

SCHOOLS ACHIEVING SUCCESS TOGETHER



SHERBORNE AREA SCHOOLS' TRUST

HEALTH & SAFETY POLICY

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1.3	05/07/21	KH	Competent Person updated to Dorset Council All reference to Head of Health, Safety and Estates Compliance removed and replaced as required
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Trust Statement of Intent

Sherborne Area Schools’ Trust (SAST) is committed to ensuring health and safety good practice across all areas of school life. We take our responsibility for the health and safety of staff, students, volunteers and any other visitors to any of our schools very seriously and use this policy, in line with our **risk assessment documents** and in accordance with the 1974 Health and Safety Act, to maintain the highest possible level of health and safety in every school and workplace.

Health and safety in SAST is a priority as well as a legal requirement, and all members of the Trust community have a part to play in making sure that the school environment is safe, which we encourage by promoting a positive health and safety culture within our schools and service teams. The Trust commits adequate and appropriate resources to making sure that the best equipment, risk assessments, advice, and training are applied both on school grounds, work environments and during off-site activities and visits.

All staff will ensure that they comply with SAST’s Health and Safety policy, as well as health and safety regulations that apply specifically to their own classroom activities and workplace activity. All activities, both on-and off-site, should be planned by staff with consideration for the safety of themselves, their colleagues, pupils and members of the public.

Roles and responsibility

Board of Trustees

The importance of good health and safety practice is promoted throughout the Trust. The Board of Trustees has ultimate responsibility for Health and Safety matters within SAST, however, will delegate day-to-day responsibility to the Chief Executive Officer (CEO), service leads and headteachers. The Trust has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

The Trust Board recognises that it is their responsibility to provide the safest school and work environment as is reasonably practicable.

They will do this by ensuring that:

- all schools and service teams fulfil its legal health and safety obligations.
- the trust's health and safety policy is being implemented and is effective.
- risk assessments are carried out regularly either by the relevant authorities and / or school staff depending on the nature of the activity taking place.
- the importance of good health and safety practice is promoted throughout the trust to all staff, students, parents, volunteers, contractors and any other visitors.
- school premises, workplaces and equipment are regularly assessed and reviewed in line with health and safety regulations.
- there is the appropriate budget allocation to all school's health and safety provision.
- the importance of good health and safety is communicated to all staff and carefully monitored.
- all staff are made aware of the health and safety arrangements at the school, and of any changes to those arrangements.
- all reported accidents and incidents are reviewed on an annual basis to determine any trends are evident.
- one member of the trust board (or subcommittee) is nominated to act as the representative for health and safety management. **tb**

Audit and Risk Committee

The Audit & Risk Committee's responsibilities are to:

- Identify and review mitigations for risk within the trust and keep the trust board informed on all Health and Safety matters.
- Inform and advise the Board of Trustees on: -
 - the review of Health and Safety Policies and Procedures
 - risk mitigation
- Monitor and report to the trust board on the effectiveness of the Trust's Health and Safety systems.

Chief Executive Officer

The Chief Executive Officer is responsible for:

- ensuring the trust has systems and processes in place to implement this policy.
- ensuring that adequate resources and appropriate facilities are available to meet the requirements of the policy.
- ensuring that inspections, audits, reports, recommendations, and changes to legislation are fully considered and acted upon.

Operations Director

The operations director is the trust's designated executive lead for health and safety, with responsibility for driving health and safety within schools across the trust and, as such, is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

The operations director will:

- Act as the trust's landlord, responsible for all site acquisitions and disposals, leases, licenses, property matters and SLA's.
- Consider the impact of health and safety in strategic and operational decision making.
- Implement ways to reduce the likelihood of people being harmed by the trusts' activities.
- Support headteachers, service leads and the SAST estates team in ensuring sites are safe learning and working environments for pupils, staff, visitors, contractors, and customers.
- Escalate health and safety concerns to the headteacher, where recommendations and/or instructions have not been actioned.
- Monitor findings from health and safety audits, compliance audits, inspections and Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) reports to drive changes to policy and procedures where required.
- Implement and monitor an informed, proportionate, and prioritised risk management system for the trust.
- Working with the head of estates, ensure that trust suppliers and contractors have been appropriately vetted for health and safety standards.
- Ensure there is an effective accident and incident reporting and investigation procedure across the trust and that accidents and incidents are monitored to ensure adequate accident investigation processes are being carried out and that control measures are being put in place to reduce the likelihood of accidents and injuries occurring.
- Ensure that the trust and its schools have adequate emergency plans and procedures for the safe evacuation of the trust's premises.
- Ensure there is an effective programme of health and safety inspections.
- With the head of estates, ensure a suite of risk assessments, safe working methods and appropriate control measures are in place for trust schools and workplaces.
- Present health and safety reports to the executive team, Audit & Risk Committee and Board of Trustees.

Headteachers

With the support of Dorset Council's Health and Safety Advisory team and the operations director and the SAST estates team; The headteacher will:

- be the responsible person for their school site and have day to day management of all health and safety matters in the school in line with the SAST Health and Safety Policy.
- ensure that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site.
- liaise with the competent person and Dorset Council Health and Safety Advisor to inform them of any health and safety issues or risks that arise.

- ensure that the information on health and safety good practice that is available to school staff and visitors is up to date, easily accessible and promoted throughout the school. This includes the school health and safety policy and risk assessment templates.
- ensure that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies.
- ensure that adequate funding is allocated to individual departments for their health and safety requirements.
- ensure that all staff, pupils and volunteers are aware of their health and safety obligations to one another.
- ensure that statutory checks, inspections, and servicing are completed and recorded.
- carry out initial accident investigations.
- co-operate with and providing necessary facilities for trade union safety representatives.
- ensure that regular practice fire drills are undertaken.
- ensure that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the school.
- ensure that part of the organisation of any school activity, either on or off-site, is a risk assessment for that activity and consideration of health and safety in terms of the wider school policy.
- keep up to date with any changes to arrangements surrounding activities and the implications of these on health and safety.
- ensure that all the relevant checks are done on the equipment and competency of contractors that come into the school.
- ensure action is taken to address health and safety and wellbeing issues in school.
- ensure that all staff and students are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing.
- manage their particular budgets to ensure that there are enough resources to cover health and safety maintenance, checks and provision for activities under their department.

These duties may be delegated to other competent persons, but oversight and responsibility remains with the headteacher.

Line Managers and Supervisory Staff

Staff with line management responsibilities, with support from the Dorset Council Health and Safety Advisory service and under the direction of the headteacher or other designated health and safety lead, have delegated duties and responsibilities for health and safety within their department /work area.

This involves:

- Inducting new starters and transferees. The content of the induction will be recorded and signed by the inductee and inductor.
- Maintaining and reviewing risk assessments for their department and ensure safe systems of work and any other control measures are communicated to departmental staff.
- Ensuring the wellbeing of departmental staff is managed effectively.
- Maintaining or having access to an up-to-date library of relevant published health and safety guidance from sources such as CLEAPSS and AfPE; and ensure that all staff are aware of and make use of such guidance.
- Carrying out and recording regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe.

- Reporting any defaults in line with local procedures where required.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own Health and Safety.
- In their area of work, establishing acceptable housekeeping and safe storage standards and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g., chemicals, hot water, sharp tools and machinery.
- Adopting a pro-active approach to health and safety by ensuring that all hazards, accidents and near misses occurring within their department are promptly recorded and reported.
- Acting on reports from any member of staff.
- Ensuring the essential training needs of their staff are identified, fulfilled and monitored.

Employees

All SAST employees have a responsibility to:

- comply with the trust's health and safety policy and standard procedures.
- undertake health and safety training and adhere to advice and direction given.
- report promptly to managers, any concerns, developments or changes that may impact on the health and safety of those undertaking any activity.
- Report promptly any accidents/ incidents that have occurred.
- ensure that all the correct provisions are assessed and in place before the start of any activity.
- make sure that the pupils taking part in the activity are sure of their own health and safety responsibilities.
- co-operate fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance.
- wear any protective clothing or equipment (PPE) and use any safety devices that have been provided for their health and safety while at work.
- not recklessly or intentionally interfere with, or misuse and equipment, safety devices, etc, that have been provided in the interest of health and safety.
- observe safety rules, comply with codes of practice and health and safety policy and procedures and risk assessments and always adhere to safe working procedures.
- ensure that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.

Volunteers, work experience placements and regular visitors

Persons on work experience placements, volunteers and regular visitors must be inducted into the school's specific safety arrangements by the supervising member of staff.

Volunteers (such as parent helpers etc.), work experience placements and regular visitors have a responsibility to comply with the trust/school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers, work placements and regular visitors are also expected to act only under the supervision of a qualified member of staff.

Pupils

While trust staff carry the main responsibility for health and safety provision, and the correct implementation of trust policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the school community, pupils take the responsibility of:

- listening to and following instructions from staff.
- ensuring that their actions are safe for themselves and will not harm others in any way.
- being sensible around the school site and when using any equipment.
- reporting health and safety concerns or incidents to a member of staff immediately.
- acting in line with the school code of conduct.

Pupils that are found to be a risk to health and safety may not be allowed to partake in certain school activities and may be dealt with under the school's Behaviour Policy if the circumstances require it.

All pupils and parents will be made aware of expected responsibilities around health and safety through induction processes and regular communications.

Contractors

Contractors will agree health and safety practices, including the submission and approval of detailed risk assessments and method statements (RAMS) with the SAST Estates Leadership team and/or operations director before commencing work. Prior to work commencing, the contractor will be inducted by the SAST Estates team or delegated person who will ensure the contractor has signed in, has an ID badge, is familiar with the working environment and where they can and cannot access, is familiar with SAST's Policies and Procedures, where and how the contractor can source a permit to work (if required) and that they are familiar with the RAMS elements of their planned work including checking of the asbestos register.

Lettings

In line with the SAST Premises Hire Policy, the headteacher will ensure that the hirer of the premises, for any event, is aware of his / her obligations under health and safety legislation and the trust/school's health and safety policies and procedures.

Visitors

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policies and procedures with other occupiers, e.g. youth service, leisure centre, catering and cleaning contractors and outside staff based in schools.

- All visitors to the school must comply with the trust's health and safety policy and procedures.
- Headteachers must ensure that a suitable system is implemented whereby visitors are required to record their visit to the school and the time they leave. This should include all visitors to the school including trustees, governors, volunteers, contractors, etc.
- Where applicable visitors will be required to wear a "visitors" identification badge which will be supplied by the school. The headteacher must ensure all visitor badges are returned when the visitor leaves the school premises.

- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- Visitors should report any health and safety concerns observed during their visit to the responsible person or supporting responsible employee.
- Should a fire / emergency evacuation occur whilst visitors are on trust premises, the person who is accompanying the visitor is responsible for taking the visitor to the fire assembly point.
- Should an incident / accident occur involving a visitor it must be reported using the Trust's accident reporting policy and procedure. An investigation must be undertaken as soon as possible by the relevant responsible person.
- If the incident is of a serious nature, the headteacher should immediately contact the Competent Person, which is covered by Dorset Council.

Persons hosting visitors must ensure;

1. Visitors are alerted to the establishment's fire evacuation procedures.
2. Visitors adhere to the "no smoking" policy.
3. Visitors park their vehicles responsibly, ensuring they are not causing an obstruction.
4. Visitors record time of arrival and departure.
5. Where applicable, visitors are provided with and wear identification badges which must be returned when leaving the premises.
6. Visitors are accompanied or authorised to enter the premises.
7. Visitors remain within authorised areas and do not enter any restricted area unless permission is granted, and the person is accompanied.
8. Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised.
9. Visitors report all accidents, incidents and near misses to the host.
10. Visitors wear protective clothing that is supplied when necessary.

2. General arrangements to establish, monitor, and review measures needed to meet satisfactory health and safety standards

Each school/trust workplace implements specific arrangements for health and safety provision in relation to different departments and their health and safety needs. However, there are also some general procedures in place that form the basis of good practice within every school and trust workplace and apply across all areas such as the fire evacuation policy.

2.1 Safe behaviour and code of conduct

The Trust is concerned with ensuring the good health and safety of members of the trust community both on an individual basis and for each whole school body.

Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support. Most of these are outlined in the school behaviour policy.

2.2 Monitoring and Inspection

The trust acknowledges that effective monitoring arrangements must be in place to ensure effective

health and safety standards are maintained. SAST subscribes to the Dorset Council Health and Safety Advisory Service. As part of this service the Council's Health and Safety Team conduct a 3 yearly audit or review of the schools' health and safety systems and safe working procedures. A copy of the latest audit is available in each school. Working with the headteacher, any identified actions from this audit will be reviewed with the operations director and head of estates at agreed intervals to monitor progress and provide support.

Periodic reviews will be undertaken by the trust's insurers RPA to monitor risk management which incorporates aspects of health and safety.

Each school completes an annual self- audit of their health and safety systems. A copy of the latest self- audit form is available in each school.

Inspections of premises and buildings

Inspections across school sites and offices, both internally and externally are completed to monitor physical standards of the workplace, with a general focus on slips and trips prevention.

- Daily – if the caretaker/ estates team sweep the site before opening each day, this is an easy way to check for hazards which have developed overnight/ the weekend. A simple checklist could be initialled against each day and the headteacher/site supervisor could sign off the sheet weekly.
- Weekly or Monthly – a slightly more detailed check on the school's premises. This could be completed by the site Supervisor/ caretaker, for example. It may also be helpful to split larger sites into "zones" and do one zone a week, or you could split into departments and ask heads of department for example to assist with the inspection.
- Termly – this should be a detailed check on the facilities and premises, perhaps carried out in conjunction with senior members of staff (e.g., head or deputy headteacher). This should involve a more "hands on" approach, including more stringent checks that appropriate documentation is present and in use.
- Annual – detailed checks on all aspects of the site will form part of the audit system.

The operations director will also review termly:

- health and safety data; specifically the numbers and types of incidents and cases of work-related accidents, incidents and ill-health.

The trust's health and safety performance will be reported at least annually to the Trust Board.

2.3 First aid

The Trust is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work areas under the control of the Trust. To this end, the Trust will provide information and training on first aid to staff to ensure that statutory requirements of the Health and Safety (First Aid) Regulations 1981 are adhered to.

The school has assessed the need for first aid provision and ensures that the guidelines given within the SAST First Aid Policy are complied with.

An up-to-date list of all first aiders is displayed within each school.

First aid kits are located at strategic points in the school and portable kits are available for lunchtimes, PE lessons and school trips and visits. The contents of the kits will be checked on a regular basis and the kit will be labelled with the date of checking and signature of the person who has checked the kit.

2.4 Accident recording

Each school or workplace will record all accidents in accordance with the SAST Accident reporting policy and procedure.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be completed by the Dorset Council Health and Safety Team on behalf of the school/trust.

2.5 Administration of medicines

SAST is aware that it may be necessary for pupils to take medication during the school day. Parents should make the school aware of this in writing as soon as their child starts taking the medication. SAST follows the DfE's guidance on the dispensing of medicines within its schools. For further details please see the Trust's Supporting Children with Medical Conditions Policy.

2.6 Off site visits

Each school follows the SAST Off Site Events and Adventurous Activities Policy.

When taking students off the school premises, the trust will ensure that:

- A risk assessment has been completed and approved prior to the visit taking place (generic risk assessments for all sports fixtures are to be completed at the start of each year by a PE teacher).
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' contact details.
- There will always be at least one first aider on school trips and visits.
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

2.7 Fire Safety

The trust recognises the importance of protecting pupils, staff, visitors, and others from any fire related risks associated with the work undertaken and is committed to complying with any relevant legal duties and obligations. As far as is reasonably practicable, all steps shall be taken to prevent fire from occurring.

Each school will ensure that a fire evacuation drill is completed at least once per term and record the date in the fire log.

The fire log will be kept up to date with entries for weekly fire alarm checks and fire door checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Arrangements are in place for evacuating disabled people (a personal emergency evacuation plan PEEP).

The headteacher will ensure a fire risk assessment is completed and updated at least annually or more frequently if there is a significant change to the building.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are always kept clear

2.8 Electrical, Gas and Oil Safety

All reasonable steps will be taken to secure the Health and Safety of staff who use, operate or maintain electrical equipment. SAST acknowledges that work with and on electrical equipment can be hazardous and it is therefore the trust's intention to reduce the risks as far as is possible.

Each school/work area will undertake to inspect and test all portable appliances by a competent person on an at least two -yearly basis with a written annual visual check in between the years of PAT test.

The responsible person will produce an inventory of test which will be kept by Scott Plympton. All staff will visually inspect electrical equipment before use for obvious defects. Defective equipment will not be used, will be labelled and reported as defective for replacement/repair.

The trust will ensure that the fixed wiring inspections are completed on a 5 yearly basis by a competent contractor.

If personal items of electrical equipment are required to be used in school/the workplace, then permission must be sought from the headteacher or SAST Estates leadership team and the equipment must have a current portable appliance test completed on it.

All gas equipment will be serviced in line with the manufacturer's recommendations. Normally this means an annual safety check by a Gas Safe registered engineer and servicing according to manufacturer's instructions.

Gas Installation Safety Check

A gas installation check is completed every 5 years by a qualified gas engineer (i.e., Gas Safe registered). This check will include similar elements to the appliance safety check but with all accessible gas pipework visually inspected and tested to ensure there are no leaks.

Oil heating installations are checked on an annual basis by a Oftec registered engineer.

2.9 Display Screen Equipment (DSE)

All reasonable steps will be taken by the trust to secure the health and safety of staff who work with display screen equipment. SAST acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the trust to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of display screen equipment can be undertaken without undue risks to health, it is appreciated that some staff may have genuine reservations and concerns. The trust will seek to give information and training to enable a fuller understanding of these issues.

Staff who use computers daily as a significant part of their normal work will undertake a display screen equipment (DSE) self-assessment. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

2.10 Work equipment

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements.
- The suitability for purpose.
- The positioning and or storage of the equipment.
- Maintenance requirements (contracts and repairs).
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must comply with the risk assessment.

All plant and equipment that require statutory inspection, testing and maintenance for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be completed by a SAST approved contractor (if the school/central service area does not use an approved contractor they must ensure a competent contractor is used). Please refer to the SAST Estates team or service lead if in doubt.

Any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge by the trust. All employees will be expected to wear the PPE when operating the equipment.

2.11 Access equipment (kick-stools, ladders, tower scaffolds and mewps etc)

All access equipment must be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements.
- The suitability for purpose.
- The positioning and or storage of the equipment.
- Training and use of the equipment.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment with a formal written 6 monthly check (tower scaffolds and mewps will require specialist and more frequent checks).

2.12 Control of hazardous substances (COSHH)

SAST acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of staff and others to substances hazardous to health is prevented or at least controlled to within statutory limits. Hazardous substances can take many forms including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

All substances that may be considered hazardous to health will be COSHH assessed (except in science – these are covered by CLEAPSS hazards).

A copy of the health and safety data sheet and COSHH assessment will be available in the location of where the chemicals are used / stored.

Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous chemical onto a school site unless prior permission has been sought and a COSHH assessment has been completed.

2.13 Asbestos

The trust acknowledges the health hazards arising from exposure to asbestos and will protect pupils and staff and other persons potentially exposed as far as is reasonably practicable. This will be achieved by minimising exposure through the management of asbestos containing materials in the workplace premises.

Each school has an asbestos register (even if there is no asbestos on site there is still a register to state this) which is located at each school and also held centrally by the head of estates.

All contractors must be shown the register before work commences.

Any damaged or suspected damage to asbestos should be reported to the headteacher who will contact the head of estates immediately.

2.14 Water Safety Management (Legionella)

SAST operates a wide number and variety of buildings and understands that the air conditioning, heating and water systems present a legionellosis hazard.

Each school has a legionella survey. With support from the SAST Estates team, the headteacher in each school is responsible for ensuring that any monthly temperature checks are completed and the weekly flushing records are completed. Further information of legionella can be obtained from the head of estates.

2.15 Violence

SAST believe that staff should not be in any danger at work and will not tolerate physically and/or verbally violent or threatening behaviour towards their staff. All staff will report any incidents of physical and/or verbal aggression or violence (or near misses) directed to themselves to their line manager or headteacher immediately. This applies to physical and verbal violence from pupils, visitors or other staff.

2.16 Manual Handling

SAST acknowledges that due to the nature of work it undertakes, moving and handling activities present a risk to staff. It is up to individuals to determine whether they are fit to lift or move equipment and furniture and have relevant training to do so. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must ask for assistance. Staff and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the most direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

Under the trust's Manual Handling Policy and Procedure, a risk assessment is completed for any significant manual handling tasks. Staff who complete manual handling tasks will have suitable and sufficient training. For further information please refer to the SAST Manual Handling Policy.

2.17 Lone working

SAST acknowledges that due to the nature of work they undertake, lone working situations cannot be eliminated, which might include work during school holiday periods, evening or weekend working, off site visits and/or working in a single occupancy office. Prior to undertaking any form of lone working, the Trust's Lone Working Risk Assessment and lone working policy should be referred to. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available

2.18 Working at Height

It is the trust's policy to avoid any work at height where it is reasonably practicable to do so. Where working at height is unavoidable, then all reasonable steps shall be taken by SAST to ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge, training and experience to do the work.

2.19 Stress at Work

SAST recognises that excessive pressure can have a negative effect on health and on performance at work. The trust is committed to promoting good health and wellbeing at work and is therefore concerned to recognise the negative effects that stress may have. SAST has introduced a Trust-wide Wellbeing Framework to support and prioritise staff wellbeing. SAST recognise the importance of identifying and reducing workplace stressors through risk assessment and systems are in place within the school/workplace for responding to individual concerns, monitoring staff workloads and providing suitable support mechanisms for members of staff suffering from the negative effects of stress. All reported incidences of work -related stress will be referred to the SAST's HR team, who will

work with the staff member's line manager (where appropriate) to ensure suitable support mechanisms are put into place, which may include conducting a wellness action plan or stress risk assessment with the member of staff. The trust will refer any employee to Occupational Health for an assessment if they are concerned. SAST also has a Trust Employee Assistance Programme which includes counselling. This service is confidential and accessible 24 hours a day, 365 days a year for all employees. For further information, please refer to the Stress Management Policy and Health and Wellbeing Policy located in the HR Services area on the Sharepoint portal.

2.20 Risk assessments

SAST accepts that some of its activities may, unless properly controlled, create risks to staff members and other people who enter and the premises including pupils and other vulnerable people. The trust will take all reasonably practicable measures to reduce these risks to an acceptable level. SAST will take all reasonable steps to ensure that risk assessments are carried out which will detail the range of hazards associated with the use of premises and working operations together with any necessary remedial actions. Appropriate risk assessments will be undertaken prior to any off site trips, visits or extra curricula activities taking place. Where premises are altered or their use changed, the continued suitability of the premises will be assessed.

These risk assessments are working documents and must be viewed by staff carrying out the activity and updated/reviewed on an at least annual basis or whenever there is a significant change to the activity / task / personnel / or following an accident.

In line with the SAST Risk Assessment Policy, standard risk assessment templates and guidance on completing them have been developed and are available on the Trust's sharepoint portal in the Estates, Health and Safety Services area.

2.21 Training

Each school and central service area will ensure that all staff has suitable and sufficient training to complete the tasks required of them. Schools and central service areas will ensure all training is recorded and up-date training is completed where required.

Increasing knowledge and awareness through information and training plays an important part in the SAST's systems for managing Health and Safety. For all staff joining the SAST or moving to a different location within the Trust, induction training will be provided. Staff who work in high-risk environments, such as in science laboratories or design and technology workshops, or work with students with special educational needs (SEN), are given additional Health and Safety training.

2.2 Records

The Trust acknowledges both the managerial and legislative requirement for effective health and safety record keeping. Having accurate and up-to-date safety records is a key part of an effective health and safety provision. Each school's health and safety record should be readily available for inspection. It is recommended that a hard copy of all health and safety records should be printed out for inspection and backed-up with an electronic copy.

Electronic records for each of the school sites and workplaces will be held centrally by the SAST Estates team.

Schools are required to keep records of health and safety incidents in accordance with the Trust's Data Retention Schedule. For any advice on data retention, please refer to the Trust's Data Protection Officer.

A School's Health and Safety record should include;

- A current list of names of individuals with key health and safety roles – e.g., Area Health & Safety Coordinator, risk assessors, DSE assessors, first aiders (include date certificates expire), fire evacuation officers;
- A register of risk assessments completed for the school / department.
- Copies of risk assessments including but not limited to (where applicable):
- General risk assessments; COSHH assessments;
- Display screen equipment workstation assessments; Fire risk assessments;
- Manual handling operations; Machinery / equipment;
- Lifting equipment and lifting operations; Lone working;
- Work in confined spaces, work at height, etc.;
- Completed accident records sheets;
- Copies of any accident report form sent to Health and Safety Services, plus the report of any investigation made into the accident / incident and details of any remedial action taken following an accident or incident;
- Details of emergency procedures – e.g., fire evacuation, procedures to deal with a chemical / biological or radiological spillage, location of first aid kits and first aiders, etc.
- Date and findings of health and safety inspections; together with details of any actions / timescales to be taken following such an inspections;
- Inspection and statutory examination reports relating to equipment – such as respiratory protective equipment, fume cupboards, dust extraction, lifting equipment, gas fired equipment etc.
- Other equipment maintenance and service records
- Fire drill records – dates
- Health and safety training records – names, dates and course titles for health and safety training provided/attended (include local training such as health and safety induction; courses provided by Health & Safety Services, and external courses) - plus projected date for refresher training;
- Copies of completed health and safety induction checklists (for new staff);
- Copies of termly health and safety audit checklists and action plans;

APPENDICES

Appendix 1: Dorset Council Health and Safety Service Level Agreement – Terms and Parameters

HR&OD Service – Standard SLA Format for Nexus

Health and Safety SLA package

Health, Safety and Wellbeing Manager – Paul Downton – p.downton@dorsetcc.gov.uk - or via 01305 221515

Introduction

The following charged services are provided by the Dorset Council, Corporate Health and Safety Team to support the effective management of health and safety in educational settings.

Service Description

- Access to advice, guidance and support via e-mail and telephone from a team of qualified health and safety advisers who have extensive experience of working with educational establishments.
- A full health and safety audit with a report and action plan every three years (dependent on continuous buy in), or an annual review (if audit is not due), monitoring, inspection or support visit.
- Support visit to assist the educational establishment to manage health and safety risks in areas such as –
 - Risk Assessment reviews
 - Systems set up or review
 - Swimming pools
 - Work Experience
 - Any other bespoke support
- Access to health and safety policies, guidance, checklists and model risk assessments.
- Support with accident/Incident management including processing accident reports, producing statistics, accident investigation, reporting RIDDOR reportable accidents and incidents and liaison with the Health and Safety Executive where necessary.

- Access to Display Screen Assessments, including appropriate advice, recommendations and action plan.
- Specialist curriculum audit, advice and support for senior, middle and special schools to include the following –
 - Design, Technology and Art – Health and Safety advice and guidance, Audits, reviews and support.
 - Physical Education – Health and Safety advice and guidance, Audits, reviews and support.
 - Science – Health and Safety advice and guidance, Audits, reviews and support/
 - Access to radiation protection advice by a member of the H&S team who acts as the County Council's lead officer for Radiation Protection (RPO).

Curriculum audits are completed one per year, over a period of three years. Extra audits can be purchased, price on application, as can additional support visits to support in these specific areas.

- Full membership of the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS). Any school or academy joining CLEAPSS as part of this H&S SLA will be charged 50% less than if they were to join directly with CLEAPSS.

The CLEAPSS service includes –

- Termly newsletters
- A wide range of free publications e.g. keeping animals in school, hatching eggs and pond management.
- Model Risk Assessments
- Access to the helpline

This service also includes access to the CLEAPSS Radiation Protection Advisers (RPA), which is a legal requirement for all schools and academies that hold radioactive materials. You cannot join this service directly it must be access via a Local Authority.

- Training Allowance depending on the size of educational establishment. This allowance can be used to purchase training in any combination at the reduced SLA prices from the following options –
 - Fire Awareness/Warden Training
 - Manual Handling (up to a max of 12 people)
 - First Aid at Work
 - First Aid at Work Refresher
 - Emergency First Aid – 4 hour

- Emergency Fire Aid at Work – 1 day
- Paediatric First Aid – 2 day
- Intro to Health and Safety
- Risk Assessment
- COSHH (Control of Substances Hazardous to Health). (Please note this training is suitable for Midday Supervisors, Cleaners, Site Managers/Caretakers, TA's and Teachers in a Primary setting).

This 'Free' training allocation must be used within the SLA period and cannot be carried over into another SLA period.

Benefits of the service

- We fulfil the role of competent person for you under the Management of Health and Safety at Work Regulations and enable you to comply with health and safety legislation.
- All of our Health and Safety Advisers are well versed with educational establishment requirements.
- We are a fully qualified, experienced and professional team who offer expert advice by phone and e-mail as well as on-site support as required.
- We offer effective and timely support and work closely with our colleagues in different areas of the County Council.
- We can help you develop a proportionate and sensible approach to managing health and safety and demonstrate compliance with relevant standards and legal requirements.
- We can provide answers to enquiries and solutions to problems and give reassurance that your management of risks is sufficiently robust.

Pricing Structure

Prices are based on the type and number of staff in the school. This will be displayed automatically upon viewing our service.

If we are not holding details of you staffing numbers you will still be able to purchase this service by requesting a quote.

Staffing numbers are taken from the January census.

Performance Standards

- Provision of written advice and recommendations arising from an inspection or audit produced and sent within 5 working days of the visit.

- Liaison with other areas of the County Council to ensure the educational establishment receives appropriate and timely advice and support.
- Urgent support to ensure the educational establishment meets with legal responsibilities following a significant incident given within 24 hours.
- Direct access for general advice and guidance by telephone or e-mail responded to within 1-3 working days
- On site advice – all staff have full DBS clearance

Terminating the Agreement

- Either party may at any time terminate all or any part of this agreement by giving not less than six months written notice to the other party or such shorter period as may be agreed in writing between the parties. In the event of termination under this clause, the Provider will be paid the remuneration due up to the date of termination and shall be reimbursed for all costs incidental to the orderly termination of the services.

Disputes

- The parties will use their best endeavours to resolve by agreement any dispute as to the working of this agreement. In the unlikely event of failure to agree, the issue shall be referred for determination by a mutually agreed arbiter.