



NPAT Health and Safety Policy and Procedures

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1. POLICY STATEMENT

1.1 As a responsible employer Northampton Primary Academy Trust and its schools will honour their legal obligations, in particular the requirements of the Health and Safety at Work etc. Act 1974 and associated regulations and codes of practice.

1.2 The Northampton Primary Academy Trust recognises and accepts its responsibilities and duties to conduct its operations in a manner which protects the health, safety and wellbeing of employees, pupils and visitors so far as is reasonably practicable.

1.3 In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, for any necessary preventative and protective measures to be put into place as far as is reasonably practicable using a sensible risk management approach.

1.4 To achieve these objectives Northampton Primary Academy Trust will:

1.4.1 Conduct all activities safely and in compliance with legislation and where possible, best practice.

1.4.2 Provide safe working conditions and safe equipment.

1.4.3 Ensure a systematic approach to the identification of risks and the allocation of resources to control them.

1.4.4 Provide suitable information, instruction, training and supervision.

1.4.5 Promote a positive Health and Safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and wellbeing.

1.4.6 Promote the principles of sensible risk management.

1.4.7 Monitor, review and modify this policy and any arrangements as required.

1.5 All of Northampton Primary Academy Trust staff members have a duty to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

2. WHO DOES THIS POLICY APPLY TO

2.1 Northampton Primary Academy Trust's Board of Directors has overall responsibility as the employer to ensure compliance with Health and Safety legislation for the schools which are part of the Trust. To enable Northampton Primary Academy Trust to meet this requirement the Head Teacher and Local Governing Body of each school will manage day to day Health and Safety issues and ensure the health, safety and wellbeing of staff, pupils, visitors and contractors within school.

To ensure a positive approach is taken to Health and Safety Northampton Primary Academy Trust will:

- 2.1.1 determine the school's Health and Safety policy and its implementation
- 2.1.2 allocate sufficient funds for Health and Safety
- 2.1.3 establish clear lines of accountability for Health and Safety
- 2.1.4 periodically assess the effectiveness of the policy and ensure that any necessary changes are made
- 2.1.5 identify and evaluate risks relating to possible accidents and incidents connected with Northampton Primary Academy Trust
- 2.1.6 provide access to competent Health and Safety advice from the Trust's appointed Health and Safety advisors

3. POLICY REVIEW ARRANGEMENTS

3.1 The Trust Estates Manager and Chief Operations Officer for Northampton Primary Academy trust retain responsibility for review of this policy.

3.2 This policy will be reviewed annually, or where required to do so in line with changes to guidance, legislation or procedure.

4. HEAD TEACHER AND LOCAL GOVERNING BODY

4.1 Without limiting the responsibility of the Northampton Primary Academy Trust Board of Directors, the Head Teacher will generally oversee the day-to-day management of safety and implementation of this policy within Northampton Primary Academy Trust.

4.2 The Head Teacher and Local Governing Body will comply with Northampton Primary Academy Trust Health and Safety policy and in particular will:

- 4.2.1 make themselves familiar with any documentation and/or instruction referring to the Health and Safety arrangements for staff, building maintenance or operation of their school and maintain an up to date file of policies and procedures
- 4.2.2 work with trade unions and employee Health and Safety representatives and ensure that all employees are aware of and accountable for their specific Health and Safety responsibilities and duties
- 4.2.3 in the event of any hazard or risk to Health and Safety of any persons under their control, take appropriate action to remove the hazard
- 4.2.4 ensure Health and Safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery
- 4.2.5 liaise with the Northampton Primary Academy Trust Central Team over issues pertaining to Health and Safety
- 4.2.6 undertake monitoring and ensure the provision of adequate resources to achieve compliance
- 4.2.7 ensure that local procedures for the selection and monitoring of contractors are in place
- 4.2.8 take appropriate action under the NPAT Policy and Procedures against anyone under their control found not complying with Health and Safety policies and/or procedures
- 4.2.9 ensure staff with Health and Safety responsibilities have access to competent Health and Safety advice and training

4.3 In addition to their statutory duties, the Head Teacher and teachers have a common law duty of care for pupils which stems from their position in law “in loco parentis”.

5. SENIOR LEADERSHIP TEAM

5.1 The Senior Leadership Team at the school will undertake general responsibility to ensure that all necessary Health and Safety activities, requirements and standards are undertaken and met within their respective areas of control.

5.2 This will be done under the direction of the Head Teacher. Any member of staff with supervisory responsibilities will:

5.2.1 make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work

5.2.2 identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures

5.2.3 check and document that the working environment is safe; equipment, products and materials are used safely; that Health and Safety procedures are effective and complied with and that any necessary remedial action is taken

5.2.4 inform, instruct, train, supervise and communicate with staff and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the Health and Safety induction checklist for all new employees at the commencement of their employment

5.2.5 report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence

5.2.6 be responsible for aspects of Health and Safety included in their job description

5.2.7 organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures

5.2.8 ensure that all statutory registers and records are adequately kept

5.2.9 ensure the reporting and investigation of all accidents, ensure all persons under their control are aware of the reporting procedure and report accidents involving hospital treatment to Northampton Primary Academy Trust's Chief Operations Officer

6. SCHOOL BUSINESS MANAGER / OFFICE MANAGER

6.1 The School Business Manager/ Office Manager will assist the Head Teacher and Northampton Primary Academy Trust/School Governing Body to fulfil its responsibilities by overseeing day to day Health and Safety issues are adhered to.

6.2 This will include:

6.2.1 ensuring the day to day operational requirements of the Health and Safety policy are implemented

6.2.3 maintaining an up to date copy of the Health and Safety policy together with all associated documentation relevant to Northampton Primary Academy Trust

6.2.4 notifying the Head Teacher of any Health and Safety concerns and any financial implications identified by the Risk Assessment process

6.2.5 being the focal point for reference on health safety and wellbeing matters and to give advice or indicate source of advice

6.2.6 point of liaison with and report directly to the Governors on all matters of Health and Safety

6.2.7 ensuring the day to day implementation of this policy including the maintenance of appropriate Risk Assessments for School and off-site activities and seeking the approval of the Head Teacher and Governors for meeting the financial implications of identified control measures

6.2.8 ensuring that all certification and statutory inspections are kept up to date

6.2.9 to ensure accidents, dangerous occurrences and near misses are investigated, complete and sent to the Northampton primary Academy Trust's Chief Operations Officer for possible reporting under RIDDOR notifications (F2508) to the enforcing authority

7. SCHOOL SITE SUPERVISOR / SITE MANAGER/ PREMISES OFFICER / SCHOOL CARETAKER

7.1 The School site supervisor / Site manager / Premises officer / school caretaker will ensure that regular proactive Health and Safety inspection/checks are undertaken to ensure the safety of staff, pupils and visitors.

7.2 This will include:

7.2.1 general responsibility for the application of the school's Health and Safety policy to their own area of work, and are directly responsible to the Head Teacher

7.2.2 to establish and maintain safe working procedures including (referring to relevant documents) arrangements for ensuring so 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, boiling water and sharp instruments)

7.2.3 to carry out regular Health and Safety assessments of the activities for which they are responsible, and report to the Head Teacher/Business Manager any defects, which need attention

7.2.4 to ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own Health and Safety, as part of the schools Health and Safety training requirements

7.2.5 to ensure where appropriate, relevant advice and guidance on Health and Safety matters is sought

7.2.6 to advise the Head Teacher/School Business Manager on requirements for Health and Safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery

8. TEACHERS

8.1 The Health and Safety of pupils and Support Staff in classrooms is the responsibility of Teachers.

8.2 Teachers are expected to:

8.2.1 check the classroom area is safe

8.2.2 check equipment used is safe before use

8.2.3 ensure safe procedures are followed

8.2.4 give clear instruction and warnings to pupils and other staff in their classroom, as often as necessary

8.2.5 report defects to their line manager

8.2.6 avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Head Teacher

8.2.7 follow safe working procedures/risk assessments

9. ALL STAFF

9.1 All Northampton Primary Academy Trust staff, agency staff, peripatetic workers and contractors must comply with the school's Health and Safety policy and associated arrangements and, in addition to any specific responsibilities which may be delegated to them, in particular are required to:

9.2.1 take reasonable care for their own Health and Safety at work and of those who may be affected by their actions or by their omissions

9.2.2 cooperate with their line manager and senior management to work safely,

9.2.3 comply with Health and Safety instructions and information and undertake appropriate Health and Safety training as required

9.2.4 not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and wellbeing

9.2.5 report to their manager any Health and Safety concerns, hazardous condition or defect in the Health and Safety arrangements

9.2.6 support the embedding of a positive safety culture that extends to pupils and any visitors to the site

10. PUPILS

10.1 All pupils are expected to behave in a manner that reflects their school's behaviour policy and in particular are expected to:

10.2.1 take reasonable care for their own Health and Safety and of their peers, teachers, support staff and any other person that may be at the school

10.2.2 cooperate with teaching and support staff and follow all Health and Safety instructions given

10.2.3 not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and wellbeing

10.2.4 report to a teacher or other member of school staff any Health and Safety concerns that they may have

11. SCHOOL HEALTH AND SAFETY REPRESENTATIVES

11.1 The Northampton Primary Academy Trust recognise the role of Health and Safety representatives appointed by a recognised Trade Unions. If there are no union appointed safety representatives the School Business Manager and Local Governing Body Health and Safety Governor will act as the 'champions' for Health and Safety at the school.

11.2 Union appointed Health and Safety representatives or 'champions' will be allowed:

11.2.1 to investigate accidents and potential hazards

11.2.2 to investigate complaints by staff, pupils, parents and visitors about matters relating to health, safety and wellbeing

11.2.3 to make representation to the employer about such matters arising from such complaints and investigations and on general issues affecting health, safety and wellbeing in the workplace

11.2.4 to carry out school inspection within directed time, but wherever practicable outside teaching time

11.2.5 to represent staff in consultation with enforcement agencies

11.2.6 to receive information that inspectors are required to provide

12. SHARED SITE USERS

12.1 Where two or more employers share a workplace, each employer shall co-operate with the other employers concerns to enable them to comply with their duties under Health and Safety legislation. The school, if they are the primary user of the site and buildings, will have the lead responsibility.

12.2 Where schools are PFI sites, schools will work with the appointed PFI contractor to ensure all Health and Safety matters pertaining to the site and building are met, including compliance with agreed hours of use (core hours plus any additional periods).

12.3 Where the school hires its facilities, it must have a lettings procedure. The procedure covers arrangements for insurance, fire evacuation, security, the requirements relating to accident, assault and near miss reporting and the provision of first aid.

12.4 All shared users of the site must agree to:

12.4.1 co-operate and co-ordinate with the school on Health and Safety matters

12.4.2 provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities

12.4.3 maintain a standard of Health and Safety which is reasonably practicable and at least equivalent to the standard maintained expected by Northampton Primary Academy Trust so as to ensure the health, safety and wellbeing of all school staff and users

12.4.4 meet the insurance requirements of Northampton Primary Academy Trust and their insurance provider

12.4.5 familiarise themselves with and communicate to their employees/users Northampton Primary Academy Trust Health and Safety arrangements

12.5 The school will ensure that:

12.5.1 the premises are in a safe condition for the purpose of use

12.5.2 adequate arrangements for emergency evacuation are in place and communicated

12.5.3 users are consulted with on Health and Safety matters

12.5.4 The school's Health and Safety arrangements are made available to shared users

13. PERSONS LETTING SCHOOL PREMISES

13.1 The School has a lettings procedure. The procedure covers arrangements for fire evacuation, security and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the School on health and safety matters including arrangements for emergency and first aid procedures.
- Agree to the terms of the lettings policy in relation to health and safety arrangements.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the School that may arise from their activities.

The School will ensure that:

- The premises are in a safe condition for the purpose of use.
- Health and safety arrangements are detailed in the lettings procedure and that these are fully explained and communicated.
- Adequate arrangements for emergency evacuation and first aid are in place and communicated.

14. RADIATION PROTECTION SUPERVISOR (RPS) – IF RELEVANT

14.1 The school's RPS has the day-to-day responsibility for the security, safe storage, use, monitoring and safe disposal of radioactive sources in the Academy. Additionally, the RPS will ensure that relevant staff understand the standard operating procedures, model risk assessments and the associated emergency plans.

Other roles and **responsibilities** will be implemented in line with the Ionising Radiation Regulations and CLEAPSS 93 'Managing Ionising Radiations and Radioactive Substances in Schools and Colleges' requirements.

15. HEALTH AND SAFETY ARRANGEMENTS

15.1 The following arrangements will be adopted to ensure that Northampton Primary Academy Trust fulfil their responsibilities and provide the foundation for securing the Health and Safety of employees, and all users of our schools.

15.2 Setting Health and Safety Objectives

15.2.1 Northampton Primary Academy Trust Board of Directors will specifically review progress of Health and Safety objectives across the Trust at their termly Business and Finance committee meeting.

15.2.2 Where necessary Health and Safety improvements at schools will be identified and included within the school's Health and Safety management action plan. School Health and Safety action plans will be monitored by the Local Governing Body with progress reports being given to the Board of Director's Business and Finance committee.

15.2.3 Health and Safety issues that are identified Trust wide will be supported by the Central Team and/or Northampton Primary Academy Trust's appointed Health and Safety advisors.

15.3 Provision of Effective Health and Safety Training

15.3.1 Northampton Primary Academy Trust will consider Trust wide Health and Safety training on an annual basis as part of its training for governors and staff.

15.3.2 New staff and volunteers will be trained by schools on relevant Health and Safety requirements pertaining to their role as part of their induction.

15.3.3 Ongoing staff Health and Safety training will be identified as part of staff appraisal.

15.3.4 Specialist staff, who require specific ongoing training, will have their training provided as and when required by statutory legislation.

15.4 Provision of an effective joint consultative process

15.4.1 Northampton Primary Academy Trust Board of Director's Business and Finance committee and a school's Local Governing Body Business and Finance committee meeting will meet at least once per term. The committees will ensure that Health and Safety concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates.

15.5 Establishing adequate Health and Safety communication channels

15.5.1 Communication channels will be established for the exchange of Health and Safety knowledge and information. Where necessary, these communications will be recorded and include:

- NPAT Board of Director's meetings
- NPAT Board of Director's Business and Finance committee
- Local Governing Body meetings
- Senior Leadership Team meetings and staff meetings
- provision of information relating to safe systems of work and risk assessments
- training provided
- communications with relevant specialist advisors and bodies

15.5.2 Where Health and Safety issues cannot be resolved at school level, they will be escalated through to the NPAT Central Team.

15.6 Financial resources

15.6.1 The school's Local Governing Body along with the Head Teacher and School Business Manager will review the school budget to determine if adequate resources are being deployed to ensure adequate Health and Safety management and control.

15.6.2 Financial expenditure on Health and Safety will be monitored by the NPAT Central Team as part of the annual budget process and external Health and Safety audits.

15.7 Specialist advice/support

15.7.1 Northampton Primary Academy Trust will ensure that it has access to competent technical advice on Health and Safety matters to assist in meeting their Health and Safety objectives; this will be achieved by accessing the services of their appointed Health and Safety Advisors.

16. HEALTH AND SAFETY PROCEDURES

16.1 Accident and Assaults

16.1.1 All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Information Sheet EDIS1 (rev3), will be reported to the HSE within the required timescale.

16.1.2 All incidents will be investigated in an attempt identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

16.1.3 Accident, assaults and near miss incidents will be monitored at least termly as part of the Business and Finance committees; identification of significant trends or major incidents will be reviewed by the Senior Leadership Team as required with information communicated to the Local Governing Body and NPAT Central team as required.

16.1.4 Employee and pupil forms/records are to be retained in line with the Trust's Data Retention and Destruction Policy. Where there has been potential exposure to radiation or asbestos, records should be retained for 40 years; further guidance can be obtained from the Trust's appointed Health and Safety advisors and Data Protection Officer.

16.2 Health and Safety Audits

Northampton Primary Academy Trust Health and Safety management will be audited by the Trust's appointed Health and Safety advisors every two years. The Board of Directors views this process as a positive assessment of Health and Safety management across its schools and takes appropriate action to continually improve Health and Safety across the schools.

16.3 Contractor Management

Northampton Primary Academy Trust will ensure that the highest levels of safety is achieved by all contractors on site at their PFI and non-PFI schools and will ensure through its appointed Health and Safety advisors that:

16.3.1 competent contractors are used

16.3.2 clear specifications of works are drawn up by a competent person

16.3.3 legal duties under the Construction (Design and Management) Regulations 2015 (CDM 2015) are complied with

16.3.4 pre-start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site

16.3.5 key contacts are identified

16.3.6 contractors undertake the Trust's Induction and agree to their Health & Safety Rules for Contractors prior to commencing works

16.3.7 task specific Risk Assessments & Methods Statements (RAMS) are provided

16.3.8 regular update meetings take place throughout any works/projects

16.3.9 works are visually monitored and any concerns immediately reported

16.3.10 works are signed off and any associated certification and documentation is obtained

16.3.11 all users of the school site remain in a safe environment for the duration of the works

16.4 Control of Hazardous Substances

Northampton Primary Academy Trust will ensure it complies with the HSE's approved code of practice 'Control of substances hazardous to health' (L5 Sixth Edition) relating to the management and control of hazardous substances on site.

Every school will ensure:

16.4.1 an inventory of all hazardous substances on site is kept and updated regularly

16.4.2 wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used

16.4.3 a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff

16.4.4 wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented

16.4.5 where identified as part of the risk assessment, appropriate PPE will be provided to staff

16.4.6 any need for exposure monitoring or health surveillance will be carried out

16.4.7 sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided

16.4.8 training records are maintained for those who receive training

16.4.9 information will also be given to others who may be affected, such as contractors, temporary staff and visitors

16.4.10 only substances purchased through the school's procurement systems can be used on site

16.4.11 substances are stored correctly and those that are no longer used disposed of properly

16.4.12 COSHH risk assessments are monitored regularly and reviewed annually

16.5 Dealing with Health and Safety emergencies - procedures and contacts

16.5.1 As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

16.5.2 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations and changes to procedures will be communicated to relevant staff, pupils, volunteers and site users.

16.5.3 In the event of a Bomb threat the school will undertake an emergency evacuation of the school in line with Northampton Primary Academy Trust's Lock Down procedure.

16.6 Defective Equipment and Premises

16.6.1 Northampton Primary Academy Trust has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings is reported to the School Business Manager and/or Site

Supervisor. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified an immediate assessment should be carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

16.7 Display Screen Equipment (DSE)

16.7.1 Northampton Primary Academy Trust acknowledges that staff that 'habitually' use DSE should have suitable equipment for which to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals.

Northampton Primary Academy Trust will ensure that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout and individual health
- a trained DSE assessor is available

16.8 Driving

16.8.1 All staff that drive their own cars for work purposes must have a full UK driving license, business insurance and maintain their vehicle in a road worthy condition in line with DVLA requirements. Annual license and insurance checks are undertaken and documented by the School Business Manager.

16.8.2 All staff must comply with the Highway Code at all times.

16.8.3 Where staff are required to drive a mini bus as part of their duties the school will ensure they hold the correct classification on their driving license, meet specific driving criteria, and will be provided with formal driver training.

16.8.4 For staff that transport pupils either in academy or their own transport, licence checks will be completed 6 monthly.

16.8.5 Risk assessments will be documented for all situations where pupils are transported off site either as part of the off-site visit or separately as necessary.

16.9 Electrical Systems and Equipment

16.9.1 Northampton Primary Academy Trust's schools maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner. (if this is undertaken in stages over that period insert arrangements).

16.9.2 Suitable lighting shall be provided to all areas having regard to the nature of the activities which normally take place therein and giving priority to daylight in teaching spaces, circulation, staff offices and social areas where possible. Replacement lighting installations will be in line with CIBSE's 'Lighting Guide 5, "Lighting for Education" (LG5)' and BS EN 12464-1.

16.9.3 Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in offices and other low environments' (INDG236 Rev3), by a competent contractor with records maintained.

16.9.4 Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. Defective electrical equipment should be reported to the school's appointed member of staff.

16.10 Gas installations safety

16.10.1 Northampton Primary Academy Trust will ensure that it complies with the 'Gas Safety Installation and Use Regulations 1998' for the maintenance of all gas installations and appliances and will:

16.10.2 Ensure that a programme of annual inspections/servicing is in place

16.10.3 Ensure that the person carrying out the work is a Gas Safe Registered Engineer with a valid certificate of competence relevant to the particular type of gas work involved

16.10.4 Should any appliance be found to be Immediately Dangerous (ID) or At Risk (AR) and a Warning Notice issued, then the appliance must be isolated and necessary remedial work carried out and certified before the appliance is brought back into use

16.11 Fire safety

16.11.1 Northampton Primary Academy Trust is committed to providing a safe environment for both staff and pupils.

16.11.2 Northampton Primary Academy Trust's schools manage the risk of fire by ensuring:

- a comprehensive fire risk assessment is in place, reviewed annually and any actions/improvements identified are progressed given consideration to risk and cost
- a detailed fire and emergency plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation
- statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff
- all staff receive fire awareness training that is regularly updated and fire marshals receive role specific training
- a fire drill is undertaken at least termly to practice evacuation and ensure the evacuation plan is working as expected.

16.12 First-aid

16.12.1 Adequate first aid arrangements are assessed and maintained at the school and for all activities that the school leads.

16.12.2 Northampton Primary Academy Trust's schools will ensure that:

- the number of first aiders meets recommendations and adequate cover is available to cover for annual leave and unexpected absences
- all first aiders hold a valid certificate of competence, the school will maintain a register of all qualified staff and will arrange re-training as necessary
- first aid notices are clearly displayed around the school
- sufficient numbers of suitably stocked first aid boxes are available and checked regularly to ensure they are adequately stocked
- a suitable area is available for provision of first aid
- staff are regularly informed of first aid arrangements within school, through induction, teacher training days and the staff handbook which is issued annually
- where first aid has been administered this is recorded in the first aid treatment book
- correct reporting procedures are followed

16.13 Lifts and lifting equipment

16.13.1 Northampton Primary Academy Trust will ensure it complies with the 'Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)' to ensure that lifts used by their employees for work are safe to use. A risk assessment for use of each lift will be carried out and cover:

16.13.2 people-carrying lifts will be thoroughly examined every 6 months by a competent person

16.13.3 a programme of regular servicing

16.13.4 the safety of users in the event of the lift breakdown or stopping between floors, such as raising the alarm and breakdown response procedures

16.13.5 the correct provision and programming of staff access control systems

16.14 Administration Medication

16.14.1 Northampton Primary Academy Trust will ensure that it complies with the Department for Education Supporting Pupils at School with Medical Conditions December 2015

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3> The NPAT Medication Policy and Management Procedure is in place which details all the school's arrangements.

16.14.2 Our schools will only administer 'prescribed' medication as detailed in an individual health care plan as completed by parent/guardian and/or medical practitioner.

16.14.3 All staff who undertake assistance with the administration of medication do so on a voluntary basis. Where training is required to administer medication training will be provided for staff.

16.14.4 All medication must be clearly labelled with pupil details and, where necessary, kept in secure safe place.

16.14.5 All medication administered to pupils will be fully recorded using the Department for Education Supporting Pupils with Medical Conditions templates <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

16.15 Management of asbestos

16.15.1 Northampton Primary Academy Trust will ensure that it complies with the HSE's approved code of practice L143 (Second Edition) Managing and working with asbestos, Control of Asbestos Regulations 2012: Approved Code of Practice and guidance. Northampton Primary Academy Trust is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. Northampton Primary Academy Trust schools have a whole site asbestos management survey from which a Local Asbestos Management Plan (LAMP) has been developed.

16.15.2 An annual visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the Northampton Primary Academy Trust LAMP. Where necessary more frequent checks of ACMs are undertaken.

16.15.3 Asbestos Awareness training for key staff will be undertaken.

32.3 Prior to any works that will or has the potential to alter the fabric of the building; a refurbishment and demolition survey will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing.

16.15.4 Contractors who work on Trust sites where asbestos is present, will be issued with all site-specific asbestos information available as part of the enquiry/tender process and this will be reviewed again at both the pre-start meeting and induction before work commences.

16.16 Moving and handling

16.16.1 Northampton Primary Academy Trust will ensure that it complies with the HSE's approved code of practice 'Manual handling: Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23 Fourth Edition).

16.16.2 Within Northampton Primary Academy Trust there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. Northampton Primary Academy Trust manages the risk associated with moving and handling tasks by ensuring that:

16.16.3 moving and handling is avoided whenever possible

16.16.4 if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe

16.16.5 those undertaking specific moving and handling tasks have received appropriate training and training records are maintained

16.16.6 any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements

16.16.7 any defective equipment is taken out of use until repaired or is replaced

16.16.8 an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted

16.16.9 any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

16.17 Glazing

16.17.1 Northampton Primary Academy Trust will ensure that it complies with the Workplace (Health, Safety and Wellbeing) Regulations 1992 in existing buildings and Document K of the Building Regulations 2010 (as amended 2023) which covers new buildings and extension/alteration works. All glazing at Northampton Primary Academy Trust will meet the regulations and conform with BS EN 12600 / BS 6206.

16.17.2 Northampton Primary Academy Trust will manage the risks associated with glazing safety by ensuring that:

16.17.3 having in place an up to date glazing audit conducted by a competent person

16.17.4 having a glazing safety risk assessment

16.17.5 any glazing conforms to the relevant standards and risk codes

16.18 Gym Equipment

16.18.1 Northampton Primary Academy Trust will ensure that indoor Physical Education, School Sport and Physical Activity (PESSPA) equipment is safe to

use to comply with 'Section 3 of the Health and Safety at Work etc. Act 1974'.

16.18.2 Northampton Primary Academy Trust will manage the risk associated with the PESSPA equipment by ensuring that:

- pre-use checks on PESSPA equipment will be undertaken by staff before equipment is used by pupils.
- annual inspections to identify any signs of damage or wear and tear that may cause injury are carried out by an afPE Approved Partner. More frequent inspection where use is higher than normal for a school (such as where community use adds significantly to equipment usage) will be assessed on an individual basis.
- an up to date risk assessment will be kept to ensure the equipment and pupil activities are appropriately supervised and remain safe.
- any defective equipment should be reported immediately to the Head Teacher and School Business Manager. Defective equipment should be put out of use until it can be repaired or removed.

16.19 Outdoor play equipment

16.19.1 Northampton Primary Academy Trust will ensure all outdoor play equipment will conform to BS EN 1176 and BS EN 1177.

16.19.2 Northampton Primary Academy Trust will manage the risk associated with the play equipment by ensuring that:

- weekly checks on outdoor play equipment will be undertaken by the school's Site Supervisor and will be recorded.
- an annual inspection/maintenance of the play equipment will be undertaken by RPII Inspector. The school should respond to any actions reported within a timely manner.
- an up to date risk assessment will be kept to ensure the equipment and pupil activities are appropriately supervised and remain safe.
- Any defective equipment should be reported immediately to the Head Teacher, School Business Manager and the school's Playground Inspector Monitor. Defective equipment should be put out of use until it can be repaired or removed.

16.20 Other outdoor areas

16.20.1 Northampton Primary Academy will ensure that it complies with the Workplace (Health, Safety and Welfare) Regulations 1992 when assessing the

risks associated with individuals entering or leaving the school sites. It will ensure that:

- the school perimeter is secure
- external lighting is sufficient to enable safe use of the site
- where practicable there is segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas

16.20.2 Where automated gates and barriers are utilised for increased security the Trust will ensure that:

- prior to installation a thorough risk assessment will be undertaken by a competent person
- all automated gates and barriers will be fitted with at least two different types of safety devices sufficient to mitigate or eliminate the risk of a crush injury
- full training will be given to staff including on how to place the gate into manual operation. Staff must be aware of, and have easy access to, the manual release keys
- all gates and barriers will undergo routine maintenance every six months by a competent installer

16.20.3 Northampton Primary Academy will ensure that it complies with their obligations under Section 3(1) of the Health and Safety at Work etc. Act 1974 regarding tree safety. Routine inspections/arboricultural surveys reflecting the level of risk shall be carried out paying attention to trees in poor condition / showing early signs of decay, also following any potentially damaging activities or weather.

16.20.4 Schools that have other outside health and safety hazards will assess these and record management arrangements. Regular reviews to ensure the safety arrangements are effective will be carried out.

16.21 Occupational health services and work-related stress

16.21.1 Northampton Primary Academy Trust acknowledges that there are many factors both work related and personal that may contribute to its employees falling ill health, including stress.

16.21.2 Northampton Primary Academy Trust will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HSG 218 Second Edition). The following arrangements are in place in the Trust's schools to manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the Head Teacher or another member of the Senior Leadership Team of any ill health issues
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels. An individual risk assessment will be undertaken taking into account the HSE Management standards. This assessment will then be reviewed with the member of staff to monitor progress
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Head Teacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation

16.22 Off-site visits including school-led adventure activities

16.22.1 Northampton Primary Academy Trust adopts the National Guidance of The Outdoor Education Advisers' Panel for the Management of Off-site visits and Learning Outside the Classroom (LOtC) activities. Northampton Primary Academy Trust's specific Educational Visits Policy details school arrangements which include:

- having a school specific Educational Visits Policy detailing local arrangements
- each school having a trained Educational Visits Coordinator to oversee visits
- ensuring only competent staff lead visits
- having access to an independent Educational Visits Advisor to support the school.

16.23 Risk Assessment

16.23.1 Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health. Northampton Primary Academy Trust risk assessment

process follows the HSE guidance here **Managing risks and risk assessment at work – Overview -HSE**.

16.23.2 Within Northampton Primary Academy Trust various members of staff are tasked with the development of risk assessments based on their knowledge, experience and competence. Staff that undertake risk assessments on behalf of the school will be trained in hazard/risk reduction techniques to ensure they fully understand the risk assessment process. Relevant staff are involved in the development of risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times via the risk assessment folder, located in the school office and on the school's ICT system.

16.23.3 Risk assessment templates are available via the online portal from Northampton Primary Academy Trust's appointed Health and Safety advisors.

16.24 Statutory Inspections

16.24.1 Northampton Primary Academy Trust ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed and this is monitored at the Local Governing Body, Head Teacher and School Business Manager to ensure inspections are on target and compliant.

16.25 Preventing workplace harassment and violence

16.25.1 Northampton Primary Academy Trust is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in an individual pupil's physical intervention plan or and lone working risk assessment, the following procedures are in place:

Staff are advised to do the following when in a meeting where conflict may be possible:

- avoid confrontation if possible
- withdraw from situation
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- follow measures/ procedures identified in violence and assaults risk assessment
- contact emergency services, as appropriate.

- inform the Head Teacher or a member of the senior management team if confrontation has taken place

16.25.2 Northampton Primary Academy Trust will:

- ensure the Head Teacher or member of the Senior Leadership Team speak to staff involved in any incident
- have in place procedures for the reporting of incidents
- offer counselling/ support as deemed appropriate
- provide training on how to manage conflict and aggression as required
- review specific risk assessment and procedures following any incident
- report the details of any incident to other authorities as deemed appropriate

16.26 Water hygiene management

16.26.1 Northampton Primary Academy Trust will ensure it complies with the HSE approved code of practice 'Legionnaires' disease - The control of legionella bacteria in water systems' (L8 Fourth Edition).

16.26.2 Northampton Primary Academy Trust will:

- commission a bi-annual Legionella risk assessment and ensure actions identified are acted upon.
- commission a competent external contractor to undertake water sampling and routine cleaning and disinfection of water systems
- ensure school's Site Supervisor is suitably trained/competent to undertake monitoring/testing activities required by the Legionella risk assessment
- ensure regular flushing of outlets is completed by the school's Site Supervisor
- ensure the Site Supervisor undertakes monthly monitoring of water systems including temperature readings
- ensure the temperature of hot water supplies to washbasins are limited so as not to pose a scalding risk to users
- the Trust's swimming pool (Headlands) is also included in the risk assessment for legionella for that particular site (see Section 43)

16.27 Swimming pool (Headlands) management

16.27.1 Northampton Primary Academy Trust will follow the principles of the HSE guidance 'Managing health and safety in swimming pools (HSG179 Fourth Edition)' and as the operator of the pool will:

- carry out a suitable and sufficient risk assessment of their operations
- identify necessary control measures
- provide suitable training and qualifications for staff

This will take into account the whole user population of the swimming pool and the risk that a serious incident could occur very quickly.

16.27.2 The Trust follows the Guidance on water treatment and pool maintenance and operation from the 'Pool Water Treatment Advisory Group (PWTAG)' which publishes the standards for water treatment.

16.27.3 The swimming pool will also be included in the risk assessment for legionella (see Section 42).

16.28 Slips, trips and falls

16.28.1 Northampton Primary Academy Trust will ensure that it complies with the 'Workplace (Health, Safety and Welfare) Regulations 1992' to ensure that floors are suitable, in good condition and free from obstructions. All access routes, including corridors, stairs, passageways and external paths will be periodically inspected, and any condition issues formally recorded and actioned in a timely manner.

16.29 Ventilation

16.29.1 The Trust will ensure that there is adequate ventilation in enclosed areas of the workplace, to comply with the 'Workplace (Health, Safety and Welfare) Regulations 1992'.

16.29.2 A risk assessment will be carried out to identify areas that may require improvement. The Trust will balance the need for increased ventilation whilst maintaining a comfortable temperature. This will be reviewed periodically and any remedial actions required formally recorded and carried out in a timely manner.

16.30 Radon

16.30.1 Schools in a radon affected area or with a basement that is occupied for more than an average of one hour per week, will carry out measurements to determine potential radon levels in their premises. If required action to restrict resulting exposures in accordance with the requirements of the 'Ionising Radiations Regulations 2017' will be undertaken.

16.31 Working at height

16.31.1 Northampton Primary Academy Trust will follow the principles of the HSE guidance 'Working at Height: A brief guide' (INDG401 Rev2).

Northampton Primary Academy Trust's schools may use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up displays, step ladders and ladders for short duration works.

16.31.2 Northampton Primary Academy Trust will ensure that:

- work at height is avoided whenever possible
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking work at height have received appropriate training and training records are maintained
- all access equipment (ladders and step ladders) is identified and inspected annually
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

16.32 Infection Control

16.31.1 Northampton Primary Academy Trust will follow the guidance issued by Public Health Agency on infection control in schools and other childcare settings.

http://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

16:33 Working alone

16.32.1 Northampton Primary Academy Trust acknowledges that there will be times that some staff work either alone or in what is considered an isolated environment. To manage the risk to staff of working alone the following arrangements are in place:

- The premises and grounds have robust security systems in place to prevent unauthorised persons from gaining access to the site or premises.
- Local arrangements are in place for staff who are working alone so that they have regular monitoring visit/communication dependent on the situation.
- Staff advised to alert senior leadership team of any medical conditions that have the potential to increase the risks of working alone.
- Only tasks considered low risk will be undertaken when working alone.
- If lone working is required off site e.g. Home Visits specific risk assessments will be undertaken.

16:34 In-House Catering and Food hygiene

16.34.1 The School recognise the importance of maintaining a high standard of Food Safety and Hygiene within the kitchen along with the provision of nutritious food for pupils. The School manages this by ensuring:

- All staff who work in the academy kitchen must have attended a level 2 award in food safety in catering.
- Catering equipment is regularly maintained and inspected, and ventilation systems is inspected every 14 months and subject to a regular cleaning regime.
- A Hazard Analysis Critical Control Points (HACPP) management system as identified in the Food safety and hygiene (England) Regulations 2013 is in place and documented.
- The Food Standards Agency safer food better business guidance Food Standards Agency safer food better business guidance is followed.

17. HEALTH AND SAFETY MONITORING

17.1 Health and Safety Health Checks and Audits

Northampton Primary Academy Trust recognises the importance of undertaking regular formal health checks and audits to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal annual health check or audit is undertaken with findings documented and any actions allocated with remedial actions. This inspection is undertaken by Northampton Primary Academy Trust's appointed Health and Safety advisors. The findings are reviewed with actions monitored at the Business and Finance committee of the school and the Central Team. It is recognised that inspections alone will not keep a premises safe and there is an expectation that staff will report any

defects/damage to premises and equipment to their school's responsible member of staff.

17.2 Monitoring and review

This Health and Safety Policy together with the associated procedures and Health and Safety health checks and audits, accident statistics will be reviewed by the Business and Finance committee of the school and Board of Directors on a termly basis.

In order to substantiate that Health and Safety standards are actually being achieved, Northampton Primary Academy Trust will measure performance against action plans and objectives. Any areas where the standards are not being met will require remedial action.

Northampton Primary Academy Trust will use the following types of systems to measure Health and Safety performance:

17.2.1 Active monitoring systems

- spot checks and termly site inspections will be undertaken by school staff and the Local Governing Body
- documents relating to the promotion of the Health and Safety culture will be regularly examined and reviewed
- appropriate statutory inspections on premises, plant and equipment will be undertaken
- where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health

17.2.2 Reactive monitoring systems

- identifying where Health and Safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

17.2.3 Reporting and response

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- The Board of Directors, Local Governing Body, Head Teacher and Senior Leadership Team will all receive and consider reports on Health and Safety performance.

17.2.4 Investigation systems

- prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events
- analysing data to identify common features or trends and initiate improvements
- where cases of occupational ill-health are to be investigated
- where complaints relating to occupational Health and Safety are to be recorded and investigated
- where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated

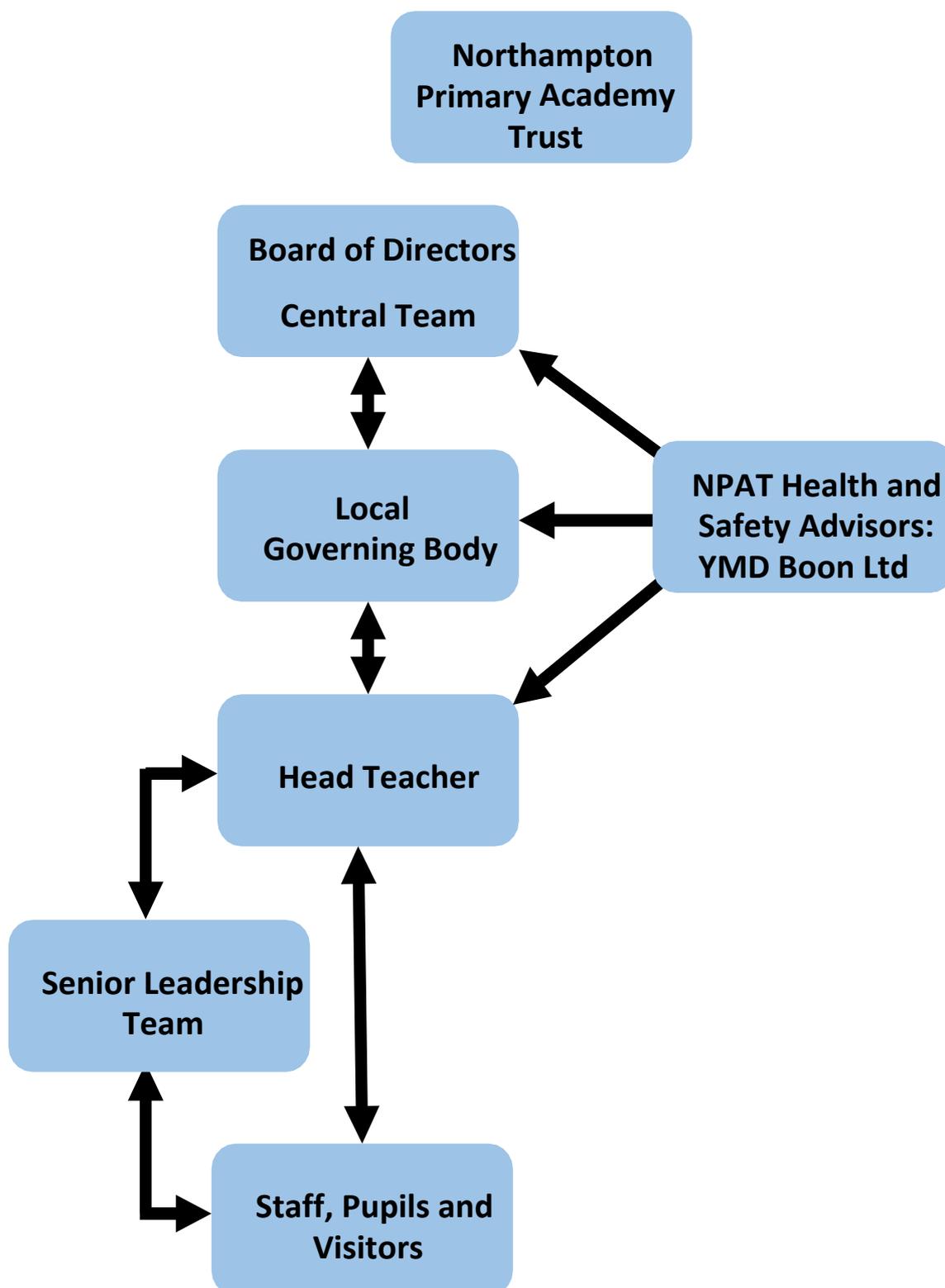
17.3 Third Party Monitoring/Inspection

Northampton Primary Academy Trust will be subject to third party inspection and monitoring, as part of Ofsted requirements, HSE inspection regime, Fire Service Inspection regime etc. Actions arising from third party audit/inspection will be incorporated within the school's Health and Safety action plan with appropriate target dates for completion.

18. HEALTH AND SAFETY NOTICES

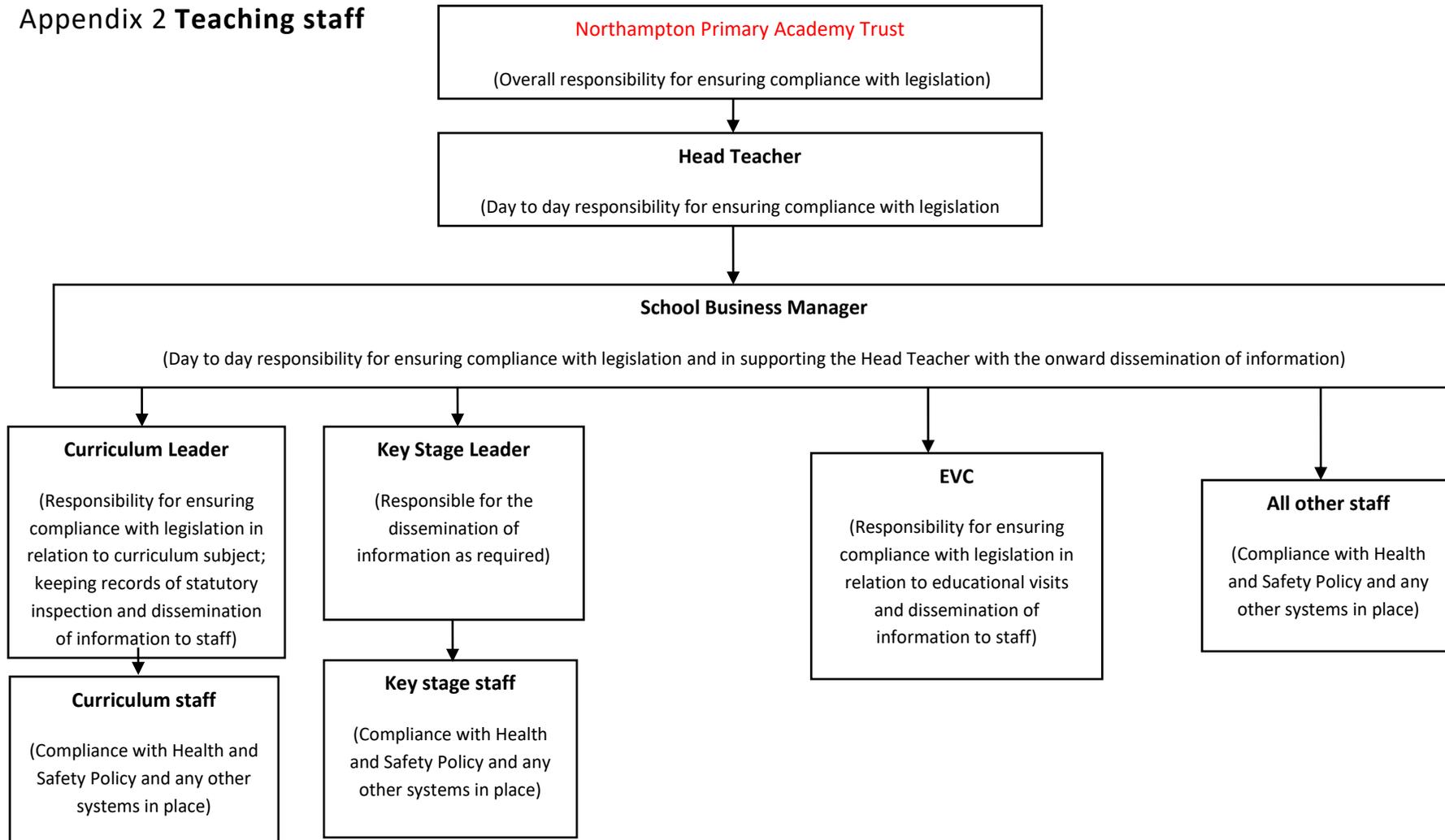
18.1 The attached Appendices should be displayed on Health and Safety notice boards in school offices, site supervisor offices and staff rooms.

Appendix 1 Health and Safety structure

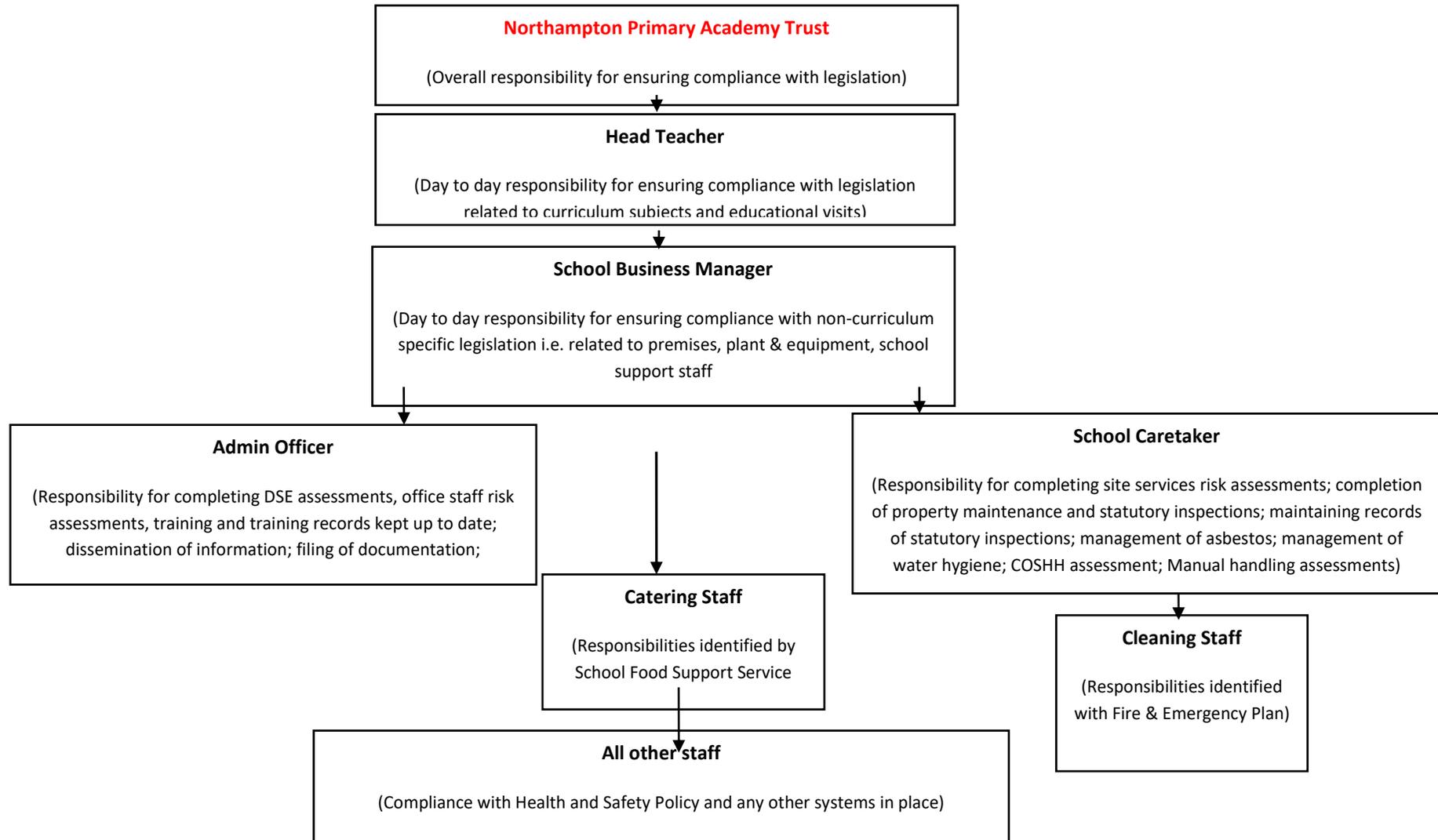




Appendix 2 Teaching staff



Appendix 3 Support Staff



Appendix 4

Competent Persons and Relevant Locations Responsibility	Competent Person or Responsible Person	Location
First Aid at Work 3 day		
First Aid Box Locations		
First Aiders 1 day		
Minor pupil accidents	First aider	
Staff Accidents		
Accidents Notified to		
Accident Books		
RIDDOR Notifications by		
Fire Marshals	As per the Fire & Emergency Plan	

Assembly Points	As per the Fire & Emergency Plan	
Asbestos Survey / Local Asbestos Management Plan		
Legionella Risk assessment		
Fire risk assessments		
Playground Equipment Monitor		
Electrical Equipment Faults Nominated Person		