



The Gateway Trust

Health & Safety Policy

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Change Log

21/08/2024 – Health & Safety Policy reviewed and updated by HCS Safety to include new arrangements for Cams Hill School and Foundry Lane Primary School. Update to Organisational Chart/Structure to reflect new roles and positions e.g. Director of Primary Schools.

08/11/2023 - Brand new policy version developed with HCS (health and safety company) then refined by Chris Nunn COO and Gareth Williams Chair of Romsey LGB

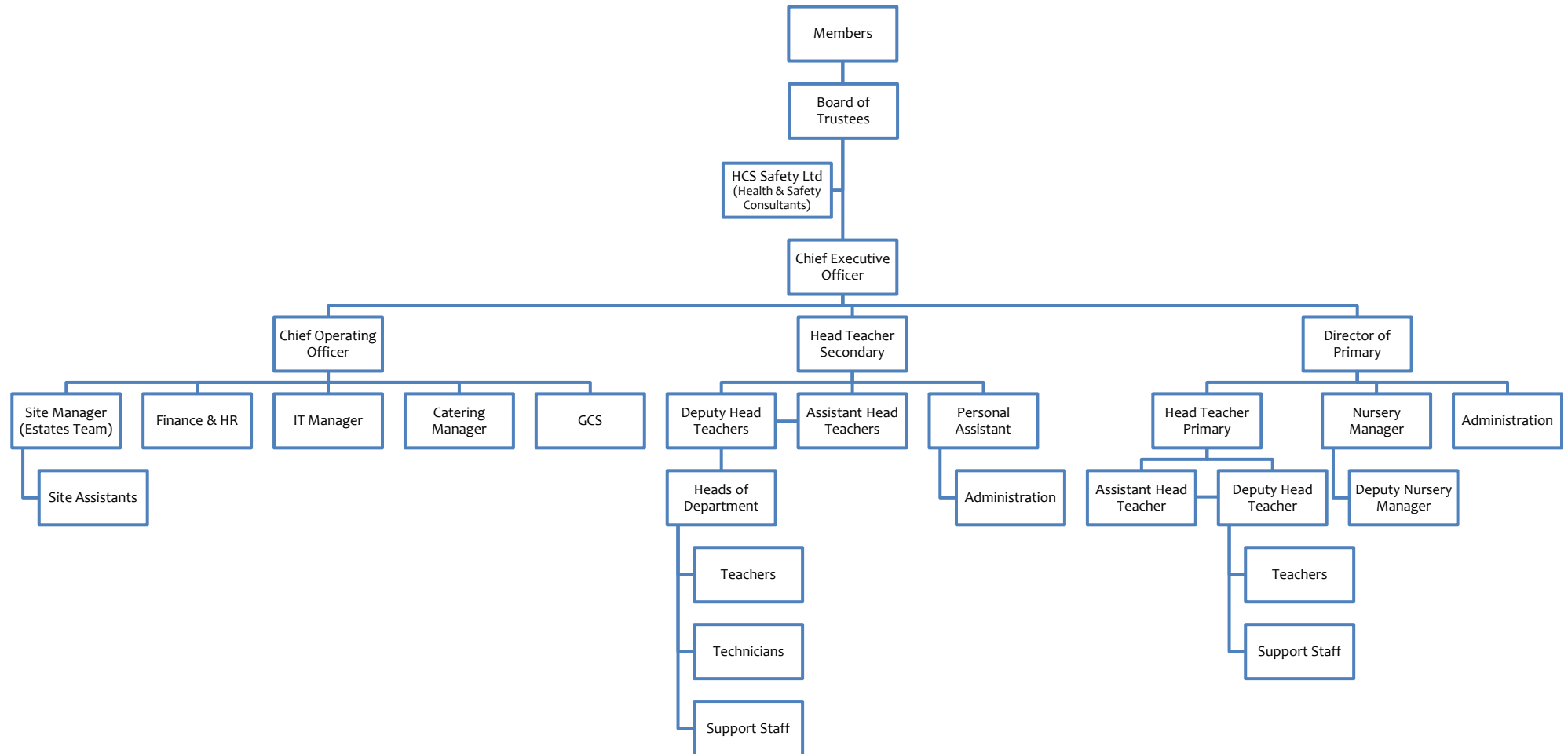
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Organisational Chart

Gateway Multi Academy Trust comprises of the following schools: The Romsey School, Oakfield Academy, Little Sunlights Nursery, Cams Hill School and Foundry Lane Primary School.



Health And Safety Responsibilities

Trustees - The Board of Trustees

The Board of Trustees are accountable and responsible for ensuring that the policy enables Gateway Multi-Academy Trust to fulfil its legal duties and emphasises the determination to manage its activities so that standards of health and safety are continuously improved. They will monitor conditions and health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

The Board of Trustees are responsible for the assessment of health and safety related matters at Gateway Multi Academy Trust settings. The Board of Trustees meet on a half termly basis to monitor and discuss on-site health and safety risks and feedback from staff. Trustees will ensure that recommended actions necessary to ensure risks are eliminated as far as is reasonably practical, and that measures are taken to address Health and Safety issues arising in the learning environment, should this performance appear or prove to be unsatisfactory. Trustees will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

Governors - The Board of Governors

The Board of Governors have responsibility for the health, safety and wellbeing of staff and students but have delegated the day to day to the Chief Operating Officer of the Trust to oversee all matters related to health and safety.

Alongside the Board of Trustees, The Board of Governors will monitor, report and review the performance of the school at least once a year to ensure the school is adhering to legal obligations under Health and Safety legislation. The Board of Governors will ensure health and safety objectives are set and monitored. They will ensure sufficient arrangements, facilities and finances are available for fully implementing this policy. They will then report up to the Board of Trustees.

Arrangements

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Gateway Multi-Academy Trust and are to be used alongside other current school procedures and policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved, so far as is reasonably practicable, by the implementation of these arrangements and procedures.

CEO – Chief Executive Officer

The CEO has overall responsibility for ensuring that The Gateway Multi-Academy Trust meets its statutory obligations and that effective arrangements for the management of health and safety are put in place. The CEO will ensure the Trust complies with all statutory health and safety requirements, including the safeguarding of students and estates management. The CEO accepts leadership responsibility for continuous improvement and implementation of the health and safety policy and goals of The Gateway Multi-Academy Trust. Overall responsibility lies with the CEO, executive responsibility is delegated to the COO for specific services of managing health and safety, including compliance with relevant legislation, quality standards and Trust policies.

COO – Chief Operating Officer

The COO plays a pivotal role in the management of health and safety at The Gateway Multi-Academy Trust and oversees central Trust operations and those of its partner schools. The COO has been nominated by the Board of Trustees to oversee health and safety at the Trust and they will be expected to deliver effective day-to-day management and demonstrate competent and active leadership in this role. The COO is responsible for the effective delivery and evaluation of health and safety services across all schools in the Trust. This includes Estates Management, Finance & Human Resources, ICT and technical services, Project management, Catering and GCS.

The COO is responsible for health and safety at the Gateway Multi-Academy Trust and will work with the CEO, Boards of Governors and Board of Trustees to:

- develop a positive safety culture throughout The Gateway Multi-Academy Trust.
- ensure the preparation of Health & Safety Policy
- have full knowledge of all parts of this policy and how it relates to the safety management system.
- ensure the general statement of intent is signed by relevant Trust personnel and that the policy is reviewed at least annually.
- authorise health and safety expenditure.
- implement required training for staff at all levels.
- ensure establishment and maintenance of effective health and safety management systems.
- make adequate channels of communication available to employees so health and safety concerns can be raised, debated and appropriately resolved.
- ensure the appointment of competent person(s) to assist with the development and implementation of the policy and provide competent advice in health and safety matters.
- ensure that adequate resources are made available for the safe conduct of all work activities for which they are responsible.

- establish and maintain procedures to ensure that all workplaces, equipment and systems of work are safe and without risks to the health of Trust employees or students.
- ensure that risk assessments for all work activities under their control are carried out.
- lead and co-ordinate the maintenance and development of school sites, and act as Trust lead for all building work.
- liaise with the Principal Designer, Principal Contractor and other contractors as required for effective project management and under the requirements of the Construction (Design and Management) Regulations 2015.
- ensure effective tendering and management of contracts for work done by external contractors.
- review contractor's risk assessments and method statements to ensure they are suitable and sufficient for the work activities for which they are written.
- ensure that arrangements are in place for the maintenance, servicing, testing and inspection of site equipment, fixtures and all trust vehicles.
- oversee the operation and development of cleaning and grounds maintenance services.
- monitor the Site/Estates Team to ensure they are fulfilling their health and safety responsibilities and that standards are maintained at the high level expected by The Gateway Multi-Academy Trust.
- record, report and ensure that all accidents are investigated and ensure that remedial measures are taken to avoid recurrence.
- ensure that all employees have knowledge of this policy and that they are updated when any changes are made.

General Arrangements

Health & Safety Assistance and Advice

HCS Safety Ltd are an external health and safety support contractor who provide competent safety guidance for the Trust as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. Where incidents, issues or concerns arise beyond the level of understanding or knowledge in the school, then advice from the external health and safety support contractor must be sought.

All Staff, Teachers, LSA, Support & Supply Staff (including Nursery staff, community staff/users and volunteers)

All staff have a statutory obligation to cooperate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- supporting the school's health and safety arrangements.
- ensuring their own work area remains safe at all times.
- not interfering with health and safety arrangements or misusing equipment.

- complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions.
- reporting safety concerns to their staff representative or other appropriate person.
- reporting any incident that has led, or could have led to damage or injury.
- assisting in investigations due to accidents, dangerous occurrences or near-misses.
- not acting or omitting to act in any way that may cause harm or ill-health to others.
- undertaking periodic health and safety training as required.
- be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.
- setting a personal example of safe behaviour and acknowledging suggestions for improvement.

Accident/Incident Reporting and Investigation

Any accident, incident or injury involving pupils, staff, visitors or contractors must be reported immediately to the First Aid Team (or the Site Team outside of the school day) and recorded sufficiently using the accident reporting software held by the First Aid Team. All accidents, no matter how small or insignificant, will be recorded.

If there is a possibility that an accident, dangerous occurrence or diagnosis of an occupational disease may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), call HCS Safety Ltd for advice immediately. Accidents that are reportable under RIDDOR will be investigated with assistance from HCS Safety Ltd and a report produced to identify the causes and make recommendations to prevent a recurrence. This service forms part of the member services agreement and there is no additional charge for accident investigations that are reportable under RIDDOR.

Specified injuries or fatalities must be reported to the HSE immediately and should be notified by phone on 0345 300 9923.

Specified Injuries

- a fracture, other than to fingers, thumbs or toes.
- amputation of an arm, hand, finger, thumb, leg, foot or toe.
- permanent loss of sight or reduction of sight.
- crush injuries leading to internal organ damage.
- serious burns (covering more than 10% of the body, damage to the eyes, respiratory system or other vital organs).
- scalpings (separation of skin from the head) which require hospital treatment).
- unconsciousness caused by head injury or asphyxia.
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

- accident in connection with a school premises failing.
- accident that was a result of inadequate supervision
- accident resulting in an injury that arose out of or in connection with a work activity and pupil is taken directly from the scene of the accident to hospital for treatment (as per HSE guidance for reportable RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Accidents that are notifiable to the Health & Safety Executive (HSE), are to be reported using the HSE's online RIDDOR (F2508) reporting system and a copy is to be forwarded to the Children's Services Health & Safety Team. This also applies to dangerous occurrences and diseases. More detailed information from the HSE school's guidance for incident reporting can be found on the following pdf link: <http://www.hse.gov.uk/pubns/edis1.pdf>

All significant accidents and incidents are to be immediately reported to the Headteacher. The trained accident investigator for Gateway Multi-Academy Trust will conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent recurrence.

Minor accidents to pupils are to be recorded in the accident book located in reception with the Student Support Officer. Accidents involving children locally considered to be of a more serious nature than the minor incidents are recorded on the accident software held by the First Aid Team.

The Headteacher will ensure that the Board of Trustees and Board of Governors are appropriately informed of all notifiable accidents. All accident/incident reports will be monitored by termly reports to the Building and Grounds committee for trend analysis and include detailed actions in order that repetitive causal factors may be identified to prevent recurrences.

Premises hirers and community third party users must report all incidents related to unsafe premises or equipment to the school through the Site Team. The school can then appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Display Screen Equipment (DSE)

Significant DSE users must complete periodic workstation assessments and any issues will be actioned as necessary by the IT Team. Workstation assessments are to be routinely reviewed at intervals not exceeding three years. Reviews must be completed when changes to a workstation are made. DSE users will complete the display screen equipment e-learning course every year without exception.

Following initial set up at induction, new staff are invited to complete an assessment within their first month of employment.

Lone Working

The Site Team members of staff have been identified as the only persons working in the school who are authorised to conduct work alone. The times of day lone working may be conducted include before 07:00 and between 19:00-21:30 Monday to Friday, plus weekends/holiday time.

When persons are lone working, they must not work at height, use equipment or chemicals or carry out other high risk work activities. All lone working is to be carried out in accordance with the premises lone working risk assessment and the local written procedures. Any other staff who decide to work 'out of their normal working hours' (e.g. weekends) must ensure they seek permission from their Line Manager, Site Manager, or Community Manager to ensure safe access to the schools.

Definition of a lone worker: A lone worker (LW) is an employee who performs an activity that is carried out in isolation from other workers without close or direct supervision. Such staff may be exposed to risk because there is no-one to assist them.

Please see Lone Working General Risk Assessment for further information.

Machinery & Equipment

Maintenance of all school equipment is carried out on a regular basis to ensure that the school complies with its obligations under section 2(2) (a) of the Health and Safety at Work Act 1974. The inspections and checks are carried out as follows:

- general inspections of equipment by trained staff.
- annual checks on portable electrical equipment - with regular monitoring.
- annual service of heating equipment.
- annual service of fire extinguishers.
- servicing of fire alarm systems under contract.
- servicing of catering equipment under contract.
- five-yearly checking of fixed electrical wiring.
- emergency lighting under contract.

Minibuses

The Site Manager is responsible for the operation and maintenance of the Trust's minibuses in accordance with school procedures and the Minibus Policy.

Drivers of the school minibuses must be aged 21 or over and must have been tested and passed by an instructor who has qualified under the Minibus Driver Awareness Scheme (MiDAS). In exceptional circumstances, drivers who have not been tested may drive the minibus, but only with the prior approval of the Site Manager or COO. All drivers of the school minibuses will have

submitted their driving licence to the school to comply with Insurance Company requirements. Drivers who have exceeded six penalty points on their licence cannot drive the school minibuses. Additional in-house training will be provided to drivers by the Site Manager on mileage recording, vehicle checks, breakdown recovering and defect reporting.

Please also see Minibus Policy for further information.

New and Expectant Mothers

Once informed in writing that an employee is pregnant, Gateway Multi-Academy Trust will undertake a risk assessment with the employee to assess specific risks for new and expectant mothers, additional support will be with the COO and Site Manager. These risks can be from any process, working condition or physical, biological or chemical agents. All aspects of the role will be risk assessed and consideration will be given to:

- lifting or carrying of heavy loads.
- standing or sitting for long lengths of time.
- exposure to infectious diseases.
- work-related stress.
- workstations and posture.
- other people's smoke in the workplace.
- threat of violence in the workplace.
- long working hours.
- excessively noisy workplaces.

Gateway Multi-Academy Trust will regularly monitor and review any assessment made to take into account possible risks that may occur at different stages of pregnancy.

Gateway Multi-Academy Trust will also take into account, during the specific risk assessment, any medical advice from the new and expectant mother's General Practitioner or midwife about their health and make reasonable adjustments to their working conditions accordingly.

Personal Protective Equipment (PPE)

High Risk departments such as Science, Technology and Art follow the procedures outlined by CLEAPSS.

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work (Amendment) Regulations 2022 the following procedure will be applied by the school:

- provide suitable PPE, free of charge.
- assess present PPE.

- maintain PPE.
- provide accommodation for PPE.
- ensure PPE is compatible.
- replace PPE where lost or damaged.
- ensure PPE is used properly through instruction and training of staff.

Under the same Regulations, staff will:

- use the PPE correctly.
- always wear PPE.
- report any loss or defect.

Provision of Information

The Headteachers, Heads of Department and the Site Manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are provided through the General Staff Information Google Classroom, staff meetings, department meeting minutes, verbal and signature-based receipt of communication and email distribution. Local health and safety advice is available from the Site Manager and Children’s Services Health & Safety Team. In addition, health and safety support can be provided by the Trust’s external consultants, HCS Safety Ltd.

The Health and Safety Law Poster is displayed in the admin office, staffroom and community office.

Risk Assessment

Gateway Multi-Academy Trust ensures that risk assessments are carried out for the types of work and maintenance that involve significant risks to employees or others. Any self-employed personnel working on Gateway Multi-Academy Trust’s behalf will be required to work in accordance with these risk assessments.

Subcontractors are responsible for carrying out their own risk assessments which will be reviewed and approved by the Site Manager prior to them being permitted to start work.

The persons within Gateway Multi-Academy Trust responsible for ensuring that risk assessments are carried out to a suitable and sufficient standard and are updated on a regular basis is the Site Manager and COO. General risk assessment management will be co-ordinated by the Site Manager in accordance with guidance contained in the Children’s Services Safety Guidance Procedure SGP 01-07. Risk assessments will also be carried out by those staff with the appropriate knowledge and understanding in each area of work, such as the classroom assessments.

The following procedure will be used to write risk assessments:

- identify hazards and who could be affected.
- evaluate risks, taking into account the likelihood and severity.
- control the risks, using the principles of prevention (see below).
- monitor the effectiveness of the control measures.
- review periodically and as necessary.

Method statements may be required in addition to risk assessments. These method statements outline the safe working procedures and will include the control measures detailed in the risk assessments.

Our approach to risk management will follow the principles of prevention below:

- avoid risks at source.
- evaluate those risks which cannot be avoided.
- combat risks at source.
- adapt the work to the individual, especially with regard to the design of workplaces and the choice of work equipment.
- adapt to technical progress.
- replace the dangerous by the non-dangerous or less dangerous.
- develop a coherent overall prevention policy, which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.
- give collective protective measures priority over individual protective measures.
- give appropriate instructions to employees.
- use personal protective equipment as the last resort in risk control.

Risk assessments and method statements (RAMS) will be communicated to all personnel affected by the risks. Each of the relevant personnel will sign to confirm that they understand the contents and confirm that they will be working in accordance with it.

All risk assessments and associated control measures are to be approved by the appropriate departmental member of staff (for example Heads of Department) or their delegated member of staff prior to implementation. Each Risk Assessment will be reviewed periodically in accordance with each risk assessment's review date.

Smoking and Vaping

Smoking and/or vaping is not permitted anywhere on the premises.

Stress and Wellbeing

Workplace stress is the harmful reaction some people have to undue pressures and demands placed on them by their work. It is a risk like any other and employers are responsible for preventing and managing it.

Gateway Multi-Academy Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors. The Trust provides staff with an occupational health support service and further information is available from the HR Department.

Gateway Multi-Academy Trust aims to create an open and honest culture whereby employees feel empowered to be honest about their experiences. Open dialogue is vital in order to be able to accurately assess risk and put appropriate control measures in place.

Gateway Multi-Academy Trust aims to create and promote a workplace environment that supports and promotes the mental wellbeing of all our employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, environmental and social conditions that have the potential for psychological as well as physical harm.

Stress can be managed through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health & Safety Executive's Management Standards. This will help form part of the Return to Work interviews conducted with all staff. On-site arrangements to monitor, consult and reduce stress situations are the responsibility of the Headteachers.

Gateway Multi-Academy Trust will endeavour to work to the HSE's management standards in order to reduce the risk of workplace stress. These standards aim to tackle the following primary sources of stress at work.

- demands – this includes issues such as workload, work patterns and the work environment.
- control – how much say the person has in the way they do their work.
- support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- change – how organisational change (large or small) is managed and communicated in the organisation.

Gateway Multi-Academy Trust will undertake research among employees to gauge how well they believe the management standards are being implemented.

Training (Health and Safety Related)

The COO and Site Manager will monitor the levels of training within the various school departments, ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work.

Health and safety induction training will be provided and recorded for all new staff/volunteers using the SafeSmart Smartlog and National College portal. Training areas to be covered during induction include: Health & Safety Policy and associated procedures, security arrangements, good housekeeping, PAT testing, DSE, fire safety and evacuation, first aid, plus additional training requirements identified for their role.

All staff will be provided with the following as a minimum training provision:

- induction training regarding all the requirements of this Health & Safety Policy (as outlined above);
- updated training and information following any significant health and safety change.
- specific training commensurate to their own role and activities.
- periodic refresher training as identified specific to their role that will not exceed three yearly intervals.

Training records are held by the HR Department and Site Manager, who are responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff. All training requests are managed by the COO, together with the HR Department and Site Manager.

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Gateway Multi-Academy Trust. This is reflected in the Code of Conduct for visitors, which is available from reception.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents must be reported to the Headteacher/member of the SLT team and records are kept securely. Violent incidents are to be reported using the CSRF-001 Violent Incident Report (VIR) Form in accordance with Children's Services Safety Guidance Procedure SGP18-07

Please also see the Code of Conduct for Visitors and Child Protection and Safeguarding Policy for further information.

Visitors

All visitors must report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident. Visitors to the premises will be provided with a signing in book and a badge with safety advice.

Please see the School Visitors Policy.

Vulnerable Persons

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions, etc) working or visiting the premises, a risk assessment will be completed, and appropriate procedures implemented to ensure their health, safety and welfare whilst on site - this includes Personal Emergency Evacuation Plans (PEEPs).

The COO and Site Manager will complete the risk assessment, supported by the Heads of Department, and will review the risk assessment periodically.

Property Management Arrangements

Site Manager (Estates Team)

The Site Manager (of the Estates Team) is accountable to the Headteachers, and their role includes a wide range of health and safety related duties on behalf of and under the direction of the COO. The Site Manager works within the parameters of any provided training and in accordance with risk assessments and on-site safe working practices.

The Site Manager has responsibility for the general school premises and facilities and is responsible for the local management and completion of day-to-day premises matters and duties. The Site Manager is required to work within their level of competence and seek appropriate guidance and direction from the COO, Headteachers and the school's external health and safety support contractor, as required.

The Site Manager is responsible for ensuring all administration relating to health and safety matters is organised, up-to-date and kept secure. They are responsible for developing and reviewing risk assessments for the work activities which are routinely carried out by the Site Team.

The Site Manager is expected to promote a positive safety culture throughout the premises and carry out health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

The Site Manager, together with the COO and Headteachers, are responsible for the management and development of a coherent health and safety strategy for the estate and premises. They will help manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the COO.

The Site Manager is the nominated competent person for asbestos on the school premises and acts on behalf of the COO to provide the necessary competence to enable asbestos to be managed safely. The Site Manager has attended asbestos training and will refresh at intervals not exceeding three years. With assistance from the COO, Headteachers and the Children's Services Health & Safety Team they will ensure all staff have a reasonable awareness of asbestos management and dangers. The Site Manager is to ensure that the site team are competent in the use of the asbestos register and that asbestos is managed in accordance with school requirements. The COO, Headteachers, Deputy/Assistant Headteachers and Heads of Department will be advised of any condition or situation relating to asbestos which may affect the safety of any premises users.

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the COO and Headteachers to provide the necessary competence to enable Legionella to be managed safely. They have attended training and will refresh this training at intervals not exceeding three years. The nominated person for Legionella will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the Legionella ACOP (L8). They will advise the COO, Headteachers, Deputy/Assistant Headteachers and Heads of Departments of any condition or situation relating to Legionella which may affect the safety of any premises users. They are to work within their level of competence and seek appropriate guidance and direction from the COO, Headteachers, Children's Services Health & Safety Team and the school's external health and safety support contractor, as required.

Fire Safety Coordinator

The Site Manager is the Fire Safety Coordinator for the Trust and has responsibility for managing the co-ordination of a fire evacuation and planned practice fire drills. They will be assisted by the Deputy Headteacher to ensure that practice drills are carried out on a termly basis and any actions that may arise are managed accordingly. They will ensure that:

- the Fire Safety Coordinators are the competent persons for fire safety on the premises.
- they have attended an appropriate fire safety training course (Fire Risk Assessor) and will refresh this training every three years.

- the Fire Safety Coordinator is responsible for the oversight of the local management and checks completion of day-to-day fire safety manual.
- the COO will ensure that all Trust's Fire Safety Coordinators have the correct level of competence and understand their role as Fire Safety Coordinator.

Please also see the Fire Safety Manual for further details.

Accident Investigators

The Headteachers are responsible for investigating accidents on school premises and are assisted by the Community Managers outside of school hours. Both will lead on all accident investigations in accordance with departmental and corporate procedures. They can also be assisted by external health and safety consultants, if required. The Headteachers have oversight and manage all accident data.

Asbestos Management

Asbestos management on site is controlled by the Asbestos Competent Person. The Asbestos Register is located in Main Reception and is to be shown to all contractors who may need to carry out work on site.

Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site. Any changes to the premises' structure that may affect the asbestos register information requires recording in the asbestos register.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the Asbestos Competent Person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Headteacher and/or the Asbestos Competent Person who will immediately act to cordon off the affected area and contact a licenced asbestos contractor. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Asbestos Competent Person. Additional action will be taken in the area to prevent further distribution of ACM's around the environment.

Asbestos inspection surveys are to be carried out on an annual basis or when any changes are made to the existing infrastructure. Gulley Howard Technical are an external licensed asbestos contractor and they have completed Asbestos Management Surveys at Romsey School (and Nursery) and Oakfield Primary School. SLR Environmental have conducted Asbestos Management Surveys at Cams Hills School. Southampton City Council have completed Asbestos Management Surveys at Foundry Lane Primary School. The surveys contain an Asbestos Action Plan and Risk

Assessment. The Asbestos Competent Person is to ensure that the recommendations in the Action Plan and Risk Assessment are carried out and followed.

Community Users/Lettings

The Community Manager will ensure that:

- third parties and other extended service users operate under hire agreements.
- a risk assessment for the activity is completed.
- the premises are safe for use and are always inspected prior to, and after each use.
- means of general access and egress are safe for use by all users.
- all provided equipment is safe for use (if applicable).
- fire escape routes and transit areas are safe and clear of hazards.
- hirers are formally made aware of fire safety procedures and equipment.

The Site Manager is to lend assistance to the Community Manager to help ensure these arrangements

Construction Design and Management Regulations

Under the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015), Gateway Multi-Academy Trust, will take on the duties of Principal Contractor and Contractor. For work on Trust premises, we will also take on the duties of the Client. The following summarises these duties.

Responsibilities for all parties under CDM 2015

For all roles undertaken, we will:

- accept only an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- only appoint Designers or Contractors who possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- provide the necessary evidence to prove their abilities as above when requested by those that may appoint them.
- cooperate with others involved in all projects to promote health and safety standards.
- inform their workforce and all others on site of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- ensure that information is provided in a comprehensible form and as soon as is practicable.

Responsibilities as Principal Contractor Under CDM 2015

On projects with more than one contractor, The Gateway Multi-Academy Trust may be appointed by the Client to undertake the role of Principal Contractor. Project specific details on how these duties will be achieved will be found within Construction Phase Plans. To comply with the Principal Contractors' duties, we will:

- undertake the duties of the Client where they are a Domestic Client, in collaboration with the Designer or Principal Designer.
- plan, manage, monitor and coordinate the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.
- take into account the General Principles of Prevention when making decisions regarding the design, technical and organisational aspects of a project, when estimating time required and when programming work.
- organise cooperation between contractors (including successive contractors on the same construction site).
- coordinate implementation by the contractors of applicable legal requirements for health and safety.
- ensure that employers and self-employed persons apply the general principles of prevention when undertaking their work.
- ensure that employers and self-employed persons follow the construction phase plan.
- provide a suitable site induction.
- take the necessary steps to prevent access by unauthorised persons to the construction site.
- provide suitable and sufficient welfare facilities throughout the construction phase.
- liaise with the Principal Designer for the duration of their appointment and share information with the Principal Designer relevant to the planning, management and monitoring of the pre-construction phase, as well as the coordination of health and safety matters during the pre-construction phase.
- make the necessary arrangements for cooperation between themselves and all others involved in the work.
- make the necessary arrangements to consult with the workforce on site in good time.
- provide the facilities necessary to enable workers to take copies of relevant information.

Responsibilities as a Contractor Under CDM 2015

When undertaking the role of Contractor, Gateway Multi-Academy Trust will comply with the Contractors' duties we will:

- only accept an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- only undertake construction work once they are satisfied that the client is aware of their duties.
- plan, manage and monitor their work and that of others under their control to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.

- not appoint a designer or contractor unless they have the necessary skills, experience, training and organisational capacity to carry out work safely.
- not employ a person unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out tasks safely.
- provide their workforce with appropriate supervision, instructions and information. This information will include a suitable site induction, (where not already provided), procedures to be followed in the event of serious and imminent danger and any other necessary information on risks to health and safety.
- ensure that information is provided in a comprehensible form and as soon as is practicable.
- cooperate with others involved in all projects in order to promote health and safety standards.
- inform the workforce of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- not begin work unless reasonable steps have been taken to prevent access by unauthorised persons to the site.
- be satisfied that welfare facilities are provided as required under Schedule 2 of the Regulations.

For multiple contractor projects where the Trust is NOT Principal Contractor, we will:

- comply with any directions given by the Principal Designer or the Principal Contractor.
- adhere to relevant parts of the Construction Phase Plan.

For projects when the Trust is the only contractor we will:

- take account of the general principles of prevention when design, technical and organisational aspects are being decided in order to plan the various items or stages of work, as well as when estimating the period of time required to complete the work or work stages.
- draw up, or make arrangements for, a Construction Phase Plan to be drawn up, as soon as is practicable prior to setting up a construction site.
- undertake the duties of the Client where they are a Domestic Client, in collaboration with the Designer or Principal Designer.

Contractors on Site

The COO and Site Manager must ascertain competence prior to engaging contractors' services by the need for the contractor to demonstrate evidence of competence against their safe working practices for specific work being undertaken. A method to demonstrate competence is set out in PAS91:2013.

Gateway Multi-Academy Trust will ensure that contractors possess the appropriate skills, knowledge and experience to do the job safely and without risk to health and safety. To achieve

this the contractor will need to complete a health and safety questionnaire before engagement. A health and safety appraisal of the contractor's procedures and health and safety documentation will be carried out, which in some cases may involve an audit of the contractor. All contractors will be required to present their Risk Assessments and Method Statements to the school representative before work start along with any competency certificates.

All contractors must report to reception (or the community office during school holidays) where they will be asked to sign the visitors' book and asbestos register, and will wear a visitors' badge. By signing in it will indicate that the contractors have read and understood the information. All contractors must be issued with the local project specific contractor induction brief that includes all relevant details of fire safety procedures and local safety arrangements from the Site Manager.

The Site Manager and/or responsible member of staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

Contractor work on site during holiday periods must be pre-arranged with the COO and Site Manager, where the same rules as above will apply.

Electrical Equipment

The Site Manager will ensure that:

- only authorised and competent persons are permitted to install or repair equipment.
- equipment is not to be used if found to be defective in any way.
- defective equipment is to be reported and immediately taken out of use until repaired.
- all portable electrical equipment will be inspected annually.
- computer equipment will be inspected, and PAT tested annually.
- equipment inspection is carried out by suitably competent and qualified persons.
- private electrical equipment is not brought onto the premises or used unless its use is approved by a competent PAT tester and it has been tested.
- ad hoc testing will be undertaken by a competent person(s);
- new equipment purchased by the school will be tested prior to use by a competent person.

Gateway Multi-Academy Trust have trained PA testers within the Site Team, IT, Technology and Science Departments. External competent suppliers may also be used to PA test items such as microwaves, ovens and washing machines and will be contracted to complete works on an annual basis. Records of inspections are kept with the Site Team. Monitoring and reviews are conducted periodically by the Site Manager.

Fixed plant electrical equipment and mains fixed electrical equipment testing is carried out by an external contractor and completed within the 5-year statutory guidance (or schedule of 20%

coverage once a year over a 5-year period). Records kept are kept with the Site Team, defect items are addressed as per recommendation and added to the scheduling system.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The Site Manager is the Fire Safety Coordinator and the competent person for fire safety on the premises and are the immediate point of contact for all fire safety related enquiries on site. The Fire Safety Coordinator is assisted by the Deputy Headteacher.

The Fire Safety Coordinator will ensure that:

- all staff complete fire safety training at intervals not exceeding three years.
- fire safety procedures are readily available for all staff to read.
- fire safety information is provided to all staff at induction and periodically thereafter;
- evacuation routes and assembly points are clearly identified.
- staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire.
- all staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked as flammable.
- fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with premises fire safety manual.
- the fire risk assessment is reviewed annually by the fire safety co-ordinators and amended as new hazards or required amendments are identified.

Please also see Evacuation and Fire Procedures for further information.

General Equipment

All general equipment requiring statutory inspection and/or testing on site (including boilers, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors. Heads of Departments will work with the Site Team and technicians to ensure this is carried out accordingly and within the required timescales.

Records of inspections are kept with the Site Team, with monitoring and reviews conducted periodically by the Site Manager. Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

In addition, all glass and glazing on site has been surveyed and risk assessed to ensure that it is suitable safety glass for the area in which the glazing is located. This includes taking account for the activities undertaken and types of children at the school.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- all corridors and passageways are kept free from obstruction.
- shelves in storerooms and cupboards are stacked neatly and not overloaded.
- floors are kept clean and dry, and free from slip and trip hazards.
- emergency exits and fire doors are not obstructed in any way.
- supplies are stored safely in their correct locations.
- rubbish and litter are cleaned and removed at the end of each working day.
- poor housekeeping or hygiene conditions are immediately reported.

The COO will send periodical email reminders to all staff about the importance of good housekeeping.

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH or CLEAPSS assessment has been undertaken and reviewed/approved for safe use by the trained COSHH assessor. The school's COSHH assessor acting on behalf of the COO is the Site Manager.

COSHH & CLEAPSS safety data sheets and risk assessments are stored in the relevant departments/chemical location and copies are held with the Site Manager and Heads of Department.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH & CLEAPSS assessment completed for that hazardous substance.










Staff must never attempt to use a harmful substance unless they have received guidance/instructional brief on COSHH Awareness from the onsite COSHH Assessor and then only when using the safe working practices and protective equipment identified in the COSHH & CLEAPSS assessments.

All hazardous substances are to be stored in a secure and signed storage unit when not in use. These are located in the following areas:

- Design and Technology staff storeroom (yellow chemical cupboard).
- Science chemical storeroom.
- Site - Storage unit in Site Team area.
- Cleaning - cupboards/storerooms located throughout the school.

These storage areas are to remain locked at all times and, for emergency usage, are quickly identifiable on a site map which is located with the Site Team and in the Fire Manual/grab bag for emergency services.

Hazard warning markings on containers must also be heeded. A summary of the common warning signs follows:

	Toxic		Harmful		Harmful to the environment
	Gasses under pressure		Explosive		Oxidising
	Corrosive		Causes long term health effects		Flammable

Health Surveillance

It is the aim of Gateway Multi-Academy Trust that all employees are able to carry out their working duties without risks to their health. Health surveillance will be undertaken to monitor the effectiveness of control measures. All members of the Site Team will be provided with a questionnaire which should be completed and returned to the office. The questionnaire will highlight where additional health surveillance is required.

All answers provided in the questionnaire will be held in confidence under the requirements of the Data Protection Act 2018.

Any issues identified during the surveillance process will be discussed with the employee in question and HR Department. Appropriate action will be taken to protect employees from further risk and where possible to arrange occupational health support services.

Hot Work Permits

All hot works will be strictly controlled, and a permit-to-work procedure will be in place before any work commences. This will be included into any site-specific risk assessment which may include control measures as described below:

- the work area will be surveyed prior to the start of any works to ensure it is cleared of all loose combustible material; checks will be made by the Site Manager.
- work will be planned to ensure all work areas are cleared of personnel with signs and barriers in place to ensure these areas cannot be accessed during the hot work activities.

- all necessary fire-fighting equipment will be available and will have been checked and deemed suitable extinguishing media.
- a telephone will be available at all times for emergency and will be readily accessible from the work area.
- all hot works will cease not less than one hour before the end of each day and a thorough inspection will be carried out in the vicinity of the work to ensure there is no risk of fire.

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to the Site Manager.

Monitoring and inspections of individual departments will be carried out by Heads of Department and/or the subject teachers as nominated by the Head of Department. Routine documented inspections of the premises will be carried out every month in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the Termly Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to the Site Manager and recorded in the defect book. Any identified high level risks or safety management concerns are to be actioned at by reporting to the Site Manager and/or Headteacher/community Leader. Periodic detailed inspections of the premises' safety management system will be carried out every year by the Headteacher/Community Leader, Site Manager and Governor Representative. Additional inspections will be carried out by the COO and/or nominated governor of each school. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted Annual H&S Inspection Checklist

The COO is to remind staff at the beginning of each term to complete the classroom checklists and monitor progress. They will also conduct ad-hoc inspections to ensure minimum health and safety requirements are being met.

Kitchens

Kitchen and catering areas are only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the kitchen reside with the Catering/Kitchen Manager. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Safe working procedures and authorised access to other kitchen areas, canteens, food preparation areas are managed by the Kitchen Manager.

Legionella Management

Legionella management on site is controlled by the Legionella Competent Person (Site Manager) and licensed external contractor. They will manage and undertake all procedures regarding Legionella in accordance with Children's Services Safety Guidance Procedure SGP 13-07, risk assessments and guidance from the Health and Safety Executive. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be recorded and retained for auditing purposes.

Any high-level risk concerns must be reported to the Site Manager who will liaise directly with the COO to resolve the issue.

Lockdown Procedure

In the event of an unknown person entering the school sites or a situation whereby it is deemed it is safer to keep the students and staff in the classroom, the school will operate its lockdown procedure.

Please also see Lockdown Procedure which is available in the Staff Handbook for further information.

Moving and Handling

Staff are not permitted to regularly handle or move unreasonably heavy or awkward items or equipment unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely. All staff must complete the Health and Safety (including manual handling) e-learning course on a regular basis, without exception.

Any pupils supporting a member of staff with light moving and handling must have received instruction on how to do so safely and be closely supervised at all times.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely.

Staff within the Site Team, Technology, IT, Music/Drama and Science Departments are expected to undertake regular physical work which would typically include significant moving and handling; therefore they must attend a formal moving and handling course specific to their work requirements.

Staff who regularly carry out significant moving and handling must wear clothing and footwear of a 'sensible' nature which should be worn appropriately. 'Sensible' includes no excessively high

heels, bare feet, slippers, flip-flops, or other backless shoes/sandals which could impede safe lifting and handling or cause a hazard when walking around the school site (especially up and down stairs).

Noise

Excessive noise can cause permanent damage to your hearing. The damage is often gradual and is always irreversible. Even a small amount of hearing loss can have a debilitating effect on a person’s quality of life. To reduce the risks of damage to hearing for our employees and others we will:

Assess the noise levels in our own premises and other places in which our employees work and act according to the table below.

Lower exposure action value 80dB(A)	Carry out a noise assessment to identify sources and levels. Reduce noise levels. Provide hearing protection to employees who request it. Maintain equipment to reduce noise outputs. Provide training about noise.
Upper exposure action value 85dB(A)	Introduce controls to eliminate/reduce risk. Provide hearing protection and ensure this is worn. Create Hearing Protection Zones in work areas. Provide health surveillance. Provide training, information and consultation regarding noise.
Daily Exposure Limit 87dB(A)	Exposure must not exceed this.

When selecting work equipment, information on the noise (and vibration) output of the machine will be sought from the manufacturer or hire company. Quieter machines will be selected over inferior equipment.

Noise awareness training will include:

- how the ears work and how damage occurs.
- action levels and time limits.
- choosing hearing protection.
- estimating noise levels.

Security

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy & procedures, which include emergency unlock routines.

Please also see Security Risk Assessment for further information.

Silica Dust

Respirable Crystalline Silica can be a serious health hazard when inhaled. The products and processes that would cause most concern for The Gateway Multi-Academy Trust work activities, include:

- bricks – when drilling and chasing out.
- blocks – when drilling and chasing out.
- mortars – when chasing out or mixing.
- ceramic tiles – when drilling.

When these products are cut, a mixture of inhalable (larger) and respirable (smaller) particles is released. Respirable Crystalline Silica dust is responsible for causing or increasing the risk of a number of serious lung diseases including:

- silicosis.
- COPD (Chronic Obstructive Pulmonary Disease).
- tuberculosis.
- lung cancer.

The Workplace Exposure Limit for Silica dust is 0.1mg per m³ over an 8-hour period. In order to reduce exposure below this limit, Gateway Multi-Academy Trust will:

- avoid producing the dust at design stage, consider the use of alternative or pre-cut materials.
- reduce the dust at source by wetting down the cut or by using suitable extraction equipment.
- issue the correct RPE. FFP3 (Filtering Face-Piece) masks will filter out 95% of the particulate.
- make sure it is worn by providing training and supervision.
- make sure it works properly by fit testing individuals.

Timber Dust

Timber dust is released during machine cutting activities. The processes that would cause most concern for The Gateway Multi-Academy Trust work activities include:

- sanding timber.
- cutting timber.
- routing.
- planing.

When timber is cut mechanically, a mixture of inhalable (larger) and respirable (smaller) particles are released. Respirable dust is responsible for causing or increasing the risk of a number of serious lung diseases including:

- occupational asthma.
- nasal cancer.
- lung cancer.

The Workplace Exposure Limits for the most common products are:

- soft wood dust 5 mg per m³ over an 8-hour period.
- hardwood dust 3 mg per m³ over an 8-hour period.
- MDF (formaldehyde) 2.5 mg per m³ over an 8-hour period.

In order to reduce exposure below this limit, Gateway Multi-Academy Trust will:

- avoid producing the dust – at design stage, consider the use of alternative or pre-cut materials.
- reduce the dust at source – by using suitable extraction equipment.
- clean up using industrial vacuum equipment instead of sweeping where possible.
- issue the correct RPE. FFP3 (Filtering Face-Piece) masks will filter out 95% of the particulate.
- make sure it is worn by providing training and supervision.
- make sure it works properly by fit testing individuals.

Traffic Management

Gateway Multi-Academy Trust will ensure that premises under their control are designed and maintained to ensure provision of suitable segregation of vehicles and people.

- separate pedestrian and vehicle traffic routes will be provided wherever possible, using measures such as one-way systems, barriers and signs.
- separate entrances and exits will be provided for vehicles and pedestrians where possible, and vision panels will be installed to doors that open onto vehicle traffic routes.
- delivery vehicles to the school premises will be under the control of the Site Manager, who will ensure that safe movement of vehicles and pedestrians can be achieved and maintained at all times.
- traffic management plan will be prepared, which will clearly detail the traffic routes, turning areas, parking zones, pedestrian routes and loading/unloading areas.

Drivers on site should:

- comply with the Traffic Safety Site Risk Assessment;

- drive carefully.
- observe the speed limits.
- park sensibly taking into consideration other car users.
- be vigilant of children crossing.

Please see Traffic Risk Assessment for further details.

Use of Chainsaws and Abrasive Wheels

Chainsaws are potentially dangerous machines which can cause fatal or major injuries if not used correctly. It is essential that any employee who uses a chainsaw at work has received adequate training and are competent using a chainsaw for the type of work that they are required to do.

The Site Manager is to authorise and oversee all work carried out with chainsaws and will take into account the following considerations and risk factors:

- fitness to operate a chainsaw
- health risks e.g. noise, vibration, dust
- rear handled vs top handled chainsaws
- maintenance of chainsaw
- fuelling and lubrication
- additional first aid requirements
- manual handling
- working at height with chainsaws
- training and supervision

Authorised personnel are required to wear appropriate chainsaw protective clothing and suitable PPE whenever they use a chainsaw. The Site Manager will ensure there is a suitable risk assessment in place before chainsaws are used.

Abrasive Wheels

Abrasive wheels are used by the Site Team on occasions and can be particularly hazardous. For this reason, only persons trained in the mounting and use of abrasive wheels will be permitted to use them. Discs will be kept in a safe place and discarded as soon as they begin to show signs of excessive wear or unevenness of edge.

PPE will be provided and worn by those using abrasive wheels. If following risk assessment, others who have to work in the vicinity may be at risk from flying debris, screens will be considered, or PPE provided to those working in the area. Eye protection to be worn must comply with BS EN 166B.

Dust will be controlled, wherever possible, by damping down the cutting operation. Dust masks to a suitable standard (FFP3) will always be worn in order to reduce the risk of respiratory health illnesses.

Vibration

Exposure to excessive vibration can cause neurological, vascular, and musculoskeletal health problems. These conditions are known collectively as Hand-Arm Vibration Syndrome (HAVS) which can become severely disabling if ignored.

A very serious form of HAVS is Vibration White Finger (VWF) which can result from the transmission of vibration from a vibrating implement (such as impact drills) to the hands, occurring as a result of medium to long term exposure. This condition is not treatable and therefore results in a permanent potentially life changing condition.

Exposure is measured on a points system which relates to Exposure Action Levels and Exposure Limit Values. Gateway Multi-Academy Trust will protect our employees by taking the following action at the levels indicated below:

<p><100 points (Below Exposure Action Value)</p>	<p>Reduce exposure to lowest reasonably practicable level. Consider vibration when purchasing and hiring tools. Provide awareness training in vibration hazards. Aim to ensure employees remain below the Exposure Action Value.</p>
<p>100 - 400 points (At or above Exposure Action Value)</p>	<p>Introduce controls to eliminate/reduce risk including limiting exposure time. Consider vibration when purchasing or hiring tools. Provide awareness training in vibration hazards. Keep records of vibrating equipment use. Provide health surveillance.</p>
<p>>400 points (Exposure Limit Value)</p>	<p>Take immediate action to reduce exposure below the limit value. Continue to enact EAV measures.</p>

Information on vibration magnitude and safe exposure times will be sought from the manufacturer or hire company. Gateway Multi-Academy Trust will take into account the specifics of condition and use that may affect vibration output.

Waste Disposal

Hazardous Waste - Where there is a requirement to dispose of hazardous waste, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, the WEEE Directive will be taken, and specialist contractors will be employed to carry out the disposal. Relevant records will be kept in the Health and Safety Bring-Up Diary System.

- general waste - the disposal of this waste is carried out by an external contractor on a weekly basis (twice a week).
- recyclable waste - the disposal of this waste is carried out by an external contractor on a weekly basis (once a week).

- food waste - this waste is similarly disposed of by external contractor once a week.
- medical and hygiene waste - this waste is also disposed of through an external contractor on a regular basis.

Welfare

As an employer, Gateway Multi-Academy Trust is required to ensure that welfare facilities exist for the use of our employees. It is the employer's duty under both Section 2(2)e of the Health and Safety at Work etc. Act 1974 and The Workplace (Health, Safety and Welfare) Regulations 1992 to ensure that work is not carried out in the absence of these facilities.

The Regulations require the following facilities to be in place and maintained in a reasonable state.

- sanitary conveniences.
- chairs with backs.
- washing facilities.
- drinking water.
- facilities for rest and preparing food.
- changing rooms with lockers.

Our workers are expected to play their part in keeping the welfare facilities tidy and report any defects with the facilities (such as malfunctioning water heaters or blocked toilets) to the Site Manager as soon as possible.

Work at Height

The Work at Height Regulations 2005 require the following hierarchy of risk controls to be implemented:

- avoid working at height if possible.
- use an existing safe place of work.
- provide work equipment to prevent falls.
- mitigate distance and consequences of a fall.
- instruction and training and/or other means.

At Gateway Multi-Academy Trust, general work at height will be undertaken in accordance with the on-site generic risk assessment, which identifies general requirements and safe working practices. Work at height should always be undertaken in accordance with the Children's Services Safety Guidance Procedure SGP 23-08. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task or by outside contractors (who will carry their own risk assessments).

The Competent Persons for Work at Height on the premises who have attended relevant training are the Site Manager and Site Assistants who are authorised to:

- use steps, stepladders and leaning ladders in accordance with their training.
- provide step stool instructional training briefs to staff in accordance with policy.
- provide stepladder and steps training to staff (not leaning ladders).
- carry out periodic inspections of all on-site ladders, stepladders and podium steps.
- remove access equipment from use if defective or considered inappropriate for use.

The Competent Persons for Work at Height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers (PASMA training) and mobile elevated work platforms (IPAF Training).

Work at height on the premises is only permitted to take place under the following conditions:

- any work to be carried out at height must be underpinned by a risk assessment.
- access equipment selected for work at height must be as per the risk assessment.
- any staff working at height must be appropriately trained to use the access equipment.
- staff are not to improvise or use alternative access methods of their own choice.
- use of any furniture, including tables and chairs, is forbidden for any work at height.
- staff may only use step stools if they have received a local instructional training brief from the Ladder and Stepladder Competent Person(s).
- staff may only use stepladders if they have received training from the Ladder and Stepladder Competent Person(s).
- staff may only use leaning ladders if they have personally attended the relevant Ladder & Stepladder Safety course within the last three years.
- any safety concerns about a work at height task must be raised prior to work starting.
- access equipment used on site such as ladders and stepladders must only be those provided and are never to be lent to or borrowed from third parties or contractors.
- contractors working at height are to be appropriately supervised and must only use their own access equipment.

When mobile access towers are selected, we will:

- ensure that the manufacturers' instruction manual is provided which explains the erection sequence, including any bracing requirements. If the tower has been hired, the hire company has a duty to provide this information. This information will be passed on to the person erecting the tower, as this will differ slightly depending on the manufacturer.
- ensure mobile access towers are erected following a safe method of work and by a competent person who is trained to the standards required by the Prefabricated Access Suppliers' and Manufacturers' Association (PASMA).
- be aware of the limitations of the equipment, including weather and weight limitations.
- not allow our towers to be loaned to other contractors.

When Mobile Elevated Work Platforms are selected, we will:

- ensure that it is suitable for its purpose in terms of the reach and capacity of the machinery.
- ensure the work area, ground conditions, overhead obstructions and public safety have been considered prior to it starting work.
- ensure the equipment is operated only by a competent person in possession of a certificate of training achievement issued by the International Powered Access Federation (IPAF) or equivalent certificate issued by a recognised training authority.

All roof work is carried out at height and therefore, the Work at Height section above will apply and will cover access to and from the roof area; however, additional hazards may need to be considered when working on roofs. Gateway Multi-Academy Trust will ensure that preventing or minimising risk is considered during the planning phase of the work.

A detailed risk assessment will be prepared prior to the start of any roof work and will include:

- access routes to and from the roof, including emergency access and egress.
- the specific locations of work to be done on the roof.
- how falls are to be prevented, or the distance and consequences of that fall minimised
- how falling materials are to be prevented and controlled, providing protection to both workers and members of the public.
- how risks to health will be controlled.
- how other risks identified at planning and survey stages are to be controlled, e.g. handling hot bitumen.
- what equipment will be needed.
- what competence and/or training is needed.
- who will supervise and check that the control measures are effective.

Wherever possible, work on fragile roofs will be avoided. If this is not possible, precautions will be put into place to prevent a fall or minimise the distance or consequences. This will apply to all roof work activities, including construction, maintenance, repair, cleaning or demolition.

The hierarchy for work on fragile roofs is:

- work from underneath the roof using a suitable work platform.
- where this is not possible, a MEWP will be considered so that roofers can work from within the MEWP basket without standing on the fragile roof.
- if access onto the fragile roof cannot be avoided, perimeter edge protection will be installed, and staging used to spread the load. If all the work and access is on staging or platforms that are fitted with guard rails, safety nets should be installed underneath the roof, or a harness system used; and

- where harnesses will be used only as a last resort and on the condition that adequate anchorage points are available.

A detailed rescue plan will be prepared on all occasions when working on roofs and will be included as part of the site-specific method statement.

Workshop

Gateway Multi-Academy Trust recognises that work carried out in the workshops are potentially hazardous and need close management, control and supervision in order to maintain the safety of workers.

Maintenance of machinery will be checked and approved by the Head of Department – Design and Technology, who will ensure:

- daily, weekly and monthly checks and maintenance on machines are carried out in accordance with manufacturers' guidelines. The school will take these standards as the basis for its own continuing improvement in machine safety.
- daily checks are carried out by the machine operators; these will include daily cleaning with the aid of the extraction equipment.
- weekly checks and maintenance will be carried out by the machine operators and will include changing or sharpening of saw blades, and any other requirements as stated by the manufacturers.
- thorough monthly checks and maintenance will be carried out.

Particular care will be given to access routes and good housekeeping, including:

- keeping access routes clear in the workshop.
- not allowing materials to build up in any areas that may impede access, particularly fire exits or any other external doors.
- access to machine controls will always be kept clear, as will access to any electrical sockets or controls.
- the Local Exhaust Ventilation system must always be accessible.
- any fire extinguishers and first aid equipment must always be accessible.

School Specific Arrangements

Headteachers

The Headteachers are responsible for the health and safety of staff and students within their schools. These responsibilities also extend to the Director of Primary Schools, who is required to

work closely alongside Primary Headteachers to support them with their role. All Headteachers will work with The Gateway Multi-Academy Trust to:

- develop a positive safety culture throughout the school.
- consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively.
- assess and control risk on the premises as part of everyday management.
- ensure a safe and healthy environment and provide suitable welfare facilities.
- make operational decisions regarding health and safety.
- ensure periodic safety inspections are carried out.
- ensure significant hazards are assessed and risks are managed to prevent harm.
- ensure staff are aware of their health and safety responsibilities and have knowledge of this policy and that they are updated when any changes are made.

periodically update the Board of Trustees, Board of Governors, CEO, COO and Director of Primary Schools, as appropriate.

- produce, monitor and periodically review all local safety policies and procedures.
- Ensure appropriate risk assessments are in place across their setting.
 - have full knowledge of all parts of this policy and how it relates to the health and safety management system.
 - seek the advice of the safety consultants whenever needed and heed the advice given.
 - ensure that equipment used by Gateway Multi-Academy Trust is to a suitable standard.
 - sign and date the general statement of intent and ensure that this policy is reviewed at least annually.
 - manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the responsible managers and Community Leaders.
 - give support and encouragement to all managers for whom they are responsible.
 - initiate disciplinary action against staff who do not comply with their duties under this policy or statutory requirements.

Deputy/Assistant Headteachers and Heads Of Department

Deputy/Assistant Headteachers and Heads Of Department are accountable to the Headteachers and help manage the day-to-day health and safety within their own departments,

In particular, they will:

- ensure compliance with this policy in all activities for which they are responsible.
- ensure that adequate resources are made available for the safe conduct of all activities under their control.
- ensure that before any new process or operation is introduced in the area of their responsibility, they liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented.

- ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and appropriately monitor those new staff.
- make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.
- when visiting areas under the control of others, report any non-conformities observed to the hosts to ensure that standards are maintained at the high level expected by Gateway Multi-Academy Trust.
- establish and maintain procedures to ensure that all workplaces, equipment and systems of work are safe and without risks to the health of employees or others who may be affected.
- identify health and safety training needs in conjunction with the teachers and support staff.
- give support and encouragement to all personnel for whom they are responsible.
- take note of any comments on health and safety matters raised by staff at all levels and pass these on to the Headteachers.
- be responsible for carrying out workstation risk assessments of Display Screen Equipment as required under the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002).
- ensure the formation of a Health & Safety Committee, consisting of one member of staff within each high-risk department (Science, Design & Technology, PE, Art and Site). The Committee are expected to promote a positive safety culture throughout the school premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and training.
- the safety committee is to meet once a term to monitor and discuss on-site health and safety performance within their own departments and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Health & Safety Committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.
- the Special Educational Needs and Disabilities Co-ordinators (SENDCo) are responsible for the health and safety of all children on the SEND register. By their very nature, there are often particular issues for children with SEND that the SENDCo must ensure other staff are made aware of, for example, some SEND children will be less secure in following fire safety evacuation. The SENDCo must ensure that individual attention is given to the children on the register, in considering needs of health and safety. The SENDCo will make sure relevant staff are aware of additional adjustments or equipment needed to ensure their safety whilst in school. This includes individual evacuation plans.

Please also see Special Educational Needs Information Report

First Aid Trained Staff

First Aid Trained staff have a valuable role to play in providing a support service for pupils, dealing with illness, injury and emotional wellbeing. As well as ensuring records are completed and the upkeep of the First Aid Room, they must ensure that first aid equipment is available and well-maintained across all schools and is available for all school trips.

First Aid trained staff manage any first aid needs that may arise. All First Aid trained staff must regularly update their training in line with the requirements of national legislation. All staff that manage/cover the First Aid Room must be trained at least to the standard of the 3-day First Aid course/certification.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

Please also see the Administration of Medicines Policy for further details.

Child Protection

Arrangements regarding child protection are set out in the school's Child Protection and Safeguarding Policies.

Curriculum Activities

All safety management and risk assessments, including COSHH, for curriculum-based activities will be carried out under the control of the relevant Curriculum Leader and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. Heads Of Departments and the appropriate subject teachers/technicians will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Higher risk classrooms have appropriately trained staff to undertake specific Risk Assessments. This training is monitored by the COO and Site Manager. In addition, the COO will monitor, record and review procedures with the relevant members of staff to ensure compliance.

Duty Staff - Pupil Safety

A duty rota has been produced to ensure that adequate supervision is available outside of lesson times across all areas of the school, including roads, play areas, pathways, car parks and gates.

- duty staff ensure pupils have an adequate amount of freedom within the school, commensurate with enjoying a healthy and safe environment.
- duty times include before school, break/lunch times and after school.
- duty staff must report any Health and Safety concerns as soon as possible.
- staff are given access to radios to support communication while on duty.

Please also see the school's Child Protection and Safeguarding Policy.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school's emergency evacuation plan. Each school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies (lockdown).

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans (PEEPS) are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. This includes pupils and staff. All staff are emailed to alert them that a new PEEP is in place.

Please also see the Evacuation & Fire Procedures, Lockdown Procedure and Staff Handbook for further information.

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the school premises. First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

Please also see First Aid Policy for further information.

Off-Site Activities

Arrangements regarding off-site activities are managed in accordance with Hampshire County Council's Outdoor Education Service's procedures and guidance.

Physical Intervention

Arrangements regarding physical intervention are set out in the Physical Intervention Policy.

Please also see the Child Protection and Safeguarding Policy for further information.

Further Documentation

Policies and Procedures

- Administration of Medicines Policy
- Child Protection and Safeguarding Policy
- Code of Conduct for Visitors
- Evacuation & Fire Procedures
- Fire Safety Manual
- First Aid Policy
- Health and Safety Law Poster
- Lockdown Procedure
- Lone Working General Risk Assessment
- Minibus Policy
- Physical Intervention Policy
- Security Risk Assessment
- Special Educational Needs Information Report
- Staff Handbook
- Traffic Management Risk Assessment

Safety Policy Communication



It is the duty of every employer to prepare and update, as necessary, a policy for health, safety and welfare. It is also a duty for employers to communicate this policy to their employees.

For the purposes of ensuring safety, health and welfare, Gateway Multi-Academy Trust personnel will be expected to read, understand and adhere to this policy.

Non employees may also be asked to read and adhere to relevant sections of this policy.

It is important that you read the policy carefully, as it contains:

- important information on Gateway Multi-Academy Trust safety procedures and safe systems of work.
- responsibilities that you must undertake and comply with.

If you have any questions about the safety policy, please raise these as soon as possible with your line manager. Feedback on the content of this policy from all personnel is welcomed - if you have any suggestions as to how safety could be improved at The Gateway Multi-Academy Trust , please pass these on also.

Please sign and date below to indicate that you have read and understood the policy and will adhere to it while at work.

Name:	
Date:	
Occupation:	
Signature:	