

**THE SHROPSHIRE GATEWAY EDUCATIONAL TRUST  
HEALTH AND SAFETY POLICY**

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## Contents

Statement of intent.....	3
<b>SGET Health and Safety Structure .....</b>	<b>4</b>
1. Duties of the SGET Board of Directors .....	5
2. Duties of the Health and Safety Committee .....	5
3. Duties of the Local Governing Body.....	5
4. Duties of the Headteacher .....	6
5. Duties of the Business Manager.....	6
6. Duties of Supervisory Staff / Department Heads.....	7
7. Duties of all members of staff.....	7
8. Duties of Students .....	8
9. Duties of Contractors.....	8
10. First Aid .....	8
11. Fire Safety .....	8
13. Accident & Incident reporting.....	9
14. Notification of Incidents to the Health and Safety Executive .....	10
16. Active monitoring system.....	11
17. Visitors to the Schools .....	11
18. Equipment.....	11
19. Personal Protective Equipment.....	12
20. Hazardous materials .....	12
22. Medicines and drugs.....	12
23. Smoking.....	12
24. Risk assessment .....	12
15. Educational Visits .....	13
16. Stress Management.....	13
17. Display equipment.....	14
18. Further Sources of Information.....	14
<b>Appendix I – Clee Hill Community Academy .....</b>	<b>16</b>
Clee Hill - Specific Duties.....	16
Clee Hill - Fire Officer .....	16

Clee Hill - Defect Reporting .....	16
Clee Hill - Asbestos/Legionnaires Management .....	16
Clee Hill EVC .....	16
<b>Appendix II – Cleobury Mortimer Primary School.....</b>	<b>17</b>
Cleobury Mortimer - Specific Duties.....	17
Cleobury Mortimer - Fire Officer .....	17
Cleobury Mortimer – Hazard/Defect Reporting .....	17
Cleobury Mortimer - Asbestos/Legionnaires Management .....	17
Cleobury Mortimer EVC .....	17
<b>Appendix III – Lacon Childe School.....</b>	<b>18</b>
Lacon Childe - Specific Duties .....	18
Lacon Childe - Fire Officer.....	18
Lacon Childe – Defect/Hazard Reporting.....	18
Lacon Childe - Asbestos/Legionnaires Management.....	18
Lacon Childe - EVC .....	19
<b>Appendix IV – Stottesdon C of E Primary School .....</b>	<b>20</b>
Stottesdon - Specific Duties .....	20
Stottesdon - Fire Officer .....	20
Stottesdon – Defect/Hazard Reporting .....	20
Stottesdon – Asbestos/Legionnaires Management .....	20
Stottesdon EVC .....	20
Mini Buses.....	21
COSHH .....	21
<b>Appendix VI – Good Handling Techniques .....</b>	<b>22</b>

### Statement of intent

The Shropshire Gateway Educational Trust is committed to the health and safety of our staff, students and visitors. Ensuring the safety of our School community is of paramount importance to us and this policy reflects our dedication to creating a safe organisation.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work related illness.
- 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 on health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop on culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our organisation.
- Ensuring adequate resources are available to address health and safety issues, as is reasonably practicable.

Signed: \_\_\_\_\_

Head Teacher

Signed: \_\_\_\_\_

Executive Head Teacher

Signed: \_\_\_\_\_

Chair of Directors

Date:

**SGET Health and Safety Structure**

**Shropshire Gateway Educational Trust**



**Health & Safety Committee**



**Local Governing Body**



**Headteacher**



**Senior Leadership Team**



**Heads of Departments**



**School Staff Members**



**Students**

### **1. Duties of the SGET Board of Directors**

The Board of Directors has overall responsibility within the organisation for health. The Board of Directors will:

- Ensure that risks to employees and any other people who could be affected by their activities are appropriately assessed and managed.
- Ensure that effective planning, organisation, control, monitoring and review of preventive and protective measures take place within the organisation.
- Have a written health and safety policy.
- Ensure they have access to competent health and safety advice
- Ensure that health and safety arrangements are adequately resourced

### **2. Duties of the Health and Safety Committee**

The Health and Safety Committees will:

- Monitor the implementation of the trust's health and safety policies and procedures.
- Review the trust's safety measures and advise the Headteachers and governing bodies of any necessary changes to them.
- Receive reports from safety representatives and external health and safety agencies.
- Advise on arrangements to protect the health, safety and welfare of staff, pupils and visitors to the trust and review these as necessary
- Review Statistics on accident records, ill health and sickness absence and ensure that lessons learned are shared across the organisation.
- Review risk assessments as required, ensure that lessons learned are shared across the organisation.
- Review Changes in the workplace affecting the health, safety and welfare of employees and ensure that these are applied consistently across the organisation.

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

The Governing Body, in consultation with the Headteacher will:

- Ensure familiarity with requirements of the appropriate legislation and codes of practice.

- Create and monitor a management structure responsible for Health and Safety in the School.
- Ensure the trust 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.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.

### **3.2 The Governing Body endeavours to provide the following:**

- A safe place for all users of the site including staff, students 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, code of practice and guidance.
- Supervision, training and instruction so all staff can perform their duties in a healthy and safe manner.
- Where necessary, safety and protective equipment and clothing, along with any necessary guidance and instruction.

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

- The Headteacher has the general responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.
- The Headteacher will take all reasonably practicable steps to ensure the Health and Safety policy is implemented through the heads of the appropriate departments and other members of staff.
- If desired, the Headteacher may designate a Health and Safety Officer to be responsible for the day to day implementation of the Health and Safety Policy.

## **5. Duties of the Business Manager**

- The Business Manager has general responsibility for monitoring health and safety compliance across the organisation.
- The Business manager is responsible for reviewing and updating the trust's Health and Safety Policy.
- The Business manager will report on Health and Safety issues to the Board of Directors.

## 6. Duties of Supervisory Staff / Department Heads

- Supervisory Staff and Heads of Department will be familiar with the requirements of health and safety legislation.
- In addition to general duties, Supervisory Staff and Heads of Department will be responsible for the implementation and operation of the trust's Health and Safety Policy in their department and areas of responsibility as delegated by the Headteacher.
- Supervisory Staff and Heads of Department will take a keen interest in the trust's Health and Safety Policy and assist in ensuring all staff, students and visitors comply with its requirements.

## 7. Duties of all members of staff

- All staff will familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- All staff will avoid any conduct which puts themselves or others at risk.
- All staff members have a duty to ensure that fellow staff, students and visitors are applying Health and Safety regulations and adhering to any rules, routines and procedures in place.
- All staff are responsible for reporting Health and Safety concerns to the Headteacher and/or person with delegated responsibilities for health and safety.
- When using machinery and equipment staff will ensure that it is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- All staff will use the correct equipment and tools for the job and any protective clothing supplied.
- All staff members will ensure any toxic, hazardous or flammable substances are used correctly and stored and labelled as appropriate.
- All staff will take an interest in health and safety matters and suggest any changes they feel are appropriate.
- All staff will make suggestions as to how the school can reduce the risk of injuries, illness and accidents.
- All staff will exercise good standards of housekeeping and cleanliness.
- All staff will follow good handling techniques at all times (appendix vi)
- When carrying out work for the trust at home all health and safety rules and guidance in this policy apply in the same way that they do in the workplace and it is the responsibility

of the employee to ensure that their home working environment and equipment used in the home is safe.

## **8. Duties of Students**

- Students will exercise personal responsibility for the health and safety of themselves and others.
- Students will respond to the instruction of staff given in an emergency.
- Students will not misuse, neglect or interfere with items supplied for their, and others students', health and safety.

## **9. Duties of Contractors**

- No contractor will execute work on school sites without the express permission of the school.
- When a school within the trust is used for purposes not under the direction of the Headteacher, then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.
- Contractors working on school premises are required to identify and control risks arising from their activities.
- Contractors working on school premises are required to provide method statements and a copy of their Health and Safety Policy if deemed necessary.
- Contractors are expected to inform Headteacher or Designated Officer of all potential risks to staff, students and visitors.
- A hot work permit will be required when hot work is taking place e.g. roof works, soldering, stripping paints, etc.
- Contractors will check the asbestos register before undertaking any work and sign the register as confirmation.

## **10. First Aid**

See First Aid Policy

## **11. Fire Safety**

- Each school has its own Fire Safety Policy Statement and Fire Risk Assessment which is reviewed at least annually.
- Procedures for ensuring safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.

- The Local Governing Body will appoint a Fire Officer who shall receive appropriate training.
- The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- Firefighting equipment will be checked on an annual basis by an approved contractor.
- Fire alarms will be tested weekly from different 'break glass' fire points around the school and records will be maintained.
- Emergency lighting will be tested on a six monthly basis and records will be maintained and held in the school office.
- The school will work with the Fire Service on any concerns and will invite them in from time to time.

## **12. Emergency Evacuation**

- Each school will test evacuation procedures each term.
- The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

## **13. Accident & Incident reporting**

- All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible using an agreed Accident Report Form.
- All accidents, however small, will be investigated and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident.
- A trend analysis, summarising the type and number of accidents and incident reported during the period will be presented to the trust Health and Safety Committee and relevant Local Governing Body.
- Any serious incident reported during the period will be presented to the Health and Safety Committee and relevant Local Governing Body with the investigation report and subsequent action plan being monitored through these groups.

#### 14. Notification of Incidents to the Health and Safety Executive

- Significant accidents as defined in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 must be reported to the HSE as soon as possible by email or telephone. Such accidents are as follows:
  - 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.
  - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
  - Any burn injury (including scalding) which covers more than 10% of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs.
  - Any loss of consciousness caused by head injury or asphyxia. The collapse, overturning or failure of any load-bearing part of any lifting equipment.
  - Electrical short circuit or overload resulting in a fire or explosion.
  - (this is not intended to be a definitive list, further details can be found at <http://www.hse.gov.uk/riddor/reportable-incidents.htm>)
- Should an incident require reporting to the Incident Control Centre (part of the HSE) the Head Teacher or Designated Officer will file a report as soon as is reasonably possible.
- The person will complete the RIDDOR form 2508 online at: <https://extranet.hse.gov.uk/lfservlet/external/F2508IE> or alternatively, the person will complete the RIDDOR form 2508 and report the incident via telephone on 0845 300 9923.

#### 15. Reporting hazards

Staff, students, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard in line with local arrangements. Please see appendix i to iv of this policy.

- All hazards will be removed, or the area with the hazard isolated, immediately until rectified.

## 16. Active monitoring system

- It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place. This involves regularly checking compliance procedure and the achievement of objectives.

Procedure for actively monitoring the trust's systems include:

- Regularly examining documents to ensure compliance to standards.
- Regularly inspecting premises, plants and equipment.
- Regular audits including Fire Risk Assessments and Health and Safety audits.
- External measures such as surveys by contractors and service providers along with visits from Environmental Health and Ofsted.

## 17. Visitors to the Schools

- All visitors must sign in at reception.
- When leaving schools, visitors will sign back out at reception.
- Once signed in, visitors will be collected from reception by the member of staff they are visiting or escorted to the area of the School concerned.
- Temporary staff will inform reception of their presence by reporting and signing the visitor's log.
- Anyone hiring school premises will use plant, equipment and substances correctly and safely, using any appropriate safety equipment. Anyone hiring the premises will be made aware of their Health and Safety obligations when making the booking.
- Visitors and contractors will wear a visitor's badge at all times while on school grounds.
- Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

## 18. Equipment

- Equipment will be assessed in line with the provision and Use of Work Equipment Regulations 1998 (PUWER)
- Inspectors or a suitably training member of staff will inspect the following equipment for health and safety issues annually :
  - All electrical appliances.
  - All fixed gymnasium equipment.
  - Any workshop equipment e.g. lathes and kilns
  - All fume cupboards.

### **19. Personal Protective Equipment**

- Protective clothing and equipment must be supplied and used when required. All staff and students must be provided with protective eyewear in all workshops and laboratories. Visitors must also be supplied with protective equipment when appropriate.

### **20. Hazardous materials**

- All equipment, materials and chemicals must be held in appropriate containers and areas conforming to Health and Safety Regulations.
- Hazardous substances must be labelled with the correct hazard sign and contents label.
- Storage life of these substances must be considered and all COSHH and Ionising Radiations Regulations must be adhered to.
- Dust and fumes must be safely controlled by LEV Regulations.
- No staff member or students should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

### **21. Asbestos/Legionnaires Management**

- Each school within the trust must have an asbestos and legionnaires management plan. See appendix I to iv of this policy for details.

### **22. Medicines and drugs**

- See administration of medicines policy.

### **23. Smoking**

- The trust is a non-smoking organisation and no smoking will be permitted on any of its grounds.

### **24. Risk assessment**

- The Headteacher has overall responsibility for ensuring potential hazards are identified and ensuring risk assessments are completed for all areas of risk in their School.
- Annual workplace risk assessments will be conducted for all areas of the School.
- Specific risk assessments will be conducted on all medium to high risk items of equipment. These assessments must consider the need for training and demonstration of compliance where necessary (e.g. plant and machinery)

- Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- A copy of each risk assessment will be stored on the **Parago** asset management system. Where the risk assessment relates to a workplace it will be stored against the specific room. Where the risk assessment relates to equipment it will be stored against the asset. Each assessment must have an email reminder set against it to ensure that review dates do not expire.
- As a minimum, Schools within the Trust will have risk assessments that cover the following areas (list is not exhaustive):
  - Workplace Risk Assessments
  - Severe Weather Arrangements
  - PUWER
  - COSHH
  - Fire
  - Management of Spillages
  - Lone Working
  - Manual Handling
  - Asbestos
  - Legionnaires
  - Driving (Inc. minibuses)
  - Violence & Aggression
  - Site Security

## 15. Educational Visits

- Each school will appoint an Educational Visits Coordinator (EVC) who will ensure risk assessments are completed by staff leading day trips or residential stays.
- See also Management of Educational Visits Policy.

## 16. Stress Management

- Stress at work is a serious issue. Workers can suffer severe medical problems, which can result in under-performance at work and cause major disruptions to the organisation.
- Stress is a workplace hazard that must be dealt with like any other. Thus the responsibility for reducing stress at work lies both with the employer and employee.
- If an employee is suffering from stress at work, they should discuss this with their line manager at the first opportunity. Where practicable and reasonable, the school will seek to provide assistance to the employee.
- If the employee is unable to discuss the matter with their line manager they should discuss this with a member of the Senior Leadership Team.

## 17. Display equipment

- DSE assessments will be carried out for all staff who are considered to be regular users of laptops or desktops computers.

## 18. Further Sources of Information

[Health and Safety: advice on legal duties and powers - DfE](#)

[The Management of Health and Safety Regulations 1999](#)

[The Adventure Activities Licensing Regulations 2004](#)

[Health & Safety Executive, Information about reporting injuries](#)

[Health and Safety Executive, information on a range of health and safety issues](#)

[Outdoor Education Advisers' Panel, information on 'school trips' \(not just outdoor activities\)](#)

[Outdoor Education Advisers' Panel, National Guidance for the management of outdoor learning, off-site visits and learning outside the classroom](#)

[CLEAPSS, Advice on science safety](#)

[Association for Science Education, for advice on science safety](#) [Association for PE, for advice on safety in PE and school sports](#)

[Council for Learning Outside the Classroom, information on 'school trips' including accreditation](#)

### 19.0 Implementation Plan

Is training required to implement this policy?

Yes  No

If Yes, how will this be delivered and by whom?

To which groups of staff does this policy need to be issued?

*All school staff and Trustees.*

How will the policy be issued and by whom?

*Via email from Head teachers  
Via Chairs of LGB*

Date adopted by Local Governing Body:

Signed:

## Appendix I – Clee Hill Community Academy

### **Clee Hill - Specific Duties**

- The Headteacher has the general responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.

### **Clee Hill - Fire Officer**

- The appointed Fire Officer for Clee Hill School is the Head Teacher

### **Clee Hill - Defect Reporting**

- All staff will report any defects in equipment or facilities to the school administrator or the head teacher.

### **Clee Hill - Asbestos/Legionnaires Management**

- The head teacher deals with asbestos and legionnaires management on a day to day basis.
- An asbestos register and management plan is kept in the Reception front office and contractors and staff are advised to check this before undertaking any work and sign the register as confirmation.

### **Clee Hill EVC**

- The role of EVC within the school is undertaken by the Headteacher.

## Appendix II – Cleobury Mortimer Primary School

### **Cleobury Mortimer - Specific Duties**

- The Headteacher has the general responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.

### **Cleobury Mortimer - Fire Officer**

- The appointed Fire Officer for Cleobury Mortimer Lacon Childe School is

### **Cleobury Mortimer – Hazard/Defect Reporting**

- All staff will report any defects in equipment or facilities to

### **Cleobury Mortimer - Asbestos/Legionnaires Management**

### **Cleobury Mortimer EVC**

- The role of EVC within the school is undertaken by

## Appendix III – Lacon Childe School

### Lacon Childe - Specific Duties

- The Headteacher has the general responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.
- The Business Manager has general responsibility for monitoring day to day health and safety on the school site.
- The Business manager will be the designated contact, relating to matters of health and safety, for external agencies such as the local authority, HSE or other professionals.
- The Estates Coordinator will advise and consult with the Business Manager regarding current legislative and health and safety matters concerning school's facilities and assist in their implementation.
- The Estates Coordinator will assist the Business Manager in ensuring that the daily running of the school is in full compliance with Health and Safety considerations.
- The Estates Coordinator will play an active part in the implementation of the Health and Safety Training Programme.
- The Estates Coordinator will ensure that up to date COSHH records are maintained.

### Lacon Childe - Fire Officer

- The appointed Fire Officer for Lacon Childe School is the Estates Coordinator

### Lacon Childe – Defect/Hazard Reporting

- All staff will report any defects or hazards regarding equipment or facilities to the Estates Co-ordinator and/or Business Manager.

### Lacon Childe - Asbestos/Legionnaires Management

- The Estates Co-ordinator deals with asbestos and legionnaires management on a day to day basis.
- An asbestos register and management plan is kept with the Estates Co-ordinator and contractors and staff are advised to check this before undertaking any work and sign the register as confirmation.



### **Lacon Childe - EVC**

- The role of EVC within the school is undertaken by Mrs J Stacey.

## Appendix IV – Stottesdon C of E Primary School

### **Stottesdon - Specific Duties**

The Headteacher has the general responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.

The administrators will liaise with Property Services/outside bodies on matters of health and safety relating to electricity, gas, water supplies (understand the chlorination/testing of the water systems, be familiar with the legionnaires log), waste disposal, safe access of pedestrians and vehicles, building regulations and planning

The administrators will be able to manage asbestos in the building and be familiar with the Asbestos Register and management plan.

### **Stottesdon - Fire Officer**

The appointed Fire Officer for Stottesdon is the Headteacher

The deputy Fire/Emergency officer is Louise Wood/Office Manager

### **Stottesdon – Defect/Hazard Reporting**

All staff will report any defects or hazards regarding equipment or facilities to the school administrator or the head teacher.

### **Stottesdon – Asbestos/Legionnaires Management**

The Headteacher is the asbestos/legionnaires co-ordinator

The administrator deals with asbestos/legionnaires management on a day to day basis.

An asbestos register and management plan is kept in the Reception front office and contractors and staff are advised to check this before undertaking any work and sign the register as confirmation.

There is no known asbestos on the site (see register) but this is NOT a guarantee.

### **Stottesdon EVC**

The role of EVC within the school is undertaken by the Headteacher

### **Mini Buses**

Staff/Volunteers trained to drive minibuses (from Willowdene) are: Katie Jones, Jane Jones, Tracy King, Sarah Price, Tracy Clinton, Julian Jones

### **COSHH**

COSHH assessments are carried out by the Cleaner in Charge

If anyone has any queries about substances they should ask the Headteacher.

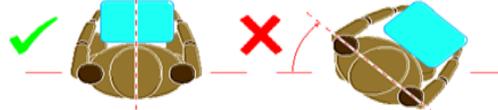
## Appendix VI – Good Handling Techniques

### Good Handling Techniques

Think before lifting /  
handling



- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.



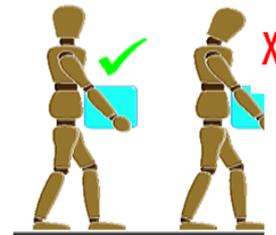
**Avoid twisting the back or leaning sideways.**

Turning by moving the feet is better than twisting and lifting at

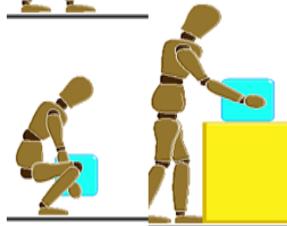
Keep the load close to  
the waist.  
Adopt a stable position.  
Get a good hold.



Keep the head up  
when handling.  
Move smoothly.



Start in a good posture.  
Don't flex the back any  
further while lifting.



Don't lift or handle more  
than  
it  
can be easily managed.  
Put down, then adjust.