



Orchard Learning Trust

Health and Safety Policy
2019

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1. Introduction

The health and safety of staff, pupils and visitors is of great importance to Orchard Learning Trust (“the Trust”) and we are committed to embedding safe practices into our culture.

Our Health and Safety Policy sets out how it manages safety across our schools, to ensure that we have effective managerial control of the significant risks. The Board of Directors also expects all staff at all levels to actively pursue increasingly higher standards of health and safety management.

The Health and Safety Policy represents a top level commitment from the Board of Directors. It sets out the responsibilities for safety management and outlines the arrangements that are in place for consultation and engagement with staff on health and safety matters.

As part of the overall policy there are responsibilities and arrangements in place in specific schools. Local policies and practices reflect how safety arrangements are implemented for specific health and safety issues relevant to the diverse range of activities undertaken by the Trust and its schools.

We recognise the importance of both our employees and visitors appreciating the extent of their individual responsibilities and co-operating fully in ensuring that the Health and Safety Policy and procedures are observed. You are encouraged to familiarise yourself with the policy and to discuss this with your teams and how it affects the work they undertake.

Orchard Learning Trust Board of Directors

2. Health and Safety Policy Statement

The Board of Directors of the Orchard Learning Trust is committed to providing a safe working environment for all its employees and pupils and for others who work in or visit any of its schools. It will do so within the framework of the duties laid upon it as an employer by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992.

These responsibilities will be exercised on the Board's behalf by the Trust's Executive Headteacher/Chief Executive Officer who is expected to do all that is reasonably practicable to meet the health and safety standards laid down by the Board of Directors. The responsibility extends to all the sites owned or occupied by the Trust and to approved off-site activities. The aims of the Board of Directors are:

- to set health and safety standards that meet not only the requirements of current legislation but also reflect the Trust's desire to continually improve;
- to encourage the full participation of all members of staff in matters concerning health and safety;
- the identification and elimination, or effective control of, situations likely to be hazardous to health and safety or to cause damage to persons and/or equipment;
- the prevention of accidents, injuries and ill-health to all users of the Trust's premises and neighbouring premises.

The Board of Directors will monitor how well these aims are being met by receiving an annual report from the Executive Headteacher/Chief Executive Officer. The Board of Directors will oversee the implementation of the Trust's Health and Safety policy and monitor the measures to reduce incidents.

This policy and its implementation will be subject to review at least annually to ensure it remains relevant at all times.

3. Organisation for Implementing the Health and Safety Policy

Managing Health and Safety

The EHT/CEO is responsible to the Board of Directors for ensuring, as far as is reasonably practicable, that the health and safety standards laid down by the Board are met. In order to discharge this responsibility the EHT/CEO delegates duties and authority on a day-to-day basis to a number of managers. These are:

- Heads of School
- Assistant Heads of School
- Site Officer
- Administration Manager/Business Manager

All staff have a responsibility to be vigilant and report to the above any health and safety concerns or issues

Each manager has a duty to ensure that systems are in place to identify all relevant hazards and legislation applicable to the work in the areas for which they are responsible and that all risks to staff, pupils, visitors and others (e.g. contractors) are systematically assessed and the significant findings recorded. Any preventative and protective measures necessary to comply with the relevant statutory provisions must be identified and implemented; ensuring priority is given to addressing the greatest risks.

Appropriate local arrangements must be made to monitor and review the effectiveness of these activities. In addition, suitable arrangements should be made to ensure that offsite activities and contractors are properly considered. All contractors are required to provide suitable risk assessments and method statements before work can start.

Each manager will maintain risk assessments indicating the health and safety responsibilities of local managers, supervisors and staff, including the arrangements to be made for safety training. The policies and risk assessments must be reviewed annually, or more frequently if required, with a copy lodged centrally in electronic and paper format with the EHT/CEO or Administration Manager following each such revision. Members of the staff are responsible for ensuring the health and safety of pupils under their supervision.

Managers are responsible for ensuring the following are kept up to date in their area of responsibility and that staff are trained to adhere to the following (non exhaustive list):

- Risk Assessments specific to each area
- Thorough induction of all staff in relevant health and safety policies, procedures and actions
- The fire and emergency evacuation procedures relevant to each area/activity including the provision of trained fire marshals and fire wardens
- The provision of trained first aiders and availability of up to date first aid equipment and resources

- Reporting and investigating accidents, incidents and significant near misses, taking appropriate action to prevent such incidents from occurring again in future
- Food hygiene monitoring records
- Work station assessments
- COSHH (Control of Substances Hazardous to Health) guidance and data sheets
- The use of relevant Personal Protective Equipment (PPE)

The Administration Manager, in conjunction with Heads of School, is responsible for ensuring that the Trust has sufficient trained fire marshals, first aiders and food handlers, and that health and safety training is maintained to a sufficient level to manage the risks throughout the Trust, including the provision of qualified and competent individuals. The Administration Manager will maintain and publish a list of such personnel and their health and safety related responsibilities at least annually.

Whilst the duty to ensure compliance remains with the relevant manager, others with supervisory responsibilities are expected to ensure the health and safety of staff and visitors (which includes contractors) under their immediate supervision.

The Role and Responsibilities of Employees

The effectiveness of the Trust's Health and Safety Policy depends on all employees accepting and observing the need to take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions. Therefore, all employees of the Trust are required to co-operate with managers in carrying out the duties necessary to comply with the law and with the Trust's policies. Failure to follow the requirements of this policy can lead to disciplinary action in accordance with the agreed procedures for both staff and pupils.

It is every employee's responsibility to:

- Carry out their duties in a safe and responsible manner in accordance with the Trust's Health and Safety Policy and Procedures.
- Co-operate fully on all matters relating to safe working practices and adherence to the Health and Safety Policy and Procedures and instructions.
- Not to misuse or interfere with materials, equipment and practices provided.
- Use materials, equipment and substances correctly, safely and in accordance with manufacturer's instructions or method statement.
- Report any defective equipment, safety hazards or damage immediately.
- Report all accidents, incidents, near misses, dangerous occurrences, ill health as soon as possible.
- Take all reasonable practicable precautions to ensure the health, safety and welfare of all.

Consultation on Health and Safety Matters

The appointment of safety representatives by recognised trade unions is welcomed and they will be given full co-operation and facilities in accordance with the Regulations issued under the Health and Safety at Work Act.

The functions of a Safety Representative are to:

- Investigate accidents, hazards and dangerous occurrences in the workplace.
- Investigate complaints by staff and others about matters affecting their health, safety and welfare.
- Make representations to the Head of School about matters arising from accidents, hazards or complaints and on general issues affecting Health and Safety in the workplace.
- Conduct inspections of the workplace at regular intervals.
- Conduct inspections of the workplace if there has been a substantial change in the conditions of work, or if there has been a notifiable accident or dangerous occurrence.
- Represent staff in consultations with enforcing authorities.
- Receive information from the enforcing authorities.
- Attend meetings of the Premises Group in connection with any of the above issues.

School Premises Groups

Each School will have a Premises Group which will meet each term to assess the school site and to discuss any premises health and safety issues affecting the staff, pupils and visitors to the schools.

Membership

- Head of School
- Governor with responsibility for health and safety
- Site Officer
- Administration Manager/Business Manager

The School Premises Group and Local Governors are responsible for monitoring health & safety by:

- Monitoring accidents, accident records and trends so that corrective action plans can be formulated.
- Carrying out regular inspections of the school premises.
- Examining inspections reports and other relevant reports submitted by the Safety Representative and assess any corrective measures required.
- Examining Safety Audit Reports and initiating any proposed corrective actions.
- Reviewing and developing safety rules and safe systems of work.
- Considering reports and information from the LA, DfE and Health and Safety Executive.
- Monitoring the adequacy of health and safety training for staff and safety instructions for pupils.

- Monitoring the effectiveness of communication and publicity relating to Health and Safety in the workplace.
- Providing reports to the Board of Directors

Site Officer

The Site Officer for each school undertakes a wide variety of tasks and plays a key role in the Trust's management of health and safety. The Site Officer will be provided with sufficient information and training in order to carry out tasks competently, safely and without endangering themselves or others.

Visitors

All visitors to the Trust's schools, including Governors, Directors and Trust Members, will sign in and out at the school office and will be made aware of safety measures and emergency procedures on arrival.

Access to Competent Health and Safety Advice

The Trust will ensure that it has sufficient trained personnel to provide competent health and safety advice or access to qualified consultants, including specialists as necessary.

Monitoring and Auditing

The EHT/CEO will monitor how well the aims set by the Board of Directors are being met and will report at least annually to the Board of Directors. Monitoring will be undertaken through a half yearly review of accidents, incidents and near misses to analyse trend data. The Trust will aim to undertake an independent review of the Trust's Health and Safety policies and procedures at least once every three years.

The aim of the audit will be:

- to monitor compliance with the health and safety policies in place at the time;
- to monitor the reporting of accidents, incidents, and cases of ill health and action taken as a result of such internal analysis, making recommendations for further improvements;
- to identify hazardous situations and propose methods for risk control especially in areas where standards are absent or inadequate;
- to monitor the overall effectiveness of the Trust's policies and procedures, making recommendations for further improvement, in line with national guidelines.

4. Health and Safety Arrangements

This section contains details of the health and safety arrangements of the Trust. For a summary of the various responsibilities and actions please see Appendix One.

Health and Safety Objectives

In order to promote a positive safety culture within each school and to assist in the identification, control and management of risk, the School Premises Group will set annual health and safety objectives and performance standards for the school for approval by local governors and the Board of Directors.

Inspections and Audits

The School Premises Group will carry out a thorough annual audit of each school's health and safety provisions. In addition, a Director/Governor member of the Committee will make annual inspections to highlight concerns and assist in the identification, control and management of risk. Competent specialists will undertake inspections of plant and equipment.

Risk Assessments

All risks will be assessed, quantified and action taken to control or reduce the likelihood and/or severity of any consequential occurrence as far is reasonably practicable and on the basis of quantified priority. The risk assessment process, which includes issues such as display screen equipment, control of substances hazardous to health (COSHH), and manual handling etc., will comply with published standards, codes of practice and/or guidance provided by the LA, DfE or HSE. Hazards and their associated risks will be recorded together with actions taken to control or reduce the hazard. Reviews of risk assessments will be carried out at least annually and at the time of any changes to working practices or following investigation of an accident.

Special consideration will be given to risk assessments in the light of the pupils, any young persons on placement and pregnant workers.

Accidents, Incidents and Near Misses

Definitions:

In relation to RIDDOR, an accident is a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work.

- **Accident:** an unintended incident that results in physical injury or ill health.
- **Near miss:** a specified event not causing harm, but has the potential to cause injury or ill health.

- **Incident:** an unplanned recordable event, including threatening behaviour and/or physical violence that may or may not result in injury or ill health, not being categorised as either an Accident or a Near miss.

Reporting and Investigating Accidents

It is a legal requirement to record accidents and incidents occurring in the workplace and to report notifiable major injuries, diseases and dangerous occurrences.

Records and investigations provide useful monitoring information and help to measure the effectiveness of the Trust's Health and Safety Policy and Procedures. Recording of accident information also provides evidence for insurance purposes.

All accidents, whether they be to staff, pupils or visitors to the Trust's premises, must be reported as soon as practicable to the Head of School. Accident report forms are available on the staff network and displayed in the staffroom, they must be completed by the most relevant person (e.g. the first aider involved). Managers are responsible for ensuring that an investigation is undertaken of all accidents and near misses and appropriate actions taken to prevent the accident/ near miss from occurring again in future, if practicable. All accident/ near miss investigations must be recorded centrally and a copy sent to the EHT/CEO.

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the EHT/CEO MUST be informed of any accident or injury which is expected to prevent a member of staff from doing his/her normal work for more than three working days. Incapacity for more than seven days must be reported to the Health and Safety Executive.

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

All accidents, incidents and near misses must be reported to the EHT/CEO and a review undertaken to identify whether the incident could be prevented through the introduction of control measures.

All incidents and accidents which require further treatment by a medical professional and which meet the criteria of RIDDOR must be reported using the County Council's Incident Report website. This is the responsibility of the school office and the Head of School.

Paper copies of the completed incident report forms will be kept for three years and where the form is raised for an incident involving a member of staff, a copy will be retained in their personnel record.

Incidents and accidents and the outcomes of investigations will be reported to the Board of Directors' Health and Safety representatives and will be monitored to ensure recurrence is avoided as far as possible.

Pupil-related accident reporting

In the case of minor injuries and incidents, a full and thorough assessment will be made by a first aid trained member of staff and the relevant treatment provided. Any first aid treatment given will be recorded on an advice note for parents, which the school keeps a duplicate record of. That advice note is then sent home for parents/carers information. In the case of head injury, the advice note must be accompanied by an advice letter regarding head injuries.

In the case of more severe first aid incidents if further treatment is required following the initial assessment the parent/carer will be contacted immediately and, if necessary, an ambulance called for. In the case that a parent or carer is not available to accompany the child to hospital, a member of staff will stand in until a parent or carer can arrive. The decision to call for emergency medical services is the responsibility of the Head of School.

Safety checks

In order to maintain the health, safety and welfare of staff, pupils and visitors to the Trust's schools, and to minimise the risks on the premises, the following assessments will be carried out:

- Site Checks by the Site Officer(daily)
- Portable Appliance Testing PAT(annually)
- Fixed Electrical Equipment(every 5yrs)
- Fire Fighting Equipment (annually)
- Fire Bell testing (monthly)
- Fire Risk Assessment (annually)
- Building Maintenance Inspections (annually)
- Fire Alarm System Servicing (6 monthly)
- Emergency Lighting (6 monthly)
- Water hygiene & legionella testing (Monthly); Legionella Risk Assessment (bi-annually)
- Asbestos monitoring and inspection (online reporting 6 monthly)
- P.E. and outdoor play equipment (Specialists 6 monthly; Site officer weekly)
- Boiler maintenance & service; including boiler controls; pressure relief valves; inhibitors (annually)
- Gas supply integrity (annually)
- Wheelchair Lift service (bi-annually)

Training

Training records will be maintained centrally and a copy retained on the employee's personnel file.

Fire Safety

All staff will be instructed in general fire safety and evacuation procedures.

First Aid

First aid training will be offered to all staff and will be to the standard approved by the HSE and be delivered by an HSE registered organisation.

Induction

All new staff will receive an induction briefing that includes details of health & safety procedures

General Safety Briefings

All staff will be given health and safety update briefings on a regular basis.

Lifting and Handling

All staff will be given instructions in correct lifting and handling techniques.

Fire Safety and Evacuation Procedures

Fire Evacuation

In the event of fire, evacuation of staff and children in accordance with procedures to the assembly point is the first priority.

Staff must not use extinguishers unless they have been trained to do so, and only then in an extreme emergency. Pupils and visitors must never be allowed to use fire-fighting equipment.

In the event of a fire, a continuous alarm will sound. All staff will immediately leave the building, escorting the children and any visitors or contractors, and assemble on the playground, facing away from the buildings. No-one should re-enter unless authorised to do so by the Head of School or their nominee.

There will be a fire evacuation practice drill each term. This drill will be overseen by a responsible person who will assess if any improvements can be made.

Please refer to the Emergency Fire Evacuation Procedures (Critical Incidents Policy for each school)

Fire Risk Assessment

Fire risk assessment of each school will be undertaken annually by a competent specialist and any recommendations will be actioned by the School Premises Group. This will incorporate any amendments required following any drill.

Fire Prevention

Rubbish, waste paper and other combustible materials must not be stored in boiler rooms or other heated places as they may spontaneously ignite.

Flammable materials and substances must not be left near a heat source.

Electrical equipment should be checked regularly for faults or damage and switched off when not in use.

Safe procedures must be followed in science, craft and technology lessons and other areas, which may be at an increased risk of fire.

Smoking

The Trust operates a strict “no smoking” policy. Smoking is prohibited in all enclosed and substantially enclosed areas of the Trust’s schools, and any outside areas adjoining the entrance to the schools. This policy applies to all employees, consultants, contractors, customers and visitors to the Trust’s schools.

Firefighting Equipment

All portable fire extinguishers will be inspected annually by a competent contractor. Equipment will have an affixed label noting the date of the last inspection and the date, result and any action required will be noted on the firefighting equipment inspection log.

Fire blankets are available in each school kitchen and are also regularly inspected.

Fire Alarm Testing

Fire alarm systems will be tested regularly and the date, result and any action required will be noted on the fire alarm system log sheet. All fire alarm call points are numbered and all call points are to be tested regularly. The fire alarm system will be serviced and inspected every six months by a competent contractor.

Emergency Lighting

Emergency lighting systems will be tested every six months by a specialist maintenance engineer. The date, result and any action required will be noted on the emergency lighting system log sheet.

First Aid Provision

First Aid kits

First Aid Kits are available in classrooms and in each school office.

A First Aid Kit is made available for groups taking part in activities off-site or away from easy access to first aid facilities.

First Aiders and Appointed Persons

A list of all staff with valid basic first aid training is displayed in the First Aid room and available for reference. Only first aid trained staff may perform first aid duties.

There are also staff members with advanced first aid training in case of more severe incidents.

First Aid Room

Each school has a dedicated first aid room and the room provides a safe, quiet and comfortable place to keep a casualty whilst awaiting an ambulance, medical attention or collection by a parent/guardian.

Medicine Cabinet & Medicines in School

A medicine cabinet is available for safe and secure storage of regular medicines and its security is the responsibility of the Head of School & office staff. The medicine cabinet is locked and kept separate from the normal first aid facilities.

Only medicine prescribed by a medical professional or agreed by the Head of School and the parent/carer can be administered in school by school staff. Only school staff with basic first aid training may administer medication. If a child has medication that needs to be administered in school, the parent must provide a letter containing full instructions and the medicine must be in its original container with original label and dosage instructions. A log is kept of time, date and dosage of medicine administered by the school. Parents are responsible for ensuring any medication left at or with the school for their child remains within its use-by-date.

Whenever there is a risk of coming into contact with bodily fluids, protective disposable gloves must be worn. All first aid kits contain disposable gloves and a pair is available in each classroom.

Asthma inhalers: Asthma inhalers should have a medication form completed as with any other medication, including dosage and instructions for administering. Information given in the form is then logged on the Asthma Register kept in the First Aid room. Inhalers can then be kept by the class teacher in secure areas in the classroom to allow access as soon as required. As with other medication, use of inhalers should be logged with time and date. Parents should ensure the inhalers are always within their use-by-date and have suitable contents.

Sharps

A Sharps box is provided for the safe disposal of needles.

Spitting and biting - sputum should be treated as for blood splashes and bites should be treated as for puncture wounds.

Waste disposal

General waste will be collected in black bags for collection. Waste contaminated with bodily fluids must be placed in the yellow bags provided and kept separate from general waste. The yellow bags will be collected separately for incineration. Sharp boxes are also supplied for needles and will also be collected separately for appropriate disposal.

Playground Safety

Playground equipment conforms to approved design standards and is constructed and installed in accordance with the standards. Equipment will be inspected and maintained on a regular basis and is compatible to the age, aspirations and capability of the children. Playground surfaces and surfaces surrounding play equipment are non-slip and meet the required fall height regulations. During school

hours children are supervised at all times by competent members of staff and a First Aider is always available.

Swimming

The Head of School, PE Co-ordinator and Administration Manager will ensure that all swimming activities and the pool are properly managed and maintained and that:

- Staff, teachers, lifeguards and pool carers, are suitably trained to an appropriately recognized standard; and are fully aware of their responsibilities.
- Water hygiene standards are met and maintained by regular testing and recording of results.
- Chemicals are stored, used and handled safely in accordance with the risk assessment and in compliance with the COSHH regulations.
- All swimming activities, both teaching and recreational, are conducted within recognised safety standards for, supervision, lifeguards provision and first aid. In addition, management controls are provided and maintained.
- The Head of School will ensure that all staff who have responsibility for managing, operating or controlling the pool, including hiring and community use, and those who teach and supervise swimming, read and fully understand the requirement of the Operating Procedure and the Guidance Note.

Please refer to the Normal Operating Procedure and Emergency Action Plan Provided by the Pool

Control of Substances hazardous to Health (COSHH)

A risk assessment must be carried out of the use at the Trust's schools of any substance that may be hazardous to health and appropriate steps must be taken to prevent or, where this is not reasonably practicable, adequately control exposure to any such substance.

In schools, hazardous substances are likely to be found in cleaners' store cupboards, practical class activities, swimming pools, playing fields (pesticides), and kitchen areas. The containers of any substance must be labelled appropriately and consideration must be given to any likely risk caused by any by-product of practical activity.

School trips

School trips and journeys will be conducted in accordance with the "Educational Visits and Journeys Policy and Guidance" issued by Cambridge County Council Evolve system to which the Trust subscribes. Use of the Evolve system for recording off site visits enables the school to meet its statutory duties to record and report off site visits including adventurous activities.

School transport

The Trust does not have its own transportation and staff must seek authorisation from the Head of School to use their own vehicle for the transportation of children under any circumstances. Staff must ensure that they have appropriate insurance at all times.

Vehicle movement within school premises

Vehicle movement within school premises is restricted during the school day and contractors' vehicles are not allowed on site when the children are likely to be present unless specific permission is given and appropriate safety measures are put in place. The school access gates are locked where possible.

Contractors

Contractors have duties to ensure that their work is undertaken efficiently and safely. The Trust subscribes to a property management service, which may project manage work on behalf of the Head of School.

The Trust will endeavour to ensure that all building and maintenance work is carried out during holidays or at weekends wherever possible. Work will not be allowed to commence unless the Head of School is satisfied that safety on the site will not be compromised.

Staff will be kept informed of the nature of work being undertaken and the reasons for contractors being on site. Any unsafe practice should be reported immediately to the Head of School.

Work experience arrangements

The Trust encourages work experience placements and each placement is allocated to a named member of staff during their induction to the school. All such placements must be informed of the health and safety policies and procedures they should abide by.

Safety rules

Staff will be provided with safety guidelines relating to their particular teaching activities.

Physical intervention

The Trust is committed to ensuring that all staff deal professionally with all incidents involving aggressive behaviour to ensure minimal risk of injury to pupils and staff. The complex nature of behaviour and background of some children means that staff must be aware and trained to deal with aggressive behaviour. Staff who are likely to encounter the need to use restraint are given guidance and training in physical intervention.

Please refer to the Trust's Policy on the Use of Reasonable Force

Letting school premises to outside school hirers

The Trust lets its premises to outside hirers and all external hirers are required to complete an application form for the hire of school premises and provide relevant risk assessments, method statements and insurances before commencement of activities where applicable.

Physical education

Staff involved in teaching physical education have appropriate qualifications and training. Recommended and approved National guidelines and established teaching practices and procedures are adhered to and the teacher will be trained to recognise and anticipate hazards and to prevent unsafe practices.

Jewellery - Children are discouraged from wearing necklaces, rings, bracelets etc. to school. Small studs necessary for pierced ears are acceptable. Parents are asked to provide their child with a suitable container to store the ear studs that are permitted in school - newly pierced studs may be taped initially.

Musical instruments

It is vital if musical instruments are to be shared that as high a standard as possible of personal hygienic procedures are operated.

Sun safety

The Trust's schools send notes to parents on the need to provide sun hats and sunscreen for their children. In intense heat, children are moved to the playground with shade and the hall doors are opened to provide additional protection. The length of time children play in the sun is monitored and restricted if necessary.

Lifting and Handling Goods

Most staff are involved in the lifting and handling of materials and equipment as part of their normal working activities. Staff will be given instruction in correct lifting and handling techniques and should use the following guidelines:

- Use appropriate lift equipment if possible (e.g. trolley)
- Survey the load and the environment where item is placed and where it is to be moved to - look for obvious problems and restrictions.
- Relax - tension can lead to a rigid, and damaging lifting technique.
- Position your feet close to the load and comfortably apart to aid balance.
- Bend your knees not your back and maintain your balance through the lift.
- Keep your back as straight as possible, maintaining your balance through the lift.

- Grip the load securely taking the weight in your palms, not your fingers alone.
- Lift using your thigh and calf muscles.
- Carry the load to its location keeping it close to your waist.
- Avoid jerky movements.

Handling also refers to continual repetitive movement and not just items to be lifted.

It is a requirement to ensure that any repetitive task is minimised and that where there may be continual repetitive movement, sufficient breaks are taken. It is essential that all staff consider performance of any activity and ensure that where operating procedures are in place, these are followed.

Display screen equipment

There are prescribed minimum standards set for display screen equipment workstations and the health and safety of those who use the equipment as part of their normal work activity. The regulations do not apply to persons not at work i.e. pupils, however, many of the ergonomic arrangements would be considered good practice.

Electrical Safety

Inspection, testing and monitoring will be carried out on a regular basis by competent persons and in accordance with regulations including PAT testing. The Administration Manager will ensure that an up to date register of portable electrical equipment is maintained.

All staff can assist by visually checking that:

- Cables are gripped tightly where they enter the plug or equipment.
- Electrical sockets are not overloaded.
- Equipment is suitable for the job and the working environment.
- Faults are reported immediately and the equipment withdrawn from service and labelled as defective.
- Cables and wires do not cross walkways causing a hazard.
- Plugs and sockets are kept away from liquids.

Monitoring

The Directors, Executive Headteacher/Chief Executive Officer and Administration Manager will monitor the effectiveness of the Health and Safety Arrangements and their overall performance to ensure that:

- Physical controls are in place and working satisfactorily
- Staff are carrying out the functions allocated to them

Documents related to this policy which are available on the staff share network:

- Critical Incidents Policy
- Use of Reasonable Force
- Health & Safety Management Pack
 - *Classroom Inspection Log*
 - *Equipment Inspection Log*
 - *Pupil Accident Log*
 - *Adult Accident/ Illness Log*
 - *Near Miss or HS Concern Report*
 - *HSE Reporting Accidents at School Guidance*
 - *Risk Assessments*

Policy reviewed - 27th March 2019.

Next review - March 2020

Signed: Philip Mackay On Behalf of Senior Management

Signed: Ariel Tang On Behalf of Orchard Learning Trust

Dated: 27/3/2019

This is the statement of general Health and Safety policy and arrangements for:

Orchard Learning Trust

Overall and final responsibility for health and safety is that of:

Executive Headteacher/ Chief Executive Officer

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Heads of School/ Administration Manager/ Site Officer

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF:	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	EHT/CEO	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	Admin Mgr/Business Mgr	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, electrical safety, food hygiene, noise regulations, crowd control, etc) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main campuses.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	EHT/CEO All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular staff representative meetings or sooner if required.
To implement emergency procedures - evacuation in case of fire or other significant incident.	EHT/CEO Admin Mgr	Escape routes well signed and kept clear at all times. Evacuation plans are tested at least annually and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Heads of School	Toilets, washing facilities and drinking water provided in all areas. Systems in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Health and safety poster is displayed:	Staff notice Boards, one in each building / staff room			
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) www.hse.gov.uk/riddor Tel: 0845 300 9923	First Aid kits are located in the following locations: First Aid Room Music Hall (GCA) Staffroom Kitchen (GBA) Grab bag (In each classroom)			
Signed: (Employer)	Ariel Tang	Date:	27/3/2019	
Subject to review, monitoring and revision by:	Board of Directors	Every:	12	months or sooner if work activity changes