

Health and Safety Policy

Document Details	
Category:	Risk and Health & Safety
Approved By:	Board of Trustees
Version:	5
Status:	Approved
Issue Date:	February 2023

Ownership and Control

History

Version	Author	Dated	Status	Details
1	BMa	March 2018	Approved	Approved at Board Mtg 2 Mar 2018
2	SSc	July 2019	Approved	Annual review. Approved at Board Mtg 3 July 2018
3	SSc	July 2020	Approved	Annual review and addition of Appendix C. Approved at Board Mtg 8 July 2020
4	BMa	September 2021	Approved	Significant update, based on SchoolBus Model
5	SSc	February 2023	Approved	Update based on H&S audit action plans from HANDSAM



Contents:

Statement of intent

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [Construction and maintenance of the premises](#)
4. [Training](#)
5. [First-aid](#)
6. [Contacting the emergency services](#)
7. [Fire safety](#)
8. [Accident reporting](#)
9. [Significant accidents](#)
10. [Reporting procedures](#)
11. [Reporting hazards](#)
12. [Accident investigation](#)
13. [Our active monitoring system](#)
14. [Bomb threat procedure](#)
15. [Evacuation](#)
16. [Visitors to the school](#)
17. [Personal protective equipment \(PPE\)](#)
18. [Any other clothing](#)
19. [Maintaining equipment](#)
20. [Hazardous materials](#) & Radioactive materials
21. [Asbestos management](#)
22. [Medicine and drugs](#)
23. [Smoking](#)
24. [Housekeeping and cleanliness](#)
25. [Infection control](#)
26. [Allergens and anaphylaxis](#)
27. [Risk assessment](#)
28. [Slips and trips](#)
29. [Security and theft](#)
30. [Severe weather](#)
31. [Safe use of minibuses](#)
32. [School trips and visits](#)
33. [Manual handling](#)
34. [Working at heights](#)
35. [Lone working](#)
36. [Stress management](#)
37. [Display equipment](#)
38. [Monitoring and review](#)

Appendices

- A. Trust Responsible Person List 2023
- B. Local Academy Responsible Person List 2023
- C. The Sigma Trust Local Health & Safety Working Party Constitution and Terms of Reference
- D. The Sigma Trust Health & Safety Committee Constitution and Terms of Reference
- E. Local List of First Aid Trained Staff & First Aid Locations



Introduction

As the employer of staff, the Board of Trustees of The Sigma Trust have the overall responsibility for the health, safety and welfare of all staff, pupils and visitors within our family of academies. The Trustees recognise that the key to successfully managing workplace health and safety is by taking into account the views and priorities of our staff, stakeholders and management.

The Trustees will support all its academies with the management of health, safety and welfare by providing clear policies that focus on key risks and checking control measures have been implemented. The Trustees will provide support to Local Governance Committees and their headteachers to ensure a safe place of work is provided to all workplaces within the Trust, and providing external professional advice and support.

The Trustees are committed to:

- Compliance with all applicable legislative and regulatory requirements.
- Ensuring health and safety roles and responsibilities are understood and communicated to all stakeholders, and those with these responsibilities are suitably trained and supported.
- Ensuring the Trust has a suitably qualified 'Competent person' to meet the legal responsibility.
- Providing suitable forums for consultation with employees, trade unions, enforcing authorities and other stake holders on all health and safety issues.
- Supporting with the identification of health and safety risks and ensuring the provision of suitable and sufficient risk control measures.
- Providing a healthy and safe work environment.
- Ensuring appropriate emergency arrangements and support are established for all academies.
- Supporting with Trust wide processes and procedures for the safe management of asbestos, fire and property defects as far as is reasonably practical.
- Continual improvement in all areas of health and safety management.



Statement of Intent

The Sigma Trust and its Board of Trustees are committed to complying with the Health and Safety at Work Act 1974 and all subsequent legislation. The Board of Trustees are supported with this essential remit by the delegation of day to day oversight for health, safety and wellbeing at each of the Trusts' institutions to the Trust headteachers

The Trust headteachers are committed to taking effective action, so far as is reasonably practical, to ensure the health, safety and welfare of all our staff, pupils and visitors.

The headteachers will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Ensuring compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Signed on behalf of School.

Headteacher: _____ Date: _____



1 Legal framework

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

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

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

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

This policy operates in conjunction with the following school policies:

- COSHH Policy
- Uniform Policy
- Asbestos Management Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Trips and Visits Policy
- Manual Handling Policy
- Lone Working Policy
- Family Support Worker Lone Working Policy
- Bomb Threat Policy
- Full Lockdown Procedure
- Partial Lockdown Procedure
- Invacuation, Lockdown and Evacuation Policy
- Fire Risk Assessment
- Personal Emergency Evacuation Plan



- Fire Evacuation Plan
- Visitor Policy
- Contractors Policy
- Minibus Policy
- Staff Wellbeing Policy
- Administering Medication Policy

2. Responsibilities

2.1 Responsibilities of the Board of Trustees:

The Trustees will ensure that:

- Sufficient knowledge and resources are available to keep informed about the requirements of the appropriate legislation and codes of practice.
- Monitor the management structure implemented for health and safety across the Trust and provide management information within Audit and Risk reports and Estates reports
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- Ensure that health and safety is a standing item on any Joint Consultative Committee agendas, and that information received via the academy health and safety working groups are considered and monitored at the termly Trust Health & Safety Committee
- Ensure the CEO and appointed senior officers are empowered to implement and oversee the implementation of this policy and associated supporting documents.

2.2 Responsibilities of the Headteacher:

- Hold overall responsibility for the day-to-day management of safe working practices and conditions for all staff, pupils and visitors within their academy.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a local health and safety working group responsible for monitoring health and safety in the academy
- Ensure the Trust's Health and Safety Policy and associated supporting documents are accessible and implemented by all.
- Ensure all Trust and local health and safety policies and associated supporting documents are established and implemented within their academy.
- Identify and delegate specific responsibilities for areas of health and safety to specialist staff with clearly defined remits, appropriate training and ensure these staff are provided with the necessary equipment and resources in order to fulfil such responsibilities.



- Designate a local Health and Safety Co-ordinator (Site Manager) to be responsible for the day-to-day implementation of the Health and Safety Policy.

In achieving the above, the headteacher endeavours to provide:

- A safe place for all users of the site including staff, pupils and visitors.
- 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, Risk Assessments 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.
- Ensuring a positive health and safety culture is established and maintained throughout the academy.

2.3 Responsibilities of the Trust Estates Manager:

- Ensure attendance at each local Health & Safety Working Group and that the standard pro-forma for reporting is populated by the local Health and Safety Co-ordinator (Site Manager)
- Ensure that a termly Trust Health & Safety Working Group is scheduled and required personnel are in attendance as per the terms of reference
- Ensure that an overview of local Health & Safety Working Groups from each estate is reported at the termly Trust meeting
- Provide the Risk & Audit committee a termly RAG rated dashboard on compliance across the estate
- Provide an annual health and safety report to the Trustee's
- Complete a monthly Health and Safety Compliance Health Check and report findings to head teachers and senior central officers
- Monitor and review the findings of the local Health and Safety action plans
- Develop and implement actions as outlined in the central Health and Safety action plan
- Identify risks relating to possible accidents and injuries, supporting the local Health & Safety Co-ordinator (Site Manager) in the reporting and investigation of significant incidents – including termly reporting to Trustee's
- Responsible for the uploading of any RIDDOR reportable incidents across the estate

2.4 Responsibilities of the Health and Safety Co-ordinator (Site Manager)

- Under instruction from the head teacher, schedule termly Health & Safety Working Group meetings – populating the trust pro-forma and ensuring that local meetings are quorate with appropriate representation
- Operate as the local administrator for the trust approved Health & Safety platform (HANDSAM) and be the point of contact for local staff members
- Responsible for notifying the central estates team of any significant injuries or accidents and work in conjunction on any required investigation or review – including initial data collation
- Responsible for monitoring the completion of statutory training on the HANDSAM platform and reporting findings to the head teacher

2.5 Responsibilities of senior manager's/department heads

- Ensure senior managers are familiar with the requirements of health and safety legislation within their area of operation.
- In addition to general duties, senior managers will be responsible for the implementation and operation of the Trust's Health and Safety Policy and associated supporting documents in their department, and for areas of responsibility delegated by the headteacher.
- Supervisory staff are responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Supervisory staff will take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

2.6 Responsibilities of all members of staff:

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 Line Managers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the Line Manager or headteacher 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 Trust

- Ensure that all staff, pupils and visitors 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. 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 the Line Manager or designated health and safety Co-ordinator (Site Manager).
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the academy 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.
- Complete any assigned training in a timely manner

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 instructions given by staff 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.

3 Construction and maintenance of the premises

When undertaking construction or maintenance work, the Trust will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

Construction work 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;
 - The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-

- construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
 - The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
 - The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Chief Operations & Finance Officer will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.

The Chief Operations & Finance Officer will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

The Chief Operations & Finance Officer will ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the academy wants built or maintained
 - The site and existing structures
 - Information about hazards such as asbestos
 - Timescales and budget for the build
 - How the academy expects the project to be managed
 - CDM appointments of principal contractor/principal designer
 - Welfare arrangements
 - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.

- Sufficient time and resources are allocated and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the Chief Operations & Finance Officer, kept up-to-date by the local health and safety Co-ordinator, and is made available to anyone who needs to alter or maintain the building.

The Trust will ensure pre-arranged progress meetings are held with the project team to ensure that all members are carrying out their roles as required.

Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

5 Training

- 5.1 The academy 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. A Trust catalogue of training courses will be provided, of which all staff will complete 4 courses annually (including GDPR, stress at work and fire awareness). Centrally the trust will also ensure all statutory training for the site lead is in place (H&S, asbestos management, legionella management, PASMA, etc.).
- 5.2 The headteacher will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.
- 5.3 The headteacher will ensure that there are an appropriate number of first-aid trained staff members working within in each academy.
- 5.4 Staff members will be provided with regular training opportunities and have access to support where needed.
- 5.5 Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the Trust and its academies.
- 5.6 The health and safety Co-ordinator (Site Manager) in each academy will ensure staff know how to meet their duties outlined in this policy. Where relevant to their role, staff will receive specific training in:



- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

6 First aid

- 6.1 All Academies will act in accordance with the school's First Aid Policy at all times.
- 6.2 The academy will ensure that ample provision is made for both trained personnel and first-aid equipment on-site. The trained first-aiders are listed in Appendix E.
- 6.3 First-aid boxes are located as listed in Appendix E, and the named staff members are responsible for their secure storage and use.

7 Contacting the emergency services

- 7.1 The headteacher will certify that procedures for ensuring safety precautions are properly managed and discussed, formulated and effectively disseminated to all staff.
- 7.2 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 victim.
- 7.3 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.
- 7.4 In the event that the emergency services are contacted to attend the academy, the Headteacher or nominated deputy will be informed at the earliest opportunity.
- 7.5 Staff will be aware of any pupils who have specific evacuation needs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

8 Fire safety

- 8.1 All staff members fully understand and effectively implement the Fire Evacuation Plan.
- 8.2 The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.

- 8.3 Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.
- 8.4 The Headteacher will ensure systems and responsibilities are clearly outlined for the safe evacuation of any student or staff member with a Personal Evacuation Plan.
- 8.5 The school will test evacuation procedures on a termly basis.
- 8.6 The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 8.7 Firefighting equipment will be externally checked on an annual basis by an approved contractor.
- 8.8 Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the designated area.
- 8.9 Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the designated area.
- 8.10 Fire awareness training will be completed annually by all staff.

9 Accident reporting

- 9.1 All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the local health and safety Co-ordinator (Site Manager) using the standard Accident Report Form on the HANDSAM portal. Where appropriate (or significant) these incidents will be reported on the Trust's accident reporting module platform by the designated administrative staff at each academy. This supports record keeping, instructive support in reporting requirements and triggers any necessary investigation (supported centrally by the Trust).
- 9.2 The local health and safety Co-ordinator (Site Manager) will be responsible for informing the Headteacher if the accident is fatal or a "major injury", as outlined by the HSE.
- 9.3 The headteacher will report all significant accidents or near misses to the Chief Operations & Finance Officer as soon as practically possible.
- 9.4 More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this Policy.

10 Significant accidents



10.1 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.

10.2 Before submitting a RIDDOR to the HSE, the person responsible for submitting the form must contact the Central Estates team to check collated information for accuracy.

10.3 If an accident to an employee was in connection with a work-related activity then it must be reported to the HSE The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- 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

10.4 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
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.
- If an injury to a pupil resulted in direct hospital treatment because of the following:
 - The way the activity was organised
 - The way the equipment or substance was used
 - The condition of the premises

Then this would fall under a reportable occurrence as outlined above.

11 Reporting procedure

11.1 Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the local health and safety Co-ordinator (Site Manager), headteacher, or a person appointed on their behalf, will contact the Chief Operations & Finance Officer, who will support with the submission of a report as soon as is reasonably possible.

11.2 A copy of the RIDDOR report should be emailed to the Chief Operations & Finance Officer as soon as reasonably practical.



12 Reporting hazards

- 12.1 Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.
- 12.2 In the main, reporting should be conducted verbally to the site manager or local health and safety Co-ordinator as soon as possible, who will then inform the headteacher as appropriate.
- 12.3 Serious hazards will be reported using the appropriate process at the estate

13 Accident investigation

- 13.1 All accidents, however small, will be investigated by an appointed party and the outcomes recorded.
- 13.2 The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 13.3 After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- 13.4 The central estates team will undertake monthly evaluations of all reported incidents on the HANDSAM platform – patterns or trends are then defined and appropriate corrective action put in place

14 Our active monitoring system

- 14.1 It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:
- Annual audits, including fire risk assessments and health and safety audits.
 - Scheduled examination of documents to ensure compliance with standards.
 - Monthly inspection of premises, plants and equipment.
 - Monthly reports and updates to the headteacher.
 - External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.
 - The continual monitoring of the Trusts H&S platform both centrally and locally via the administration users.

15 Bomb threat procedure

15.1 All staff members fully understand and effectively implement the school's Bomb Threat Policy.

15.2 In the event of an emergency, the procedures outlined in the Bomb Threat Policy, Lockdown and Evacuation Policy will be followed.

All staff members are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Bomb Threat Policy.

15.3 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?

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

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

15.6 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.

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

15.8 The staff member receiving the call will contact the headteacher immediately, who will then alert the police and then the Chief Operations & Finance Officer.

15.9 The headteacher will decide whether or not to evacuate the building.

16 Evacuation

16.1 The academies will follow the procedure outlined in their Emergency Evacuation Plan in the event of a crisis.

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



16.3 In the event of a bomb threat evacuation, 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 essential 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.

17 Visitors to the school

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

17.2 All visitors and contractors will sign in to reception.

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

17.4 No contractor will carry out work on the school site without the relevant permission from the headteacher, Site Manager or member of the central Estates Team other than in an emergency or to make the site safe following theft or vandalism.

17.5 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.

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



- 17.7 Visitors and contractors will wear a visitor's badge at all times while on academy grounds.
- 17.8 Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- 17.9 Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.
- 17.10 Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 17.11 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 telephone call.

18 Personal protective equipment (PPE)

- 18.1 The academy provides employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.
- 18.2 PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards.
- 18.3 All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.
- 18.4 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 line manager or class teacher.
- 18.5 The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.
- 18.6 PPE will not be worn if the hazard that is caused by wearing it is greater than the hazard it is intended to protect the wearer from.
- 18.7 PPE includes laboratory and workshop equipment such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment.
- 18.8 Clothing which is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.

- 18.9 Thorough risk assessments are carried out by the activity leader to determine the suitable PPE to be used for each hazard and these are reviewed on an as required basis.
- 18.10 Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.
- 18.11 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.
- 18.12 Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

19 Maintaining equipment

- 19.1 When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or trained technicians, will inspect the following equipment for health and safety issues at least annually:
- All electrical appliances
 - All fixed gymnasium equipment
 - Any workshop equipment, e.g. lathes and kilns
 - All fume cupboards
- 19.2 It is the responsibility of the department manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

20 Hazardous materials & Radioactive materials

- 20.1 All academies will act in accordance with the Trusts' COSHH Policy at all times.
- 20.2 No chemicals or other hazardous materials will be used without the permission of the headteacher or designated person.
- 20.3 The academy will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.
- 20.4 The academy will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.
- 20.5 The site manager responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS,

recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

- 20.6 The site manager will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments – including a readily accessible COSHH folder.
- 20.7 Control measures will be checked and reviewed by the site manager on an at least annual basis to ensure continued effectiveness, even when they are known to be reliable.
- 20.8 All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.
- 20.9 Hazardous substances will be labelled with the correct hazard sign and contents label.
- 20.10 Storage life will be considered by department managers. All COSHH and ionising radiations regulations will be adhered to.
- 20.11 Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- 20.12 Dust and fumes will be safely controlled by local exhaust ventilation regulations.
- 20.13 No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- 20.14 Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- 20.15 The site manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the academy.
- 20.16 A termly audit of hazardous materials will be undertaken by the site manager 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 academy procedures.
- 20.17 Each School will instruct CLEAPSS (c/o HANDSAM) as the radiation protection body and ensure that appropriate training is in place.
- 20.18 Each School will appoint an internal radiation protection supervisor (RPS) and ensure that the required training has been completed.

- 20.19 The RPS (with support from the RPA) will ensure that the HSE criteria and met, the storage and use of materials is compliant and complete an annual audit on the management, storing and condition of the radioactive materials held on site.
- 20.20 All radioactive materials will be secured in a locked cupboard situated in a lockable room within the relevant department building. The RPS will be the main key holder.
- 20.21 All staff will be provided full PPE whilst using any radioactive materials (including, but not exclusive of, disposable gloves, lab coat, footwear and safety goggles) – ensuring the disposal of these items meets HSE requirements

21 Asbestos management

- 21.1 In accordance with HSE guidance, an asbestos management survey was undertaken on each Trust estate.
- 21.2 As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.
- 21.3 Further details concerning the management of asbestos can be found in the specific academy's Asbestos Management Plan, as provided centrally by the Trust and amended to be site specific by the site manager.
- 21.4 The Central estates team complete a monthly check of the local asbestos management plan and report findings to the local and Trust H&S Committees.

22 Medicine and drugs

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

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. Staff will receive training in supporting pupils with medical conditions. The school's Administering Medication Policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

23 Smoking

- 23.1 All premises and grounds under the control of the Trust are designated as non-smoking and no smoking will be permitted on the grounds.



24 Housekeeping and cleanliness

- 24.1 Cleaning services will be monitored by the site manager. The standard required will be clear in the service level agreement held with the contracted cleaners or job descriptions for in-house operations.
- 24.2 Special consideration will be given to hygiene areas.
- 24.3 Waste collection services will be monitored by the site manager.
- 24.4 Special consideration will be given to the disposal of laboratory materials and clinical waste.
- 24.5 The headteacher is responsible for ensuring that the academy is at a safe temperature for staff and pupils to work in.

25 Infection control

- 25.1 The academies actively prevent the spread of infection through the following measures:
- Routine immunisation
 - Maintaining high standards of personal hygiene and practice
 - Maintaining a clean environment
- 25.2 All academies employ good hygiene practice in the following ways:
- Displaying posters throughout the academy, 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 sites
 - 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

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

25.4 Keeping up-to-date with national and local immunisation scheduling and advice.

25.5 Promotes NHS immunisation programmes.

25.6 All cuts and abrasions should be covered with waterproof dressings.

25.7 Wall-mounted hand sanitiser is available in toilets and the medical room.

25.8 The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.

25.9 Further information concerning our policies and procedures addressing infection control can be found in our Infection Control Policy.

26. Allergens and anaphylaxis

26.1 The school's Allergen and Anaphylaxis Policy is implemented consistently to ensure the safety of those with allergies.

26.2 Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff members are also required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies is collated and stored securely.

26.3 Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase AAI devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

26.4 The headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's



Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour.

26.5 The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the school operates in line with Natasha's Law can be found in the Whole-School Food Policy.

26.6 Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

27 Risk assessment

27.1 The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in their academy. The health and safety co-ordinator (Site Manager) will be consulted when risk assessments are being carried out.

27.2 Termly assessments of high risks areas, such as laboratories, will be undertaken.

27.3 Annual risk assessments will be conducted for all other areas of the school and stored in a central area – accessible by all staff.

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

27.5 Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters

27.6 The headteacher will ensure an Educational Visits Co-ordinator is appointed in their academy and will ensure risk assessments are completed by staff leading day trips or residential stays.

28 Slips and trips

28.1 In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The academy utilises the following procedure:



- 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 in line with the school's Uniform Policy)
 - 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

29 Security and theft

- 29.1 Policy and procedures to reduce security risks are addressed in the Security Plan.
- 29.2 Where appropriate, CCTV systems will be used to monitor events and identify incidents taking place.
- 29.3 CCTV systems may be used as evidence when investigating reports of incidents.
- 29.4 Money will be held in a safe and banked in line with the Trust's Finance Regulations to ensure large amounts are not held on-site.
- 29.5 Money will be counted in an appropriate location, to ensure staff are not placed at risk of robbery.
- 29.6 Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- 29.7 Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- 29.8 All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.
- 29.9 Missing or believed stolen equipment will be reported immediately to a senior staff member and reported to the Chief Operations & Finance officer.

30 Severe weather

- 30.1 The headteacher, in liaison with the Chief Executive Officer, makes the decision on academy closure on the grounds of health and safety.
- 30.2 All academies will act in accordance with the Adverse Weather Policy at all times.

31 Safe use of minibuses

- 31.1 Health and safety policy and procedures concerning school minibuses, are contained in the Trust's Minibus Policy.
- 31.2 The local health and safety co-ordinator (Site Manager) is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.

32 School trips and visits

- 32.1 Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the academy's Educational Trips and Visits Policy.
- 32.2 The headteacher will ensure the academy Educational Visits Co-ordinator (EVC) is suitably qualified and refresher training is undertaken in line with Essex County Councils specified guidelines.
- 32.3 The headteacher will report all trips on an a termly bases to the Local Governance Committee and seek appropriate approvals for overnights, residentials, overseas and adventurous trips and visits.

33 Manual handling

- 33.1 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.
- 33.2 In order to manage these risks, we have adopted policies and procedures. Further information concerning the safe management of manual handling can be found in the Manual Handling Policy.

34 Working at heights

- 34.1 Policy and procedures concerning employees working at heights are addressed in the Working at Heights Policy.

34.2 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.

35 Lone working

35.1 Policy and procedures concerning employees' lone working are addressed in the Lone Working Policy.

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

36 Workplace health and safety: stress management

36.1 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.

37 Workplace health and safety: display equipment

37.1 Display screen assessments will be carried out by the designated staff as listed in Appendix B for staff who regularly use laptops or desktops computers.

38 Monitoring and review

38.1 The effectiveness of this policy will be monitored continually by the Trustees, Trust Executive Group.

38.2 The next scheduled review date for this policy is spring term 2024.

Appendix A

Trust Responsible Person List 2023

Chief Executive Officer:	Lyn Wright
Assigned Competent Person:	HANDSAM (External)
Trusts' Health & Safety Senior Officer:	Brian Markham
Trusts' Health & Safety Co-ordinator:	Steven Scott
Insurance Provider:	DfE – Risk Protection Arrangements
Minibus & OBU Insurance Provider	Poundgates Insurance
ICO/GDPR Trust Lead:	Julie Eldridge
Safe Asbestos Manager (if applicable):	Steven Scott
Trust Safeguarding Lead:	Alison Rudd
Senior Accident Investigator	Steven Scott Phil Burtsal

Appendix B
Local Academy Responsible Person List 2023

Name of establishment:	
Head Teacher:	
Assigned Competent Person:	HANDSAM (External)
Schools' Health & Safety Coordinator:	
Accident Investigators:	
First Aider/Appointed Person(s):	
Name(s) of establishments Trade Union safety representatives:	
Evacuation Officer:	
Educational Visits Co-ordinator (EVC)	
Radiation Protection Officer:	
ICO School Lead:	
ICO CCTV Operator:	
Safe Asbestos Manager (if applicable):	
Safe Water Manager:	
Workstation Assessor:	
H&S Training Administrator:	
Safeguarding Lead:	
SenCo:	
Head of Tech:	
Head of Science:	
Head of PE:	
Site Manager:	



Appendix C

The Sigma Trust Local Health & Safety Working Party Constitution and Terms of Reference

1) Introduction

This working party shall report to the Sigma Trust Health & Safety Committee

2) Terms of Reference

The aim of the working party shall be to actively promote cooperation between the Academy and the employees of the Trust in instigating, developing, monitoring and carrying out measures to ensure the health, safety and welfare at work of employees and the health and safety of other users of the site. Its main function will be:

- a) The Headteacher and the Site Manager are responsible for the day-to-day management of the school's Health & Safety matters.
- b) To receive reports and factual information provided by Inspectors of the enforcing authorities appointed under the Health & Safety at Work Act;
- c) To consider matters raised by the Site team and staff representative(s) via the approved Trust pro-forma for Health & Safety reporting;
- d) To determine arrangements for safety inspections and to consider reports;
- e) Assisting in the development of safe working practices and Codes of Practice;
- f) To receive reports on accidents and consider the need for appropriate action;
- g) To monitor the implementation of the Health & Safety policy;
- h) To review the effectiveness of health and safety communication, publicity and training within the school;
- i) The Site Manager and a member of the central estates team will undertake a monthly compliance visit of buildings and site following an agreed set of criteria to identify any issues and report these into the subsequent working group meeting. The entire site will be inspected on a termly cycle and additional identified focus areas will be reviewed within the monthly compliance check.



3) Membership

The membership of the Local Working party will be as follows:

- a) Management
 - Headteacher or Deputy
 - Site Manager
 - Central Estates Team member
 - Assistant Site Manager (if applicable)
- b) Staff Representatives
 - Min. one support staff member
 - Min. one technology representative (if applicable)
 - Min. one Science representative (if applicable)
 - Min. one PE representative (if applicable)
- c) Any local Union representatives

4) Chair

The working party shall nominate the Chair of the working party.

5) Decisions

It is intended that decisions will be reached on the basis of consensus to reflect the shared commitment of management and staff to maintain high standards of health and safety. However, where this cannot be achieved the matter will be raised with the Headteacher for consideration by the CEO. All reports will be circulated to the Trust H&S Committee.

6) Quorum

- a) Secondary Schools - The quorum for a meeting will be three staff side and three management side.
- b) Primary / Junior / Infant Schools - The quorum for a meeting will be one staff side and three management side.

7) Secretarial Arrangements

The Headteacher will arrange for minutes to be taken at the meeting. For primary school estates secretarial support will be provided via central estates.

8) Record of attendance

Attendance at meetings will be recorded in the minutes.

9) **Attendance of Specialists/Advisors**

External specialists and other members of staff or management may be invited to attend meetings to advise on particular matters as and when considered necessary by the working group.

10) **Procedures**

- a) The working group will meet termly, at minimum. But other meetings will be arranged as necessary.
- b) Agenda items giving adequate written details must normally be submitted to the Chair at least one week prior to the next meeting. Matters brought to the attention of the working group by staff representatives shall have already been raised through established reporting procedures.
- c) Agenda and related papers will normally be sent to members at least one week before each meeting.
- d) Draft minutes of the proceedings of each meeting shall be circulated to all members of the working group as soon as possible after each meeting and posted on a shared drive.



Appendix D

The Sigma Trust Health & Safety Committee Constitution and Terms of Reference

1) Introduction

This Committee shall report to the Sigma Trust Risk & Audit Committee.

2) Terms of Reference

The aim of Committee shall be to actively review and monitor the implementation of Health & Safety practices and processes across the Trust, whilst also ensuring appropriate capacity and funding is available to ensure compliance. Its main function will be:

- a. To receive reports and factual information provided by all local Health & Safety working groups.
- b. To consider matters raised by all local Health & Safety working groups;
- c. To review and approve the Trust wide statutory compliance schedule.
- d. To receive reports and challenge that safe working practices and Codes of Practice are being followed across the Trust;
- e. To receive reports on accidents and consider the need for appropriate action;
- f. To monitor the implementation of the Health & Safety policy;
- g. To review the effectiveness of health and safety communication and training across the Trust;

3) Membership

The membership of the Trust Health & Safety committee will be as follows:

Chief Executive Officer
Chair Risk & Audit Committee
Additional Trustee
Chief Operations & Finance Officer
Trust Estates Manager
Assistant Trust Estates Manager
Trust HR Manager



Additional central officers may be asked to attend specific meetings if required and via agreement by the committee Chair & Chief Finance & Operations Officer.

4) Chair

The committee shall nominate the Chair at the first meeting of each academic year.

5) Decisions

It is intended that decisions will be reached on the basis of consensus to reflect the shared commitment of management and staff to maintain high standards of health and safety. All Trust Health & Safety Committee reports will be circulated to the Audit & Risk Committee.

6) Quorum

The Quorum for a meeting will be;

2 Trustee

3 Management

7) Secretarial Arrangements

Secretarial support will be provided via central estates.

8) Record of attendance

Attendance at meetings will be recorded in the minutes.

9) Attendance of Specialists/Advisors

External specialists and other members of staff or management may be invited to attend meetings to advise on particular matters as and when considered necessary by the working group.

10) Procedures

- a) The committee will meet termly, at minimum. But other meetings will be arranged as necessary.
- b) Agenda items giving adequate written details must normally be submitted to the Chair at least one week prior to the next meeting.
- c) Agenda and related papers will normally be sent to members at least one week before each meeting.





- d) Draft minutes of the proceedings of each meeting shall be circulated to all members of the committee as soon as possible after each meeting and posted on a shared drive.



Appendix E

List of local First Aid Trained Staff & First Aid Box Locations

