

# Health and Safety Policy







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## 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



1 Legal framework





- 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







- 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



## 2.4 Responsibilities

- Under instruction from the 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 with any required investigations





- Ensure that





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 or mechanical,



- 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.  
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- 5.3 The headteacher will ensure that there are an

- 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

8.3 Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of







- 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
- 









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.





- 17.7 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





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





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



20.19 The RPS (with support from the RPA) will ensure that the HSE criteria are 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



## 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

- 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:







34.2 Staff members are required to sign statements confirming that







## 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:	









### 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.







Additional central officers may be asked to attend specific meetings if required and





- 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

