

HEALTH AND SAFETY POLICY – APPENDIX 1 PROCEDURES AND ARRANGEMENTS

INITIO LEARNING TRUST

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Reviewed Annually

**HEALTH AND SAFETY POLICY – APPENDIX 1
PROCEDURES AND ARRANGEMENTS**

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Introduction

The following procedures and arrangements have been established to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. The list provides a brief summary of all the key health and safety arrangements applicable to each school.

Information, further advice and guidance and model risk assessments are available from Judicium acting as the Trust's competent person by email, phone and/or each school's Judicium web portal.

Accident and Incident Reporting

As set out in *Appendix 3 – Accident Reporting and Investigation Procedure*

Asbestos

As set out in *Appendix 4 - Asbestos Management Policy*.

Contractors

As set out in *Appendix 6 - Managing contractors*

Control of Infections

As set out in *Appendix 8 – Control of Infections Policy*.

Curriculum Safety (including out of school learning activities)

Risk assessments must be in place for curriculum activities where there is a potential risk to staff and pupils. The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

The *Educational Visits* policy as set out in Appendix 9 should be followed for educational visits.

Display Screen Equipment

DSE assessments must be completed for those staff meeting the criteria of usage.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Electrical Safety

The hard wiring system must be inspected every five years by a competent person and identified necessary remedial work undertaken without delay.

All portable electrical equipment must be tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to their line manager or the Facilities Manager.

Staff are reminded that they must not bring electrical equipment into school without the permission of the Headteacher.

Fire Precautions and Emergency Procedures

As set out in *Appendix 5 - Fire Safety Management Policy*.

First Aid

As set out in *Appendix 7 – First Aid Policy*

Hazardous Substances

All cleaning and maintenance products that may be hazardous to health must be assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Premises Manager.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision.

Substances used in D&T and science must be assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.

Lettings/shared use of premises/use of Premises outside School Hours

Any use of the premises outside school hours must be assessed for safety considerations including insurance, staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

Lone Working

As set out in the Trust *Lone Working Policy*

Managing Medicines & Drugs

As set out in the Trust *Supporting pupils at school with medical conditions policy*

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Premises Manager.

All faulty equipment must be taken out of use and reported to the Premises Manager. Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

Any significant manual handling tasks must be risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

PE and playground Equipment

All PE and playground equipment must be suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments must be completed for all PE activities and staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats and playground equipment must be formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE and playground equipment unless supervised.

Any faulty equipment must be taken out of use.

Personal Protective Equipment (PPE)

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Risk Assessments

Potential hazards must be identified and risk assessments completed for all significant risks in the school.

Security/Violence

Regular checks of school site security including boundary walls /fences, entrance points, outbuildings and external lighting must be carried out.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Headteacher.

Site Maintenance

The safe maintenance of the school premises and grounds and cleaning standards must be maintained with routine inspections of the site to check this.

All staff are responsible for reporting any damage or unsafe condition immediately.

Smoking

It is illegal to smoke anywhere on the school premises.

Staff Training & Development

There will be an annual assessment of the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and annually on INSET days.

Stress and wellbeing

As set out in the Trust *Stress management* and *Wellbeing* policies

Swimming

Each venue must be visited by the leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility's Normal Operating Procedures.

Trees

As set out in *Appendix 10 - Tree risk management*

Visitors

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant. Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors will be managed as set out in *Appendix 6 – Contractor Management Policy*

Water hygiene management (control of Legionnaire' disease)

Competent persons will be engaged to manage the water system and control the spread of legionella bacteria.

The school will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella

bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective;

The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

Working at Height

All ladders conform to BS/EN standards and are maintained as appropriate.

Risk assessments are completed for all working at height tasks in the school.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor. If you need to hang decorations or displays, then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted. Do not work at height when you are alone.

Driving at work

As set out in *Appendix 2 – Driving Policy*

Allergy awareness

As set out in the Trust *Supporting pupils at school with medical conditions* policy.

Additional information on allergies including food allergies is set out below.

Headteachers or their delegates must ensure appropriate risk assessments for food allergy awareness and management in school food provision are completed in partnership with the school's external caterer, are reviewed annually and/or after any significant changes, and appropriate control measures are implemented.

Allergy is the response of the body's immune system to normally harmless substances, such as foods, pollen, and house dust mites. Whilst these substances (allergens) may not cause any problems in most people, in allergic individuals their immune system identifies them as a 'threat' and produces an inappropriate response. This can be relatively minor, such as localised itching, but it can be much more severe causing anaphylaxis which can lead to upper respiratory obstruction and collapse. Common triggers are nuts and other foods, venom (bee and wasp stings), drugs, latex and hair dye. Symptoms often appear quickly and the 'first line' emergency treatment for anaphylaxis is adrenaline which is administered with an Adrenaline Auto-Injector (AAI).

Anaphylaxis symptoms

Anaphylaxis is a severe and potentially life-threatening reaction to a trigger such as an allergy. Anaphylaxis usually develops suddenly and gets worse very quickly

The symptoms include:

- feeling lightheaded or faint

- breathing difficulties – such as fast, shallow breathing
- wheezing
- a fast heartbeat
- clammy skin
- confusion and anxiety
- collapsing or losing consciousness

There may also be other allergy symptoms, including an itchy, raised rash (hives); feeling or being sick; swelling (angioedema) or stomach pain.

What to do if someone has anaphylaxis.

Anaphylaxis is a medical emergency. It can be very serious if not treated quickly.

If someone has symptoms of anaphylaxis, you should:

- Use an adrenaline auto-injector if the person has one – but make sure you know how to use it correctly first.
- Call 999 for an ambulance immediately (even if they start to feel better) – mention that you think the person has anaphylaxis.
- Remove any trigger if possible – for example, carefully remove any stinger stuck in the skin.
- Lie the person down flat – unless they're unconscious, pregnant or having breathing difficulties.
- Give another injection after 5 to 15 minutes if the symptoms do not improve and a second auto-injector is available.

Adrenaline auto-injectors (Epi-pens)

People with potentially serious allergies are often prescribed adrenaline auto-injectors to carry at all times. These can help stop an anaphylactic reaction from becoming life-threatening.

They should be used as soon as a serious reaction is suspected, either by the person experiencing anaphylaxis or someone helping them.

Schools may hold an auto-injector for emergency use, and these should be operated in accordance with the Department for Health's *Guidance on the use of adrenaline auto-injectors in schools*.

Food Allergy: The Food Information (Amendment) (England) Regulations 2019

The UK Food Information Amendment, also known as Natasha's Law, came into effect on 1 October 2021 and requires food businesses to provide full ingredient lists and allergen labelling on foods pre-packaged for direct sale on the premises. The legislation was introduced to protect allergy sufferers and give them confidence in the food they buy.

Under these rules, food that is pre-packaged for direct sale (PPDS) must display the following clear information on its packaging:

- 1) The food's name
- 2) A full list of ingredients, emphasising any allergenic ingredients.

Organisational chart

HEALTH AND SAFETY ORGANISATIONAL CHART

