



Inspiring Primaries Academy Trust  
Inspiring pupils to achieve for their tomorrows

# INSPIRING PRIMARIES ACADEMY TRUST

## POLICY FOR HEALTH & SAFETY (M2)

**The Board of Trustees adopted this policy on: 13th May 2020**

*(This policy is based on the LTS H&S template policy summer 2020.)*

**To be reviewed: Summer 2021 or earlier if required.**

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## Statement of Intent

- 1.1 As a responsible employer, The Inspiring Primarys Academy Trust 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 The Inspiring Primarys Academy 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 The Inspiring Primarys Academy Trust is committed to the prevention of accidents and ill health.
- 1.5 The Inspiring Primarys Academy 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 the Inspiring Primarys Academy 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 .....Date: .....

Chief Executive Officer

## **2.0 The Inspiring Primaries Academy 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**

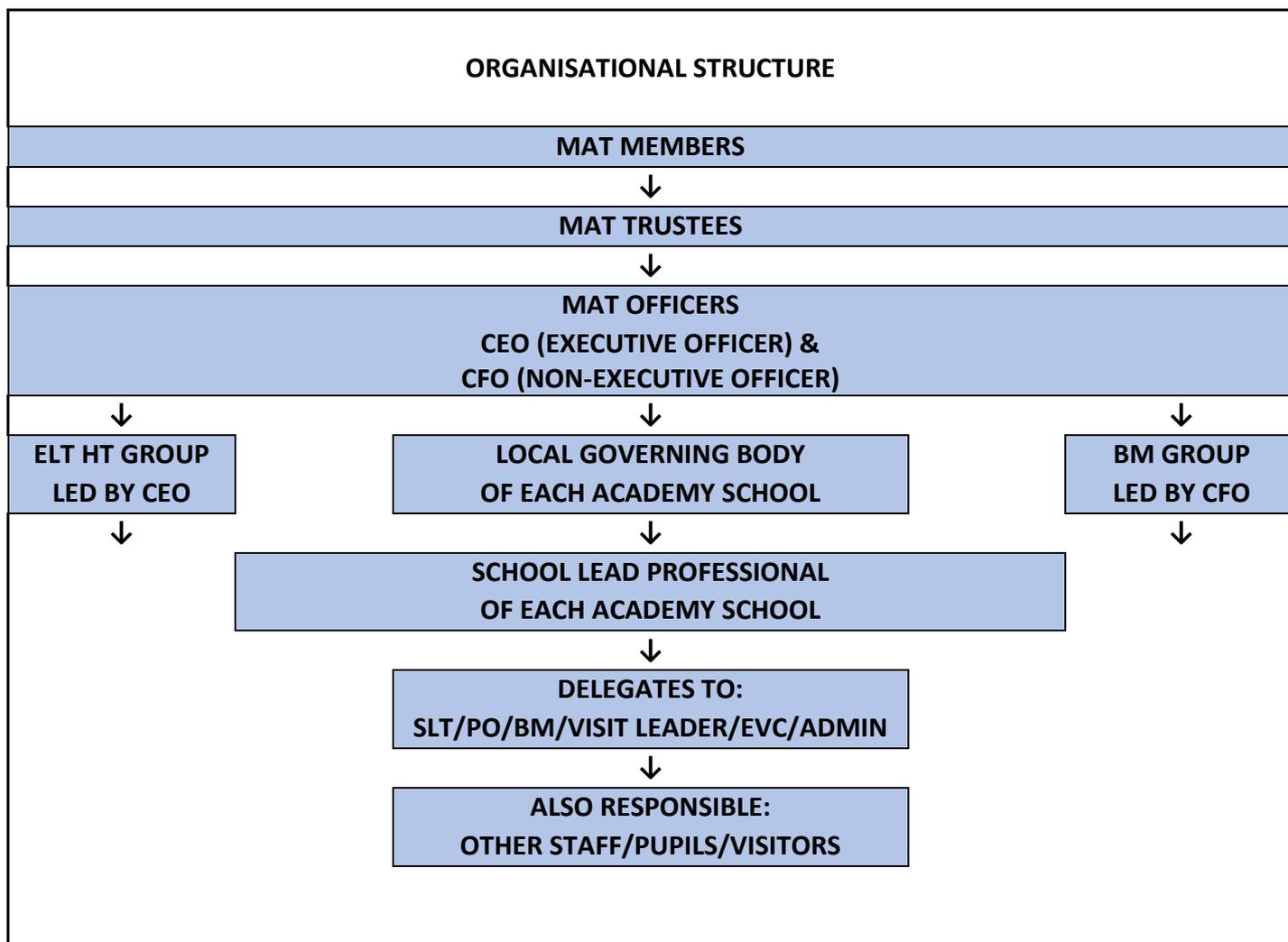
- 2.2 The Members have appointed Trustees who are to ensure that the charitable objectives of the Trust are carried out. The Board of Trustees is the corporate body accountable for the overall health and safety performance of all the Academies within the Trust.
- 2.3 The Board has appointed the Chief 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 Executive Leadership Team (ELT) (the executive management team of the Trust) and will delegate executive management

functions to the members of the ELT. The CEO retains accountability to the Trust Board for the performance of the ELT.

- 2.6 The Board has delegated (some) areas of governance within each Academy of the MAT that will be overseen by a Local Governing Body.
- 2.7 Each Local Governing Body comprises of Parents, Staff and Community / Co-opted governors along with ex-officio senior leader(s).
- 2.8 Local Arrangements within each Academy are documented and are recorded below in the appendices.

All schools must personalise Appendix 1.

		Signatory	Sign:	Print:	Date:
Approved By	MAT Executive Lead	MAT CEO		MARIE SANDFORD	13/5/20
Endorsed/ratified by	MAT Board of Trustees	Chair of the MAT Board of Trustees		GRAHAM READ	13/5/20
Communicated to	Local Governing Body of the 9 x academy schools  AS All Saints Primary, Sappcote BI St Mary's CE Primary, Bitteswell CL Claybrooke Magna Primary DU Dunton Bassett Primary GC Gilmorton Chandler Primary JW John Wycliffe SG St Margaret's CE Primary, Stoke Golding SH Sharnford Primary UL Ullesthorpe Primary	Chair of Local Governing Body of each school	AS:  BI:  CL:  DU:  GC:  JW:  SG:  SH:  UL:		
Accepted by	The lead professional of each of the 9 x academy schools  AS All Saints Primary, Sappcote BI St Mary's CE Primary, Bitteswell CL Claybrooke Magna Primary DU Dunton Bassett Primary GC Gilmorton Chandler Primary JW John Wycliffe SG St Margaret's CE Primary, Stoke Golding SH Sharnford Primary UL Ullesthorpe Primary	Executive Principal or Executive Head	AS:  BI:  CL:  DU:  GC:  JW:  SG:  SH:  UL:		



### Chief Executive Officer

2.9 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 alongside the IPAT risk register.
- 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.
- 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.
- 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 Inspiring Primaries Academy Trust staff; however, the CEO will still be accountable for ensuring the responsibilities are fulfilled.

### **Chief Financial Officer**

- Establish an annual budget for health and safety for all academies within the MAT.
- Report any shortcomings in the health and safety budget to the CEO/Trust Board.
- To produce annual health and safety budget forecast reports and communicate them to the Trust board and CEO.

### **Trust Board / Local Governing Body**

- 2.10 The Trust Board has delegated governance responsibility for holding each individual member academy lead professional (Executive Principal/Executive Head) 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 the 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.
- 2.11 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)
- 2.12 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 Inspiring Primaries Academy Trust
- ensuring that the Academy allocates sufficient funds for health and safety

### 2.13 **Executive Principal/Executive Headteacher**

The Executive Principal/Executive Headteacher has been delegated the responsibility of the management of safety and implementation of this policy within The Inspiring Primaries Academy Trust. The Executive Principal/Executive Headteacher 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 Executive Principal/Executive Headteacher will:

- The Executive Principal/Executive Headteacher will ensure compliance with the Inspiring Primaries Academy 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 Inspiring Primaries Academy Trust 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 the 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 Academy Trust/Governing Body/CEO

- ensure that local procedures for the selection and monitoring of contractors are in place.
- take appropriate action under the Inspiring Primaries Academy Trust 's disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures.
- ensure The Inspiring Primaries Academy Trust has access to competent health and safety advice.
- Ensure there is a clear system for reporting accidents and incidents.
- Facilitate health and safety audits.

2.14 In addition to their statutory duties, the Executive Principal/Executive Headteacher and teachers have a common law duty of care for pupils which stems from their position in law 'in loco parentis'.

2.15 Executive Principal/Executive Headteachers 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.

## 2.16 **Senior Leadership Team**

The senior leadership team will comprise of designated senior members of staff. 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.
- Provide a documented process for reporting and investigating all incidents, accidents and near misses.
- Provide termly health and safety performance reports to Executive Principal/Executive Headteacher who then in turn reports to the Local Governing Body.

## 2.17 **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 Officer and/or Executive Principal/Executive Headteacher of any health and safety concerns and any financial implications identified by the risk assessment process.
- Liaise with and report directly to the Governors, Executive Principal/Executive Headteacher and SLT on matters of Health and Safety.
- Ensure that all certification and statutory inspections are kept up to date.
- Will 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/ Executive Principal/Executive Headteacher/ Principal.
- Ensure the Academy has a Management of Medications Policy.
- Ensure the Academy 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 Officer**

2.18 The Premises Officer is responsible for day to day management of property maintenance and compliance checks. The 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 Executive Principal/Executive Headteacher.
- 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/ Executive Principal/Executive Headteacher 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 Executive Principal/Executive Headteacher 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 Appendix 1 and 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 and completing.
- Conducting contractor induction and recording the process.
- Report incidents, accidents, dangerous occurrences and near misses to the Executive Principal/Executive Headteacher /Business Manager.
- Undertaking any training identified by the Business Manager/ Executive Principal/Executive Headteacher to enable them to perform their duties at the level of responsibility allocated to them.

## **All Staff**

2.19 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 Inspiring Primarys Academy Trust in embedding a positive safety culture that extends to pupils and any visitors to the site.
- undertake any training identified by the Business Manager/ Executive Principal/Executive Headteacher to enable them to perform their duties at the level of responsibility allocated to them.

## **Pupils**

2.20 All pupils are expected to behave in a manner that reflects the Inspiring Primarys Academy Trust 's 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 Inspiring Primarys Academy Trust
- 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 the Inspiring Primarys Academy Trust staff any health and safety concerns that they may have.

## **Shared site users**

2.21 Where two or more employers share a workplace, each employer shall cooperate with the other employers concerned to enable them to comply with their duties under health and safety legislation. The Inspiring Primarys Academy Trust as the primary site user will have the lead responsibility.

All users of the shared site must agree to:

- cooperate and coordinate 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 Inspiring Primarys Academy Trust 's insurance provider
- familiarise themselves with and communicate to their employees/users the Inspiring Primarys Academy Trust 's health and safety arrangements

The Inspiring Primarys Academy 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

- The Inspiring Primaries Academy Trust's health and safety arrangements are made available to shared users

## **Lettings**

2.22 The Inspiring Primaries Academy Trust 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:

- cooperate and coordinate with the Inspiring Primaries Academy Trust 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 Inspiring Primaries Academy Trust that may arise from their activities

The Inspiring Primaries Academy 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 Trust Organisational Arrangements for Health and Safety**

3.1 The following arrangements will be adopted to ensure that the Governing Body/Trust Board, the CEO and the Executive Principal/Executive Headteachers 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, the Executive Principal/Executive Headteacher 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 Inspiring Primary Academy Trust's action plan.

### **Provision of effective health and safety training**

3.3 The Governing Body/Academy Trust and the Executive Principal/Executive Headteacher 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.

### **Provision of an effective joint consultative process**

- 3.4 The Inspiring Primary Academy Trust Premises Officers and a peer PO from within the trust will meet at least once per term. They will report to the Business Manager/ Executive Principal/Executive Headteacher who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The Executive Principal/Executive Headteacher will then report any issues to the Local Governing Body and the CEO. The Executive Principal/Executive Headteacher will also update the school risk register.

### **Establishing adequate health and safety communication channels**

- 3.5 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
  - staff training and staff notices provided
  - communications with relevant specialist advisors and bodies
  - communications with other site users as appropriate
- 3.6 Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

### **Financial resources**

- 3.7 The Governing Body/Trust Board along with the CEO and relevant Executive Principal/Executive Headteacher will review the Inspiring Primaries Academy 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**

- 3.8 The Inspiring Primaries Academy Trust will ensure that access to competent technical advice on health and safety matters is procured to assist the Inspiring Primaries Academy Trust in complying with statutory duties and meeting health and safety objectives; the Inspiring Primaries Academy 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**

- 3.9 Each Inspiring Primarys Academy 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 Inspiring Primarys Academy 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 The Inspiring Primarys Academy Trust.
- External health and safety audit reports will be delivered to the MAT CEO, each individual Academy's Head Teacher (and any other appropriate staff members) for review.

## 4.0 Local Organisational Arrangements

### 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 Inspiring Primaries Academy Trust will comply with the Construction Design and Management Regulations 2015, and the HSE guidance document: HSG159 Managing contractors: A guide for employers. The Inspiring Primaries Academy Trust ensures 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 Inspiring Primaries Academy Trust 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 Inspiring Primaries Academy Trust 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.

Each academy within the trust has its own Business Continuity Management Plan, Evacuation Procedures and LTS bomb threat guidance & procedures. There is also an IPAT Missing Child Policy

### **Defect reporting**

- 4.9 The Inspiring Primaries Academy Trust has 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 Inspiring Primaries Academy Trust acknowledges that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out. They should know how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. The Inspiring Primaries Academy Trust ensures 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 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 accessed through the SHINE online system. For access please call 0116 305 5515. <https://go-shine.co.uk/login/index.php>

## Driving

- 4.11 All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. This includes staff that attend other trust schools and attend courses, etc outside of their usual place of work. Annual licence and insurance checks are undertaken and documented on the SCR.

## Electrical systems and equipment

- 4.12 The Inspiring Primaries Academy Trust maintains and services 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.
- 4.13 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), annually by a competent contractor with records maintained.
- 4.14 Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. 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 Inspiring Primaries Academy Trust 's defect reporting procedure is followed as required.

## Fire safety

- 4.15 The Inspiring Primaries Academy Trust is committed to providing a safe environment for both staff and pupils. The Inspiring Primaries Academy Trust manages the risk of fire by ensuring:
- a site-specific 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**

4.16 Adequate first aid arrangements are assessed, maintained and monitored at the Inspiring Primaries Academy Trust and for all activities that the Inspiring Primaries Academy Trust leads. The Inspiring Primaries Academy Trust ensures 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 Inspiring Primaries Academy Trust maintains a register of all qualified staff and will arrange re-training as necessary
- first aid notices are clearly displayed around the Inspiring Primaries Academy Trust
- 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 Inspiring Primaries Academy Trust, 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.
- 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**

4.17 The Inspiring Primaries Academy Trust will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing

4.18 The Inspiring Primaries Academy Trust will survey its glass surfaces in doors, windows and door side panels for the presence of safety glass and where

appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect. This is required on a 10-yearly cycle.

## **Grounds - Safety/Security**

### **Safety**

- 4.19 The Inspiring Primaries Academy Trust 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 Inspiring Primaries Academy Trust will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g. outdoor play equipment.

### **Security**

Site security must be maintained during school hours and whilst children are at after school clubs (e.g. keeping external doors shut, controlling visitor access, signing in arrangements for all staff/pupils/visitors/contractors). Any breaches to the school boundary must be reported to the BM or Executive principal/Executive Headteacher immediately.

## **Housekeeping – storage, cleaning & waste disposal**

- 4.20 The Inspiring Primaries Academy Trust 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.
- 4.21 The Inspiring Primaries Academy Trust 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 Inspiring Primaries Academy Trust will ensure that there are suitable and sufficient external waste bins secured from the risks of arson & tampering and stored away from the school buildings/out buildings.
- 4.22 Where applicable and to accommodate the requirements of environmental legislation the Inspiring Primaries Academy Trust will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.
- 4.23 Suitable arrangements will be made for the clearing of snow as part of winter preparedness following LTS guidelines.

## **Lone working**

- 4.24 The Inspiring Primaries Academy Trust will ensure through a site-specific 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

The Inspiring Primaries Academy Trust complies 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 Inspiring Primaries Academy Trust is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The Inspiring Primaries Academy Trust has 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.

- 4.25 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 individual (site specific) school's LAMP.
- 4.26 Prior to any works that will or has the potential to alter the fabric of the building; a 'refurbishment and demolition survey' (RDS, 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.
- 4.27 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

- 4.28 The Inspiring Primaries Academy Trust complies with the HSE's approved code of practice *'Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23)*.
- 4.29 Within the Inspiring Primaries Academy Trust 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 Inspiring Primaries Academy Trust manages 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

4.30 The Inspiring Primaries Academy Trust 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

4.31 The Inspiring Primaries Academy Trust acknowledges that there are many factors both works related and personal that may contribute to staff being from absent from work through injury and ill health including stress.

4.32 The Inspiring Primaries Academy Trust 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 Executive Principal/Executive Headteacher 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 Inspiring Primaries Academy Trust, the Executive Principal/Executive Headteacher 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

- 4.33 The Inspiring Primaries Academy Trust has created a Policy for Management of Outdoor Learning, Off-Site Visits and each school has an Educational Visits Policy.
- 4.34 Adventurous Activities guidance 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 Inspiring Primaries Academy Trust 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](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.
  - 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 Executive Principal/Executive Headteacher or Head of School will approve the visit.

## 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 Inspiring Primaries Academy Trust various persons are tasked with the development of risk assessments based on their knowledge, experience and competence (See Appendix 1). 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 in paper form from the school office or on Google Drive.
- 4.38 New and expectant mothers risk assessments will be conducted in line with HSE Guidance. These will be confidential dynamic risk assessments and require input from both the assessor and the expectant mother. Any new

information that evolves during the pregnancy must be notified to the assessor to amend the risk assessment and procedure in place as necessary.

- 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 Inspiring Primaries Academy Trust complies with UK law on smoking in both indoor and external spaces. The Inspiring Primaries Academy Trust has a no smoking policy which extends to the limits of the curtilage of the site. The policy extends to the use of substitute inhalers and all types of vaping devices including e-cigarettes. The Inspiring Primaries Academy Trust has signage on site and will ensure that persons seen smoking onsite are instructed not to do so.

## Statutory Inspections

- 4.41 The Inspiring Primaries Academy Trust ensures 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 Premises Officer and monitored by the Business Manager/Executive Principal/Executive Headteacher.

## Swimming Pool Operating Procedures

The Inspiring Primaries Academy Trust currently only has one pool which is situated at Claybrook Primary School. The pool is not currently used for Hire and this is **not authorised**. The pool can only be used for the school's own use.

- 4.42 These are the current procedures on site for use and maintenance of the pool as expected by the Inspiring Primaries Academy Trust and these are approved by LTS H&S Advisors and the specialist pool contractor.

Standard Operating Procedures for the pool are laid out in a document found on site and should be strictly adhered to. These procedures are updated annually whilst the pool is in use. If the pool is out of use, they will be updated prior to use re-commencing. These procedures include the Emergency Plan for the pool. A copy is found in the school office and plant room.

There is a full Risk Assessment for use of the pool also found on site which is updated annually whilst the pool is in use. If the pool is out of use, they will be updated prior to use re-commencing.

This risk assessment covers the provision for First Aid, number of trained lifeguards required at a swimming session, number of staff to child ratio, maximum number of users at anyone time, safeguarding procedures re

changing room use, safety guidelines for use and supervision. This can be found in the main risk assessment folder in the school office, a copy in the plant room and a copy on the staff noticeboard.

The maintenance is carried out by the PO and the Cleaning staff member. The maintenance is overseen by a competent specialised contractor (currently Kingfisher Pools Ltd). They take samples monthly to the independent lab for testing.

School staff carrying out the maintenance have both completed the Pool Plant Operator course. Re-accreditation is required every 3 years.

There is a daily maintenance regime by staff on site and then monthly visits from the contractor. Records are kept.

The daily maintenance routine involves water testing 3 times per day to check the chemical levels. If the levels are low, they can be topped up by the staff on site. If the levels are too high or there is a bacterial problem then the staff refer to the contractor and pool usage is suspended until a correction has been made.

PPE is used by the staff which includes gloves and visors with aprons available as required.

As the plant room operation is a lone working situation the staff carry a walkie talkie and their own mobile phone in case they need to alert someone in case of an emergency.

Tests are generally at 7am, 11am and then 1pm or 3pm depending on if there is a swimming session that afternoon. Leaving the testing until 3pm is advised if there is no swimming session in an afternoon to save on expensive chemicals being overused. The shelf life of the chemicals is short (approx. 6 months) so expiry dates must be checked before use.

Deep cleaning is carried out by the PO once per year and the specialised contractor once per year. The PO uses a stronger chemical to clean around the area when the children are not on site.

The surrounding pool areas are cleaned daily and the changing room area is cleaned every two days by using a pressure washer to remove excess chlorine and dirt.

A skimmer is used in the pool to remove debris from the bottom and also the filter is constantly running to keep the water clean.

Chemicals must be stored in the locked plant room. Only authorised personnel have access to the plant room.

If there is a small spillage there is a neutralising agent which must be used and full flushing of the area into the designated drain in the plant room using the designated hose pipe nearby.

A spillage could only take place in the plant room as the barrels are not carried anywhere else. The dosing of the pool takes place automatically by the system in place. The barrels of chemicals are made of thick plastic material and breakage is not likely.

Any spillages must be reported to the senior lead professional on site.

As spillages of chemicals cause burns and dangerous gases to escape the members of staff have been trained in their use and know the COSHH regulations involved. The main school COSHH folder in the office contains all the necessary documents and there is an additional folder in the plant room for these chemicals in case this is required by emergency services. First Aid procedures must be followed if there is an accident on site. A higher number of trained First Aiders is recommended on this site.

A larger spillage must be dealt with immediately and STWA notified. They must also be notified if the pool is to be drained down due to the high volume of chlorinated water entering their system. (approx. 56000l)

The maintenance contractor will replace parts of the dosing equipment and pipes annually so that pipe bursts are unlikely. They will also service all other parts of the system.

The personnel responsible for all aspects of caring for the pool and its procedures are listed in the final section of Appendix 1.

## **Preventing workplace harassment and violence**

4.43 The Inspiring Primaries Academy Trust is 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 Executive Principal/Executive Headteacher or a member of the senior management team if confrontation has taken place

The Inspiring Primaries Academy Trust will:

- ensure the CEO/Executive Principal/Executive Headteacher 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 as necessary
- 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**

All schools to have a site-specific Risk Assessment in place for 'Traffic and Pedestrian Conflict'. They must ensure the safety of pedestrians at all times.

4.44

## **Water hygiene management**

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

The Inspiring Primaries Academy Trust 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 annually.
- 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 person (usually the PO) to undertake water sampling and routine cleaning. Maintenance and disinfection of water systems and

thermostatic mixing valves (TMV's) will be carried out as applicable by a competent contractor. 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 Inspiring Primaries Academy Trust will follow the principles of the HSE guidance *'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401)*. The Inspiring Primaries Academy Trust use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. The Inspiring Primaries Academy Trust ensures 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 using the LTS ladder inspection checklist
- 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 Inspiring Primaries Academy Trust recognises 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 by Peer to Peer review by a visiting IPAT PO with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out by the Business Manager and the next inspectors at the following Peer to Peer review. 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 Inspiring Primaries Academy Trust 's defect 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 Academy Trust and the CEO 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 Inspiring Primaries Academy Trust will measure performance against predetermined plans and objectives. Any areas where the standards are not being met will require remedial action.
- 4.50 The Inspiring Primaries Academy Trust 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
- The Local 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 Inspiring Primaries Academy Trust 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 Inspiring Primaries Academy Trust action plan with appropriate target dates for completion

#### **4.51 Business Continuity**

- The Inspiring Primaries Academy Trust and individual schools 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, coordination and implementation of the business continuity plan is the responsibility of the Senior Incident Management Team (SIMT)
- A copy of the (business continuity plan will be distributed to all members of the SIMT within the school SLT Google drive and they will ensure that pre-planning is carried out.
- In the unlikely event of major disruption or disaster the SIMT will arrange to meet to coordinate and implement the business continuity plan.
- Business continuity plans 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 the Executive Principal/Executive Headteacher and the Senior Leadership Team

#### **4.52 Retaining and Maintaining Documentation**

- The Inspiring Primaries Academy Trust will store all health and safety related documentation on Google drive or in locked filing in the Business Manager's/PO/Admin office.
- 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:

*Each school to personalise this section for their site specific staff*

Responsibility	Frequency	Delegated to Job Role	Signed
Reviewing Health and Safety Policy	Annually	CEO	
Digitally Backing up Compliance and Safety Documents	When Created or Received	BM	
Allocating Budget for Health and Safety	Annually	CFO	
Display Energy Certificate Renewal	As Instructed on Current Certificate	Admin team	
Organising Type 2 Fire Risk Assessment	Every 5 Years	BM/YMD Boon/LTS	
Conducting and reviewing Type 1 Fire Risk Assessment	Annually	EP/EH/BM	
Internal Checking of the Fire Alarm Panel	Daily	PO	
Internal Fire Evacuation Drill Organisation	Termly	PO	
Internal Manual Call Point Checks	Weekly on Rotation	PO	
Internal Emergency Lighting Checks	Monthly	PO	
Internal Extinguisher Checks	Monthly	PO	
Internal Sprinkler System Checks	Weekly	PO	
Internal Fire Door Checks	Monthly	PO	
Organising Service of The Fire Alarm System	Six Monthly	BM/YMD Boon/LTS	
Organising Service of Fire Extinguishers	Annually	BM/YMD Boon/LTS	
Organising Service and Maintenance to the Sprinkler System	Manufacturer Stipulated Insert Frequency	BM/YMD Boon/LTS	
Organising Service and Maintenance of Emergency Lighting	Annually	BM/YMD Boon/LTS	
Organising Service and Maintenance of Air Conditioning Units	6 Monthly	BM/YMD Boon/LTS	
Organising Service and Maintenance of Air Handling Units	Annually	BM/YMD Boon/LTS	
Reviewing the Emergency Evacuation Plan	Annually	BM/EP/EH	
Creating and Reviewing PEEP (Personal Emergency Evacuation Plans)	When Necessary	BM/EP/EH	
Creating and Reviewing the Winter Gritting Plan	Annually	BM/PO	
Winter Gritting Pavements and Carparks	Consult Weather Forecast	PO	
Reviewing the Business Continuity Plan and Emergency Procedures	Annually	BM/EP/EH/ SLT	

Reviewing the LAMP (Local Asbestos Management Plan)	Annually	EM/EP/EH	
Organising Asbestos Management Surveys	5 Yearly	BM/YMD BOON/LTS	
Monitoring the Condition of Asbestos on the Premises	Termly	PO/BM/EP/ EH	
Organising Water Hygiene Surveys	Yearly	BM/YMD BOON/LTS	
Flushing of Little Used Outlets	Weekly	PO	
Organising Service of TMV	Yearly	BM/YMD BOON/LTS	
Organising Water Tank Cleans	When Necessary	BM/YMD BOON/LTS	
Water Temperature Monitoring	Monthly	PO	
Signing Off Water Temperature Monitoring	Monthly	BM	
Organising Water Heater Service and Maintenance	Annually	BM/YMD BOON/LTS	
Organising Water Tank Inspections	Annually	BM/YMD BOON/LTS	
Organising Electrical Installations Condition Reports	5 Yearly	BM/YMD BOON/LTS	
Organising PAT (Portable Appliance Testing)	Annually	PO/BM	
Organising Service of Stage Lighting	Annually	BM/YMD BOON/LTS	
Organising Servicing of Gas Boilers	Annually	BM/YMD BOON/LTS	
Organising Gas Risk Assessment	Annually	BM/YMD BOON/LTS	
Conducting Workplace Inspections	Weekly	PO	
Conducting Workplace Inspections	Termly	PO/PEER PO	
Organising Building Condition Surveys	5 Yearly	BM/YMD Boon/LTS	
Internal Inspections of Playing Fields and Playground Equipment	Weekly	PO	
Organising RPII Inspections of Outdoor Play Equipment	Annually	PO/BM	
Inspecting PE Equipment	Before Use	PO/BM	
Organising External Inspections of PE Equipment	Annually	PO/BM	
Organising Glazing Surveys	10 Yearly	BM/YMD Boon/LTS	
Procuring and Commissioning Contractors	When Necessary	BM/YMD Boon/LTS	
Managing and Supervising Contractors	When Necessary	PO/BM	
Contractor Inductions	When Necessary	PO/BM	

Internal Inspection of Passenger Lifts and Hoists	Monthly	BM/YMD Boon/LTS	
Organising Service and Maintenance of Lifts and Hoists used for carrying people	6 Monthly	BM/YMD Boon/LTS	
Organising Service and Maintenance of The Kiln	Annually	BM/YMD Boon/LTS	
Organising the Service and Maintenance of Work Equipment	Follow Manufacturer's Instructions	BM/YMD Boon/LTS	
Organising the Service and Maintenance of The Kitchen Equipment	Follow Manufacturer's Instructions	CFO/IPAT	
Organising a Thorough Clean of The School Kitchen	Termly	EDUCATE RERS	
Creating and Reviewing Classroom Risk Assessments	Annually	BM/CLASS TEACHER S	
Creating and Reviewing Premises Related Risk Assessments	Annually	BM/PO	
Creating and Reviewing PE Risk Assessments	Annually	PE LEAD/BM	
Creating and Reviewing Design Technology Risk Assessments	Annually	DT LEAD /BM	
Creating and Reviewing Science Risk Assessments	Annually	SCIENCE LEAD/BM	
Creating and Reviewing Other Risk Assessments	Annually	BM	
Conducting Pregnancy Risk Assessments	When Necessary	BM/STAFF MEMBER	
Conducting Return to Work Risk Assessments	When Necessary	EP/EH/HoS	
Selecting Staff Health and Safety Training	Review Termly	BM/EP/EH	
Recording Staff Health and Safety Training in a Central Record	When Necessary	BM/PO	
Creating and Reviewing COSHH Risk Assessments for Premises	Annually	PO	
Creating and Reviewing COSHH Risk Assessments for Substances Used in Classrooms and Offices.	When Necessary	PO	
Creating and Reviewing COSHH Risk Assessments for Substances Used by Cleaning Staff	Annually	SOLO/PO	
Logging Accidents onto the AssessNet system	When Necessary	BM/ADMIN	
Reporting RIDDOR	When Necessary	BM/ADMIN	
Reviewing Accident Statistics	Termly	LGB	
Reviewing the Management of Medications Policy	Annually	EP/EH/AD MIN	
Reviewing the First Aid Needs Assessment	Annually	BM/EP/EH	
Checking First Aid Kit Contents	Monthly	ADMIN	
Checking the Condition of First Aid Facilities	Weekly	ADMIN/LG B	
Reviewing Pupil Individual Care Plans	When Necessary	ADMIN/EP/	

		EH	
Reviewing Individual Behaviour Plans	When Necessary	SENCO/EP /EH	
Creating and Reviewing Off-Site Visit Risk Assessments	When Necessary	EP/EH/HoS	
Approving Off-Site Visits	When Necessary	EP/EH/HoS	
Creating a Health & Safety Report for Governors	Termly	EP/EH	
Communicating Emergency Procedures to Lettings	When Necessary	BM	
Emergency Contact during Lettings	When Necessary	PO	
Work Experience Co-ordination	When Necessary	BM	
Driving for Work Drivers Licence and Insurance Checks	6 Monthly	ADMIN	
Organising Tree Surveys	3 Yearly	PO/BM	
Organising Service/Inspection of The Lightening Protection Rod	11 Monthly	PO/BM	

#### **Swimming Pool Management Responsibilities:**

Creating and Reviewing Normal Operating Procedures for The Swimming Pool	Annually	PO and Cleaner	
Creating and Reviewing Swimming Pool Risk Assessments	Annually	PO and Executive Head	
Ensuring Water Samples are Submitted for Bacteria Testing	Monthly	PO and Kingfisher Pools	
Conducting Water PH Testing	3 Times a Day	PO and Cleaner	
Conducting Deep Cleans of The Swimming Pool Area and Changing Rooms	Twice annually	PO and Cleaner	
Organising Service and Maintenance of Pool Plant	Annually	PO	
Creating and Reviewing an Emergency Action Plan for the Pool	Annually	PO and Executive Head	

**This list is not exhaustive, when personalising this document, you need to consider all relevant activities and who is responsible. For any further information please contact your dedicated LTS Health Safety and Wellbeing Advisor.**

## 6.0 Appendix 2

### Inspiring Primaries Academy Trust's Additional Policies and Guidance for Reference:

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

<b>Policy Documents on Google drive</b>
Off-Site Visits Policy
Management of Medications Policy
Supporting Pupils with Medical Conditions Policy
Lettings Policy
Contractor Management Policy
LAMP Local Asbestos Management Plan

<b>Guidance Documents on LTS</b>
Accident, Incident and Near Miss Guidance
Asbestos - Information and Guidance
LAMP Local Asbestos Management Plan
Schools Gate Safety Guidance
Blood Borne Viruses & Needle Stick Injury
Notification of Construction Works in Academies & Schools
CDM Guidance
Challenging Behaviour and Violence at Work
Contractor Management
COSHH Guidance
Door Safety in Schools
Driving School Minibuses Guidance
Driver and Vehicle Safety Guidance
Display Screen Equipment Guidance
Electrical Safety Guidance
Excavations Guidance
Fire Safety Guidance
First Aid Guidance
Food Safety Information and Guidance
Glazing - Information and Guidance
Growing Plants and Vegetables in Schools Guidance
Intimate Care Guidance
Lettings Guidance
Lone Working
Use of LPG Heaters in Schools
Manual Handling
Moving and Handling of People Guidance
Pregnancy and Breastfeeding
Noise at Work
Guidance and Information
Outdoor Play Equipment, Outdoor Gyms and Playing Fields Guidance
Risk Assessment Procedure Guidance
Stress Management in Schools Guidance
Supervision of Pupils by Others Guidance
Swimming Pool Safety Operating Procedures
Violence at Work Guidance
Water Hygiene Procedure Guidance
Winter Gritting & Snow Clearing Guidance

Work at Height Guidance
Work Equipment Guidance
Young Persons and Work Experience Guidance