEO will specifically review progress of health and safety objectives at the termly meeting of the Governing Body/Trust Board. Where necessary health and safety improvements will be identified and included within the Trust's action plan.

Provision of effective health and safety training

- 3.3 The Governing Body/Trust and the Head of School/Head Teacher will consider health and safety training on an annual basis in line with the Trust Board's health and safety training matrix focussing on mandatory training as a priority.

Establishing adequate health and safety communication channels

- 3.4 Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:
- senior leadership team meetings and staff meetings
 - provision of information relating to safe systems of work and risk assessments
 - training provided
 - communications with relevant specialist advisors and bodies
- 3.5 Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Financial resources

- 3.6 The Governing Body/Trust Board along with the CEO and relevant Head Teacher/Head of School will review the Symphony Learning Trust budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

Specialist advice/support

- 3.7 The Trust will ensure that access to competent technical advice on health and safety matters is procured to assist the Academies in complying with statutory duties and meeting health and safety objectives; the Trust will do this by;
- Accessing the services of a competent Health and Safety Advisor through Leicestershire County Council Health, Safety and Wellbeing Service

Audit

- 3.8 Each Trust member academy's health and safety management system will be audited by Leicestershire Traded Services Health, Safety and Wellbeing Service every two years. The Trust reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety within Trust.
- External health and safety audit reports will be delivered to the Academy Head Teacher and a summary provided to the Trust's CEO.

Local Organisational Arrangements

4.0

Accident and assaults

- 4.1 All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Education Information Sheet No1 (Revision 3) will be reported to the HSE within the required timescales.
- 4.2 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.
- 4.3 Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.
- 4.4 Accident records will be retained for the following periods; Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years).

Contractor management

4.5 The Academies will comply with the Construction Design and Management Regulations 2015, and the HSE guidance document: HSG159 Managing contractors: A guide for employers. The Academies ensure that:

- roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated
- competent contractors are used
- clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.
- pre-start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
- key contacts are identified
- regular update meetings take place throughout any works/projects
- works are visually monitored, and any concerns immediately reported
- works are signed off and any associated certification and documentation is obtained
- all staff/ pupils and other users of site remain in a safe environment for the duration of the works.
- all contractors are given access to the asbestos register
- all contractors to complete a contractor site induction sheet before work can proceed

Control of hazardous substances

4.6 The Academies comply with the HSE's approved code of practice Control of Substances Hazardous to Health (L5) relating to the management and control of hazardous substances on site. The Academies will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any requirement for exposure monitoring or health surveillance will be carried out

- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided
- training records are maintained for those who receive training
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- only substances purchased through the school's procurement systems can be used on site
- substances are stored correctly and those that are no longer used are disposed of as per the substance's safety data sheet
- COSHH risk assessments are monitored quarterly and reviewed annually

Dealing with health and safety emergencies - procedures and contacts

- 4.7 As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.
- 4.8 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Defect reporting

- 4.9 The Academies have a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

Display screen equipment (DSE)

- 4.10 The Academies acknowledge that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. The Academies ensure that:
- all static workstations used by staff meet the minimum standards required

- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health.
- DSE training and assessment is available via LTS Health Safety and Wellbeing Service buy back. This can be access through the SHINE online system. For access please call 0116 305 5515. <https://go-shine.co.uk/login/index.php>

Electrical systems and equipment

- 4.11 The Academies maintain and service electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.
- 4.12 Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in low risk environments*' (INDG236), by a competent contractor with records maintained.
- 4.13 Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The Academies defect reporting procedure is followed as required.

Fire safety

- 4.14 The Academies are committed to providing a safe environment for both staff and pupils. The Academies manage the risk of fire by ensuring:
- a detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation.
 - an annual type 1 and a 5 yearly type 2 fire risk assessment must be in place and reviewed on a regular basis. Actions highlighted in the risk assessments

will be completed in order of priority highlighted by the assessors within the assessments.

- statutory inspections are carried out on all fire related systems and equipment either both by competent contractors and in house by trained staff
- all staff receive fire awareness training that is regularly updated, and fire marshals receive role specific instruction

- a fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
- A fire log book is kept and maintained

First-aid and supporting pupils' medical conditions

4.15 Adequate first aid arrangements are assessed, maintained and monitored at the Academies and for all activities that the Academy leads. The Academies ensure that:

- the number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences
- all first aiders and appointed persons hold a valid certificate of competence, the Academies maintain a register of all qualified staff and will arrange re-training as necessary
- first aid notices are clearly displayed around the Academies.
- sufficient numbers of suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked
- a suitable area is available for the provision of first aid
- staff are regularly informed of first aid arrangements within the Academy, through induction, teacher training days and the staff handbook which is issued annually
- where first aid has been administered this is recorded in the first aid treatment book
- correct reporting procedures are followed including those required under RIDDOR regulations
- individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of an emergency
- children with medical conditions will be cared for in line with the medical conditions policy
- medication shall be kept securely in line with the medical conditions policy

Glass & Glazing

- 4.16 Academies comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing

The Academies will survey their glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will

- 4.17 make remedial actions to install safety glass or film and have it suitably marked to that effect

Grounds - Safety/Security

Safety

- 4.18 The Academies will ensure that there is safe access and egress from the buildings and grounds including balancing the need for security with the need for emergency escape. The Academies will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g. outdoor play equipment.

Security

Details of local policies or procedures for Academies can be found via the links below:

Ashby Hastings Primary School - <https://www.ashbyhastingsprimary.co.uk/policies>

Ashby Willesley Primary School - <https://www.ashbywillesley.org.uk/policies-and-procedures>

Fairfield Community Primary School - <https://www.fairfieldcpschool.co.uk/policies/>

Glen Hills Primary School – <https://www.glenhillsprimary.co.uk/key-information/our-policies/>

The Meadow Community Primary School
<https://www.meadowcommunity.leics.sch.uk/school-policies>

Newcroft Primary School – <https://www.newcroftprimaryacademy.co.uk/policies>

Old Mill Primary School – <https://www.oldmillprimary.co.uk/policies>

Thornton Primary School – <https://www.thornton.leics.sch.uk/policies-and-procedures/>

Housekeeping – storage, cleaning & waste disposal

- 4.19 The Academies will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for safety.
- 4.20 The Academies will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimise the risk of slips. The Academies will ensure that there is suitable and sufficient external waste bins secured from the risks of arson and tampering.
- 4.21 Where applicable and to accommodate the requirements of environmental legislation the Academies will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.
- 4.22 Suitable arrangements will be made for the clearing of snow as part of winter preparedness.

Jewellery

- 4.23 *Each Academy will have a policy or procedure on the wearing of jewellery on site. Policies. Details of local policies and procedure can be found on the following links.*

Ashby Hastings Primary School - <https://www.ashbyhastingsprimary.co.uk/policies>

Ashby Willesley Primary School - <https://www.ashbywillesley.org.uk/policies-and-procedures>

Fairfield Community Primary School - <https://www.fairfieldcpschool.co.uk/policies/>

Glen Hills Primary School – <https://www.glenhillsprimary.co.uk/key-information/our-policies/>

The Meadow Community Primary School
<https://www.meadowcommunity.leics.sch.uk/school-policies>

Newcroft Primary School – <https://www.newcroftprimaryacademy.co.uk/policies>

Old Mill Primary School – <https://www.oldmillprimary.co.uk/policies>

Thornton Primary School – <https://www.thornton.leics.sch.uk/policies-and-procedures/>

Lone working

- 4.24 Academies will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working e.g. work at height.

Management of asbestos

- 4.25 The Academies comply with the HSE's approved code of practice '*Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143)*'. The Academies are committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The Academies have a whole site asbestos 'management survey' (previously known as Type 2 survey) from which a local asbestos management plan (Lamp) has been developed. The Lamp along with the asbestos register will be kept up to date.
- 4.26 A minimum termly visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented; where necessary more frequent checks of ACMs will be

undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the Academy's Lamp.

- 4.27 Prior to any works that will or has the potential to alter the fabric of the building; a 'refurbishment and demolition survey' (previously known as a Type 3 survey) will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance (re-routed) or the asbestos will be removed by competent licensed contractors prior to building works commencing.
- 4.28 Any changes to the building where asbestos any work on or the removal of asbestos has been carried out will be recorded in the asbestos register and kept with the school's Lamp.

Moving and handling

- 4.29 The Academies comply with the HSE's approved code of practice 'Manual Handling, Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23).
- 4.30 Within the Academies there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The Academies manage the risk associated with moving and handling tasks by ensuring that:
- moving and handling is avoided whenever possible
 - if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
 - those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
 - any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
 - any defective equipment is taken out of use until repaired or is replaced
 - an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted
 - any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

Noise

- 4.31 The Academies will make arrangements for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005

Occupational health services and work-related stress

- 4.32 The Academies acknowledge that there are many factors both work related and personal that may contribute to staff being absent from work through injury and ill health including stress.

- 4.33 The Academies will follow the principles of the HSE guidance '*Managing the causes of work-related stress*' (HSG 218). The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the Head Teacher/Head of School or another member of the Senior Leadership Team of any ill health issues
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the Academy, the Head Teacher/Head of School will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

Off-site visits including school-led adventure activities

- 4.34 The Academies have created an Off-Sites visits policy which should be followed by the EVC (Educational Visits Coordinator) and Visit Leaders.
- Risk assessments will be created for all off-site visits by trained and delegated visit leaders.
 - The Academy requests staff to follow the Off-Site visits policy and adopt OEAP National guidance when creating risk assessments for off-site visits. <https://oeapng.info/>

- All residential, overseas and adventurous activity visits will be logged on the EVOLVE system. The LTS Health Safety and Wellbeing team duty officer at Leicestershire Traded Services will provide advice via the EVOLVE system.
- https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=LeicestershireCountyCouncil. This link directs to the EVOLVE website. For login enquiries please contact 0116 305 5515 or check the LTS website
- Governors will be provided details of all off-site visits.
- Visit Leaders will create risk assessments for visits, the EVC will review the visit forms and risk assessments and the Head Teacher will approve the visit.
- All approvals for off-site visits will be done by the Head Teacher or designated and trained deputy within each school, names can be found on the schools Health and Safety Policy.

Risk assessment

- 4.35 Risk assessments are undertaken for tasks/activities where hazards have been identified or where there is a foreseeable risk of injury/ill health.
- 4.36 A system for the development and upkeep of risk assessments will be devised by each Academy in the MAT. This system will be documented and reported to the MAT Trust.
- 4.37 Within the Academies, various persons are tasked with the development of risk assessments based on their knowledge, experience and competence. Relevant staff will develop the risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times electronically/hard copy via the school.
- 4.38 New and expectant mothers risk assessments will be conducted in line with HSE Guidance.
- 4.39 Young person's risk assessments will be carried out for staff working on site falling within this age range, as applicable.

Smoking

- 4.40 The Academies comply with UK law on smoking in both indoor and external spaces. The Academies have a no smoking policy which extends to the limits of the curtilage of the site. The policy extends to the used of substitute inhalers and all types of vaping devices including e-cigarettes. The Academies have signage on site and will ensure that persons seen smoking onsite are instructed not to do so.

Statutory Inspections

4.41 Academies ensure that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed which is implemented by the Site Manager / Premises Officer and monitored by the health and safety committee.

Preventing workplace harassment and violence

4.42 The Academies are committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific lone working risk assessment, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible
- withdraw from a situation or escalating situation
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- contact emergency services, as appropriate.
- inform the Head Teacher/Head of School or a member of the senior management team if confrontation has taken place

Academies will:

- ensure the Head Teacher/Head of School or member of the senior leadership team to attend the site of an incident on being informed of an incident, if considered necessary
- have in place procedures for the reporting of incidents
- offer counselling/ support through Occupational Health
- debrief individuals following any incident
- provide training on how to manage conflict and aggression as required
- review the appropriate risk assessments following any incident.

Vehicles on Site

4.43 *Details of local arrangements with regards to vehicles on site can be found via the below link addresses.*

Ashby Hastings Primary School - <https://www.ashbyhastingsprimary.co.uk/policies>

Ashby Willesley Primary School - <https://www.ashbywillesley.org.uk/policies-and-procedures>

Fairfield Community Primary School - <https://www.fairfieldcpschool.co.uk/policies/>

Glen Hills Primary School – <https://www.glenhillsprimary.co.uk/key-information/our-policies/>

The Meadow Community Primary School
<https://www.meadowcommunity.leics.sch.uk/school-policies>

Newcroft Primary School – <https://www.newcroftprimaryacademy.co.uk/policies>

Old Mill Primary School – <https://www.oldmillprimary.co.uk/policies>

Thornton Primary School – <https://www.thornton.leics.sch.uk/policies-and-procedures/>

4.44 **Water hygiene management**

4.45 The Academies will comply with the HSE approved code of practice '*Legionnaires' disease - The control of legionella bacteria in water systems*' (L8).

The Academies will:

- employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions.
- employ a competent external contractor to provide a suitable survey/risk assessment periodically as below:
 - changes to the water system or its use
 - changes to the use of the building in which the water system is installed
 - the availability of new information about risks or control measures
 - the results of checks indicating that control measures are no longer effective
 - changes to key personnel
 - a case of legionnaires' disease/legionellosis associated with the system

- If none of the above situations apply a new water hygiene survey/risk assessment will be conducted by a competent contractor every 2
 - years.
- Address any remedial actions identified by the survey including dead leg removal or drain down in order of priority determined by the survey/risk assessment.
- employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable. TMV's will be serviced in accordance with the manufacturer's instructions or as advised by a competent contractor.
- ensure regular flushing of little used outlets is completed by a competent individual on a weekly basis.
- employ a competent person to undertake monthly monitoring of water systems including temperature readings.

Working at height

4.46 The Academies will follow the principles of the HSE guidance *'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401)*. Academies use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. The Academies ensure that:

- work at height is avoided whenever possible
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking work at height have received appropriate training and training records are maintained
- all access equipment (ladders, step ladders, tower scaffolds etc.) is identifiable and inspected as required
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

Workplace inspections

4.47 The Academies recognise the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the Academy's reporting procedure.

Monitoring and review

4.48 This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Governing Body/Academy Trust and the Head Teacher/Head of School on a regular basis (every two years as a minimum), or as required.

4.49 In order to substantiate that health and safety standards are actually being achieved, the Academies will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

4.50 The Academies will use different types of systems to measure health and safety performance.

Active monitoring systems

- spot checks and termly site inspections will be undertaken
- documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- appropriate statutory inspections on premises, plant and equipment will be undertaken
- where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

Reactive monitoring systems

- identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc...

Reporting and response systems

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- health and safety committee, Governing Body/Academy Trust and Senior Leadership team will all receive and consider reports on health and safety performance

Investigation systems

- investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and the underlying causes of events
- analysing data to identify common features or trends and initiate improvements
- where cases of occupational ill-health are to be investigated
- where complaints relating to occupational health and safety are to be recorded and investigated
- where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated.

Third Party Monitoring/ Inspection

- The Academies will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the Academies action plan with appropriate target dates for completion

4.51 Business Continuity

- The Academies will create a business continuity plan, this plan will be used during events which have the potential to cause major disruption to our services. Although such events are rare, it is important that we have in place plans to help us manage and recover from these situations as they arise.
- In the event of a major emergency or disruption, co-ordination and implementation of the business continuity plan is the responsibility of the (Senior Leadership Team, which includes the Head Teacher, Business Manager, Site Manager and/or Premises Officer and assigned H & S Governor). This group of employees will form the SEMT (Senior Emergency Management Team) in the event of a major emergency or major disruption.

- A copy of the Academies business continuity plan will be distributed to all members of the SEMT and they will ensure that pre-planning is carried out.
- In the unlikely event of major disruption or disaster the SEMT will arrange to meet at school premises to co-ordinate and implement the business continuity plan.
- The Academies business continuity plan will be reviewed annually, when there is a change in staff, when there is a change in arrangements, following an incident, when there is a significant change to the premises. These reviews will be conducted by Business Manager and approved by LGB.

4.52 **Retaining and Maintaining Documentation**

- Academies will store all health and safety related documentation on the website and locally on the schools' policies portals.
- Health and safety related documentation will be backed up/scanned in and stored within the Academies computer system for future reference.



5.0 Appendix 1 Table of Delegation of Specific Duties:

The following frequencies are a minimum requirement. Please note that some schools may choose to carry out some duties more frequently than specified below.

| Responsibility | Frequency | Delegated to Job Role | Signed |
|---|--|------------------------------|---------------|
| Reviewing Health and Safety Policy | Annually | CEO/CFO | |
| Digitally Backing up Compliance and Safety Documents | When Created or Received | CEO/CFO & Local Academies | |
| Allocating Budget for Health and Safety | Annually | CFO | |
| Display Energy Certificate Renewal | As Instructed on Current Certificate | Local - Academies | |
| Organising Type 2 Fire Risk Assessment | Every 5 Years | Local - Academies | |
| Conducting and reviewing Type 1 Fire Risk Assessment | Annually | Local - Academies | |
| Internal Checking of the Fire Alarm Panel | Daily | Local - Academies | |
| Internal Fire Evacuation Drill Organisation | Termly | Local - Academies | |
| Internal Manual Call Point Checks | Weekly on Rotation | Local - Academies | |
| Internal Emergency Lighting Checks | Monthly | Local - Academies | |
| Internal Extinguisher Checks | Monthly | Local - Academies | |
| Maintenance of Sprinkler System (Sprinkler pump service – twice a year) | Annually | Local – Academies | |
| Internal Fire Door Checks | Monthly | Local - Academies | |
| Organising Service of The Fire Alarm System | Six Monthly | Local - Academies | |
| Organising Service of Fire Extinguishers | Annually | Local - Academies | |
| Organising Service and Maintenance to the Sprinkler System | Manufacturer – Compco Annually (Newcroft only) | Local – Academies (1 school) | |
| Organising Service and Maintenance of Emergency Lighting | Annually | Local - Academies | |
| Organising Service and Maintenance of Air Conditioning Units | 6 Monthly | Local - Academies | |

| | | | |
|---|--------------------------|-------------------|--|
| Organising Service and Maintenance of Air Handling Units | Annually | Local - Academies | |
| Reviewing the Emergency Evacuation Plan | Annually | Local - Academies | |
| Creating and Reviewing PEEP (Personal Emergency Evacuation Plans) | When Necessary | Local - Academies | |
| Creating and Reviewing the Winter Gritting Plan | Annually | Local - Academies | |
| Winter Gritting Pavements and Carparks | Consult Weather Forecast | Local - Academies | |
| Reviewing the Business Continuity Plan and Emergency Procedures | Annually | CFO/Head Teachers | |
| Reviewing the LAMP (Local Asbestos Management Plan) | Annually | Local - Academies | |
| Organising Asbestos Management Surveys | 5 Yearly | Local - Academies | |
| Monitoring the Condition of Asbestos on the Premises | Termly | Local - Academies | |
| Organising Water Hygiene Surveys | (2) Yearly | Local - Academies | |
| Flushing of Little Used Outlets | Weekly | Local - Academies | |
| Organising Service of TMV | Annually | Local - Academies | |
| Organising Water Tank Cleans | When Necessary | Local - Academies | |
| Water Temperature Monitoring | Monthly | Local - Academies | |
| Signing Off Water Temperature Monitoring | Monthly | Local - Academies | |
| Organising Water Heater Service and Maintenance | Annually | Local - Academies | |
| Organising Water Tank Inspections | Annually | Local - Academies | |
| Organising Electrical Installations Condition Reports | 5 Yearly | Local - Academies | |
| Organising PAT (Portable Appliance Testing) | Annually | Local - Academies | |
| Organising Service of Stage Lighting | Annually | Local - Academies | |
| Organising Servicing of Gas Boilers | Annually | Local - Academies | |
| Organising Gas Risk Assessment | Annually | Local - Academies | |
| Conducting Workplace Inspections | Weekly | Local - Academies | |
| Conducting Workplace Inspections | Termly | Local - Academies | |
| Organising Building Condition Surveys | 5 Yearly | Local - Academies | |
| Internal Inspections of Playing Fields and Playground Equipment | Weekly | Local - Academies | |
| Organising RPII Inspections of Outdoor Play Equipment | Annually | Local - Academies | |
| Inspecting PE Equipment | Before Use | Local - Academies | |
| Organising External Inspections of PE Equipment | Annually | Local - Academies | |
| Organising Glazing Surveys | 10 Yearly | Local - Academies | |
| Procuring and Commissioning Contractors | When Necessary | Local - Academies | |
| Managing and Supervising Contractors | When Necessary | Local - Academies | |
| Contractor Inductions | When Necessary | Local - Academies | |

| | | | |
|---|------------------------------------|-------------------|--|
| Internal Inspection of Passenger Lifts and Hoists | Monthly | Local - Academies | |
| Organising Service and Maintenance of Lifts and Hoists used for carrying people | 6 Monthly | Local - Academies | |
| Organising Service and Maintenance of The Kiln | Annually | Local - Academies | |
| Organising the Service and Maintenance of Local Extract Ventilation (LEV) Systems e.g. fume cupboards, dust extraction in D&T | 14 months | Local - Academies | |
| Organising the Service and Maintenance of Work Equipment | Follow Manufacturer's Instructions | Local - Academies | |
| Organising the Service and Maintenance of The Kitchen Equipment | Follow Manufacturer's Instructions | Local - Academies | |
| Organising a Thorough Clean of The School Kitchen | Termly | Local - Academies | |
| Creating and Reviewing Classroom Risk Assessments | Annually | Local - Academies | |
| Creating and Reviewing Premises Related Risk Assessments | Annually | Local - Academies | |
| Creating and Reviewing PE Risk Assessments | Annually | Local - Academies | |
| Creating and Reviewing Design Technology Risk Assessments | Annually | Local - Academies | |
| Creating and Reviewing Science Risk Assessments | Annually | Local - Academies | |
| Creating and Reviewing Other Risk Assessments | Annually | Local - Academies | |
| Conducting Pregnancy Risk Assessments | When Necessary | Local - Academies | |
| Conducting Return to Work Risk Assessments | When Necessary | Local - Academies | |
| Selecting Staff Health and Safety Training | Review Termly | Local - Academies | |
| Recording Staff Health and Safety Training in a Central Record | When Necessary | Local - Academies | |
| Creating and Reviewing COSHH Risk Assessments for Premises | Annually | Local - Academies | |
| Creating and Reviewing COSHH Risk Assessments for Substances Used in Classrooms and Offices. | When Necessary | Local - Academies | |
| Creating and Reviewing COSHH Risk Assessments for Substances Used by Cleaning Staff | Annually | Local - Academies | |
| Logging Accidents onto the AssessNet system | When Necessary | Local - Academies | |
| Reporting RIDDOR | When Necessary | Local - Academies | |
| Reviewing Accident Statistics | Termly | CEO/Head Teachers | |
| Reviewing the Management of Medications Policy | Annually | CEO/Head Teachers | |
| Reviewing the First Aid Needs Assessment | Annually | Local - Academies | |
| Checking First Aid Kit Contents | Monthly | Local - Academies | |
| Checking the Condition of First Aid Facilities | Weekly | Local - Academies | |
| Reviewing Pupil Individual Care Plans | When Necessary | Local - Academies | |
| Reviewing Individual Behaviour Plans | When Necessary | Local - Academies | |

| | | | |
|--|--------------------|-------------------|--|
| Creating and Reviewing Off-Site Visit Risk Assessments | When Necessary | Local - Academies | |
| Approving Off-Site Visits | When Necessary | Local - Academies | |
| Creating a Health & Safety Report for Governors | Termly | Local - Academies | |
| Communicating Emergency Procedures to Lettings | When Necessary | Local - Academies | |
| Emergency Contact during Lettings | When Necessary | Local - Academies | |
| Work Experience Co-ordination | When Necessary | Local - Academies | |
| Organising Service of The School Minibus(es) | N/A | N/A | |
| Pre-Use/Daily Minibus Driver Checks | Daily / Before Use | Local - Academies | |
| Driving for Work Drivers Licence and Insurance Checks | 6 Monthly | Local - Academies | |
| Organising Tree Surveys | 3 Yearly | Local - Academies | |
| Organising Service/Inspection of The Lightening Protection Rod | 11 Monthly | Local - Academies | |

Swimming Pool Management Responsibilities: N/A

| | | | |
|--|---------------|-----|--|
| Creating and Reviewing Normal Operating Procedures for The Swimming Pool | Annually | N/A | |
| Creating and Reviewing Swimming Pool Risk Assessments | Annually | N/A | |
| Ensuring Water Samples are Submitted for Bacteria Testing | Monthly | N/A | |
| Conducting Water PH Testing | 3 Times a Day | N/A | |
| Conducting Deep Cleans of The Swimming Pool Area and Changing Rooms | Termly | N/A | |
| Organising Service and Maintenance of Pool Plant | Annually | N/A | |
| Creating and Reviewing an Emergency Action Plan for the Pool | Annually | N/A | |

6.0 Appendix 2 Symphony Learning Trust's Additional Policies and Guidance for Reference:

The Trust will in addition to this health and safety policy, follow the policies and guidance set out in the table below.

| Policy Documents | Location |
|--|---|
| Management of Medications Policy | https://www.symphonylearningtrust.co.uk/policies |
| Supporting Pupils with Medical Conditions Policy | https://www.symphonylearningtrust.co.uk/policies |
| Risk Management Policy | https://www.symphonylearningtrust.co.uk/policies |
| Educational Visits' Policy | https://www.symphonylearningtrust.co.uk/policies |
| Intimate Care Policy | https://www.symphonylearningtrust.co.uk/policies |
| Allegations of Abuse Against Staff Policy | https://www.symphonylearningtrust.co.uk/policies |



| Guidance Documents | Location |
|--|---|
| Academy LAMP Local Asbestos Management Plan | Local Academy H & S Policy |
| Challenging Behaviour and Violence at Work | Local Academy Behaviour Policy |
| Fire Safety Guidance | Local Academy Fire Risk Assessment Type 2 |
| Food Safety Information and Guidance | Local Academies – own catering documentation |
| Lettings Guidance | See Local Academies Lettings Policy |
| Lone Working | Local Academy Risk Assessment |
| Manual Handling | Local Academy Risk Assessment |
| Moving and Handling of People Guidance | Local Academy Risk Assessment |
| Pregnancy and Breastfeeding | Local Academy Risk Assessment |
| Noise at Work | Local Academy Risk Assessment |
| Outdoor Play Equipment, Outdoor Gyms and Playing Fields Guidance | Local Academy Risk Assessment |
| Risk Assessment Procedure Guidance | Local Academy Risk Assessment |
| Stress Management in Schools Guidance | https://www.symphonylearningtrust.co.uk/employee-well-being |
| Winter Gritting & Snow Clearing Guidance | Local Academy Risk Assessment |
| Work at Height Guidance | Local Academy Risk Assessment |
| Young Persons and Work Experience Guidance | Local Academy Risk Assessment |
| | |