

**FIVE RIVERS Multi Academy Trust**



**Five Rivers Multi Academy Trust  
Health and Safety Policy**

Policy start date: October 2016  
Policy review date: December 2020 JC  
Date of next review: December 2021



## 1. INTRODUCTION

*This policy includes our Statement of Intent, our organisational structure of responsibilities and the methods by which we will achieve a safe working environment for staff, pupils, visitors and other users of our sites.*

## 2. AIMS

- To ensure that the work environment is always a safe and healthy place in which to work.
- To provide plant, equipment and systems of work that are safe and without risks to health.
- To raise awareness among all building users of their responsibility for themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees to avoid hazards and to contribute positively to their own health and safety at work.
- To ensure the dissemination of all relevant information from the CYPD and other bodies to the correct user[s].
- To regularly monitor and review safety procedures throughout the Trust.
- To create and update a central file containing relevant health and safety information.
- To ensure the Health and Safety policy will be regularly reviewed and updated

## 3. RESPONSIBILITIES

**Overall responsibility for the management of health and safety within the Trust is that of:**

Rebecca Webb (CEO)

**Responsibility for general health and safety management is that of:**

Jamie Clarke (Facilities Manager)

**Responsibility for individual academy health and safety management is that of:**

Abbeyfield – Helen Best (Principal), Kate Hope (Building Supervisor)

Tinsley Meadows – Deborah Sanderson (Principal), Shannon Nolan (Caretaker)



## 4. GENERAL RESPONSIBILITIES

### Five Rivers Multi Academy Trust will:

- ensure that adequate funding is provided from the academy budget to enable the academy to be organised and run in a safe and healthy manner;
- deal with any health and safety problems brought to them by the Principal/Head of School, staff or parents, through meetings or any emergency meetings, which may be called due to unforeseen circumstances;
- ensure that the Trust's Health and Safety Policy is brought to the attention of all staff and implemented in each academy;
- help prepare and implement a "site-specific" health and safety policy;
- confirm compliance with all policies and procedures;
- ensure that appropriate risk assessments have been carried out;
- ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working.

### The Principal/Head of School will:

- ensure that health and safety is incorporated in the planning and organisation of all academy functions;
- ensure Health and Safety is a standing agenda in both SLT meetings and PDMs;
- carry out suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the academy;
- act upon those assessments in order to reduce risk;
- ensure the provision of adequate training, instruction and supervision;
- provide necessary information to staff members and their representatives on health and safety matters;
- ensure that staff members, who are delegated to carry out particular tasks, are competent and fully aware of their responsibilities;



- ensure that staff receive appropriate training;
- investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of the Trust;
- ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working;
- ensure policies are distributed and understood by all members of staff.

## **All Staff Members will:**

- ensure that they are fully aware of their roles and responsibilities, co-operate with the Trust's policies and procedures and follow any Safe Systems of Works or Codes of Practice produced;
- ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school or on educational visits;
- bring to the attention of the Principal/Head of School any accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits;
- report to the Principal/Head of School any problems that they feel they cannot deal with themselves;
- take responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular, employees should co-operate with their managers.



## GENERAL ARRANGEMENTS

### 1 Risk Assessment

Risk Assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation requires a risk assessment approach.

All of our Risk Assessments are recorded. We use the Generic Risk Assessment booklets as a starting point but, where there are no generic assessments we carry out our own assessments using the blank assessment form which can be found on the school network. Risks are assessed periodically (usually on an annual basis), following an accident, on the introduction of any new process/equipment and also any change in circumstances.

We share the findings of our risk assessments with all members of staff

Risk assessments are usually kept:

Document	Location
Fire Risk Assessment	Office filing cupboard
Generic Premises Risk Assessment	Office filing cupboard
Foundation Stage Risk Assessment	Office filing cupboard
Educational Visits Risk Assessments	Office filing cupboard
Hazardous Substances Risk Assessments	Office filing cupboard
Task / activity based Risk Assessments	Office filing cupboard

Shown below are the name(s) of the staff assisting with the assessment process.

The following people assist with the assessment process for their individual area of work:

Name	Area of responsibility
Helen Best/Kate Hope	Generic Premises Risk Assessment
Rosie Maughan	Foundation Stage Risk Assessment
Helen Best / Teaching staff	Educational Visits Risk Assessments
Kate Hope/Jamie Clarke	Hazardous Substances Risk Assessments
All staff	Task / activity based Risk Assessments



## 2 Fire

An outbreak of fire in a school can be extremely serious. The **Regulatory Reform (Fire Safety) Order 2005** makes it a legal requirement for each building to have an up to date fire risk assessment. Our Fire Risk assessment identifies all sources of heat with the potential to cause fire e.g. gas heaters, cookers etc. and it also consider the storage of combustible materials.

When our school requires painting, only paints providing a flame retardant surface will be used in high risk areas (assembly halls, means of escape, staircases, areas where there is an added fire risk etc).

Ongoing monitoring is carried out to ensure that combustible materials (liquids, solids or gases) do not come into contact with sources of heat.

A number of internal fire doors are currently propped open to aid ventilation during the COVID 19 pandemic, it is the responsibility of staff members and the fire team to close them during a fire evacuation. Hydraulic door closers are checked regularly and maintained as necessary to ensure correct operation

All documentation relating to fire safety is kept:

Document	Location
Fire Risk Assessment	Office filing cupboard
Fire Precautions Log Book	Office filing cupboard
Fire Safety Training Records	BEEBO

The following people have a role to play in ensuring fire safety issues are adequately dealt with

Name	Responsible for:
Jamie Clarke	Named Responsible Person
Jamie Clarke	Ensuring there is a current fire risk assessment in place and a process for reviewing / updating on a regular basis
Jamie Clarke	Inducting new members of staff and supply / agency staff, contractors etc
Jamie Clarke	Making sure that staff receive regular refresher training



Jamie Clarke	Making sure relevant information is shared with other users of the premises such as lettings, breakfast and after school clubs etc.
Kate Hope	Ensuring regular fire drills are carried out and recorded
Kate Hope	Keeping the Fire Precautions Log Book up to date

### 3 Permission to Work

The Permission to Work process is in place at this school for all work that is intrusive to the fabric of the building. The following people have responsibilities:

Name	Responsible for:
Jamie Clarke	Ensuring that the Trust is informed at the planning stage of any work that is <b>intrusive</b> to the fabric of the building
Jamie Clarke	Inducting new members of staff in the process
Jamie Clarke	Ensuring that all <b>non-intrusive</b> work is risk assessed
Jamie Clarke	Keeping an up to date log of all <b>non-intrusive</b> work

### 4 Asbestos

Asbestos is a naturally occurring mineral that has been used for many years in the construction of buildings and in many products. It was used mainly because of its fire proofing and insulation qualities.

We have got an Asbestos Management survey on site and this has been shared with all members of staff. All staff are aware that as long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health as asbestos fibres can become released into the atmosphere and therefore people can inhale the fibres.

All documentation relating to asbestos is kept:

Document	Location
Asbestos Register	Office filing cupboard
Asbestos management survey and risk assessment	Office filing cupboard
Asbestos survey review documentation	Office filing cupboard



Name	Responsible for:
Helen Best	Overall responsibility as Named Duty Holder
Jamie Clarke	Bringing the asbestos register to the attention of anyone likely to disturb asbestos fibres in the course of daily routines or proposing to plan or carry out work. e.g. other school / site staff, surveyors, contractors, computer technicians, visitors, helpers etc.
Jamie Clarke	Advising the Trust at the concept stage of work via the Permission to Work scheme
Jamie Clarke	Making sure more detailed surveys (covering the full scope of works) are in place for invasive work e.g. wiring, refurbishment, plumbing, demolition etc.
Jamie Clarke	Regularly reviewing the condition of asbestos material and recording the findings
Jamie Clarke	Regularly reviewing asbestos risk assessments and recording findings
Jamie Clarke	Making sure that floor plan changes are recorded and updated

*The following people have attended Asbestos training*

Name	Date of Training:
Helen Best	June 2018

## 5. Legionella Risk Management

Legionnaires disease is a type of pneumonia. It is an uncommon, but serious disease.

People can catch Legionnaires disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium. Legionnaire's disease does not spread from person to person.

We have had a full Legionella audit of the school which has been shared with all members of staff. Key members of staff have a role to play in ensuring that the findings of the audit are actioned and making sure that regular monitoring is carried out on site





Document	Location
Legionella Survey	Office filing cupboard
Legionella Log Book	Office filing cupboard

The following people have a role to play in ensuring the procedure in place for managing Legionella issues:

Name	Responsible for:
Helen Best	Overall responsibility as Named Duty Holder
Jamie Clarke	Ensuring that the recommendations of the Legionella risk assessment are carried out
Jamie Clarke	Ensuring that the Legionella risk assessment is reviewed on a regular basis
Jamie Clarke	Ensuring that all activities identified in the maintenance programme are carried out and recorded
Jamie Clarke	Keeping the Log Book up to date

*The following people have attended Legionella training*

Name	Date of Training:
Helen Best	June 2018

## 6 Accidents

Even in a safety conscious school, accidents may still occur. This is how we deal with them.

All accidents involving staff, pupils or visitors will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided. Accident forms are reviewed regularly and reported back to the trust.

Document	Location
Accident Report Forms	Principal's office cabinet
RIDDOR report forms	School network



The following people have responsibilities for:

Name	Responsible for:
Helen Best / Jamie Clarke	Recording all accidents to staff / pupils
Helen Best / Jamie Clarke	Ensuring that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive (under the RIDDOR regulations), are reported to the Trust <b>immediately</b>
Helen Best / Jamie Clarke	Ensuring risk assessments are reviewed in light of lessons learned
Jamie Clarke	Periodically reviewing accident reports to identify trends
Jamie Clarke	Reporting serious incidents / accidents to Governors

## 7 First Aid

This school will follow the statutory requirement for first aid equipment and provide suitably trained first aid staff. Where there are young children on site i.e. Nursery's / Breakfast and after school clubs, key members of staff hold an additional paediatric first aid certificate.

Our school risk assessment identifies the actual number of first aiders required.

The following people hold a relevant first aid qualification.

Name	Date of Qualification	Level of qualification i.e. full/ emergency / paediatric
Kate Abell	3.9.2019	Full emergency
Sabrina Girard	3.9.2021	Full emergency
Rajwana Remia	11.06.2019	Full emergency
Yasmin Ali	01.03.2020	Full emergency
Rume Begum	3.9.2021	Full emergency
Sarwat Begum	3.9.2019	Full emergency
Gary Birks	3.9.2019	Full emergency
Juninho Blake	3.9.2019	Full emergency
Laura Cropper	3.9.2019	Full emergency
Claire Derbyshire	11.6.2019	Full emergency
Tamar Gelsthorpe	13.6.20	2 day Paediatric
Assia Hussain	3.9.2019	Full emergency
Sam Hobson	8.10.2021	Lead first Aid training – 3 days
Kirsty Andrews	15.12.2021	Lead First Aid training – 3 days
Nasreen Iqbal	18.6.2019	2 day Paediatric



Nigeth Khan	11.6.2019	Full emergency
Perveen Khan	2.3.2020	2 day Paediatric
Ambreen Kosar	3.9.2019	Full emergency
Ikra Naseem	3.9.2019	Full emergency
Naomi Rainbow	3.9.2019	Full emergency
Sarah Shaw	3.9.2021	Full emergency
Letishah Sinclair	3.9.2021	Full emergency
Chloe Stansfield	3.9.2021	Full emergency
Nazia Usman	3.9.2021	Full emergency
Jodie West	3.9.2019	Full emergency

The following people have responsibilities for:

Name	Responsible for:
Helen Best / Kate Abell	Ensuring that a risk assessment is in place to determine the appropriate level of first aid cover throughout the whole of the school day (including off site activities)
Helen Best / Becky Baynham	Keeping records of First Aid Qualifications and ensuring these are re validated
Sam Hobson	Ensuring First Aid boxes are checked and restocked on a regular basis

## 8 Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The visual checking, maintenance and repair of portable and transportable electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician.

Document	Location
Inventory of Portable appliances	Office filing cupboard
PAT testing Certificate	Office filing cupboard
Fixed installation test certificate	Office filing cupboard



The following people have responsibilities for:

Name	Responsible for:
Kate Hope	Visually checking portable electrical appliances
Jamie Clarke	Arranging the testing of portable appliances
Jamie Clarke	Ensuring the five yearly checks are carried out on the fixed installation
Kate Hope	Arranging repairs / remedial work
Jamie Clarke	Showing key members of staff how to isolate the electrical supply in an emergency situation

## 9 Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (Gas Safe) contractor on an annual basis.

Document	Location
Gas Servicing Certificates	Office filing cupboard

The following people have responsibilities for:

Name	Responsible for:
Jamie Clarke	Arranging the testing and maintenance of gas appliances
Jamie Clarke	Arranging repairs / remedial work
Jamie Clarke	Ensuring any work to gas appliances is carried out by a competent contractor (Gas safe)
Jamie Clarke	Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency situation

## 10 Substances

The **Control of Substances Hazardous to Health Regulations** requires an assessment to be made of the work processes that involve the use of substances that are hazardous to health.



At our school we ensure that all substances that fall within the COSHH regulations are kept to a minimum and are stored safely and securely out of reach of children. Hazard data sheets are available for all substances and a documented risk assessment is available for all work processes

Document	Location
Hazardous substances inventory i.e. cleaning/janitorial substances, science chemicals, glues and paints for art etc	Office filing cupboard
Hazard Data Sheets	Office filing cupboard
Documented risk assessments	Office filing cupboard

The following people have responsibilities for:

Name	Responsible for:
Kate Hope	Keeping the inventory up to date
Jamie Clarke / Kate Hope	Ensuring hazard data sheets are available
Jamie Clarke / Kate Hope	Making sure that risk assessments are documented
Jamie Clarke / Kate Hope	Making sure Personal Protective Equipment (where necessary) is provided and worn
Jamie Clarke / Kate Hope	Training staff in the safe use and handling of substances
Jamie Clarke / Kate Hope	Disposing of surplus substances safely

## 11 Educational Visits and Off-site Activities

Our schools comply with guidance on educational visits. Plans for all off site visits are reported to the Principal/Head of school on a regular basis. Specific approval must be sought from the Trust four weeks in advance for all residential visits and visits abroad. We currently use the Sheffield City Councils generic risk assessment for all educational visits.

We have a named Educational Visits co-ordinator who has received the appropriate training and is responsible for:

- ~ Supporting the Principal when approving educational visits
- ~ Assessing the competency of leaders and other adults on the visit
- ~ Ensuring that all members of staff receive induction training in the schools process for educational visits



- ~ Helping and supporting members of staff with the planning of educational visits including help with risk assessments

Document	Location
Educational Visits Documentation	Principal's Filing Cabinet / Principal's Office
Educational Visits Generic Risk Assessments	Principal's Filing Cabinet / Principal's Office

The following people have responsibilities for:

Name	Responsible for:
Kate Abell / Helen Best	Educational Visits Co-ordinator
Kate Abell	Reporting Residential Visits to the trust
Kate Abell / Helen Best	Ensuring staff receive induction training in educational visits
Sarwat Begum	Ensuring post visit evaluation is completed

## 12 Medical Needs

There is no legal obligation requiring school staff to administer medication. However, this school recognises that children with medical needs have the same right of admission to a school setting as other children.

There is a clearly documented policy in place in school for dealing with medication and medical needs of children and this has been communicated to all staff. Some members of staff have received specific training to enable them to administer medication.

Document	Location
Medicines Policy	School website / paper copy in Principal's Office
Pupils individual care plans	Office filing cupboard
Consent Forms	Office filing cupboard

*The following people can administer medicines and have received relevant training*

Name	Date of Training	Type of training i.e. use of epi-pen
Sam Hobson	11.5.2021	Administering Medicines
Shabana Behzad	9.10.2018	Administering Medicines
Sarah Shaw	09.2021	Peg Feeding
Pauline Neita	09.2021	Peg Feeding



Perveen Khan	09.2021	Peg Feeding
Rosie Maughan	09.2021	Peg Feeding
Tamar Gelsthorpe	09.2021	Peg Feeding
Sam Hobson	09.2021	Peg Feeding
Nasreen Iqbal	09.2021	Peg Feeding

### 13 Curriculum Safety

All teachers are aware of and familiar with the need to carry out risk assessments in their own area of work. They must ensure that they are aware of the risks which might arise from the tools, equipment, materials and processes that they plan for children to use.

Guidance material is available for staff and is documented below.

The Trust and Principal have responsibility for making sure that staff are competent and attend training as appropriate

Document	Location
Safe Practice in School Sport & PE	Principal's office

The following people have responsibilities for:

Name	Responsible for:
Helen Best	Ensuring risk assessments are in place for all tasks / activities

*The following people have attended training*

Name	Date of Training	Type of training i.e. Woodworking machines; Radiation Protection Supervisor, Trampoline Coaching etc



## 14 Work Experience

The School will ensure that there is clear communication and co-ordination between placement providers, students and parents. All work experience placements will be vetted by a competent person and the co-ordinator will ensure that specific risk assessments have been carried out. They will also carry out on-site monitoring of placements

Document	Location
Safety on Work Experience	Office filing cupboard
Risk Assessments	Office filing cupboard

The following people have responsibilities for:

Name	Responsible for:
Becky Baynham	Work Experience Lead
Becky Baynham	Ensuring work experience placements have been vetted
Becky Baynham	Making sure risk assessments are available and have been shared with students / parents
Becky Baynham	Carrying out monitoring visits during work experience placements

## 15 Staff Wellbeing and Stress

The health and wellbeing of all members of our staff is considered as part of the schools risk assessment process. All members of staff have the opportunity to contribute to the schools stress assessment. This is reviewed periodically and the findings shared with staff.

Document	Location
Stress Assessment	HR Filing Cabinet

## 16 COVID-19

The COVID-19 pandemic in the United Kingdom is part of the worldwide pandemic of coronavirus disease 2019 (COVID-19) caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). We recognise that we have a duty to protect the health, safety and welfare of our employees and visitors and site users. To reduce the possibility of





transmission, we will scrutinise and apply all current guidance made available. Risk assessments and safe systems of work will be provided and updated as required.

Document	Location
COVID-19 risk assessment	Office filing cabinet
COVID-19 SSOW for cleaning	Office filing cabinet

The following people have responsibilities for:

Name	Responsible for:
Jamie Clarke	Updating the COVID-19 risk assessment
Jamie Clarke	Ensuring the risk assessment is implemented effectively
Jamie Clarke	Monitoring the effectiveness of the risk assessment
Jamie Clarke	Updating the COVID-19 SSOW for cleaning

## 17 **Monitor and Review**

Measuring health and safety performance is important as we need to know how effectively we are controlling risk in our school. The arrangements that have been put into place will be monitored and reviewed on a regular basis to ensure that they remain effective. Monitoring will include checking that where responsibilities are delegated that individuals clearly understand their roles and responsibilities. Management information (which includes both active and reactive data) will also be considered to improve performance



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