

# Fioretti Trust

 *Aspiration*  *Wisdom*  *Compassion* 

## Health and Safety Policy

Approved by: Trust Board Date: July 2024

Last review: July 2023

Next review: July 2025

This policy supersedes all previous Health and Safety policies.

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## Statement of intent

The Fioretti Trust (the "Trust") is committed to maintaining a healthy and safe learning environment in which to work. This policy demonstrates the Trust's commitment to fulfil its Duty of Care and to prevent accidents, incidents and cases of work-related ill health. The Trust considers that this can only be achieved with the full involvement of the Academy Trust community; and believes that by integrating appropriate health & safety, well-being and welfare practices into our work activities will reduce risk of work-related illness and injury.

The Trust shall in so far as is reasonably practicable, comply with the Health and Safety at Work etc. Act 1974 and all statutory provisions associated with it and will support employees in meeting their obligations under law including conducting risk assessments and developing effective emergency procedures.

Ensuring the health and safety of our employees and non-employees (i.e. visitors, contractors, pupils) is of paramount importance to the Trust. Together with our schools, the Trust shall ensure that activities and services are provided in such a way to minimise risk of injury or ill-health to employees and non-employees. This will be achieved through the effective identification of key hazards and the assessment of risk associated with our activities. We shall ensure that risks are suitably controlled.

The Trust shall ensure that adequate and appropriate resources are provided to make certain that safe plant and work equipment (including Personal Protective Equipment (PPE) where applicable) is provided in our schools including safe access and egress. The Trust shall also ensure that employees have the necessary competency to carry out the tasks expected of them and will provide them with the necessary information, training and supervision to do their work without putting themselves or others at risk.

The Trust shall consult employees on health and safety issues and this policy will be communicated to all employees of the Trust.

This policy reflects our dedication to health and safety and recognises that health and safety is equally important as our other objectives. To this end, the Trust will establish health and safety performance targets and objectives and ensure that the resources are available to achieve them.

Trustees of the Fioretti Trust approved this statement on 9<sup>th</sup> July 2024. This statement will be reviewed annually and published on our website.

Claire Grainger, CEO, Fioretti Trust



Date: 9<sup>th</sup> July 2024

## 1. Legal framework

1.1. This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

1.2. This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2022) Promoting and supporting mental health and wellbeing in schools and colleges

- DfE (2021) 'Health and safety in schools'

<https://www.gov.uk/government/collections/health-and-safety-in-schools>)

- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- DfE (2023) 'Keeping children safe in education'
- HSE (2021) 'Sensible health and safety management in schools'

<https://www.hse.gov.uk/services/education/sensible-leadership/sensible.htm#>

- HSE (2013) 'INDG417: Leading health and safety at work' (document for leadership teams)
- HSG65 (2013) 'Managing for health and safety' (document for all organisations to support legal compliance)

1.3. This policy should be used in conjunction with the following school policies and procedures:

- Asbestos Management Plan
- First Aid Policy
- Continuity & Business Plan
- Supporting Pupils with Medical Conditions Policy
- Risk Assessments

## 2. Duties of the Trust

2.1. As the employer, The Board of Trustees (BoT) of Fioretti Trust ("The Trust") has overall responsibility for the health, safety and welfare of all staff, pupils, visitors and contractors to the school and accepts its responsibility for providing a safe and healthy work environment.

2.2. The Trust will take reasonable steps to fulfil its responsibilities under the requirements of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 as well as other Regulations, Approved Codes of Practice, Guidance etc. made under this legislation.

2.3. The Trust shall ensure that the Statement of Intent and appropriate health and safety organisation and arrangements are in place and kept up to date.

2.4. The Trust will ensure that sufficient resources are allocated by it to ensure as far as is reasonably practicable that employees, pupils, visitors and contractors are kept healthy and safe.

2.5. The Trust has delegated responsibility for the implementation of this Health and Safety Policy to the Governing Body and the Headteacher but is ultimately responsible.

2.6. The Trust will ensure that adequate and appropriate resources are provided to schools within the Trust and will support the Local Governing Body and Headteachers accordingly.

### **3. Duties of the Local Governing Body**

3.1. The Local Governing Body, in consultation with the Headteacher, will:

- Ensure familiarity with the requirements of the applicable legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure that this health and safety policy is implemented by all and advise the Trust of any necessary changes.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.

3.2. The Local Governing Body endeavours to provide:

- A safe place for all users of the site including staff, pupils, visitors and contractors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

### **4. Duties of the Headteacher**

4.1. The Headteacher has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions at the school for all staff, pupils, visitors and contractors.

4.2. The Headteacher will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by all members of staff.

4.3. The Headteacher is responsible for the day-to-day implementation of the Health and Safety Policy and shall be the point of contact with the LA and the HSE where necessary. The Headteacher may appoint a designated Health and Safety Officer to be responsible for this task however, the Headteacher remains accountable.

## **5. Duties of all members of staff**

5.1. All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the Local Governing Body.
- Ensure that all staff, pupils, visitors and contractors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards and statutory inspections (where required). They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to a member of the School Leadership Team or designated Health and Safety Officer.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

## **6. Construction/maintenance of the premises**

6.1. When undertaking construction or maintenance work, the school will do so in accordance with applicable Trust policies and all work shall comply with the Construction (Design and Management) (CDM) Regulations 2015.

6.2. Construction work generally means the carrying out of any building, civil engineering or engineering construction work and includes the construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure.

## **7. Pupils**

7.1. Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to the instruction of staff given in an emergency.
- Observe the health and safety rules of the school.

- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

## **8. Training**

8.1. The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school (i.e. general health and safety training delivered during inset days).

8.2. The Headteacher will ensure that an appropriate number of employees are suitably trained in effective hazard identification and undertaking effective risk assessments.

8.3. The Headteacher will ensure an appropriate number of employees are suitably trained in the handling of hazardous chemicals and materials.

8.4. The Headteacher will ensure that there are an appropriate number of first aid trained staff members working within the school.

8.5. The Headteacher will ensure that there are an appropriate number of emergency response trained staff members working within the school (i.e. fire marshalls).

8.6. Staff members will be provided with regular training opportunities and have access to support where needed.

8.7. Staff members are expected to undertake appropriate Continued Professional Development (CPD) in order to further contribute to the running and success of the school they work in.

## **9. Risk assessment**

9.1. Under the Management of Health and Safety at Work Regulations 1999, each school must:

- Identify the hazards (what could cause injury or illness)
  - Decide how likely it is that someone could be harmed and how seriously (the risk);
- and
- Take action to eliminate the hazard, or if this isn't possible, control the risk

9.2. The Headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed and documented for all areas of risk in the school.

9.3. Risk assessments will be reviewed at least every two years unless the risk is considered high, in which case these shall be reviewed at least annually. Where there is a change within the organisation (i.e. where regulatory requirements change, new equipment is introduced, change in task etc). Risk Assessments must be reviewed before the specified review date.

9.4. Where an incident/accident occurs, the associated risk assessment will be reviewed as part of the investigation process.

9.5. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

9.6. The Resources Committee of the Local Governing Body will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

9.7. The Educational Visits Coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

## **10. Slips and trips**

10.1. In line with HSE guidance, control measures are in place to effectively control slip and trip risks. School shall utilise the Risk Assessment process to:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear (footwear worn for evening events may not be suitable for certain tasks performed at school)
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

## **11. First aid**

11.1. Each school in the Trust will act in accordance with the First Aid Policy at all times.

11.2. Each school will ensure provision is made for both trained personnel and first-aid equipment on-site.

11.3. Each school must ensure that there are enough trained first aiders (first aid training must be provided at least every 3 years. The Health & Safety Executive strongly recommends that first aiders attend a refresher session once every year during this 3 year period); including First Aid at Work and Paediatric First Aid. This should be determined by carrying out a First Aid risk assessment. Each school must display who their First Aiders are and include their training date.

11.4. First-aid equipment should be suitable and sufficient and made available in easily accessible places. These places should be easily visible, and a named person should be identified for overseeing the maintenance of the first aid equipment.

## **12. Contacting the emergency services**

12.1. Following an accident/injury, the first aider will contact the emergency services as necessary or direct a staff member to do so while they tend to the injured party.

12.2. If there is no first aider immediately available, a common-sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

### **13. Fire safety**

13.1. All staff members shall fully understand and effectively implement the Fire Evacuation Plan.

13.2. The Headteacher is responsible for ensuring that Fire Risk Assessments are carried out and regularly reviewed and for certifying that procedures for ensuring that safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff and ensuring appropriate fire marshal training.

13.3. The procedure for fire evacuation drills and the use of fire extinguishers will be clear and understood by all staff.

13.4. Each school will test evacuation procedures on a termly basis, or more frequent if directed by the CEO.

13.5. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

13.6. Fire detection and firefighting equipment will be checked on an annual basis by an approved contractor.

13.7. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office.

13.8. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school office.

### **14. Accident reporting**

14.1. All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the Headteacher or nominated Health and Safety Officer using the standard Accident Report Form.

14.2. Where a Health and Safety Officer is appointed, they will be responsible for informing the Headteacher if the accident is fatal or a "major injury", as outlined by the HSE.

### **15. Significant accidents (RIDDOR)**

15.1. Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

15.2. The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs

- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours.

15.3. Over seven-day incapacitation of a worker must be reported.

- Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

15.4. Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Cases of, or deaths from, Coronavirus (COVID-19) under RIDDOR apply only to occupational exposure, that is, as a result of a person's work
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

15.5. Over three-day incapacitation

- Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

#### 15.6. Non-fatal accidents to non-workers (e.g. members of the public and pupils)

- Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
- There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

## 16. Reporting procedure

16.1. Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Headteacher, Health and Safety Officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible and notify the CEO and Chair of Trustees with 24 hours (unless the event of a fatality or a significant incident, then this must be **immediately**).

16.2. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.

16.3. The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).

16.4. Fatal and specified injuries, as outlined in Section 15, may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm) or Online via [How to make a RIDDOR report - RIDDOR - HSE](#).

## 17. Reporting hazards

The school shall ensure that:

17.1. Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.

17.2. In the main, reporting should be conducted through the premises book to the Headteacher as appropriate.

17.3. Serious hazards will be reported using the appropriate form available in the school office.

## 18. Accident investigation

18.1. All accidents, however small, will be investigated by an appointed party and the outcomes recorded.

18.2. The length of time dedicated to each investigation will vary on the seriousness of the accident.

18.3. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

18.4. The school shall ensure that it identifies a responsible person for coordinating Accident Investigations and this person will undertake half-termly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

## **19. The school must establish a process by which it can monitor systems to prevent accidents and injury**

19.1. It is good practice to actively monitor systems prior to accidents, ill health or incidents occurring; this involves regularly checking compliance procedures and the achievement of health and safety objectives. Active monitoring may include:

- Reporting and investigation of Near Misses with the potential to cause significant harm to staff, pupils, visitors or contractors.
- Audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Monthly reports and updates to the Headteacher.

External measures, such as surveys by contractors and service providers, along with visits from Health and Safety Executive, Environmental Health and Ofsted.

19.2. It is a requirement that every school within the Trust completes the Termly Housekeeping Checklist which is discussed and signed by the Headteacher. Corrective actions arising from the Termly Checklist must be completed in good time. Completed copies of the Termly checklist must be submitted to the Head of Operations within the deadline set at the beginning of each academic year for each term.

## **20. The school must establish a bomb threat procedure**

20.1. All staff members fully understand and effectively implement the school's Emergency Plan.

20.2. In the event of an emergency, the procedures outlined in the Emergency plan will be followed.

20.3. All staff members are trained in handling bomb threats and have easy access to instructions of the procedure.

20.4. Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):

- Where is it?
- In which building is it and on what floor?
- What time will the bomb go off?
- What does the bomb look like and what colour is it?
- What type of bomb is it and what type of explosive?
- Who are you?
- Why are you doing this?
- Do you have a code word?

20.5. The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.

20.6. Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.

20.7. Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police.

20.8. Where possible, recording devices will be used whilst receiving a bomb threat.

20.9. The staff member receiving the call will contact the Headteacher immediately, who will then alert the police and the LA.

20.10. The Headteacher will decide whether or not to evacuate the building.

## **21. Evacuation procedure**

21.1. It is a requirement that each school develops an effective evacuation procedure and all staff will follow the procedure outlined in the Evacuation Plan in the event of a crisis.

21.2. In the event of a fire, the Evacuation Plan will be implemented.

21.3. If an evacuation is deemed necessary, the following procedure will take place:

- All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
  - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
  - Take all personal items with them, to avoid unnecessary searching.
- Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

## **22. The school is required to have procedures, in order to manage Visitors and Contractors on the premises.**

22.1. The procedures outlined in the Visitor Policy and the Contractors Policy will be implemented by relevant staff when receiving visitors to the school.

22.2. All visitors and contractors will sign into reception.

22.3. Once signed in, visitors will be collected from reception by the member of staff they are visiting or escorted to the area of the school concerned.

22.4. No contractor will carry out work on the school site without the express permission of the Headteacher, other than in an emergency or to make the site safe following theft or vandalism.

22.5. Only registered and approved contractors will be appointed, and contractors must demonstrate that they have the necessary Health and Safety documentation (H&S Policy, Risk Assessments and Method Statements) and adequate public liability insurance etc.) in

advance of conducting work. Contractors must be competent to undertake the tasks for which they are commissioned.

22.6. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

22.7. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

22.8. Visitors and contractors will wear a visitor's badge/lanyard at all times while on school grounds. Where it is not safe or appropriate for a contractor to wear a visitor's badge/lanyard, they must keep it on their person at all times.

22.9. Cleaning contractors will wear an easily identifiable uniform or badge at all times.

22.10. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing in with the school office.

22.11. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

22.12. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

### **23. The school shall ensure that Personal Protective Equipment (PPE) requirements are determined through risk assessment and COSHH assessment.**

23.1. Schools will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.

23.2. PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards.

23.3. Visitors will be supplied with PPE when appropriate.

23.4. Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. They will also report any loss or defects to their superior/class teacher.

23.5. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.

23.6. PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.

23.7. PPE includes equipment such as toolbox tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment.

23.8. Clothing which is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.

23.9. Thorough risk assessments are carried out at each school to determine the suitable PPE to be used for each hazard and these are subject to regular review (i.e. 1 or 2 years determined by the risk) or when something changes i.e. new equipment is introduced, an accident occurs etc.

23.10. Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

23.11. Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.

23.12. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

23.13. When not in use, PPE will be properly stored, kept clean, and in good repair.

23.14. Contractors appointed to undertake work at our schools shall bring with them their own PPE appropriate to the tasks they are to perform whilst on the premises. Contractors are required to provide risk assessments for their activities, and these shall identify the appropriate PPE required as necessary.

## **24. The school shall develop a maintenance schedule to ensure that equipment is maintained in accordance with statutory requirements at a minimum.**

24.1. The Headteacher shall ensure their school has a register or calendar (i.e. Statutory Calendar) to effectively manage statutory inspections and ensure that equipment and services are regularly inspected for defects and remain suitable for use. External competent inspectors, or a trained health and safety technician, will inspect facilities and equipment in accordance with applicable regulations. The following equipment shall be inspected at least annually:

- All fixed gymnasium equipment
- Any workshop equipment, e.g. lathes and kilns (where applicable)
- All fume cupboards (where applicable)

24.2. It is the responsibility of the subject leader to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements (i.e. UKCA marking).

24.3. The school must ensure that a responsible person is identified to ensure that maintenance schedules / performance against statutory requirements are reported to governors at least once per term.

24.4. A competent health and safety technician should be consulted as necessary.

24.5. An example of a Statutory Calendar is available from the Trust. A Statutory Calendar is intended to ensure that inspections are managed and completed in a timely manner and should extend to include, but is not limited to: fixed electrical inspection, legionella, asbestos, fire risk assessment, fire and emergency equipment etc.

## **25. Hazardous materials**

25.1. Each school will act in accordance with their Control of Substances Hazardous to Health (COSHH) Policy at all times.

25.2. No chemicals or other hazardous materials will be used without the permission of the Head of School.

25.3. The school will only purchase hazardous materials from a reputable source, making sure that the relevant Safety Data Sheet (SDS) is provided by the retailer prior to purchasing.

25.4. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.

25.5. The Headteacher is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.

25.6. The Headteacher will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.

25.7. Control measures will be checked and reviewed by the premises team on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

25.8. All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.

25.9. Hazardous substances will be labelled with the correct hazard sign and contents label.

25.10. Storage life will be considered by staff.

25.11. Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

25.12. Dust and fumes will be safely controlled by local exhaust ventilation regulations.

25.13. No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

25.14. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

25.15. The Headteacher will ensure that an up-to-date inventory of all the hazardous chemicals and materials held at the school is maintained.

25.16. Regular audits (at least annually) of hazardous materials will be undertaken by Head Teacher or designated health and safety officer with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

**26. Asbestos management: An Asbestos Management programme must be implemented, and a suitably competent person appointed to oversee that this is effectively implemented.**

26.1. In accordance with health and safety law, an asbestos survey must be performed at schools within the Trust to identify if asbestos is present, the amount and condition. Records must be maintained regarding the location and condition of the asbestos containing materials (ACMs) or presumed ACMs in all our premises.

26.2. It is necessary to prepare and maintain a Risk Assessment to assess the risk associated with any ACM identified on site and the control measures necessary to reduce risk of exposure to workers, pupils and visitors to our schools.

26.3. An Asbestos Plan must also be prepared which sets out in detail how ACMs will be managed. This plan must be regularly monitored and reviewed.

26.4. Information on the location and condition of the material will be provided to anyone who is liable to work on or disturb it.

26.5. All surveys and any required sampling will be carried out by a suitably trained person and all asbestos removal work will only be carried out by a licensed contractor.

## **27. Medicine and drugs**

27.1. The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to by all staff.

## **28. Smoking & Vaping**

28.1. All schools within the Trust have non-smoking premises and no smoking or vaping will be permitted on the grounds.

## **29. Housekeeping and cleanliness**

29.1. Waste must be appropriately and securely stored in designated areas. Waste must be labelled, and waste management documentation must be retained in accordance with Environmental Regulations.

29.2. Cleaners will be monitored by a member of the school's Leadership Team.

29.3. Special consideration will be given to hygiene areas.

29.4. Waste collection services will be monitored by a member of the school's Leadership Team.

29.5. Special consideration will be given to the disposal of laboratory materials and clinical waste (where applicable).

29.6. The Headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. Rooms will be kept at a minimum of 16° with a constant supply of fresh air.

29.7. Persons responsible for waste management will receive training.

29.8. It is requirement that each school will complete a Termly Housekeeping Checklist . A copy of the Termly Checklist is available in Appendix a).

## **30. Infection control (inc Coronavirus (COVID-19))**

30.1. It is a requirement that schools within the Trust actively prevent the spread of infection through the following measures:

- Effective risk assessment
- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

30.2. In the event of unexpected circumstances (i.e. pandemic such as COVID-19), schools must act in accordance with all Trust and Governmental guidelines to prevent the spread of disease.

30.3. Schools will prepare, review, maintain and adhere at all times to their 'pandemic risk assessment' (formerly COVID-19) as applicable. In the event of a pandemic, schools will enact the risk assessment accordingly.

30.4. All schools employ good hygiene practice in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

30.5. Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.

30.6. All staff are subject to an occupational health check before starting employment with the Trust.

30.7. Schools will keep up to date with national and local immunisation scheduling and advice.

30.8. The Trust encourages parents to have their children immunised but recognised that this is a personal choice.

- 30.9. All cuts and abrasions should be covered with waterproof dressings.
- 30.10. Wall-mounted hand sanitiser is available in the disabled toilet and around the school.
- 30.11. Further information concerning our policies and procedures addressing infection control can be found in the school's Infection Control Policy.

## **31. Security and theft**

- 31.1. Policy and procedures to reduce security risks shall be addressed in a Security Plan.
- 31.2. Where available, CCTV systems will be used to monitor events and identify incidents taking place.
- 31.3. Where available, CCTV systems may be used as evidence when investigating reports of incidents.
- 31.4. Money will be held in a safe and banked on a regular basis (as agreed by each individual schools' Finance Manual) to ensure large amounts are not held on-site.
- 31.5. Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.
- 31.6. Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- 31.7. Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- 31.8. All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.
- 31.9. Missing or believed stolen equipment will be reported immediately to a senior staff member.

## **32. In the event of severe weather, the school shall ensure that:**

- 32.1. The Headteacher, in liaison with the Chair of Governors, decides on school closure on the grounds of health and safety.
- 32.2. If a closure takes place, the CEO and Local Governing Body will be promptly informed.
- 32.3. Each school will act in accordance with their personalised Emergency Plan at all times.

## **33. School trips and visits**

- 33.1. Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Trips and Visits Policy.

## **34. Manual handling**

- 34.1. Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.

34.2. Information to minimise risk of injury from manual handling are contained in the school's Manual Handling Policy.

## **35. Working at heights**

35.1. Policy and procedures concerning employees working at heights are addressed in the school's Working at Heights Policy.

35.2. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

## **36. Lone working**

36.1. Policy and procedures concerning employees' lone working are addressed in the school's Lone Working Policy.

36.2. Staff members are required to sign statements confirming that they have received, read and understood the relevant policy/policies, prior to being allowed to undertake lone working.

## **37. Workplace health and safety: stress management**

37.1. Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

## **38. Workplace health and safety: Display Screen Equipment (DSE)**

38.1. Regular Display screen assessments will be carried out by a competent person for teaching staff and administrative staff who regularly use laptops or desktops computers. It is a requirement that DSE assessments are carried out when a workstation changes or when a new member of staff is employed. If things do not change, DSE assessments shall be reviewed annually.

## **39. Monitoring and review**

39.1. The effectiveness of this policy will be monitored continually by the CEO, Headteachers and their Local Governing Body. Any necessary feedback and amendments may be made immediately to the Trust Board.

39.2. This policy should be reviewed annually, or more frequently if required.

End of Policy

a) Termly Checklist

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## Fioretti Trust Health & Safety Termly Checklist

**Name of School:**

**Date:**

The Finance, Audit & Risk (FAR) Committee meet termly to review these checklists for each school. The aim of Fioretti Trust is to create a culture across all schools that H&S is important and for all members of the school community to have a vital part in reporting any potential H&S risks. It is best practice to ensure that all staff members are aware that termly checks take place and to share any actions. It is important that a termly discussion about the outcome of the checklist takes place with SLT and governors.

The areas identified in the checklist below are intended to be representative of possible areas for consideration during Health & Safety inspections and should be adapted and adopted to suit each school's specific circumstances. Whilst a whole school termly inspection period is statutory requirement of the trust, this frequency may be adjusted to suit the school's size / level of risk.

This inspection supports the Fioretti Trust and schools within the Trust to meet its obligations under Health and Safety law to provide a safe and healthy working environment. For further guidance please contact the Fioretti Trust CEO.

If you answer 'No' to any of the above, please state what you have done to remedy the situation and what further work is required and indicate who is responsible.

Criteria	Control in Place		Action Required	Responsibility	Date Closed
	Y	N			
<b>Housekeeping</b>					
Items stored properly?					
Floor free from trip/slip hazards (trailing cables etc)?					
Raw materials/chemicals correctly stored e.g. secured out of the reach of children and all containers clearly labelled and marked?					
All tools/equipment stored safely and securely?					
All waste cleared, in correct bins and not over flowing?					
<b>Fire &amp; Emergency</b>					
Emergency exits/routes and passageways clear?					
Fire equipment points & seals in place?					
All fire equipment gauges reading correctly (i.e. in green)					
Equipment mounted to walls, services, accessible (not blocked) and undamaged?					
Emergency Exits indicated? Illuminated and easily opened?					
All sockets, switches and cables free from damage?					
No sockets overloaded?					
Switch/fuse boards locked?					
<b>Welfare</b>					
All furniture & fittings in repair?					
All light fittings working correctly?					

First aid kit accessible and appropriately stocked?					
Relevant emergency and safety signs in place?					
Are medicines stored appropriately and in original containers?					
Are all pupil medications within date?					
Are all prescribed medicines labelled with the name of child / dose and frequency of administration?					
Is all emergency medication (asthma inhalers epi-pens etc.) readily available and not locked away?					
<b>Children's Outdoor Learning Environment</b>					
Are pathways / walkways stable underfoot and without significant trip hazards? (e.g. no potholes, no raised /sunken slabs)?					
Equipment stored away?					
Has all equipment been maintained in good condition?					
Are there effective arrangements to segregate pedestrians and vehicles?					
Are electronic powered gates / doors subject to regular maintenance and inspection by a competent person?					
Gates locked when school not in use?					
Clear signage directing visitors to reception / other services on site?					
Gates and perimeter fencing of adequate height and maintained?					
Is external lighting adequate?					
Access to low roofs restricted?					
If there are fragile roofs are Caution Fragile Roof signs displayed?					
Any external storage / waste bins are secured and located away from buildings?					

**Comments:**

<b>Signed by Assessor (s):</b>	<b>Print Name(s):</b>
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**Date:**

<b>Signed by Head Teacher (or Deputy Head):</b>	<b>Print Name:</b>
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**Date:**

**HT/DHT Comment Box:**

**Date Received by Trust CEO:**

**Date discussed at FAR Committee:**

**Signed:**