Olive Academies Independent School
OA-North View
Health and Safety Policy

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Updates	• Updated in line with the Independent School Standards • Clarified the role of the Independent Schools Board • Removed the Allergy Awareness Policy as this is now a stand alone policy

Key things to note

As part of their staff handbook declaration, staff will be asked to sign and confirm that they have read and understood Part 1, 2 and 3 of the Health and Safety Policy, all contractors and visitors will be made aware of its contents as appropriate.

This document includes all policies under the broader heading of H&S. Where a policy is not linked this is due to the policy being categorised under a different heading and links will take you to the relevant folder on the staff intranet or website.

Please note: Educational visits policy and first aid and administration of medicines can be found in the safeguarding and pupils' folder here.

These policies apply to Olive Academies Independent School OA-North View and should be implemented consistently throughout the School. Proposed amendments should be referred to the Head of School/Executive Headteacher and OAISB for consideration.

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Part 1 – Statement of Intent and Governance Arrangements

The Olive Academies Independent School Board (OAISB), as proprietors of OA-North View, recognises its responsibility to ensure, so far as is reasonably practicable, a safe, healthy and secure environment for all pupils, employees, contractors, visitors (including parents and carers) and others who may be affected by the school's activities.

The OAISB is committed to maintaining high standards of health, safety and welfare throughout all aspects of the school's operation. Effective health and safety management is regarded as an integral part of the school's governance, leadership and daily practice and supports the welfare, wellbeing and education of all pupils.

Olive Academies, as the employer of staff working at OA-North View, is responsible for fulfilling its duties under the Health and Safety at Work etc. Act 1974 and associated regulations. The OAISB receives assurance that suitable arrangements are in place to discharge these duties and safeguard the health, safety and welfare of pupils, employees, visitors and contractors.

The OAISB fulfils its oversight responsibilities through regular monitoring, scrutiny and challenge of health and safety arrangements. The Chair of the OAISB provides strategic oversight of health and safety matters as part of the board's wider responsibilities for governance, estate management, regulatory compliance and risk management.

Day-to-day responsibility for implementing this policy and managing health and safety arrangements is delegated to the Executive Headteacher and Head of School.

The OAISB requires the school and Olive Academies to operate within the following framework for managing health and safety:

- A health and safety report covering accidents, incidents and near misses involving pupils, staff and visitors; staff training; fire drills; audits; inspections; compliance matters; and any new or revised policies and procedures is presented to the appropriate Board Assurance Meeting at least twice each year.
- The outcomes of Board Assurance Meeting discussions relating to health and safety are reported to the OAISB together with any significant matters requiring proprietor oversight, challenge or assurance.

- The school's buildings, plant, fixed electrical installations, mechanical systems, equipment and associated systems of work are inspected, tested and maintained by competent persons in accordance with statutory requirements, recognised industry standards and recommended inspection schedules.
- Reports arising from statutory inspections, surveys and compliance checks are considered through the school's governance and assurance processes. Identified actions and maintenance requirements form part of the school's planned maintenance and improvement programme.
- Catering facilities and food preparation areas are subject to inspection by the Environmental Health Officer as required. In addition, the OA Head of Facilities and Infrastructure commissions independent food hygiene and safety audits at regular intervals, together with routine deep-cleaning and pest-control services. Findings and actions arising from these activities are reported to the OAISB.
- The school maintains a suitable and sufficient fire risk assessment undertaken by a competent person. The assessment is reviewed annually and whenever significant changes occur to the premises, activities or occupancy. Progress against actions arising from the fire risk assessment is monitored by school leaders and reported through the school's assurance arrangements.
- An independent health and safety review of the school's arrangements, including fire safety, premises safety and regulatory compliance, is undertaken periodically by a competent external adviser. Progress against identified actions is monitored by school leaders and reported to the OAISB through an annual report from the Head of Facilities Infrastructure.
- The school commissions legionella risk assessments and associated water hygiene monitoring by competent contractors. Water hygiene controls, flushing regimes, temperature monitoring, sampling and remedial actions are undertaken in accordance with the recommendations of the school's legionella risk assessment and relevant health and safety guidance.
- The school maintains a comprehensive programme of health and safety induction, information, instruction and training for all staff. This includes, where appropriate, safeguarding, fire safety, risk assessment, manual handling, educational visits, first aid, workplace wellbeing, emergency procedures, behaviour management and role-specific health and safety training. Additional training is provided where required by an employee's duties and responsibilities.
- Appropriate first aid training, educational visits training, minibus driver training and other specialist health and safety training are provided to staff where required by their role.
- All members of staff are responsible for taking reasonable care of their own health and safety and that of pupils, colleagues, visitors, volunteers, contractors and others who may be affected by their acts or omissions. Staff are required to cooperate with school leaders and Olive Academies to enable compliance with health and safety legislation and this policy.
- All members of staff must report hazards, accidents, incidents, significant risks and health and safety concerns promptly in accordance with school procedures.

This policy supports compliance with the Education (Independent School Standards) Regulations 2014, particularly Part 3 (Welfare, Health and Safety of Pupils) and Part 5 (Premises of and Accommodation at Schools). It should be read alongside the school's Safeguarding and Child

Protection Policy, First Aid and Administration of Medicines Policy, Risk Assessment Policy, Educational Visits Policy, Behaviour Policy, and Emergency Procedures.

The OAISB expects all employees, contractors, volunteers and visitors to support the implementation of this policy and contribute to a positive culture of health, safety and welfare throughout the school.

This policy is made available to all employees via the school's document management system and forms part of the induction process for all new staff. Staff will be informed whenever the policy is reviewed, amended or updated.

Details of the responsibilities and arrangements for implementing this policy are set out in Parts 2 and 3 of this document.

Part 2 Organisation for Health and Safety

2.1 Legislation

This policy is based on advice from the Department for Education on health and safety in schools guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to assess the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height
- The school follows national guidance published by Public Health England and government guidance on living with COVID-19 when responding to infection control issues.
- HSE (2024) 'Sensible health and safety management in schools': Sensible health and safety management in schools
- DfE (2022) 'First aid in schools, early years and colleges': First aid in schools, early years and further education

- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education': Health protection in children and young people settings, including education

This policy supports compliance with the Education (Independent School Standards) Regulations 2014, particularly Part 3 paragraphs 7, 11, 12, 13, 14 and 16 relating to safeguarding, health and safety, fire safety, first aid, supervision and risk assessment. It also contributes to compliance with Part 5 of the Regulations relating to the safety and suitability of premises and accommodation.

The Olive Academies Independent Schools Board (OAISB) retains overall responsibility for health and safety and receives regular reports on health and safety performance, including accidents, training, audits and compliance via the Head of School report and the OA Head of Facilities and Infrastructure's scheduled reports.

Hyperlinked within this policy	Available on the OA-North View website or on the local intranet
Contractor's statement	Allergy Awareness Policy
Manual Handling	Adverse Weather Policy
Working at Heights	CCTV Policy
Lone Working	Data Protection Policy
Display Screen Equipment (DSE)	Educational Visits and School Trips Policy
COSHH	First Aid and administration of medicine Policy
Asbestos Management	Invacuation, Lockdown and Evacuation Policy (including bomb threats) and emergency plan
Infection Control	Minibus Policy
	Personal Emergency Evacuation Plan (PEEP)
	Risk Assessment Policy
	Supporting Pupils with Medical Conditions Policy

This policy is relevant to the following areas of risk*:

Individual medical needs or disabilities	Accidents
Fire Safety (external)	COSHH
Legionella (external)	Workplace Transport
Asbestos	Working at Heights
Security	Fire Evacuation
Manual Handling	Snow and Ice procedures
Educational Visits and Trips	Boiler and Plant Rooms
Major Disasters	Working from Stepladders

Infection Control	New and Expectant Mothers
Slips, Trips and Falls	Animals
Stress	DSE procedure
	PE lessons

*Please note this list is not exhaustive.

2.2 Roles and Responsibilities

Appendix 1 has an organogram to illustrate how Health and Safety is managed at OA-North View

All employees have a legal duty to take reasonable care of their own health and safety and that of others who may be affected by their actions, and to cooperate with Olive Academies to enable statutory duties to be fulfilled.

The Olive Academies Independent School Board (Proprietor)

The OAISB is responsible for:

- Ensuring compliance with the Independent School Standards.
- Ensuring effective arrangements exist to safeguard the welfare, health and safety of pupils.
- Monitoring health and safety performance.
- Receiving assurance regarding statutory compliance.
- Reviewing significant incidents and risks.
- Ensuring that there are arrangements in place for identifying, evaluating and managing the risks associated with lone working, working at height and manual handling
- Ensuring sufficient resources are available.
- Holding leaders to account for implementation of this policy.
- Approval of this policy on an annual basis
- Ensuring this information is published on the school's website
- Reviewing reports provided by the OA Facilities and Infrastructure Manager to enable them to provide subsequent advice and prioritise resources effectively regarding any Health and Safety issues
- Advising the OA Director of Operations, where they believe it is necessary or would be beneficial to seek specialist advice on Health and Safety matters

The **named OAISB member** that is a point of contact is Mark Whitby, the Chair of the OAISB.

Olive Academies (Employer)

Olive Academies, as the employer of staff working at OA-North View, is responsible for:

- Taking reasonable steps to ensure the health, safety and welfare of employees.
- Undertaking suitable and sufficient risk assessments.
- Providing competent health and safety advice.
- Ensuring appropriate training and supervision.
- Maintaining arrangements for monitoring accidents, incidents and near misses.
- Ensuring compliance with relevant health and safety legislation.

Head of School

The Head of School is responsible for ensuring that:

- The information in these policies is effectively disseminated and implemented and that all senior leaders understand their health and safety responsibilities within their areas of responsibility, and that staff are nominated with specific safety roles
- All visitors and agencies are aware of their safety responsibilities
- Emergency procedures are in place and understood by staff. The emergency plan sits alongside this manual and defines strategic response arrangements to major incidents.
- Records are kept of all relevant health and safety activities, e.g. assessments, inspections, accidents, training
- Machinery and equipment are inspected and tested to ensure it remains in a safe condition
- In partnership with OA central and finance manager, sufficient funds are set aside within which to operate safe systems of work
- Staff receive appropriate training to perform their health and safety responsibilities competently
- Risk assessments of premises and work practices are undertaken with appropriate health and safety procedures in place and adhered to
- They are kept informed of any significant accidents or incidents, and that these are investigated and any remedial actions taken or requested
- Any policy or process which could have a material impact on health and safety is subject to consultation with staff and their representatives

The **executive head** or equivalent will assume these duties in the absence of the Head of School and has the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

Staff

Staff have a duty to take reasonable care for the health, safety and welfare of pupils and to act in accordance with their professional responsibilities, safeguarding duties and school policies.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- On an annual basis, confirm that they have read and understood and will abide by this health and safety policy and procedures
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Complete and review risk assessments for activities within their area of responsibility
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Report all accidents and near misses in accordance with procedures within this policy
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Complete statutory health and safety training

Educational visits coordinator (EVC)
The educational visits coordinator is responsible for ensuring that safe practice on educational, adventurous & recreational visits is followed, including risk assessments, monitoring and evaluation.

First aid coordinator
The first aid coordinator, when on duty, is responsible for supporting health and welfare issues within the school/ school – see first aid policy for detail.

Site Security
The Head of School has overall responsibility for the security of the school site.
The Facilities Team are responsible for the day-to-day management of site security, including:

- securing buildings and gates;
- management of keys, fobs and alarm systems;
- responding to alarm activations;
- maintaining visitor access arrangements;
- reporting security defects and vulnerabilities.

The school operates controlled access procedures to safeguard pupils, staff and visitors.

2.3 General responsibilities of others

Contractors working on School premises

Any OA-North View staff inviting contractors or other agencies onto School premises will be responsible for informing the contractor and their employees of any risks and instructions relevant to health and safety. Contractors working when pupils are present will be subject to the school's safeguarding procedures. The level of supervision and checking required will be determined through a risk assessment, taking account of whether the contractor will have the opportunity for regular or unsupervised contact with pupils. Where required, appropriate vetting checks will be obtained in accordance with Keeping Children Safe in Education. The Head of School will make the decision on whether the contractor can work in the School. Support for this process will be provided by the Facilities Assistant who should be made aware of any contractors expected on site.

OA-North View draws attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc. Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Visitors

All visitors are required to sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school.

Hirers of the school premises must use plant, equipment and substances correctly and use the appropriate safety equipment. Hirers will be made aware of their obligations in relation to health and safety when making the booking.

Whilst on site, all visitors and contractors must wear a visitor's badge and may be asked for photo identification. Cleaning contractor's employees must always wear an identifiable uniform and an identity badge. Temporary teaching staff on cover duties will be required to indicate their presence by reporting to reception, where they will be given a lanyard.

If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the reception or off the site, as appropriate.

If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. Staff must not put themselves at risk.

2.4 Training

Training needs will be assessed every year by the OA Facilities and Infrastructure Manager and the Head of School, and adequate resources will be made available to ensure identified training needs are addressed effectively. Training areas covered will includes aspects such as:

- health and safety awareness for all staff
- stress management
- fire safety training
- fire marshalling
- manual handling
- working at height
- DSE assessment
- Lone working
- and first aid.

Olive Academies uses the Judicium online and face-to-face training system training needs are identified through review and audit recommendations. The Head of School will be responsible for the delivery of the health and safety training plan and ensure that the timescale for any training to be completed will be identified as part of the risk assessment and annual appraisal process.

2.5 Measuring and reviewing performance

This section outlines the measuring and reviewing process Olive Academies will adopt to monitor health and safety performance, ensuring that improvement can be judged and resources allocated to where they can provide optimum impact. The focus on being proactive is vitally important to identify issues before they impact on staff, pupils or visitors to the school. Likewise, the reactive

monitoring and/or investigation of accidents and incidents to identify learning and sharing of improvements will be undertaken.

2.6 Proactive monitoring

All school leaders and staff are encouraged to be alert to health, safety and welfare issues on a daily basis and take action immediately when hazards are identified. Prior to allowing pupils into classrooms or other areas of activity, the staff member conducting the lesson should visually check that all appears safe. This is especially important in areas of higher risk such as workshops or sports areas. The Head of School conducts regular site inspections alongside the facilities lead onsite. A standard checklist is used and any remedial action that needs to be taken is recorded and reviewed.

Formal inspections of Olive Academies premises will take place each term involving the OA Facilities and Infrastructure manager, and the facilities lead for each school. Reports will be issued and subject to an action plan. Follow up safety tours between such inspections to ensure actions have been completed will be undertaken.

Thematic inspections – specific inspections will be undertaken, focused on particular activities or facilities within the school, as identified by staff and/or school leaders, or arising from a concern with an accident or incident.

The OA Lead for Safeguarding makes an annual safeguarding visit to each school. As part of this, the OA Facilities and Infrastructure Manager will identify any health and safety action points that need to be specifically reviewed.

External audit – an audit of the health and safety management system is carried out at least every two years using independent external auditors, unless such a time as this is reviewed.

2.7 Risk Assessments

The Head of School will ensure that suitable and sufficient written risk assessments are implemented, monitored and reviewed. Staff will be informed of relevant control measures and expected to implement them consistently. Findings from risk assessments will be used to inform planning, supervision, behaviour support arrangements, curriculum activities, educational visits and premises management.

Suitable and sufficient risk assessments will be undertaken for:

- Educational visits.
- Premises.
- Curriculum activities.
- Individual pupils.
- Fire safety.
- Manual handling.
- Working at height.

- Lone working.
- Behaviour presenting risk to self and others.
- Individual pupil welfare and emotional regulation needs
- Restrictive Intervention and De-escalation where authorised.
- Pupils who abscond or are at risk of going missing from education
- Off-site learning and community activities
- New and expectant mothers.
- Equipment and machinery.

Risk assessments will be reviewed:

- Annually.
- Following an incident.
- Following significant changes.
- Where concerns are identified.

2.8 Reactive Monitoring (Accident, Incident, and Near-Miss Recording and Reporting)

The Head of School will ensure that an effective accident/incident reporting procedure is in place and that all accidents and incidents and near misses are recorded and reporting both internally and where required, to external organisations such as the Health and Safety Executive. Any external reports will be submitted in discussion with the OA Facilities & Infrastructure manager. All staff are encouraged to report incidents without fear of being blamed. Staff will be made aware of the accident reporting procedure on induction.

2.9 Occupational health

OA-North View provides an occupational health service to assess and assist staff with health and work-related problems and undertake statutory health surveillance. The monitoring of work-related sickness and ill health will be undertaken by OA HR in cooperation with the OA Facilities and Infrastructure Manager in order to identify and control contributory factors so far as is reasonably practicable.

Occupational Stress and Staff Wellbeing

OA-North View recognises that excessive workplace stress may adversely affect health, wellbeing and performance.

The school promotes staff wellbeing through:

- effective supervision;
- workload management;
- access to occupational health services;
- employee wellbeing support programmes;
- risk assessment where stress-related concerns are identified.

Employees are encouraged to raise wellbeing concerns at the earliest opportunity.

Drugs, Alcohol and Substance Misuse

The school is committed to providing a safe and healthy environment for pupils, staff, visitors and contractors. Employees must not attend work whilst under the influence of alcohol, illegal substances or any other substance that may impair their ability to carry out their duties safely.

Employees taking prescribed or over-the-counter medication that may affect their ability to work safely must inform their line manager so that appropriate risk assessments and support can be considered.

The possession, use, distribution or sale of illegal drugs on school premises is prohibited and may be treated as a disciplinary matter and, where appropriate, reported to the police. Concerns regarding substance misuse will be addressed in accordance with the school's staff wellbeing, safeguarding, disciplinary and capability procedures.

Smoking and Vaping
Smoking, vaping and the use of electronic cigarettes are prohibited within school buildings, vehicles and grounds. Visitors, contractors and staff are expected to comply with the school's smoking and vaping restrictions at all times.

2.10 Accident and incident investigations

OA- North View will ensure by implementing effective procedures and training of staff that all accidents and incidents are properly investigated without delay.

All accidents and incidents must be brought to the attention of the OA Head of Facilities and Infrastructure. An initial investigation into any incident or accident will be carried out and documented within the school. For accidents and incidents considered to be serious or serious near misses, the OA Head of Facilities and Infrastructure will carry out a further investigation and the facts brought to the attention of the school senior leadership, and OA Director of Operations, and OAISB where relevant. The object of any investigation is to identify root and contributory causes, make recommendations for improvements and ensure remedial measures are taken, not to assign blame.

2.11 Damage to Personal Property

Olive Academies is committed to maintaining a safe working environment and will take all reasonable steps to prevent damage to staff members' personal property. In the event that a pupil causes damage to a staff member's personal belongings, the incident must be reported immediately in writing to the Head of School who will investigate the circumstances and, where appropriate, will arrange for repair or compensation in line with our OA finance policies.

2.12 Bomb Threat Procedure

All staff members are expected to read, understand and effectively implement the school's Emergency Plan, including the critical incident plan. In the event of an emergency, the school will follow the lockdown procedures within the Emergency Plan.

All staff members will be made aware of their responsibilities in line with the school's Policy and Procedure regarding the safe handling of bomb threats. Further advice and guidance can be sought from the OA Director of Operations.

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

Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police.

The staff member receiving the call will immediately contact the Head of School or OA Director of Operations if the call is taken at the central office. They will decide whether or not to evacuate the building.

2.13 Emergency Procedures

Fire and emergency evacuation procedures are displayed around the school.

A copy of the relevant site plan should be displayed immediately next to the door frame on the side that opens within classrooms/offices/meeting rooms/hall doors, from the internal aspect, clearly detailed in red the primary route and in blue the secondary route from the location. This plan should be accompanied with the site evacuation notice.

These procedures will be reviewed annually or in the event of an incident or any layout or building alterations.

Evacuation procedures are also made available to all contractors or visitors.

Emergency exits, fire alarm call points, assembly points should be clearly identified by safety signs and notices around the school.

Details of service isolation points (i.e. gas, water, electricity) should be highlighted on the site plans displayed in close vicinity of the Fire Alarm Panel in reception. This should include a register of chemicals and flammable substances on site.

Emergency contact and key holder details are maintained by the competent person and held within the school's Emergency Plan.

Persons who have a disability which affects their mobility may require a Personal Emergency Evacuation Plan (PEEP). Other categories of persons who may require assistance in the event of a building evacuation may include, for example, those with visual or hearing disabilities.

A PEEP will be drawn up by the school's Pastoral/Welfare team. Pupils/parents/carers, staff or visitors requiring a PEEP have a responsibility to inform the school of their requirements for assistance in an evacuation. The school is responsible for ensuring any persons who require assistance to evacuate a building in an emergency have a PEEP drawn up.

2.14 Fire and Emergency Evacuation

The school will follow the procedure outlined in the school's Emergency Plan. In the event of a fire, the school's Fire Evacuation Plan will be implemented.

The competent person is responsible for ensuring the Fire Risk Assessment is undertaken and implemented. The Fire Risk Assessment is reviewed annually, or as often as the workplace changes. If an evacuation is deemed necessary, 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 close)
  - 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)
- Once the police have arrived, staff will await further instructions from the emergency services

Fire Drills
Fire drills will be undertaken at least termly, including one within the first two weeks of the autumn term, and records retained.

The first fire drill of the academic year must take place within the first 2 weeks of term to ensure that all new pupils are aware of procedures

Fire Safety Officers (Wardens) will wear high visibility jackets during all evacuation procedures

Fire Fighting

- Ensure the alarm is raised BEFORE attempting to tackle a fire
- The safe evacuation of all children, visitors and staff is an absolute priority
- Staff may only attempt to deal with small fires, if it is safe to do so, without putting themselves at risk, using portable firefighting equipment
- Staff members are to be aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use

Part 3 – Health and Safety Procedures and Arrangements

3.1 Manual Handling

All manual handling is done in accordance with the following legislation and guidance:

1. **The Health and Safety at Work etc. Act 1974**
2. **The Management of Health and Safety at Work Regulations 1999**
3. **The Manual Handling Operations Regulations 1992**
4. **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**
5. **The Provision and Use of Work Equipment Regulations 1998**

Roles and responsibilities

The Head of school will:

- Ensure that specific manual handling tasks are carried out by the most fit and healthy adults.
- Ensure that members of staff will not be at risk when performing tasks.
- Implement a systematic approach to manual handling, whereby everyone will be made aware of their individual roles and responsibilities.

The OA Facilities and Infrastructure Manager will:

- Be responsible for monitoring any control measures put in place to ensure they are reducing the risk of injury and being used correctly.
- Keep a central record of all manual handling reports.
- Ensure members of staff are informed and trained to take care of their own health, as well as the health of others.
- Ensure members of staff are informed and trained regarding manual handling tasks, in order to mitigate any risks.
- Ensure that risk assessments are carried out before a manual handling task is completed.

Members of staff will:

- Ensure they do not undertake manual handling tasks if they have sustained recent injuries, e.g. hernias, back problems, heart conditions or other physical issues, or if there are any other concerns.
- Inform the Head of School of any physical health issues they have sustained as soon as possible to ensure risks can be mitigated.
- Comply with relevant legislation and school policies.

Definitions

According to the Manual Handling Operations Regulations 1992, manual handling is defined as **"any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force."**

Manual handling extends to the force required to move or restrain any animate or inanimate object. It also includes any twisting, bending, stretching or other awkward posture you may get in whilst doing a task.

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, or a person's ability to hold or grasp the particular item in a safe and balanced manner.

Risk management

The process for risk management is to avoid, assess and reduce any hazards. The school will, as far as is practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury.

Where manual handling tasks are absolutely necessary and cannot be avoided, a risk assessment will be completed to identify the potential hazards.
Risk assessments will take account of:

- The nature of the load-weight, size, shape, ability to be firmly gripped, balance, and whether the object is animate or inanimate.
- The actions or postural requirements involved in the task, including reaching, leaning and lifting.
- The time, distance, duration and frequency of the task.
- The individual's capacity for manual handling, including their age, skill, experience, physical health and strength.
- The environment and workplace conditions such as lighting, access, amount of free space and floor surface.
- Any obstacles or hazards present in the space where manual handling will occur.
- The work organisation at the time of manual handling, the presence of others, time restrictions and availability of others to assist.

Where manual handling involves assisting and/or moving a pupil or moving a pupil from a chair to a wheelchair, the staff member(s) involved will always refer to the pupil's individual care plan to ensure that correct equipment and instructions are used. Moves will be planned in advance to ensure that any equipment needed is available and ready to use at all times.

The school will ensure that manual handling needs are considered in any refurbishment and construction plans.

Where possible, pregnant members of staff will not be assigned manual handling tasks. Where this is unavoidable, pregnant members of staff require risk assessments to be carried out for six months before and after childbirth, in order to ensure physical injury does not occur during manual handling procedures. Pregnant members of staff will not participate in any manual handling which causes them, or the health and safety coordinator, any concern.

Once a risk assessment has been carried out, control measures to manage the relevant risks will be put in place. These will include:

- Changes to the workplace and systems of work.
- Provision of mechanical aids to reduce the risk of injury, along with training for the use of these.
- Training and education appropriate to the task.

Once control measures are in place, they will be monitored by the Head of School to ensure they are reducing the risk of injury and being used correctly.

Every stage of this process will be recorded, and dates will be provided for each step. Timelines will be used to track the risk assessment process and provide deadlines for when processes are to be implemented.

Reports will be provided to all relevant members of staff, and the health and safety coordinator will keep a central record of all the reports.

Risk reduction
Procedures will be followed to ensure risks are reduced as is reasonably practicable. Manual handling issues will be considered during the design, refurbishment, alteration and rearrangement of school spaces.

The health and wellbeing of all members of staff will be maintained and promoted by providing a safe working environment, specifically with regards to manual handling tasks.

Practical and workable solutions will be provided to improve the effectiveness of working practices.

Tasks requiring manual handling of any large or heavy items will be planned before any handling is attempted to ensure adequate space, equipment and personnel. Trolleys and other handling aids or hoists will be used wherever possible to move items.

3.2 Working at Height

Working at height can present a significant risk. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height. Training should be provided to the relevant staff if required.

When working at height, (including accessing storage or putting up displays) appropriate step ladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff that use ladders/stepladders.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role.

The establishment's nominated person(s) responsible for work at height is the competent person. The nominated person(s) shall ensure:

- All work at height is properly planned and organised
- The use of access equipment is restricted to authorised users
- All those involved in work at height are trained and competent to do so
- Risks from working at height are assessed and appropriate equipment selected
- A register of access equipment is maintained and all equipment is regularly inspected and maintained
- Any risks from fragile surfaces are appropriately controlled Working at Heights Procedure
- Working at height will be avoided where possible, but where work at height cannot be avoided, control measures will be implemented to ensure the risk and consequences of falls are prevented as much as possible. These measures will be implemented on a case-by-case basis, but may include:
- Taking into account weather conditions that could compromise safety
- Undertaking as much work as possible from the ground

- Checking that the place where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked each time, before use
- Preventing materials or objects from falling or, if it is not reasonably practicable to do so, taking suitable and sufficient measures to make sure no one is likely to be injured
- Ensuring that workers can get safely to and from where they work at height
- Ensuring equipment is suitable, stable and strong enough for the job, and maintained and checked regularly
- Storing materials and objects safely to ensure they will not cause injury if they are disturbed or collapse
- Workers ensure that they do not overload or overreach themselves when working at height
- Taking precautions when working on or near fragile surfaces
- Considering emergency evacuation and rescue procedures

It is the responsibility of the individual concerned to ensure all necessary precautions and safety measures are adhered to at all times, in accordance with their instructions and training.

Any person who becomes aware of circumstances involving work at height, where the existing control methods are ineffective must inform the Head of School or Facilities Assistant as soon as possible.

Risk assessments will cover all work currently undertaken at height, or proposed to be, where the risk may be increased by the work activity itself, or the lack of available assistance should something go wrong. Once relevant tasks are identified, the following will be considered:

- Plant and equipment: Plant and equipment used by individuals working at height will be assessed for suitability and safety
- Access and egress: Some work at height may require access to locations that are difficult to access or egress
- Lone working: Work at height will not be undertaken when working alone

Work Equipment

Work equipment will be assembled and/or installed according to the manufacturer's instructions. Where the safety of the work equipment depends on how it has been installed and/or assembled, the Head of School will ensure it is not used until it has been inspected in that position by a competent person.

Any equipment exposed to conditions that may cause it to deteriorate, and result in a dangerous situation, will be inspected at suitable intervals appropriate to the environment and use. A record will be maintained of any inspection for types of work equipment, including guard rails, toe-boards, barriers or similar collective means of protection, and working platforms, both fixed and mobile.

Ladders

There are many types of and sizes of ladders - portable, step, suspended, interlocking, extension, mobile and fixed ladders. They must comply with the Work at Height Regulations 2005. Ladder inspections should be carried out on an annual basis by a competent person and recorded and uploaded to the OA's Estates Management Software.

Ladders are classified as work equipment under the Provision of Use of Work Equipment Regulations 1998 (PUWER) and therefore must be suitable for the intended task.

If ladders are to be used to work from make sure:

- A secure handhold and secure support are available at all times, e.g. 3 points of contact
- The work can be reached without stretching
- The ladder can be secured to prevent slipping

Working Platforms

Working platforms used for construction work and from which a person could fall more than two metres will be inspected after:

- Assembly or installation in any position
- Any event liable to have affected its stability

Where it is a mobile platform, a new inspection and report will not be required every time it is moved to a new location on the school premises. Working Platforms will be inspected on a biannual basis by a qualified engineer.

Note: Chairs and desks are NOT suitable equipment for working at height.

Risk Assessment

The Working at Height risk assessment will include the following considerations:

- The safety of pupils, staff, visitors, contractors and the general public
- The hazardous nature of any general work at height on the site, e.g. environmental conditions
- The required competency level of staff to undertake work at height
- The required level of competence and ability to use access equipment
- The required level of supervision
- The safest equipment to use on site
- The condition of access equipment and its maintenance
- Other methods of safe access for higher risk or time-consuming jobs at height Control Measures

To manage general risks, the following control measures will be put in place. Members of staff working at height will:

- Not undertake work for which they are not trained
- Take reasonable care of their health and safety
- Not put themselves in danger
- Know, and follow, safe working procedures

- Never rush or cut corners
- Follow reasonable targets
- Stop for regular breaks and, if possible, change activity after prolonged periods
- Inform the Head of chool of any relevant medical conditions
- Inform the Head of School of any hazards or accidents encountered

The following communication procedures will also be put in place:

- The worker will carry a mobile telephone at all times when working at height
- The worker will inform someone when they are working at height, how long they will be, and when they expect to be finished
- In the event that a worker has an accident or falls into difficulties, they are to use their mobile telephone to contact the head of school, their nominated person, or the emergency services

First aid kits will be made available throughout the premises. Their locations will be communicated to all members of staff.

New and Expectant Mothers
Suitable and sufficient risk assessments will be undertaken when an employee notifies the school that they are pregnant, have recently given birth or are breastfeeding.
Risk assessments will be reviewed regularly throughout the pregnancy and after any significant change in duties, working conditions or medical advice.
Appropriate adjustments will be made where necessary to safeguard the health, safety and welfare of the employee and child.

3.3 Personal Safety and Lone Working

Staff should not be expected to put themselves in danger and the Trust will not tolerate violent or threatening behaviour towards any member of staff.

Staff will report incidents of violent/threatening behaviour to the Head of School who will challenge inappropriate behaviour/individual conduct which compromises the provision of an environment in which pupils and staff feel safe. The Trust will work in partnership with the Police where relevant.

For the purpose of this manual, 'lone working' refers to situations where staff, in the course of their duties, work alone either on or off the school/school premises and are physically isolated from colleagues, possibly without immediate access to assistance in the event of an incident or emergency.

It is possible for a staff member to be 'lone working' whilst other staff members are in the same building.

Categories of Lone Workers:

- Staff responsible for opening, closing and securing the site

- Cleaning staff
- Staff who work in an isolated part of the building/grounds
- Staff responding to an alarm call out of normal working hours
- Staff carrying out security checks during weekends and holidays
- Staff working during holiday/weekend periods (skeleton staff)
- Contractors working on site during the weekends and holiday periods
- Staff carrying out duties off-site (i.e. home visits)

Staff members are discouraged from working alone. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Procedures for Lone Workers
A record will be kept in the Head of School or competent person's office containing details of all staff members who regularly undertake lone working, including the type of work, place of work and usual times.

During working hours, all lone workers leaving their designated workplace will inform their line manager of their whereabouts and estimated time of arrival back at the school.
During educational visits/trips or home visits, if a lone worker's plans change significantly, they will contact the designated person to inform the School of any changes to their schedule.
All lone workers must ensure that they have access to a mobile phone and any other personal safety equipment that may be necessary. Lone workers will ensure they have all of their provided personal safety equipment with them prior to lone working and that the equipment is in working order.

Lone workers will avoid organising meetings where they will be alone with an individual or group. Where this is unavoidable, the lone worker will obtain prior approval from their line manager who will make any arrangements to ensure the staff member's safety.

Lone workers will have access to adequate first aid facilities for treating minor injuries and training will be provided as required.

Under no circumstances should a lone worker compromise their personal safety. If a lone worker feels in danger, they will remove themselves from the situation immediately.

OA-North View operates a 'buddy' system, whereby lone workers have a designated person (member of staff) that will:

- Be aware of the schedule and movements of the lone worker
- Have all necessary contact details of the lone worker
- Attempt to contact the lone worker if they have not returned to the school premises and contact is not made as agreed
- Follow agreed escalation procedures and notify the Head of School of any incidents/risk

Contingency arrangements will be in place for a member of staff to take over the 'buddy' role in case the nominated person becomes unavailable.

Where there is a genuine concern about the whereabouts or safety of a lone worker, the Head of School will use the information held on record to try and ascertain the whereabouts of the worker. If contact cannot be made, the Head of School will decide on the best course of action depending on the circumstances, which could include contacting the emergency services.

Staff Responding to Call Outs

Nominated key holders who may be required to back up the nominated security company, attending empty premises where there has been alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

Where a school does not have a security company in place but has key holder response, the key holder should contact a second member of staff on call-out activation and inform them when on arrival and upon leaving the building. The key holder should complete the building check within a 15-minute timeframe.

Upon a confirmed intruder activation, the key holder will inform the Police and arrange to meet on the school/remises.

Home Visits

Lone workers will consider the following before conducting a home visit:

- Is the home visit absolutely necessary, or is there another more appropriate way of dealing with the issue? (e.g. requesting parents/carers to visit the school premises)
- Do school records reflect any violent incidents that have been recorded at the address?
- Who might be present at the address and whether they are known to the school?
- Is it possible to conduct a home visit with a colleague if there is any uncertainty of risk?

If the lone worker has any safety concerns - they must raise this with their line manager who will arrange for additional precautionary measures to be put in place, as the personal safety of staff is paramount.

A list of home visits is kept securely by the designated person. This record includes details of the following:

- The address the lone worker is visiting
- Details of the persons whom they are visiting (or intending to visit)
- A known contact number for the lone worker and for the persons they are visiting Approximate time of arrival at the pupil's address and the length of time the lone worker expects to be there.

Appointment times should be adhered to where possible

Visits deemed high risk, e.g. where there is a known history of violence or the location is cause for concern, no lone working should be undertaken. In these cases, the lone worker may request a meeting in a more suitable location or to be accompanied by another member of staff. A Risk Assessment should be undertaken where necessary.

Before commencing a home visit, the lone worker will:

- Ensure they have their ID badge and any relevant documentation required to identify themselves
- Ensure they are in possession of a charged mobile phone containing the telephone number of the Head of School or designated person in case of an emergency
- Assess the pupil's record and report any safeguarding concerns to the Designated Safeguarding Lead (DSL). Should the lone worker feel unsafe they should not commence a home visit
- Consider the weather and whether this could have an adverse effect on safe travel to and from the home visit
- Park within easy access for exiting (e.g. facing their vehicle at the point of exit) in the event of an emergency
- Carry out a '10 second risk assessment' when they first arrive at the location. If the lone worker senses that they could be in danger, they must not enter the home and will make alternative arrangements to meet with the parent/carer

Once at a home visit, the lone worker will:

- Ensure that they shut the door behind them and make themselves familiar with the door lock, in case an emergency exit is required
- Be aware of any animals in the house and ask for them to be secured in a separate room where possible
- Not position themselves in the corner of a room or in a situation where it is difficult to escape

After the home visit, the lone worker will:

- Log the visit through CPOMS or other relevant systems, reporting incidents (such as accidents, near misses and threatening situations) to the Head of School or the Designated Safeguarding Lead.

No lone working should take place where any member of staff has to work with pupils where any kind of physical restraint is required.

If a lone worker is required to conduct one-to-one sessions with pupils, the following guidelines will be adhered to:

- A full and appropriate risk assessment will be undertaken prior to any sessions taking place. The school's Safeguarding and Child Protection Policy will be adhered to at all times
- Meetings or sessions will never be held in remote or secluded areas off or on site
- At least one other member of staff will be informed of when and where a one-to-one session is taking place

- Doors will be kept open during sessions – where this is not possible, the worker will ensure both parties are visible through a window and there are no signs present on the door
- When holding the session, the worker will talk to the pupil with a desk between them, or otherwise arrange the room or environment to avoid unnecessary physical contact
- If a pupil becomes emotionally distressed or angry, the worker will seek assistance, and a record will be kept of the incident

Any allegations against a lone worker will be dealt with in line with the school Child Protection and Safeguarding Policy.

Violence and Aggression at Work

The school recognises that, due to the nature of its specialist provision, employees may occasionally encounter behaviour that presents a risk of violence, aggression, intimidation or abuse.

The school adopts a proactive approach to reducing these risks through:

- positive behaviour support strategies;
- therapeutic and trauma-informed practice;
- individual pupil behaviour plans and risk assessments;
- staff training;
- effective staffing and supervision arrangements.

Violence, threats, intimidation or abuse towards staff, pupils, visitors or contractors will not be tolerated.

All incidents involving violence or aggression must be reported, recorded and investigated in accordance with the school's incident reporting procedures.

Following an incident, appropriate support will be offered to those affected and risk assessments reviewed to identify whether further control measures are required.

Lessons learned from incidents will be used to improve practice, reduce future risks and promote a safe working environment.

3.4 Animal Handling

Animals may be present in the school for educational purposes e.g. for use in biology lessons or specific courses such as Animal Care. The Animal Welfare Act 2006 places a duty on schools to make provision for the welfare of any animal that they are responsible for.

Animals may be present in the school for therapeutic purposes to relieve anxiety in pupils. Research has shown that stroking or cuddling an animal can trigger the release of Oxytocin which causes feelings of happiness and contentment.

Training will be delivered, where applicable to all staff and pupils who will have any responsibility for the care of or wish to handle any animals on site.

Training will be delivered on:

- Feeding
- Hygiene

- Handling
- How to spot signs of infestation and disease

The school will obtain consent from pupils' parents/carers before the pupils are permitted to handle the animals.

The school may ask parents/carers to supply wellington boots or other protective clothing for use in outdoor weather for the purposes of animal handling.

Pupils will be supervised at all times when dealing with animals and good hygiene will be encouraged.

When any person is handling animals:

- No food or drink should be brought into the areas of the school where animals are housed
- No food or drink should be consumed in the presence of any animals on the premises
- Any cuts, open wounds or minor abrasions should be covered with waterproof dressings and covered with a layer of clothing before handling any animals
- Hands must be washed thoroughly with soap and water and appropriately sanitised following any direct handling of the animals
- Animals should not be in contact with the face at any time - should this occur the hands and face should be washed as soon as practicable

Should an injury occur whilst a pupil is handling an animal, such as biting, scratching etc then a suitably trained member of staff will deliver first aid. Should the pupil be showing signs of distress or other worrying symptoms, an ambulance may be called. Animal-Related Allergies, Diseases and Parasites
The school will obtain animals from reputable sources to minimise the risk to pupils and staff of diseases being transmitted.

Allergic reactions may occur as a result of animal handling, or from being in close proximity to animals.

Allergic reactions may develop in the form of:

- A rash on the skin
- Eye blurriness, eye watering or irritation
- Itchy, inflamed or irritated nose/nostrils
- Repeated sneezing
- Breathing difficulties/wheezing

Staff will closely monitor pupils working with animals to ensure any allergic reactions are detected as quickly as possible to reduce risk.

Pupils and staff must wash their hands and leave the area as soon as possible should any symptoms occur following animal handling/being near the animals.

Following a reaction, pupils should be closely monitored, and should the effects not subside once the animal and exposed pupil have been separated and hygiene measures are in place, medical advice will be sought from a medical practitioner.

Pupils who have specific known allergies may be restricted from having access to any animals if it is deemed likely that this will trigger an allergic reaction.

Prior to their arrival, risk assessments will be carried out for each species of animal housed at the school to ensure all risks are manageable and controlled.

Animals housed at the school will be registered with a local veterinarian who the school will contact should an animal be showing signs of ill health. Animals are given necessary vaccinations and treatments to maintain good health and reduce risk of disease transmission to pupils and staff.

Cleaning of animal housing (e.g. cages, hutches, tanks, kennels etc) will be carried out by an appropriately trained staff member. Disinfectant will be used for cleaning animal feeding bowls, beds, bottles etc which will be always kept out of reach of pupils.

3.5 Control of Substances Hazardous to Health

The school will act in accordance with Control of Substances Hazardous to Health (COSHH) guidelines at all times. The relevant staff will ensure that the control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “Control of Substances Hazardous to Health Regulations 2002” (COSHH Regulations).

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.
Storage life of substances will be considered by Leads. All COSHH and ionising radiation regulations will be adhered to.

The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.

Within curriculum areas, subject Leads are responsible for COSHH and ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc).

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in well-ventilated areas.

Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

No potentially hazardous materials will be used in lessons without the approval of the Head of school. The Head of school will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The Facilities Assistant will keep an up-to-date inventory of all the hazardous chemicals and materials held at the schools.

A yearly audit of hazardous materials will be undertaken by a designated person. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier.
In all other areas, the nominated person(s) responsible for substances hazardous to health is the competent person.

The competent person shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed, considering the advice on the relevant MSDS (materials safety data sheet)
- MSDS are obtained from the relevant supplier for all such materials
- Ensuring all products that may be hazardous to health are COSHH risk assessed before being used, considering the advice on the relevant MSDS or hazard. The latter is provided by CLEAPSS, recognised by Ofsted and HSE
- Ensuring that risk assessments are seen and understood by all staff
- All chemicals are kept in their original packaging and labelled with the correct hazard sign and contents label (no decanting into unmarked containers)
- All chemicals are appropriately and securely stored out of the reach of pupils
- Suitable personal protective equipment (PPE) has been identified and is readily available for use.
- PPE is to be provided free of charge where the need is identified as part of the risk assessment

The competent person is responsible for ensuring that COSHH assessments are available from contractors (this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.)

3.6 Personal Protective Equipment (PPE)

The school will use PPE in line with UK Health Security Agency guidance.

PPE means all equipment worn or held which is designed to protect the user from specific hazards. PPE includes laboratory and workshop equipment, such as toolbox tools, protective clothing,

safety footwear and face masks, PE equipment, IT equipment, photocopiers and other office equipment, lifting equipment and respiratory protection equipment.

Clothing that is not specifically designed to preserve the health and safety of the wearer (e.g. school uniform) does not constitute PPE.

In line with the Personal Protective Equipment at Work Regulations 1992, the schoolwill provide employees and pupils who are exposed to a hazard on the premises, which cannot be controlled by other means, with PPE. Visitors will be supplied with PPE when appropriate.

Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.

All staff and pupils will use the PPE provided, and care for it according to the instructions and training given.

All staff and pupils will be provided with protective eyewear in all workshops and laboratories.
Visitors will also be supplied with protective eyewear (and other PPE) when appropriate.
Pupils will report any loss or defects of PPE to their class teacher, who will report it to the facilities manager for repair.

The PPE will fit the wearer properly. Where there is more than one item of PPE which must be worn, they should be compatible and remain effective.

PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.

The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing, such as protective clothing that staff need to fulfil their roles.

In accordance with HM Revenue and Customs (HMRC) the school will pay any tax and national insurance on uniforms and PPE that are not exempt.

Using a P11D form, the school will report the cost of the following to HMRC, unless they are exempt:

- Buying the clothes for employees
- Lending clothes to employees
- Cleaning or repairing clothing

The school/will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement.

Maintenance of Equipment

When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained Health and Safety Technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gym equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

It is the responsibility of the Facilities Manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

Each school will ensure that staff and pupils can expect any equipment they use is suitable for its intended use and is properly maintained.

Each school will make use of an automated external defibrillator (AED) as part of its first aid equipment through the DfE's arrangements to buy, install and maintain an AED.

Statutory Inspections
Regular inspection and testing of equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be logged on the OA's Estates Management Software by the competent person.

The competent person is responsible for identifying all equipment and ensuring that any training or instruction needs, or personal protective equipment requirements are identified. The competent person will ensure that the relevant risk assessments are conducted where required. Equipment restricted to those users who are authorised or have received specific training is detailed in the register and labelled accordingly.

All staff are required to report any problems found with equipment to the competent person and logged on the OA's Estates Management Software.

Defective equipment will be clearly marked and taken out of service by storing in a secure location, pending repair or disposal.

Curriculum Areas
All members of staff are responsible for ensuring maintenance requirements for equipment in their areas are identified to the Site team/Facilities Lead, implemented and recorded.

Electrical Safety
All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the competent person.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually. This inspection and testing will be conducted by a PAT testing contractor or competent person annually.

The competent person is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Personal equipment items (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as other equipment. A fixed electrical installation test (fixed wire test) will be conducted by qualified contractors on a 5-year cycle.

External Play/Gym Equipment
External equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects.

An appointed approved contractor will conduct a formal inspection of the equipment annually or in line with the manufacturer's warranty.

3.7 Inspection of Emergency Equipment

The competent person is responsible for ensuring that the following inspections and maintenance are undertaken, recorded and uploaded onto the OA's Estates Management Software.

Fire Alarm System
Fire alarm call points will be tested weekly in rotation; individual call points should be tested as a minimum of one per term. The weekly testing regime will be defined by each school
Any defects on the system will be reported immediately to the alarm contractor/electrical engineer.

Fire Extinguishers and Blankets
Weekly in-house checks are conducted to ensure that all firefighting equipment is in the correct position, easily accessible and clear of obstruction, correctly charged and operational, and showing no signs of tampering.

Contractors undertake an annual maintenance service of all firefighting equipment. Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to the competent person for replacements.

Emergency Lighting Systems
Emergency lighting will be checked by the site team each month; this must be logged on a register at each site. Annually, the contractor will conduct a full discharge test and certification of the systems.

Means of Escape
The competent person will carry out regular checks for any obstructions on exit routes and will ensure all exit doors are operational and available for use.

Safety Clearways
Corridors, stairwells and doorways must be kept free of obstructions and properly lit.

Good Housekeeping

All passageways and storage areas must remain clean and tidy. At no time should any items be stored in the vicinity of heat-producing equipment. Routine inspections of internal and external areas will be conducted by the site team. However, it is important that ALL staff take a proactive approach to good housekeeping, to promote a safe and healthy working environment.

Maintenance of the Premises

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

Construction work means the carrying out of any building, civil engineering or construction work and includes:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation of the site or structure for use or occupation
- The installation, commission, maintenance, repair or removal or mechanical, electrical, gas, compressed, air hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure

The OA **Director of Operations** (DoO) will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.

The DoO will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the Health and Safety Executive (HSE).

The DoO will ensure that:

- The principal designer and principal contractor are provided with a 'client brief' alongside The Construction, Design and Management Regulations 2015 (CDM) 'Pre-construction information' at the earliest opportunity. This should include the following:
    - What the school would like to be built or maintained
    - The site and existing structures
    - Information about hazards, such as asbestos
    - Timescales and budget for the build
    - How the school expects the project to be managed
    - CDM appointments of principal contractor/principal designer
    - Welfare arrangements
    - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance to begin until this is in place

- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communications, 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 Head of School, kept up to date by the Facilities Manager, and is made available to anyone who needs to alter or maintain the building.

The OA DoO and OA Facilities and Infrastructure Manager will hold regular progress meetings with the project team to ensure that all members are carrying out their roles as required.

When 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.
Lettings are managed by each individual school/. The nominated person will ensure that the hirer of any OA premises, for any event, is aware of their obligations under Health and Safety legislation and the Lettings Policy.

3.8 Display Screen Equipment (DSE)

Purpose
To ensure the health, safety, and wellbeing of staff who regularly use display screen equipment (DSE) such as computers, laptops, tablets, and smartphones in the course of their work.

Scope
This applies to all employees of Olive Academies who are classified as "DSE users"—those who use DSE daily for continuous periods of an hour or more.

Legal Framework
This section is guided by the Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to assess and reduce risks associated with DSE use

Responsibilities
Trust Leadership and Line Managers must ensure:

- DSE workstation assessments are conducted for all DSE users.
- Identified risks are mitigated through appropriate adjustments or equipment.
- Staff are provided with relevant training and information.
- Staff are offered eye tests upon request and corrective appliances if needed for DSE use.

Employees must:

- Use DSE equipment in accordance with training and guidance.
- Report any discomfort or issues related to DSE use.
- Take regular breaks or change activity to reduce strain.

Workstation Assessments
Each workstation must be assessed to ensure:

- Proper ergonomic setup (e.g., adjustable chairs, screen height, keyboard placement).
- Adequate lighting and minimal glare.
- Sufficient space and layout to promote good posture.

Breaks and Work Routine

Staff should:

- Take short, frequent breaks from DSE work (e.g., 5–10 minutes every hour).
- Alternate tasks to reduce continuous DSE exposure.

Eye Care

- Employees may request an eye test if they use DSE regularly.
- If the test reveals a need for corrective lenses specifically for DSE use, the Trust will contribute to the cost of basic frames and lenses.

Training and Information
All DSE users will receive training on:

- Safe use of DSE.
- How to set up their workstation correctly.
- Recognising symptoms of DSE-related strain or fatigue.

For further information and all relevant forms, please contact the office manager, in the first instance.

3.9 Asbestos Management

This part provides advice and instruction for all persons involved in work with asbestos-containing material (ACM). The management recognises and accepts its responsibilities to ensure the effective and safe management of ACM within its premises following current Health and Safety (H&S) legislation.

Head of School
The Head of School should ensure that:

- Adequate resources are available for managing asbestos.
- Reasonable steps are taken to determine the location and condition of materials likely to contain asbestos.
- In all cases where works are proposed, it will be presumed materials contain asbestos unless there is strong written evidence stating that they do not.
- An up-to-date record of the location and condition of the ACMs or presumed ACMs in the premises is created and maintained.
- The risk of anyone being exposed to fibres from these materials is assessed and the risk-managed as per legal requirements.
- An Asbestos Management Plan is prepared setting out how the risks from the materials are to be managed.
- The necessary steps are taken to put the plan into action.

- The plan is reviewed and monitored periodically.
- Information on the location and condition of the materials is provided to anyone who is likely to work on or disturb ACM.
- All asbestos-related incidents and ill health are reported, investigated and any necessary remedial action taken.

Facilities Team

The Facilities Team should ensure that they:

- Know the location and condition of all identified ACMs on the premises.
- Undertake any required training and be aware of the limitations of any asbestos surveys and do not access areas or work on potentially ACMs that have not been surveyed.
- Know the controls that have been identified in the asbestos survey and Asbestos Management Plan and relevant risk assessments.
- Report immediately any concerns about potentially unidentified ACMs or damage to known ACMs to the Head of school.
- Undertake asbestos awareness training before carrying out any work activities that require them to work in the vicinity of ACMs, and at least annually thereafter.
- Liaise with contractors to ensure that they are aware of the presence of ACMs and associated controls relevant to their proposed work activities.
- Formulate an emergency plan on the procedures to be followed if any ACM is accidentally damaged or disturbed.

Contractors

Contractor will ensure that:

- All work with asbestos will be completed following the current Control of Asbestos Regulations and approved Code of Practice.
- Projects which need to disturb ACMs identify this within the project plan. The asbestos must then be removed or encapsulated within the timescales and funding of the project.
- They liaise and consult with the Facilities Manager regarding the location and condition of known ACM and must refer to any available Asbestos Survey Report and the Asbestos Register.
- Detailed survey work is carried out, as necessary, where intrusive work is planned at the school.
- As necessary, they employ a professional individual for coordinating and arranging removal and remediation work where there are insufficient in-house expertise, resources or knowledge.
- During a contract, if material is suspected of being/containing asbestos, the material should not be disturbed. The Facilities Manager must be notified immediately, and access to the area restricted to all personnel until a suitable course of action is discussed and agreed.

All Employees

All employees will:

- Take care of their own health and safety with regard to asbestos-containing materials.
- Make sure others are not put at risk by their actions or omissions.
- Be aware of the location and condition of all identified ACMs in their work area and familiar with the controls that have been identified in the Asbestos Survey.
- Report any damage to known ACMs to the Health and Safety Lead.
- Attend any relevant asbestos training if appropriate to their jobs.

- Report shortcomings or problems regarding the provision of relevant asbestos information and the conduct of others on the school.

Arrangements
Olive Academies will make use of information gathered from the most recent asbestos management survey that identifies the location, type and condition of ACM within the premises. Such information has been recorded on a register and will be relayed to employees, contractors and occupiers as necessary to ensure the Health, Safety and Welfare of all persons who may be affected by work that may present a risk of asbestos fibre release.

The management survey is located with the lead fire marshal and at the main school office

Only persons who have received adequate information, instruction and training will be authorised to carry out sampling, encapsulation and removal work involving ACM.

Where the presence of ACM is found or strongly suspected, a hierarchy of control measures will be followed.

Any asbestos products that are undamaged (as determined by a suitably qualified person on an individual basis), such as roofing sheets, guttering and flue pipes, which do not constitute a hazard, may remain in place but their condition must be monitored on a regular basis by the person(s) nominated as responsible for the building.

If the material is slightly damaged, but otherwise in a sound condition (as determined by a suitably qualified person on an individual basis) or located in such a position that it may present a future risk to health if it is left untreated, it may be repaired and/or sealed by an approved method and periodically re-inspected to ensure its condition has not deteriorated. All work carried out must be recorded in the Asbestos register and other relevant documentation.

If the material is in such a condition that it presents a risk to health, or maybe disturbed by maintenance work, it should be removed by an approved method.

All work involving such materials will be subject to a Permit to Work system to ensure all necessary precautions are taken and qualified persons carry out the work.

Olive Academies recognises that revisions under the Control of Asbestos Regulations 2012 require some non-licensed asbestos work to be notified to the HSE and that brief records must be kept of all non-licensed work, which has to be notified, e.g. copy of the notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos. This does not require air monitoring on every job if an estimate of the degree of exposure can be made based on the experience of similar past tasks or published guidance.

The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals within the management plan to ascertain that there has been no damage or deterioration. Where damage or deterioration is found, the asbestos-containing material will be reassessed and repaired or removed as appropriate.

Identification of Asbestos Containing Materials (ACMs)
An Asbestos Survey, an Asbestos Management Plan and an Asbestos Register will be produced to ensure that all buildings are surveyed to identify any ACM that may be present therein.
The aforementioned documents will be regularly reviewed and updated (including regular reviews and to update records of any treatment and/or removal works undertaken).

All buildings will be assumed to contain ACM unless there is evidence to prove otherwise.

Management of ACMs
Olive Academies is committed to:

- Implementing and maintaining an appropriate system for the management of all ACM identified in the Asbestos Register.
- Implementing an effective management strategy in order that appropriate measures such as encapsulation, labelling, inspection, and working with or removal of the material can be safely undertaken.
- Providing information on ACM to contractors and others who may be working in areas with, or near, asbestos as identified in surveys or assumed to be present. This may include a separate signing-in book for contractors that requires them to consult the ACM register.
- Reviewing these Asbestos Management procedures annually
- Promoting awareness of the risks from ACM and school's management procedures and induction of relevant staff.
- Ensuring that all contractors and subcontractors engaged in carrying out work on any of the school buildings are provided with a summary listing of all locations that contain or are strongly suspected of containing asbestos to ensure that the appropriate procedures and precautions are followed.
- Ensuring that only contractors licensed by the HSE will be used for the removal of asbestos-containing materials unless the work involves the removal of materials in which:
    - Asbestos fibres are firmly linked in a matrix
    - The exposure during the removal process is likely to be sporadic or of low intensity
- Ensuring that contractors hired to carry out building or allied trade work that will involve minor work with asbestos or ACM must comply with the Control of Asbestos Regulations 2012 even if the work is not notifiable.
- Ensuring that any ACM that may be present in any of the buildings are maintained in a condition so as to prevent the possibility of any harm to health occurring.
- Ensuring a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes, and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.
- Providing adequate resources to ensure the provision of appropriate information, instruction and training.
- Ensuring that only licensed contractors and subcontractors, in accordance with HSE recommendations, carry out all work to ACM, irrespective of the length of time any job is to take or the type of asbestos to be worked on.

Conclusions

The identification of ACMs and communication of their extent, condition and location are crucial to asbestos management throughout the Trust Academies.
When ACMs are in good condition, the best way to manage them is to be aware of their location and to ensure any work activities do not adversely affect their current condition.
When ACMs are in poor condition the best way to manage them is to appoint a competent person to either remove them or encapsulate them, with all work to be carried out following current Control of Asbestos Regulations.

3.10 Infection Control

The school actively prevents the spread of infection through the following measures:

- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment
- The support of routine immunisation programmes in accordance with NHS professionals and with the prior consent of parents/carers

The school employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring, where applicable, that there is sufficient anti-bacterial wash or hand wash, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach and pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

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

All staff are subject to a full occupational health check before starting employment at the school

All cuts and abrasions will be covered with waterproof dressings. The school will ensure that arrangements are in place to minimise any pupil health risks. Hand sanitisers are available around the school.

3.11 Pest Control

Vermin is the general term applied to animal and bird species regarded as pests and especially to those associated with diseases. Certain parts of schools, for example, kitchens, food stores and dining halls can provide ideal conditions for certain pests and vermin.

Robust cleaning measures will be in place and effective waste management practices will be implemented throughout the school.

The person responsible for facilities should liaise with relevant external agencies, including the Local Authority's Environmental Health Officer.

They should conduct periodic checks of areas which are at risk of infestations for evidence of the presence of pests, including roofs, kitchen areas, grass areas, and areas where waste and refuse are stored.

All staff should report concerns about pest control to the Head of School, including potential sightings of pests, evidence of pests and/or infestations.

The person responsible for facilities will be aware of the common pests that are found in the UK, including, but not limited to, the following:

- Ants
- Cockroaches
- Fleas
- Flies
- Mice
- Pigeons
- Rats
- Wasps

Handling Infestations

The person responsible for facilities alongside the Head of School will determine whether the area needs to be closed to pupils and staff based on the risks posed by the infestation and the pest control methods required. Where the infestation is particularly hazardous or affects a large portion of the site, the Executive Headteacher in collaboration with the OA Director of Education, will decide whether it is necessary to close the school or part close specific areas, e.g. kitchen, until the infestation has been eradicated.

The OA Facilities and Infrastructure Manager, will determine whether the infestation can be managed internally or whether a professional pest control contractor needs to be brought in.

The OA Facilities and Infrastructure Manager will contact the LA's Environmental Health Officer where necessary. Where a contractor needs to be used, the school will only hire a reputable organisation.

The person responsible for facilities will also ensure the follow actions based on specific pests are implemented:

- Ants – if large numbers of ants' nests are found, a professional pest control contractor will be contacted

- Bats – bats can only be handled by those licensed to do so. If bats are found on or near the premises, the LA's Environmental Health Officer must be contacted
- Wasps or Hornets –a professional pest control contractor to deal with a wasp or hornet infestation must be used
- Bird Mites – infestations of these are rare in schools/academies. Again, the LA's Environmental Health Officer will recommend an approved specialist company to undertake the eradication
- Ticks - ticks attach themselves to animals to feed and will also attach themselves onto humans by transferring from vegetation. Pupils should be advised of how to avoid ticks wherever possible, and to check themselves for any ticks after any outdoor activities. Young children are more commonly bitten on the head or scalp, so they should be checked around the neck, behind the ears and along the hairline
- Foxes – if a fox den is discovered on the school site, the LA's Environmental Health Officer must be contacted.

Once the pests have been eradicated and disposed of, the affected areas will be deep cleaned. Only after these actions have been undertaken will pupils and staff be permitted to reoccupy the areas.

Following an infestation, the Head of School along with the person responsible for facilities will discuss what improvements can be made to the school's pest control measures to prevent another infestation occurring.

Control Measures
Stop pests getting in with well fitted doors, covered drains or fly screens.
Look out for evidence of the presence of pests including droppings, tooth/gnawing marks on carpets and wiring, insect droppings and nests.

The person responsible for facilities should take on the role of pest control monitoring and liaise with the LA's Environmental Health Officer.

Robust cleaning measures should be in place to avoid build-up of animal and bird droppings which can be harmful to health.

Management of Hazardous Substances
Where pests and infestations are dealt with internally, the school will aim to use non-chemical methods of eradicating infestations where possible.

Use of chemicals will be done in line with manufacturers' guidelines and the safety of staff, pupils and visitors will be prioritised. Substances used by the school/or pest control are stored in a secure location, in line with the COSHH guidelines/information sheet. If a professional pest control contractor is used to manage an infestation, it will be their responsibility to ensure any materials used to eradicate the infestation are safely administered and disposed of.

3.12 Educational Visits

In the case of a **residential visit**, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre.

In the case of **day visits** a trained First Aider will carry a travel kit in case of need, including a spare adrenaline auto-injector required for the pupil's needs.

Any pupil with a prescribed auto-injector must carry this on any educational visit.

Where packed lunches are provided for day visits, the catering team will adhere to providing food taking into account the pupil's known allergies.

Where food is provided by a 3rd Party caterer on a day or residential trip, they will be provided with all known allergies of the pupils attending the educational visit.

3.13 Administering Medicines

Prescribed medicines may be administered in each school (by a staff member appropriately trained by a healthcare professional) where it is deemed essential. Wherever possible, the pupil will administer their own medicine, under the supervision of a member of staff. In cases where this is not possible, the staff member will administer the medicine.

If a child refuses to take their medication, staff will accept their decision and inform the parents accordingly.

In all cases, we must have written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given. These forms are available in the school office. (See Appendix 2 for Allergy Declaration and Appendix 3 Parental Agreement)
Staff will ensure that records are kept of any medication given.

All medications will be administered in accordance with the first aid and administration of medication policy.

Storage/Disposal of Medicines

Wherever possible, pupils will be allowed to carry their own medicines/ relevant devices or will be able to access their medicines in the school office for self-medication, quickly and easily. Pupils' medicine will not be locked away out of the their access; this is especially important on school trips. It is the responsibility of each school to return medicines that are no longer required, to the parent for safe disposal.

Spare Adrenaline Auto Injectors (Epi Pens) will be held by the individual academies for emergency use, as per the Department of Health's protocol.

3.14 Anaphylaxis

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:

1. **Use an adrenaline auto-injector if the person has one – but make sure you know how to use it correctly first.**

2. **Call 999 for an ambulance immediately (even if they start to feel better) – mention that you think the person has anaphylaxis.**

3. **Remove any trigger if possible – for example, carefully remove any stinger stuck in the skin.**

4. **Lie the person down flat – unless they're unconscious, pregnant or having breathing difficulties.**

5. **Give another injection after 5 to 15 minutes if the symptoms do not improve and a second auto-injector is available.**

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.

Make sure you are aware of how to use your type of auto-injector correctly and, carry two of them with you at all times.

There are three main types of an adrenaline auto-injector, which are used in slightly different ways. It is therefore important that staff have sufficient training and awareness of how to use the auto-injectors.

These are:

EpiPen
Jext
Emerade

3.15 Accidents/Illnesses requiring Hospital Treatment

If a pupil has an incident, which requires urgent or non-urgent hospital treatment, the school will be responsible for calling an ambulance for the pupil to receive treatment. When an ambulance has

been arranged, a staff member will stay with the pupil until the parent arrives, or accompany a pupil taken to the hospital by ambulance if required.
Parents will then be informed and arrangements made regarding where they should meet their child. It is vital therefore, that parents provide the school with up-to-date contact names and telephone numbers.

3.16 Defibrillators

A Defibrillators is available within each school as part of the first aid equipment. First aiders are trained in the use of defibrillators.
The local NHS ambulance service have been notified of its location.

3.17 Pupils with Specific Medical Needs – Individual Healthcare Plans

Some pupils have medical conditions that, if not properly managed, could limit their access to education. The medical needs pupils may have could include but are not limited to the following:

a) Epileptic
b) Asthmatic
c) Have severe allergies, which may result in anaphylactic shock
d) Diabetic

Such pupils are regarded as having medical needs. Most pupils with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities, unless evidence from a clinician/GP states that this is not possible.

The school will consider what reasonable adjustments they might make to enable pupils with medical needs to participate fully and safely on school visits. A risk assessment will be used to take into account of any steps needed to ensure that pupils with medical conditions are included.

The school will not send pupils with medical needs home frequently or create unnecessary barriers to pupils participating in any aspect of school life. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.
An individual health care plan will help each school to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. The school appreciates that pupils with the same medical condition do not necessarily require the same treatment.

Parents/carers have prime responsibility for their child's health and should provide the relevant school with information about their child's medical condition. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. The Professional may also provide additional background information and practical training for school staff.

Procedure that will be followed when the school is first notified of a pupil's medical condition:

a) All Pupils will have an Individual Health Care Plan and where required an Allergy Declaration Form. This will be held centrally and shared with the required staff within the school.
b) This will be in place in time for the start of the relevant term for a new pupil starting at the school or no longer than two weeks after a new diagnosis or in the case of a new pupil moving to the school mid-term.

Further information can be found in the Supporting Children with Medical Needs policy.

3.18 Accident Recording and Reporting

First aid and accident recording:

a) An accident form will be completed on medical tracker by the relevant member of staff on the same day or as soon as possible after an incident resulting in an anaphylactic shock. A copy will automatically be emailed to parents/carers.
b) As much detail as possible should be supplied when completing the accident form – which must be completed fully.
c) A copy of the accident report form will also be added to the pupil's educational record by the relevant member of staff.
d) Records held on medical tracker will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive (HSE)

a) The Head of School will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).
b) The Head of School will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 15 days of the incident. Reportable injuries, diseases or dangerous occurrences include:
    1. Death
    2. Specified injuries, which are:
        - Fractures, other than to fingers, thumbs and toes
        - Amputations
        - Any injury likely to lead to permanent loss of sight or reduction in sight
        - Any crush injury to the head or torso causing damage to the brain or internal organs
        - Serious burns (including scalding)
        - Any scalping requiring hospital treatment
        - Any loss of consciousness caused by head injury or asphyxia
        - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
        - Injuries where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days (not including the day of the incident).
    3. Where an accident leads to someone being taken directly to hospital
    4. Near-miss events that do not result in an injury but could have done. Examples of near-miss events include, but are not limited to:
        - The collapse or failure of load-bearing parts of lifts and lifting equipment.
        - The accidental release of a biological agent likely to cause severe human illness.
        - The accidental release or escape of any substance that may cause a serious injury or damage to health.
        - An electrical short circuit or overload causing a fire or explosion.
c) Information on how to make a RIDDOR report is available here:

http://www.hse.gov.uk/riddor/report.htm

Notifying parents

The first aider who has administered the first aid check will inform parent/carer of any accident or injury sustained by the pupil, and any first aid treatment given, on the same day, initially via a telephone call and then via a report through medical tracker.

Reporting to Ofsted and child protection agencies

The Heads of School will notify the relevant Local Authority of any serious accident or injury to, or the death of, a pupil while in the school care.

Appendix 1 – Organogram

Strategic oversight of health and safety is exercised by the Olive Academies Independent Schools Board (OAISB) in its capacity as Proprietor. Operational leadership and support are provided by employees of Olive Academies through the Executive Leadership Team. Day-to-day implementation and monitoring are the responsibility of the Head of School and delegated staff at OA-North View.



Appendix 2- Health Care Plan

NB: *Please contact the Office Manager to obtain the most recent version of this form. This version may be outdated and should not be used without confirmation.*

School/ school	
Pupil's Name & Address	
Date of Birth	
Class	
Medical Diagnosis	
Triggers	
Who needs to know about the pupil's condition and what constitutes an emergency?	
Action to be taken in emergency and by whom	
Follow Up Care	
Family Contacts **Names** **Telephone Numbers**	
Clinic/Hospital Contacts **Name** **Number**	
GP **Name** **Number**	
Description of medical needs and signs and symptoms	
Daily Care Requirements	
Who is Responsible for Daily Care	
Transport Arrangements ***If the pupil has a life-threatening condition, specific transport healthcare plans will be carried on vehicles***	
School/ school Trip Support/Activities outside school Hours **(e.g. risk assessments, who is responsible in an emergency)**	
Form Distributed To	

Date

Review date

This will be reviewed at least annually or earlier if the pupil's needs change

Arrangements that will be made in relation to the child travelling to and from the school. ***If the pupil has a life-threatening condition, specific transport healthcare plans will be carried on vehicles***

REFERENCE COPY ONLY

Appendix 2A – Pupil Allergy Declaration Form

NB: *Please contact the Office Manager to obtain the most recent version of this form. This version may be outdated and should not be used without confirmation.*

Name of pupil:			
Date of birth:		**Year group:**	
Name of GP:			
Address of GP:			

Nature of allergy:	
Severity of allergy:	
Symptoms of an adverse reaction:	
Details of required medical attention:	
Instructions for administering medication:	
Control measures to avoid an adverse reaction:	

Date

Review date

This will be reviewed at least annually or earlier if the pupil's needs change

Arrangements that will be made in relation to the pupil travelling to and from the school. ***If the pupil has a life-threatening condition, specific transport healthcare plans will be carried on vehicles***

REFERENCE COPY ONLY

Appendix 2B – Staff Allergy Declaration Form

NB: *Please contact the Office Manager to obtain the most recent version of this form. This version may be outdated and should not be used without confirmation.*

Name of Staff:	

Date of birth:		**Position:**	
Name of GP:			
Address of GP:			

Nature of allergy:	
Severity of allergy:	
Symptoms of an adverse reaction:	
Details of required medical attention:	
Control measures to avoid an adverse reaction:	

Date

Review date

This will be reviewed at least annually or earlier if the staff's needs change

REFERENCE COPY ONLY

Appendix 3 - Parental agreement to administer medicine

NB: *Please contact the Office Manager to obtain the most recent version of this form. This version may be outdated and should not be used without confirmation.*

One form is to be completed for each medicine

The school will not give your child medicine unless this form is fully completed and signed.

Name of child:

Date of Birth: _____/_____/_____

Medical condition or illness:

Medicine: To be in the original container with the label as dispensed by a pharmacy

Name/type and strength of the medicine:

(as described on the container)

Date commenced: _____/_____/_____

Dosage and method:

Time to be given:

Special precautions:

Are there any side effects that the school/ school should know about?

Self-administration: Yes/No (delete as appropriate)

Procedures to take in an emergency:

Parent/Carer Contact Details:

Name:

Daytime telephone no.

Relationship to child:

Address :

I understand that I must deliver the medicine safely to the school office.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to appropriately trained school staff administering medicine in accordance with the school policy. I will inform the chool immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Carer's signature:

Print Name:

Date:

Appendix 4 – Adrenalin Auto Injector: Emergency Instructions

NB: *Please contact the Office Manager to obtain the most recent version of this form. This version may be outdated and should not be used without confirmation.*

Adrenalin Auto-injector: EMERGENCY INSTRUCTIONS FOR AN ALLERGIC REACTION

Child's Name:

DOB:

Allergic to:

IT IS IMPORTANT TO REALISE THAT THE STAGES DESCRIBED BELOW MAY MERGE INTO EACH OTHER RAPIDLY AS A REACTION DEVELOPS

MILD REACTION

REFERENCE COPY ONLY

- Generalised itching
- Mild swelling of lips or face
- Feeling unwell/Nausea
- Vomiting

SEVERE REACTION

- Difficulty breathing/choking/coughing
- Severe swelling of lips/eyes/face
- Pale/floppy
- Collapsed/unconscious

ACTIONS

1. Get EpiPen® out and send someone to telephone 999 and tell the operator that the child is having an **'ANAPHYLACTIC REACTION'**
2. Sit or lay the child on the floor.
3. Take EpiPen® and remove the grey safety cap.
4. Hold EpiPen® approximately 10cm away from the outer thigh.
5. Swing and jab the black tip of EpiPen® firmly into the outer thigh. MAKE SURE A CLICK IS HEARD AND HOLD IN PLACE FOR 10 SECONDS.
6. Remain with the child until the ambulance arrives.
7. Place the used EpiPen® into the container without touching the needle.
8. Contact parent/carer as overleaf.

Appendix 5 – ANAPEN®: Emergency Instructions

NB: *Please contact the Office Manager to obtain the most recent version of this form. This version may be outdated and should not be used without confirmation.*

ANAPEN®: EMERGENCY INSTRUCTIONS FOR AN ALLERGIC REACTION

Child's Name:

DOB:

Allergic to:

IT IS IMPORTANT TO REALISE THAT THE STAGES DESCRIBED BELOW MAY MERGE INTO EACH OTHER RAPIDLY AS A REACTION DEVELOPS

MILD REACTION

- Generalised itching
- Mild swelling of lips or face
- Feeling unwell/Nausea

REFERENCE COPY ONLY

- Vomiting

SEVERE REACTION

- Difficulty breathing/choking/coughing
- Severe swelling of lips/eyes/face
- Pale/floppy
- Collapsed/unconscious

ACTIONS

1. Get ANAPEN® out and send someone to telephone 999 and tell the operator that the child is having an
   'ANAPHYLACTIC REACTION'

2. Sit or lay the child on the floor.

3. Get ANAPEN® and remove the black needle cap.

4. Remove the black safety cap from the firing button.

5. Hold ANAPEN® against the outer thigh and press the red firing button.

6. Hold ANAPEN® in position for 10 seconds.

7. Remain with the child until the ambulance arrives. Accompany the child to the hospital in an ambulance.

8. Place used ANAPEN® into the container without touching the needle.

9. Contact parent/carer as overleaf.

Appendix 6 – Emergency Contact Numbers

NB: *Please contact the Office Manager to obtain the most recent version of this form. This version may be outdated and should not be used without confirmation.*

Emergency Contact Numbers

Mother:	
Father:	
Other: *(specify who)*	

Signed HoA:	**Print Name:**

Signed Parent/ guardian:	**Print name:**

RENCE COPY ONLY

Relationship to child:	**Date agreed:**

Signed Paediatrician/GP:	**Print name:**

Care plan written by:	
Designation/ Role:	
Date of review:	

Date	**Time**	**Given by** (print name)	**Observation/evaluation of care**	**Signed/date/time**

Check the expiry date of Auto-Injectors every few months

Appendix 7 – Note to parent/carer for medication given

Note to parent/carer

Name of School/ school:	
Name of child:	
Group/ Class/ Form:	
Medication given:	
Date and time given:	Date: Time:

Reason:	
Signed:	
Print name:	
Designation/ Role:	

Appendix 8 - Checklist for Responding to Emergency Situations

The school must have a clear emergency procedure for cases of anaphylaxis, which should include arrangements for:

1. Summoning an ambulance in an emergency.
2. Treating the pupil if necessary whilst waiting for the ambulance to arrive.
3. Where to find the adrenaline, e.g., in a known, accessible location and not locked away.
4. Who should administer the adrenaline and how they can be contacted swiftly in an emergency.
5. Who else must be contacted in an emergency.
6. Ensuring that accident forms are filled out if applicable.

These procedures should be agreed with the relevant parties and clearly set out in the pupil's individual care plan.

Remember that even if the pupil is only displaying mild symptoms, care should be taken to remain very vigilant as these signs might be the precursor to a more serious attack. The serious signs to watch out for can be summarised in the form of the following questions:

- Is the pupil having marked difficulty in breathing or swallowing?
- Does the pupil appear suddenly weak or debilitated?
- Is there are steady deterioration?

If the answer to any of these questions is yes, adrenaline should be administered without delay, and an ambulance must be called.

Further Guidance

Further guidance can be obtained from the organisations listed below or Judicium Education. The H&S lead in the Trust will keep it under review to ensure links are current.

Department for Education
Supporting pupils with medical conditions: links to other useful resources
https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3/supporting-pupils-with-medical-conditions-links-to-other-useful-resources--2

Department of Health
Guidance on the use of Auto Injectors in Schools
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

Allergy Awareness Training
Food Standards Agency
https://allergytraining.food.gov.uk/

Allergy Wise training for schools
https://www.allergywise.org.uk/

Resources for Specific Conditions

- Allergy UK

https://www.allergyuk.org/
https://www.allergyuk.org/living-with-an-allergy/at-school/
http://medicalconditionsatschool.org.uk/documents/Legal-Situation-in-Schools.pdf

- The Anaphylaxis Campaign

www.anaphylaxis.org.uk

- Asthma UK (formerly the National Asthma Campaign)

www.asthma.org.uk

- National Eczema Society

www.eczema.org

- Psoriasis Association

www.psoriasis-association.org.uk/

Resources for Food Allergy

Further Guidance can be obtained from The Food Standards Agency

https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses

The Food Standards Agency has also published guidance about the new requirements for PPDS food.

https://www.food.gov.uk/business-guidance/introduction-to-allergen-labelling-changes-ppds

https://www.food.gov.uk/business-guidance/prepacked-for-direct-sale-ppds-allergen-labelling-changes-for-schools-colleges-and-nurseries

Peanut Allergy - Peanuts are a common cause of food allergy, caused when the immune system reacts to the protein found in peanuts. Peanut allergy affects around 2% (1 in 50) of children in the UK and has been increasing in recent decades. It usually develops in early childhood but, occasionally, can appear in later life. Peanut allergy tends to be persistent and only approximately 1 in 5 children outgrow their allergy, usually by the age of 10.

https://www.allergyuk.org/resources/peanut-allergy-factsheet/

Allergen Resources - General information
Allergen guidance for consumers
https://www.food.gov.uk/safety-hygiene/food-allergy-and-intolerance

Allergen guidance for food businesses
https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses

Allergen labelling for food manufacturers
https://www.food.gov.uk/business-guidance/allergen-labelling-for-food-manufacturers

EU commission notice on HACCP and allergens
https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52016XC0730(01)&from=EN

EU Food Information for Consumers Regulation No. 1169/2011
https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:304:0018:0063:EN:PDF

Food alerts, product recalls and withdrawals

https://www.food.gov.uk/news-alerts/search/alerts

Food Information Regulation (England) 2014
https://www.legislation.gov.uk/uksi/2014/1855/contents/made

Safer Food Better Business
https://www.food.gov.uk/business-guidance/safer-food-better-business-sfbb

Technical guidance
https://www.food.gov.uk/sites/default/files/media/document/fsa-food-allergen-labelling-and-information-requirements-technical-guidance_0.pdf

Useful resources

Allergy and intolerance sign
https://www.food.gov.uk/sites/default/files/media/document/allergen-signage.pdf

Chef's recipe card
https://www.food.gov.uk/sites/default/files/media/document/recipe-sheet_0.pdf

Dishes and their allergen content chart. Template and more information at
www.food.gov.uk/allergy-guidance

Allergen Checklist for Food Business
https://www.food.gov.uk/business-guidance/allergen-checklist-for-food-businesses

Spare Pens in Schools - adrenaline auto-injectors (AAIs).
http://www.sparepensinschools.uk

Appendix 10 - ASBESTOS INCIDENTS – EMERGENCY ACTION

If damage occurs to known ACM, all staff, pupils and visitors within the area must vacate the area immediately and the Head of School or Facilities Assistant must be notified without delay.

Emergency Procedures

- Warn anybody who may be affected
- Exclude from the area anyone not needed to deal with the release
- Identify the cause of the uncontrolled release
- Regain adequate control as soon as possible
- Make sure anyone in the work area affected who is not wearing personal protective equipment (PPE), including respiratory protective equipment (RPE), leaves the affected area immediately. Minimise the spread of asbestos by ensuring they are suitably decontaminated; clean up dust and debris (see HSE guidance note em7)
- Decontaminate anyone who is contaminated with dust and debris

- Ensure rags, clothing or PPE is decontaminated or disposed of as contaminated waste; consider lone and/or remote workers to ensure they can alert someone if necessary.

The Facilities Assistant will assess the situation and take appropriate action with advice from competent consultants and in the light of the risk set out in the register. Where there is a risk of fibres being released or having been released into the air, they will arrange for the affected area/s to be evacuated, locked and sealed off using asbestos hazard tape and polythene sheeting to minimise any possible spread of asbestos fibres into adjoining areas.

In such cases:

At no time should any person enter the contaminated area. The Facilities Assistant will contact OA's approved Asbestos Removal Contractor (ARC) for attendance on-site to decontaminate the affected area/s and remove ACM as deemed necessary.

The Facilities Assistant will also contact the OA's approved asbestos consultant/analyst and instruct them to undertake air tests and visual inspections.

The area/s will remain closed until a certificate of reoccupation is issued by the consultant/analyst.

The Head of School and the Facilities Supervisor will investigate the circumstances of the uncontrolled release of asbestos fibres to ascertain that the Asbestos Policy has been adhered to.

Record of exposure and health checks

In the event of a release of asbestos fibres (other than a very minor amount) to which an employee/occupant of the School/ school (e.g. member of staff or pupil) becomes exposed, the Head of School shall ensure that a record is kept of what happened and which occupant(s) might have inhaled the fibres.

Where exposure to asbestos is known or believed to have exceeded current control limits as set out in the Control of Asbestos Regulations 2012 guidelines, medical/health surveillance and counselling will be arranged by the Head of School for any occupant who has been exposed, and a health record maintained.

Further Guidance

Further guidance is available from the legislation relevant to this document, enforcing bodies and organisations such as the Trade Unions and Judicium Education. The following are some examples. The OA H&S lead will keep under review to ensure links are current.

- HSE
  https://www.hse.gov.uk/
- HSE - Asbestos in School
  https://www.hse.gov.uk/services/education/asbestos.htm

- HSE - Asbestos management – checklist for School
  https://www.hse.gov.uk/services/education/asbestos-checklist.pdf
- HSE - Managing asbestos in School - Frequently asked questions
  https://www.hse.gov.uk/services/education/asbestos-faqs.htm
- Department for Education - Managing asbestos in your School
  https://www.gov.uk/government/publications/asbestos-management-in-schools--2

Further Resources

- Public Health England - Asbestos: health effects, incident management and toxicology
  https://www.gov.uk/government/publications/asbestos-properties-incident-management-and-toxicology
- National Education Union (NEU) - Asbestos in School
  https://neu.org.uk/advice/asbestos-schools