



# Health and Safety Policy Richard Huish Trust



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<b>Policy owner</b>	Chief Finance Officer
<b>Approving board/committee</b>	Trust Board
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## Contents

<b>1. Statement of Intent</b> .....	4
<b>2. Introduction</b> .....	5
<b>3. Aims</b> .....	5
<b>4. Huish H&amp;S Structure</b> .....	6
<b>5. Huish Responsibilities</b> .....	7
<b>5.1 Board of Directors</b> .....	7
<b>5.2 Chief Executive Officer (CEO)</b> .....	8
<b>5.3 Chief Finance Officer (CFO)</b> .....	8
<b>5.4 Finance and General Purposes Committee (F&amp;GP)</b> .....	9
<b>5.5 Local Governing Body (LGB)</b> .....	9
<b>5.6 Academy Headteacher / Principal – the Senior Leader</b> .....	10
<b>5.7 Health and Safety Lead</b> .....	11
<b>5.8 First Aid Lead</b> .....	11
<b>5.9 Educational Visits Coordinator (EVC)</b> .....	11
<b>5.10 Site Manager/Site Supervisor (Estate Management)</b> .....	12
<b>5.11 All Managers</b> .....	12
<b>5.12 First Aiders</b> .....	13
<b>5.13 All Staff</b> .....	14
<b>5.14 Pupils/ Students, Parents and Carers</b> .....	14
<b>5.15 Contractors and Visitors</b> .....	14
<b>5.16 Trade Union Safety Representative</b> .....	14
<b>5.17 H&amp;S Competent Person and H&amp;S Advise: Educating Safely LLP</b> .....	15
<b>General health and Safety arrangements</b> .....	15
<b>6. Grounds – Safety/Security</b> .....	15
<b>7. Storage, cleaning &amp; waste disposal</b> .....	15
<b>8. Lockdown procedures</b> .....	15
<b>9. Fire</b> .....	15
<b>10. COSHH</b> .....	16
<b>11. Risk Assessments</b> .....	16
<b>12. Gas Safety</b> .....	17
<b>13. Legionella</b> .....	17
<b>14. Asbestos</b> .....	17
<b>15. Electrical Safety</b> .....	17
<b>16. PE/Sports equipment</b> .....	18
<b>17. Outdoor play equipment</b> .....	18
<b>18. Display screen equipment (DSE)</b> .....	18
<b>19. Glazing</b> .....	18
<b>20. Lone working</b> .....	18

<b>21. Working at height</b> .....	18
<b>22. Manual handling</b> .....	19
<b>23. Radiation</b> .....	19
<b>24. Radon</b> .....	19
<b>25. Construction Design and Management Regulations (CDM) 2015 and Client Duties</b> .....	19
<b>26. Off-site visits</b> .....	20
<b>27. Driving</b> .....	20
<b>28. Lettings</b> .....	20
<b>29. Violence at work</b> .....	20
<b>30. Smoking</b> .....	20
<b>31. Infection prevention and control</b> .....	20
<b>32. New and expectant mothers</b> .....	20
<b>33. Occupational stress</b> .....	21
<b>34. Accident Reporting</b> .....	21
<b>34.1 Accident record book</b> .....	21
<b>34.2 Reporting to the Health and Safety Executive</b> .....	21
<b>34.3 Notifying parents</b> .....	21
<b>34.4 Reporting to Ofsted and child protection agencies</b> .....	21
<b>34.5 Reporting to Governors</b> .....	21
<b>34.6 Reporting to the Huish Executive</b> .....	21
<b>35. Pupil/Student Drugs and Medications</b> .....	22
<b>35.1 School Academies</b> .....	22
<b>35.2 Richard Huish College</b> .....	22
<b>36. Training</b> .....	22
<b>37. Monitoring</b> .....	22
<b>38. English as a Second Language</b> .....	22
<b>39. Third Party Monitoring/ Inspection</b> .....	23
<b>40. Oak House Student Accommodation</b> .....	23
<b>40.1 Oak House Boarders</b> .....	23
<b>40.2 Storage and Handling of Medication</b> .....	23
<b>40.3 Fire Safety and Evacuation</b> .....	23
<b>40.4 Lockdown</b> .....	23
<b>40.5 Lone Working</b> .....	23
<b>40.6 Security</b> .....	23
<b>40.7 First Aid</b> .....	24
<b>40.8 Boarder Handbook</b> .....	24
<b>41. Links with other policies/documents</b> .....	24

# 1. Statement of Intent

## **RICHARD HUISH TRUST (“Huish”) HEALTH AND SAFETY POLICY STATEMENT OF INTENT**

- 1.1 As a responsible employer, Huish will honour its legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.
- 1.2 We recognise and accept our responsibilities and duties as the employer to conduct our operations in a manner which protects the health, safety and welfare of employees, children, 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, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.
- 1.4 We are committed to the prevention of accidents and ill health.
- 1.5 We will work towards continual health and safety improvement.
- 1.6 To achieve these objectives, we will:
- Conduct all our activities safely and in compliance with legislation and where possible and in accordance with best practice
  - Provide safe working conditions and safe equipment
  - Ensure that a systematic approach to identify risks is developed and implemented and sufficient resources are allocated to control them
  - Provide suitable information, instruction, training and supervision
  - Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
  - Promote the principles of sensible risk management
  - Monitor, review, and modify this policy and any arrangements as required.
- 1.7 All our employees have a responsibility to take reasonable care of themselves and others and to co-operate with us to ensure statutory duties and obligations are fulfilled.
- 1.8 Whilst day-to-day management of health and safety can be delegated to our individual academies, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Huish Board of Directors.

Signed on behalf of Huish:

Date: Jul 19, 2024

  
[Jade Renville \(Jul 19, 2024 09:20 GMT+1\)](#)

Name: Jade Renville

Designation: Chair of RHT Board

## 2. Introduction

Huish recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within Huish, each of our Academies and anyone who visits Academy premises.

We understand that the Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with The Board. This Huish Health and Safety Policy directly relates to The Board, as a corporate body, each Academy Local Governing Body, the Headteachers/Principal (Senior Leader) of our individual academies and the Executive Team (including the Chief Executive and the Chief Finance Officer).

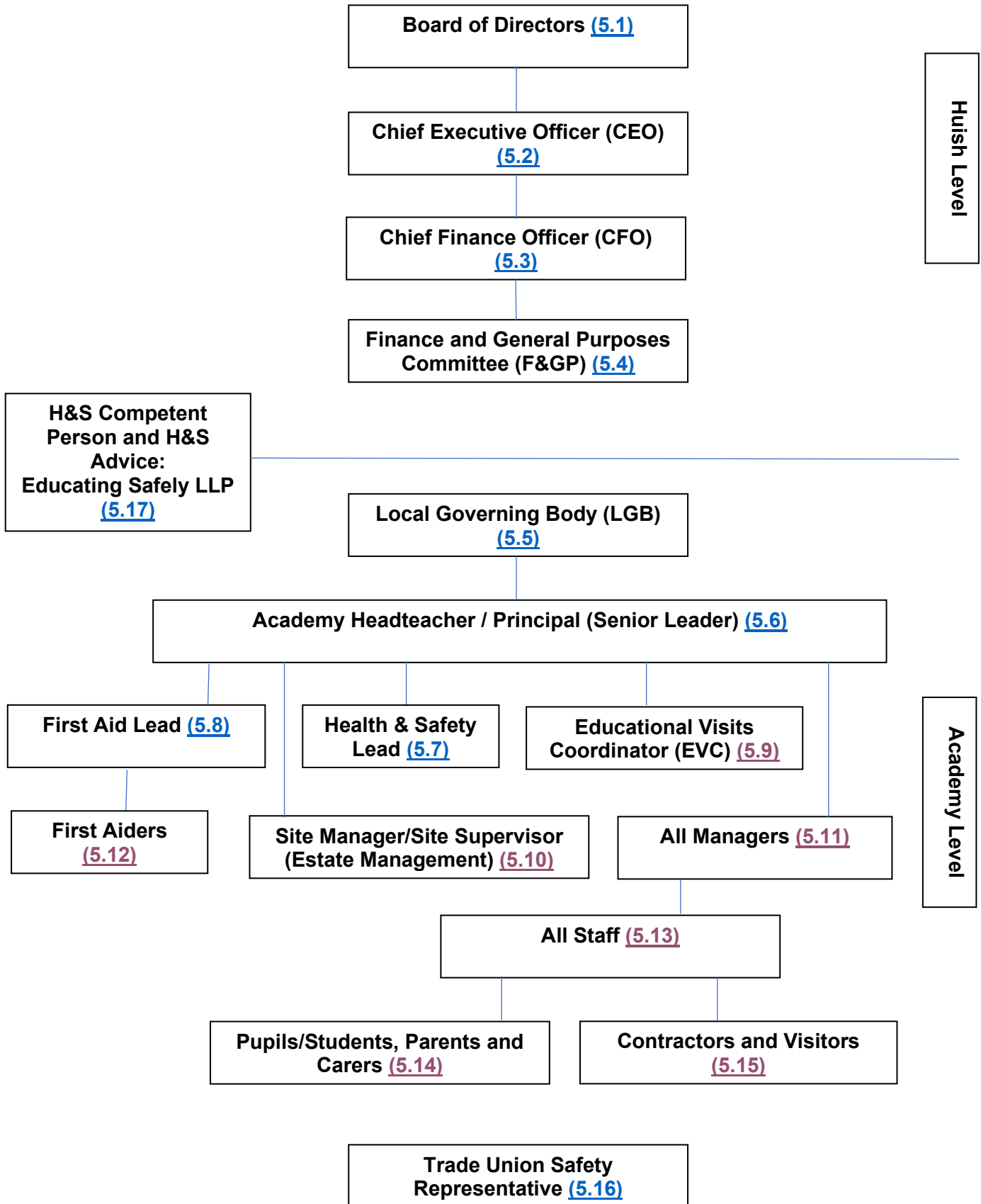
Each of our Academies is required to acknowledge our organisational approach to health and safety and complement it with its own organisational structure and arrangements. Prime delegation for the delivery of health and safety falls to the Senior Leader, which may include the delegation of various roles to colleagues to maintain a robust safety system, working with the Huish Executive and external advisors as necessary. We will monitor the approaches taken and require management reports to assess statutory compliance.

## 3. Aims

Huish aims to:

- Provide and maintain a safe and healthy environment across all our academies,
- Establish and maintain safe working procedures amongst staff, pupils, and all visitors to each academy site,
- Have robust procedures in place in case of emergencies,
- Ensure that all Huish premises and equipment are maintained safely and are regularly inspected.

## 4. Huish H&S Structure



## 5. Huish Responsibilities

### 5.1 Board of Directors

The Huish Board of Directors has overall responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare of employees, children, visitors, contractors and the self-employed.

The Board is responsible for ensuring that high standards of corporate governance are maintained. It exercises its powers and functions by addressing such matters as policy and strategy development, adopting an annual plan, monitoring our safety management systems, managing our risk register, and making strategic decisions about the direction of Huish. The overall aim is to ensure a positive health and safety culture is established and maintained across Huish.

The Board must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students, contractors and/or visitors.

The Board committees, the Local Governing Bodies and the Executive Team will be kept informed of all developments relating to health and safety matters and will include such matters in an annual health and safety report.

The Board's responsibilities are to:

- Ensure that each Member of The Board accepts their individual role in providing health and safety leadership,
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership,
- Ensure that its decisions reflect its health and safety intentions, as articulated in our Health and Safety Policy statement,
- Provide and ensure an overall Huish health and safety strategic development plan is implemented and undertaken,
- Warrant that all external and third-party contracts awarded across Huish have consistency of approach and ensure legal compliance and that successful contracts awarded by Huish have been appropriately vetted for health and safety standards, and other measures deemed appropriate,
- Ensure that there are adequate communications channels of co-operation between relevant third parties, to enable Huish to meet its statutory requirements.
- Ensure that the Headteachers/Principal and Executive Team assists The Board by:
  - implementing and reviewing policies,
  - strategic and operational decision making,
  - identify ways of reducing the likelihood of people getting harmed by our activities,
  - providing findings from health and safety audits,
  - ensuring that compliance audits, building condition surveys and any necessary inspection audits are carried out,
  - complying with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR),
  - minimising the likelihood of prosecutions and penalties under current health and safety and other relevant legislation,
  - ensuring that there is an overall development plan outlined and implemented.
- Provide and ensure an informed, proportionate, and prioritised risk management system for Huish is implemented and monitored,
- Establish and ensure effective accident reporting and investigation procedures are in place,
- Ensure there are effective and adequate formal internal and external communications on health and safety,
- Ensure monitoring of compliance contracts is undertaken and suitable reports are provided to the Chief Finance Officer (CFO) and reported to The Board, e.g., M&E statutory inspections, fire risk assessments, asbestos surveys and management systems and water hygiene monitoring,

- Ensure there are effective business continuity and emergency plans and procedures for the safe evacuation and lockdown of all Huish premises. Contingency emergency arrangements must be in place to ensure our strategic and educational operations continue in line with their statutory requirements,
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments,
- Ensure, as part of an overall and effective approach, that health and safety is not a standalone subject but has a major and integral part to play in effective Safeguarding.

## 5.2 Chief Executive Officer (CEO)

The Chief Executive Officer (CEO) has overall leadership responsibility for overseeing and monitoring health & safety procedures within Huish and ensuring that:

- This policy is implemented in all Huish academies and communicated to all necessary personnel
- Suitable and sufficient risk assessments are carried out for all tasks & activities in all academies, and that those risk assessments are reviewed periodically or when circumstances change
- Safe methods of working are developed and implemented in all academies
- Fire precautions and emergency procedures are implemented in all Huish buildings and communicated to all employees and other necessary personnel
- All hazardous substances are identified in all academies, assessed and the appropriate precautions implemented
- Induction training is provided to all employees prior to commencing work for an Academy
- All necessary personal protective equipment is provided, maintained and replaced as necessary
- All employees are provided with training, instruction and supervision appropriate to their role and responsibilities
- Inspections are carried out to ensure that workplaces remain, as far as reasonably practicable, safe and without risks to the safety and health of employees, visitors, clients, contractors, and other persons who may be affected by Huish Academies' activities
- Adequate first aid arrangements, training and equipment are in place in all academies
- All accidents and dangerous workplace incidents, injuries (physical and mental) and occurrences are reported in accordance with statutory requirements & Huish policy, and are fully investigated
- Adequate welfare facilities are provided, maintained and cleaned.

## 5.3 Chief Finance Officer (CFO)

The CFO will be assisted by the Director of IT and Facilities and the Huish competent person Educating Safely LLP.

The Chief Finance Officer must:

- In co-operation with the Head teachers/Principal of the individual academies, implement and review academy specific Health and Safety Procedures, ensuring that they reflect the context of the academy and compliance with the Huish Health and Safety Policy,
- Ensure that risk assessments are undertaken for any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly,
- Ensure that sufficient resources are allocated and authorised within the Academy's budget to meet statutory procedures and standards for health and safety,
- Consider the impact of health and safety in all strategic and operational decision making,
- Implement ways of reducing the likelihood of people being harmed by any Huish activities,
- Monitor findings from health and safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required,
- Ensure that systems are in place and complied with, to minimise the likelihood of enforcement action, penalties, and prosecutions,
- Implement and monitor an informed, proportionate, and prioritised risk management system for Huish,
- Receive a progress report on individual academy findings, issues, and progress to date on health and safety audit action plans,
- Monitor the structure, attendance, agendas and minutes from the academy Health and Safety Committees.



- Receive reports from Academy Local Governing Bodies on their Academy's progress with implementing health and safety improvement actions and general health and safety management under the direction of the headteacher/Principal.
- Enable and encourage regular feedback from academies in relation to their health and safety management and be the point of contact to enable staff representatives, and Senior Leadership Teams of the academies to discuss higher level health and safety issues,
- Implement spot checks on specific target areas for consistency of approach and compliance,
- Implement a Huish-wide effective accident reporting and investigation procedure,
- Record, implement, monitor, and review the business continuity plans for each Academy, including emergency plans and procedures for the safe evacuation and lockdown of our Academy premises,
- Monitor and review plans that detail Academy contingency emergency arrangements to ensure that our strategic and education operations continue in line with statutory requirements.

#### 5.4 Finance and General Purposes Committee (F&GP)

The Finance and General Purposes Committee's responsibilities are to:

- Implement a health and safety strategic development plan,
- Identify and manage risk, at all levels,
- Openly and transparently inform The Board on:
  - implementing and reviewing policies,
  - strategic and operational decision making,
  - ways of reducing the likelihood of people getting harmed by our activities,
  - Receive and review findings from health and safety audits, compliance audits, building condition surveys and inspection audits,
  - Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports and minimising the likelihood of prosecutions and penalties under current Health and Safety legislation.
- Gather data, record, monitor and provide reports to The Board on the effectiveness of the Huish health and safety systems to ensure that The Board is satisfied with the support and governance of health and safety and that we are getting value for money.
- Ensure suitable and sufficient monitoring, reviewing and recommendations of all health and safety management systems is warranted and implemented,
- Ensure that there are adequate communication and cooperation channels between all levels of Huish and relevant third parties, to ensure that we meet our statutory requirements,
- Receive reports, which incorporates information and advice from our independent health and safety specialist advisors, on the effectiveness of the health and safety policy, safety management systems, procedures, and arrangements within each of our Academies,
- Ensure that effective business continuity and emergency plans and procedures for the safe evacuation of all Huish premises are in place. These must be in place to ensure our strategic and educational operations continue in line with our statutory requirements.

#### 5.5 Local Governing Body (LGB)

The Local Governing Body (LGB) is responsible for complying with health and safety legislation and the Huish Health and Safety Policy. Whilst the LGB holds these responsibilities, it may delegate day-to-day responsibility to the Senior Leader.

The LGB must ensure that:

- All reasonable steps are taken to ensure that staff, pupils, visitors, and contractors are not exposed to risks to their health and safety. This applies to activities on or off the academy premises,
- Where reasonably practicable sufficient resources are allocated and authorised within the academy's budget to meet statutory procedures and standards for health and safety,
- Competency, management, monitoring and auditing of all statutory requirements, compliance contracts, asbestos management, fire risk assessments, water hygiene management, management of radioactive sources and all other maintenance services agreements are carried out on the academy premises and in line with current legislation,
- There are effective arrangements for business continuity and an effective emergency plan and emergency procedures for the safe evacuation and lockdown of the academy,

- Health and safety is a standing agenda item each time the LGB meets and is included intrinsically within business discussions,
- The LGB as a whole take's responsibility for H&S, therefore there is no requirement for a designated H&S lead governor.
- For our Secondary and Post-16 Academies, a Health and Safety Committee is established with key representation from senior academy staff and staff groups. The chair must be a person in a position of responsibility and influence. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year. For our Primary phase Academies, LGBs fulfil this oversight role collectively,

For our academies operating at education phase KS3 and above, the Senior Leader is responsible for establishing a Health and Safety Committee.

## 5.6 Academy Headteacher / Principal – the Senior Leader

The Senior Leader is responsible for health and safety day-to-day. This involves:

- Implementing and complying with the health and safety policy,
- Ensuring there is enough staff to safely supervise pupils and students,
- Ensuring that the academy premises are safe and regularly inspected,
- Providing adequate training for academy staff,
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held,
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff,
- Ensuring all risk assessments are completed and reviewed,
- Monitoring cleaning arrangements, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary,
- Co-operating with the LGB to advise on any safety policies that need to be introduced, to enable health and safety policy and procedures to be implemented and complied with,
- Ensuring a positive health and safety culture is encouraged and developed within the academy,
- Ensuring effective health and safety management arrangements are in place for carrying out statutory requirements, regular inspections, surveys, risk assessments, implementing actions and submitting inspection reports to the LGB and other agencies where necessary,
- Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures, and that they are effectively communicated to all students, staff, contractors, volunteers, visitors, other members of the public and, where applicable, emergency services and the Local Authority as part of Safeguarding,
- Communicating the policy and other appropriate health and safety information to all relevant people, including contractors,
- Carrying out health and safety investigations, or to ensure an investigation has been carried out by a competent person,
- Ensuring all staff have had induction training and are competent to carry out their roles and are provided with adequate information, instruction, and training,
- For our academies operating at education phase KS3 and above, ensuring that a Health and Safety Committee is established with key representation from senior academy staff and staff groups,
  - The chair of the Academy Health and Safety Committee must be a person in a position of responsibility and influence. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year.
- Ensuring consultation arrangements are in place for staff. This will be in partnership with their trade union representatives (where appointed) and recognising the right of trade unions in the workplace,
- Reporting to the LGB and the Huish Chief Executive Officer and Chief Finance Officer, respectively, including any areas of noncompliance and any hazards which cannot be rectified within the academy's budget,
- Ensuring that the premises, plant, and equipment are maintained in a safe working condition,
- Ensuring that the academy appoints a lead first aider and lead on pupil medication. This can be held by one postholder,
- Ensuring that the academy appoints a named Educational Visits Co-ordinator who has received relevant training to carry out the role, this can be the Senior Leader if appropriate,

- Ensuring that the academy appoints a named Health and Safety Lead, this can be the Senior Leader if appropriate,
- Ensuring that the academy appoints a named First Aid Lead, this can be the Senior Leader if appropriate,
- Ensuring that pupil/student off-site visits, or learning outside of the classroom, has effective health and safety management arrangements in place for pupils/students and staff to:
- Ensure risk assessments for the activities are undertaken, and suitable and sufficient action plans and procedures are implemented, and
- Ensure information and arrangements to parents/carers of pupils/students on all off- site visits or learning outside of the classroom activities are communicated with effectively.

The Senior Leader may either undertake, or devolve, certain tasks to appropriate senior staff or managers within the academy. Some health and safety responsibilities have been delegated by the Senior Leader to the H&S Lead as detailed below. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Senior Leader from the overall day-to-day responsibilities for health and safety within the academy.

## 5.7 Health and Safety Lead

The Health and Safety Lead is responsible for:

- Developing and implement relevant action plans based on risk assessments, outcomes of meetings, audits and inspections and emergency arrangements.
- Ensuring risk assessments are reviewed by the relevant owner.
- Investigating all serious incidents and liaise with appropriate authorities and third parties as necessary, supported as appropriate by the Central Huish Team.
- Where appropriate, attending Health and Safety Committee meetings. Working with the Senior Leader to ensure that a Health and Safety Committee is established with key representation from senior institution staff and staff groups. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year as stated in the Huish Health and Safety Policy.
- Reporting to the Senior Leader any areas of non-compliance and any hazards which cannot be rectified within the institutions budget.
- Ensuring all staff are made aware of the contents of this Health and Safety Policy and their responsibilities within it.
- Collating H&S reports using information from the institution's accident reporting, near misses, fire drills, critical incidents, first aid, information from the Huish competent H&S provider.
- Ensuring completion of termly and annual H&S audits/inspections that are conducted by the Huish competent person, EducatingSafely LLP.

## 5.8 First Aid Lead

The First Aid Lead (also referred to as First Aid Coordinator or Medical Officer) will develop and maintain working relationships with other staff, work effectively and in co-operation with all other staff in the academy using their own knowledge and skills, to contribute positively to the overall welfare of the academy and its pupils/students.

The First Aid Lead will be responsible for:

- Maintaining academy and pupil/student records of first aid support given to staff and pupils/students,
- Maintaining first aid stocks and records, ensuring that sufficient appropriate materials and equipment are available to administer first aid when the need arises and maintaining and restocking first aid boxes,
- Ensuring accident reports, in respect of all incidents affecting staff, pupils/students and other persons on site are completed,
- Immediately informing the academy H&S Lead of all serious incidents,
- Informing the academy's Senior Leader and H&S Lead of all RIDDOR reportable incidents within 24 hours of the incident occurring,
- Maintaining an up-to-date log of current first-aiders and ensuring this information is distributed/displayed as necessary.

## 5.9 Educational Visits Coordinator (EVC)

The Educational Visits Coordinator's responsibilities are to:

- Attend appropriate and relevant training when required to ensure the competence for the role,
- Coordinate pupil/student off-site visits or learning outside the classroom and ensure that effective health and safety management arrangements are in place for pupils/students, staff and volunteers,
- Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented,
- Ensure that advice from the SENDCo is sought if applicable for individual pupils/students,
- Ensure that there are emergency contingencies, alternative options and that necessary details and information is provided at key locations, or within online/server systems,
- Communicate all relevant information and arrangements to providers of off-site visits, staff, pupils/students, and parents/carers of pupils/students to ensure that the key learning objectives of the visit can safely be achieved,
- Ensure that sufficient finances and resources are allocated and authorised for pupil/student off-site visits or learning outside the classroom activities,
- Take reference from the National Guidance for the Management of Outdoor Learning, Off-Site Visits and Learning outside the Classroom [www.oeapng.info](http://www.oeapng.info), the Foreign Office, and Huish, when appropriate.

### 5.10 Site Manager/Site Supervisor (Estate Management)

All academies have an assigned Site Manager/Site Supervisor who is responsible and accountable to the Senior Leader for all matters relating to health, safety, and welfare within the scope of their duties.

The Estate Management responsibilities are to:

- Report to the Senior Leader any non-compliance, defects and hazards that are brought to their notice,
- Notify the Senior Leader whenever contractors are due to enter the academy to undertake maintenance, service or works contracts. Any works that affect the fabric of the building will be subject to a permit to work,
- Ensure all relevant information, surveys, inspections, statutory and compliance findings are communicated to the Senior Leader for actions to be considered, authorised, and implemented,
- For our academies operating at education phase KS3 and above, support and contribute to the effective operation of the Health and Safety Committee.
- Be responsible for coordinating all contractual work and maintenance carried out on academy premises, including health and safety matters concerned with other contractors,
- In conjunction with the H&S Lead, ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or re-modelling schemes,
- Ensure that all site, cleaning, and catering staff are equally aware of the Huish Health and Safety Policy and that they are aware of any arrangements of the policy that affects their work activities, e.g. storage arrangements, materials, equipment, and hazardous substances.
- Implement a systematic and methodical system of servicing, inspecting, maintaining, and checking workplace equipment within the academy. Once tested ensuring that a full list of items tested is generated and retained,
- Implement a systematic and methodical system to ensure that all safety systems are checked and serviced, e.g. fire alarm, fire doors, firefighting equipment, smoke detectors, etc.,
- Implement a systematic and methodical system to ensure that the use of showers and all water systems are checked and maintained to ensure the control of Legionella,
- Ensure asbestos information is provided to all relevant contractors to enable them to plan and undertake their works without risk of exposure to asbestos fibres,
- Ensure that all contractors share the academy's commitment to safeguarding children,
- Undertake and co-ordinate the site team's specific emergency procedures, as detailed in the emergency plan,
- Manage full details of compliance contracts and ensure they are carried out according to the contracts in a timely manner, maintaining full records of visits.

### 5.11 All Managers

All Managers are responsible to the Senior Leader for the health and safety of all staff, workplaces, and activities

under their control. To achieve this, their duties include the following:

- Developing strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a positive health, safety, and welfare awareness culture is also developed, actively encouraged, and reinforced with all students,
- Applying the Huish Health and Safety Policy to their own department or area of work and be directly responsible to the H&S Lead for the application of the health and safety procedures and arrangements to all staff and students,
- Developing, publishing, and sharing with members of the team, specific Health and Safety procedures for high-risk departments, such as Science, Design and Technology, PE and Art,
- Maintaining or having access to an up-to-date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE and ensure that all staff are aware of and make use of such guidance,
- Ensuring regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented and shared with all staff,
- Ensuring that appropriate safe working procedures are brought to the attention of all staff under their control,
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used correctly and that any other identified safety measures in the risk assessment are implemented,
- Resolving any health, safety and welfare problems members of staff refer to them and inform the Senior Leader or H&S Lead of any problems to which they cannot achieve a satisfactory solution within the resources available to them,
- Carrying out termly inspections (as a minimum – 3 times per year) of their areas of responsibility to ensure that equipment, furniture, and activities are safe and record these inspections, reporting any defaults in line with academy procedure where required. Arrange for the repair, replacement, or removal of any item of furniture or equipment that has been identified as unsafe,
- Checking the adequacy of fire precautions and procedures in liaison with the H&S Lead. Ensuring that a copy of the lockdown, Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible,
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety,
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility,
- Developing a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored, and training opportunities made available. Notify the H&S Lead/Huish HR department of any identified training needs annually via the appraisal system and as part of the induction programme for any new staff that join during the year,
- Ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.

## 5.12 First Aiders

Staff, who are competently trained, will be appointed as first aiders, and will receive refresher training as necessary. First Aiders will be required to ensure that they have a fully stocked first aid kit at their normal place of work to enable them to respond effectively to any notified incident. First Aiders should also ensure that the first aid cupboard has a stock of incident reporting forms to enable them to complete and report the incident in a timely manner.

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as necessary to:

- Attend to injuries resulting from minor accidents occurring at the academy and ensure that pupils/students receive appropriate attention and advice. Parent/carer to be informed,
- Depending on advice from paramedics, the parent/carer OR member of staff, escort the injured party to a doctor or hospital where injuries are considered more serious. Telephone parent/carer to inform of status of pupil/student,

- To complete accident reports in respect of all incidents affecting staff, pupils/students and other persons on site,
- Immediately inform the First Aid Lead and H&S Lead of all serious incidents,
- To inform the First Aid Lead and H&S Lead of all RIDDOR reportable incidents within 24 hours of the incident occurring.

### 5.13 All Staff

Under the Health and Safety at Work Act etc. 1974 (sections 7&8), and the Management of Health and Safety at Work Regulations 1999 (section 1.12.2), all employees have general health and safety responsibilities. Employees must take reasonable care for the Health and Safety of themselves, and others affected by their acts and omissions.

All employees have responsibility to:

- At all times, comply with the Huish health and safety policy.
- Report all accidents and incidents in line with the reporting procedure.
- Report immediately to their line manager any shortcomings in an individual academy's arrangements for health and safety.
- Co-operate with the employer and others to enable them to fulfil their legal obligations.
- Not to interfere with or misuse any equipment, fittings or other safety provisions provided in the interests of health, safety, and welfare.
- Inform Huish or Academy management if something happens that might affect their ability to work. e.g., suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, or becoming pregnant, etc.
- Ensure that they only use equipment, machinery, or substances that they are competent/have received training to use and use it in accordance with training or instruction given by the employer.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Report to the employer any serious or imminent danger and any other 'Health and Safety Cause for Concern' using the local reporting procedure.

### 5.14 Pupils/ Students, Parents and Carers

All pupils/students and parents are required to:

- Adhere to detailed procedures and policies at the academy,
- Cooperate with all staff on health and safety matters,
- Not interfere with anything provided to safeguard their own health and safety,
- Take reasonable care of their own health and safety,
- Report all health and safety concerns to a member of staff.

### 5.15 Contractors and Visitors

All contractors and visitors are required to:

- Report to reception, be signed in and given an identity/visitor's badge. On leaving the site, they will need to sign out and inform the appropriate member of staff of the work that has been carried out and any further work that is required.
- Agree health and safety practices with Estate Management before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.
- Report to reception, be signed in and given an identity/visitor's badge. On leaving the site visitors will need to sign out.
- Be provided with site safety information on arrival.

### 5.16 Trade Union Safety Representative

There is no requirement to have a union health and safety representative at each academy. If a trade union wishes to appoint a health and safety representative, if a person wishes to represent staff, they should have been employed by the academy for the preceding two years or have enough experience in similar employment.

The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

Any Trade Union Safety Representative(s) will be encouraged by the Senior Leader to fulfil their duties as well as being released for any appropriate training. They will also consult regularly with the Safety Representative(s) on health & safety matters. They will be entitled to inspect the academy in accordance with the agreed Trade Union procedures.

### **5.17 H&S Competent Person and H&S Advise: Educating Safely LLP**

In compliance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, all Academies within Huish, including the College, have Educating Safely LLP as the "competent person". Educating Safely LLP provide support to Huish Academies on health and safety. Both functions provide health and safety advice and assistance in undertaking the measures needed to meet the requirements of relevant legislation.

## **General Health and Safety arrangements**

### **6. Grounds – Safety/Security**

The Senior Leader (working with the relevant Academy site team) must ensure that there is a safe access and egress from the buildings and grounds balancing the need for security with the academy site in and out of academy hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

All visitors are required to report to the Academy central reception and collect a visitor's badge. Regular visitors who have had an enhanced DBS check will be issued with a badge on an identifying lanyard indicating that they may move around the site un-accompanied. Visitors not on the list will be given an alternative lanyard and must always be accompanied when pupils/students are on site.

If staff have any doubts about strangers, they should ask if they can help them and report their presence to the Academy central office/reception if they still have doubts.

### **7. Storage, cleaning & waste disposal**

Estate Management will:

- Ensure that there is suitable and sufficient storage.
- Ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimise the risk of slips. Academies will ensure that there are suitable and sufficient external waste bins secured from the risks of arson and tampering.
- Where applicable and to accommodate the requirements of environmental legislation Academies will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.
- Ensure suitable arrangements will be made for the clearing of snow as part of winter preparedness.

### **8. Lockdown procedures**

Management of the lockdown procedure is the responsibility of the Senior Leader. The Senior Leader will devise and communicate the lockdown procedure to all necessary staff, pupils/students, parents/carers, contractors, and visitors.

The lockdown procedure will be practiced and reviewed at least annually.

### **9. Fire**

A Fire Risk Assessment of the premises is maintained and reviewed annually.

Each academy maintains a fire log containing full details of evacuations, servicing, and checks. The log is regularly updated by the Estate Management.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices and are kept free from obstructions. Final exit doors must be unlocked while there are people in the building.

Emergency evacuations are practised at least three times per year. Details are recorded. The fire alarm is a loud continuous bell/buzzer/sounder.

Fire alarm testing will take place at least once a week by manually activating call points. Call points from different zones should be used to trigger the alarm to ensure that all are in working order. Details should be formally recorded.

Fire extinguishers and emergency lighting are formally inspected at least annually. Details are recorded.

The location of explosive substances such as gas supply pipes, butane gas cylinders and highly flammable substances should be known, and the information made available to emergency services as required.

New staff will be trained in fire safety as part of their induction training and all staff and pupils/students will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted,
- Evacuation procedures will begin immediately,
- Fire extinguishers must only be used by staff, and only then if they are trained in how to operate them and are confident that they can use them without putting themselves, or others, at risk,
- Staff, pupils/students, visitors, and contractors will evacuate to the designated assembly point(s),
- In Academy School's, Class Teachers will take a register of pupils, which will then be checked against the attendance register of that day. At RHC, building clearers will confirm with evacuation managers that their building is clear,
- In Academy Schools, Headteachers will take a register of all staff.
- Staff and pupils/students must remain outside the building until the emergency services say it is safe to re-enter.

Each academy will have special arrangements in place for the evacuation of people with mobility needs (Personal Emergency Evacuation Plans) and fire risk assessments will also pay particular attention to those with disabilities.

## 10. COSHH

Academies are required to control hazardous substances, which 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

An inventory of all hazardous substances used on site is maintained by the academy and is reviewed regularly. Control of substances hazardous to health (COSHH) risk assessments are completed by the H&S Lead/Subject Technicians/Heads of Department/Estate Management and are shared with all employees who work with those hazardous substances.

Staff will also be provided with protective equipment, where necessary. The COSHH register is located in the office of the Head teacher/Estate Management or online and a copy is available wherever chemicals are stored. Staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures identified in the COSHH assessment.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

## 11. Risk Assessments

General risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.

Individual risk assessments are undertaken for the purpose of identifying individual risks with any known health condition, disability, circumstances. E.g. Pregnancy, return to work.

Within Academies various persons are tasked with the development of risk assessments based on their knowledge, experience, and competence. Risk assessments are always accessible to staff electronically.



## 12. Gas Safety

All gas equipment will be serviced in line with the manufacturer's recommendations which will include at least an annual safety check by a competent Gas Safe registered engineer and servicing according to manufacturer's instructions.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked regularly to ensure that they have adequate ventilation.

## 13. Legionella

The Senior Leader/Estate Management is appointed as the responsible person for implementing arrangements to control the risk of legionella within systems and for reviewing the effectiveness of the arrangements. They must also nominate a deputy responsible person who will ensure that arrangements are in place if the responsible person are not available.

The Senior Leader/Estate Management will manage potential risk from Legionella exposure in accordance with current legislation, guidance, and good practice by:

- commissioning a competent external contractor to provide a suitable survey/risk assessment; with the risk assessment being reviewed at least every two years or whenever there is reason to suspect it is no longer valid.
- addressing any remedial actions identified within the risk assessment.
- ensuring that a competent employee or external contractor undertakes the control measure tasks identified in the risk assessment and maintains records.

## 14. Asbestos

Each academy will maintain an asbestos management plan and asbestos register.

Staff are briefed on the hazards of asbestos, the location of any asbestos in the academy and the action to take if they suspect they have disturbed it.

A refurbishment or demolition survey must be undertaken before any proposed works that could potentially disturb the fabric of the building.

An annual visual inspection of accessible asbestos-containing materials must be undertaken, and the findings recorded. If any damage or deterioration is noticed to an asbestos-containing material, either during an inspection or otherwise, it should be reported immediately to the Senior Leader/Estate Management.

Material known to contain asbestos e.g., ceiling tiles, must never be drilled or screwed into, nor must any item be affixed to it e.g., posters, mobiles, especially with pins or staples.

Arrangements are in place to ensure that contractors are made aware of any asbestos in the area that they will be working in and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately, until the area is declared safe, and report to the Senior Leader/Estate Management. Contractors are required to sign and confirm that they have seen the asbestos register in relation to the area they will be working in or the activities they will be undertaking.

## 15. Electrical Safety

Fixed electrical installations will be inspected by a competent electrical engineer every 5 years.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in low-risk environments' (INDG236), by trained academy staff with records maintained. An inventory or PAT register is maintained, and all defective items identified are either repaired or removed immediately.

Maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

All staff are responsible for ensuring that they visually check electrical equipment before use and handle equipment sensibly and safely.

Any pupil/student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards, electrical faults or faulty fittings must not be used and must be reported to the Senior Leader/Estate Management immediately.

Staff are informed that they should not bring electrical items in from home unless they are new, or a recent

portable appliance test (PAT) can be evidenced. Staff appliances can be tested with prior agreement and before use.

Hirers of the academy's facilities, contractors and visitors must ensure that any electrical equipment they bring into the academy has an appropriate portable electrical test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

Further information can be found in the Huish PAT Test Manual.

## **16. PE/Sports equipment**

Pupils/students are taught how to carry out and set up PE/Sports equipment safely and efficiently. Staff check that equipment is set up safely before use.

Any concerns about the condition of the activity surface or other apparatus will be reported to the Estate Management for our Academy Schools. For RHC please report issues to the Sports Development Officer.

PE equipment will undergo visual check at every use and will be formally inspected annually.

## **17. Outdoor play equipment**

External play equipment will only be used when supervised. The equipment will be checked daily by staff for any apparent defects and for contamination by animals.

Outdoor play equipment will be inspected during routine inspections of the grounds and independently inspected annually by a suitably qualified individual.

## **18. Display screen equipment (DSE)**

All staff who habitually use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. DSE assessments are reviewed every 2 years or if a change occurs.

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).

## **19. Glazing**

Academies will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing.

Academies will survey its glass surfaces in doors, windows, and door side panels for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect.

## **20. Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Estates team duties
- Site cleaning duties
- Working in a single occupancy office

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.

If lone working is to be undertaken the staff members' line manager must be informed about where the member of staff is and receive confirmation of their safe return.

A risk assessment should be completed for instances of lone working. The employee(s) has a responsibility to report any medical conditions that may make them unsuitable to work alone.

## **21. Working at height**

Each Academy will ensure that work is properly planned, supervised, and carried out by competent people with the skills, knowledge, and experience to do the work. A risk assessment should be completed for instances of working at height.

In addition:

- The Estate Management retains ladders for working at height and ensures that they undergo inspection with records kept,
- Pupils/students are prohibited from using ladders,
- Staff must be trained and wear appropriate footwear and clothing when using ladders,
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety,
- Contractors are expected to provide their own ladders and risk assessment for working at height,
- A documented annual condition inspection is completed.

## 22. Manual handling

A manual handling risk assessment should be carried out and recorded for all manual handling activities that pose a risk of injury to staff.

Each academy will ensure that proper mechanical aids and lifting equipment are available, where necessary and that staff are trained in how to use them safely.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and pupils/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 more 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,
- Expectant mothers must not undertake any hazardous manual handling activities.

## 23. Radiation

Richard Huish College (RHC) has an operational requirement to undertake work involving radioactive substances. The college Senior Leader will appoint required competent persons; namely Radiation Protection Adviser (RPA) and Radiation Protection Supervisors (RPS).

## 24. Radon

Huish follows the guidance from the UK Health Security Agency for Radon in schools. Radon surveys will be conducted for Academies that:

- Have buildings in a radon-affected area with a risk of 1% or more.
- Have buildings that have basement spaces, or underground environments that are occupied for more than 50 hours per year.
- Have areas that contain an open-water source (for example wells, boreholes, and springs).

Where the radon levels exceed the 'requires action' level the appropriate reporting and remedials will be actioned and further monitoring put in place for every 2 years.

Where the radon levels are below the 'required action' level, repeat surveys will take place every 10 years.

## 25. Construction Design and Management Regulations (CDM) 2015 and Client Duties

Huish and our academies will be acting as a Client under these Regulations for any works procured on the site and need to ensure compliance. Each of our academies should also have knowledge of their Client duties under these regulations.

The Client shall make suitable arrangements for managing a project, including making sure:

- Other duty holders are appointed as appropriate,
- Sufficient time and resources are allocated The Client shall remain responsible for:
- Ensuring relevant information is prepared and provided to other duty holders (i.e., designers and contractors),
- That a competent Principal Designer is appointed,
- That the Principal Designer and Principal Contractor carry out their duties,
- That appropriate welfare facilities are provided.

## 26. Off-site visits

When taking pupils/students off the academy premises, the academy will ensure that:

- Risk assessments are completed where off-site visits and activities require them,
- All off-site visits are appropriately staffed,
- Staff will take an academy mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details,
- There will always be at least one first aider on academy trips and visits unless the EVC considers it not to be necessary on a risk basis,
- For academies with Early Years Foundation Stage provision, there will always be at least one first aider with a current paediatric first aid certificate on academy trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## 27. Driving

Staff that require the use of a Huish vehicle or use of their own vehicle for business purposes must fill in the Huish Drivers Questionnaire and have a full UK driving license.

For driving private vehicles for work purposes staff must also have business insurance and maintain their vehicle in a road worthy condition.

Only authorised employees who have completed the 'Minibus driver awareness scheme' (MiDAS) will be permitted to drive academy owned/leased and hired-in minibuses.

Academies should refer to the Huish Minibus Policy and Procedure for further information.

## 28. Lettings

This policy applies to lettings. Those who hire any aspect of any academy site or any facilities will be made aware of the content of the Huish health and safety policy and will have responsibility for complying with it.

## 29. Violence at work

Staff should not be in any danger at work, and violent or threatening behaviour towards staff will not be tolerated.

All staff will report immediately to their line manager or the Huish HR department and record any incidents of aggression or violence (or near misses) directed to themselves. This applies to violence from pupils/students, visitors, contractors, or other staff.

In the event of student-on-student violence, staff should only intervene if they feel it's safe to do so or once multiple members of staff are available to perform the intervention safely for all parties.

## 30. Smoking

Smoking is not permitted anywhere on our Academy premises.

Vaping is only permitted in a designated vaping area on the college premises.

## 31. Infection prevention and control

Huish applies the national guidance published by Public Health England "Healthcare protection in schools and other childcare facilities" when responding to infection control issues.

## 32. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil/student notifies their academy that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.

- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

### **33. Occupational stress**

Huish is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stress through risk assessment.

Systems are in place within each academy for responding to individual concerns and monitoring staff workloads. Academies should refer to the Huish Stress Management Policy for further information.

### **34. Accident Reporting**

#### **34.1 Accident record book**

An accident and first aid record if appropriate will be completed as soon as possible after an accident occurs by the member of staff or first aider who deals with it.

Injuries to staff and significant incidents involving pupils and members of the public will be recorded:

- School academies on the EEC live Accident Reporting system. As much detail as possible will be supplied when reporting an accident.
- RHC using the online and hard copy Accident Record forms

Information about injuries will also be kept on the pupil/student educational record.

Records of accidents and incidents involving adults will be retained by the academy for a minimum of 3 years and those for pupils/students until 3 years after their 18th birthday.

#### **34.2 Reporting to the Health and Safety Executive**

For Academy Schools - All accidents which result in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) will be sent by the EEC live system to the Academy's Health and Safety Advisor, Educating Safely LLP, before being referred by them as soon as is reasonably practicable directly to the Health and Safety Executive. The Senior Leader will also notify the Huish Executive of any reportable incidents.

For RHC, all incidents which result in a reportable injury, disease, or dangerous occurrence, as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) will be sent to the Huish H&S Advisor, Educating Safely LLP who will, as soon as is reasonably practicable, report it directly to the Health and Safety Executive.

#### **34.3 Notifying parents**

The Senior Leader/First Aid Lead will inform parents of any accident or injury sustained by a pupil/student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

#### **34.4 Reporting to Ofsted and child protection agencies**

The Senior Leader, in conjunction with the Designated Safeguarding Lead (DSL), will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the academy's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Senior Leader, in conjunction with the DSL, will also notify the appropriate Local Authority of any serious accident or injury to, or the death of, a pupil while in the academy's care.

#### **34.5 Reporting to Governors**

Details of all accidents are provided to the Academy LGB, where issues and trends can be identified. If required, measures to prevent reoccurrence will be implemented.

#### **34.6 Reporting to the Huish Executive**

Any accidents or incidents that require investigation must be communicated to the Huish Executive. In all cases,

any accident that results in a RIDDOR submission must be communicated to the Huish Executive.

## **35. Pupil/Student Drugs and Medications**

### **35.1 School Academies**

Each academy school follows the Department for Education statutory guidance document “Supporting pupils at school with medical conditions” and has a separate policy on the subject.

Children and young people, who are asthmatic, are required to keep a spare inhaler at the academy. Spare inhalers must be kept in a secure staffed areas and labelled with the child/young person’s name. The secure storage area should be accessed by designated staff to ensure that the inhalers are available in an emergency.

Medication may only be administered for documented medical conditions where routine administration has been formally agreed or in an emergency, where it is critical to life and the Senior Leader/First Aid Lead has prior written knowledge about the child or young person’s medical condition. Any medication of this nature must be kept in a secure location and all relevant staff be informed and advised on how to access it.

Staff administering medication in an emergency must be fully trained to do so. The Senior Leader/First Aid Lead are responsible for:

- Administering prescription and other medicines where there is no alternative to them being taken in academy time, when written parental consent has been obtained to do so,
- Collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and always keeping it up to date,
- Liaising with the Health and Safety Advisor, Health Centre, and parents as appropriate,
- Managing the input, maintenance, and retrieval of all medical data in respect of students.

### **35.2 Richard Huish College**

If a student suffers with asthma, diabetes, epilepsy, or other long-term illnesses it is recorded that they may require daily medication. If so, the student should bring the medicine to college in a clearly labelled container. It is anticipated that students, save for exceptional cases, will be responsible for the safe storage of their medication and administration whilst on college premises.

Where RHC agrees to store medication on behalf of a student, it will be stored in accordance with the administration of medication procedure. A register of students requiring such medication is to be available at reception and provided to First Aiders for information purposes.

**STAFF ADMINISTERING EMERGENCY DRUGS OR MEDICATION MUST BE FULLY TRAINED TO DO SO.**

Please see separate section on the handling of medicines in relation to our boarding facilities at Oak House and homestay accommodation.

## **36. Training**

All staff are provided with health and safety training as part of their induction process.

Staff who work in high-risk environments, such as in science labs or with DT equipment, or work with pupils/students with special educational needs and disabilities (SEND), are given additional health and safety training.

## **37. Monitoring**

The Chief Finance Officer and Director of IT and Facilities, together with our H&S Advisor, Educating Safely LLP, will review this policy annually.

At every review, the policy will be approved by The Huish Board of Directors and adopted by each Academy LGB. An annual audit of this Policy and the health and safety management systems in place will be carried out by the Huish competent person, Educating Safely LLP.

## **38. English as a Second Language**

The Health and Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 1999 require us to provide our employees and pupils/students with understandable and relevant information on risks to their health and safety and on precautions to take to avoid those risks. Information shall be provided in a way that takes account of any language difficulties or disabilities. It will be provided in a form that is most

suitable in the circumstances, with the proviso that it can be understood by everyone. For employees or pupils/students with little or no understanding of spoken or written English, we will make special arrangements.

### **39. Third Party Monitoring/ Inspection**

Academies will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within academy action plans with appropriate target dates for completion.

### **40. Oak House Student Accommodation**

#### **40.1 Oak House Boarders**

RHC provides accommodation for students at 107-109 South Road Taunton. In the context of this policy, any reference to student accommodation or Boarders means those RHC students that are boarding at Oak House. Where policy statements refer to Oak House only these will be explicit, if a policy statement refers to all students no differentiation will be made.

#### **40.2 Storage and Handling of Medication**

Where a student has a medical condition that requires the use of drugs that are potentially harmful to others, we will ensure that those medicines are held securely in the facility safe. We will issue sufficient medication for the student for one week at a time. Access to the safe is restricted to the boarding house manager and house parents.

#### **40.3 Fire Safety and Evacuation**

Oak House has a fire evacuation plan that is communicated to all boarders and staff. Fire drills will be practised at least termly with at least one of those drills taking place in unsociable hours (i.e., after curfew). The drills will be overseen by the Boarding House Manager and house parents supported by other RHC staff as appropriate.

All boarders and staff will always use the Oak House registration system to ensure that an accurate record of all people on site can be maintained in case of a fire/emergency evacuation.

#### **40.4 Lockdown**

Oak House is fitted with a lockdown alarm system in the same way as the college. When activated the sounders will pulse rather than emit a continuous sound.

Lockdown drills will be practiced at least twice a year. Once at the beginning of the year and one towards the end.

#### **40.5 Lone Working**

There is a requirement for at least one member of staff to always be on the premises. We recognise that there will be times where there will be only one member of staff 'on duty'. RHC has in place an on-call supervisor team that will be aware of the staff rota and are on-call to attend Oak House should there be an emergency for which the boarding house manager/house parent need support or, has to leave site, for example to accompany a boarder to hospital. The boarding house manager/house parents will be issued with a mobile phone that they are expected to always carry with them.

#### **40.6 Security**

Access to Oak House is controlled through the Huish access control system. The RHC ID cards will be coded to allow access to the facility for all boarders, house parents, Student Boarding staff (on-call supervisor team), Caretaking and Cleaning staff and senior staff responsible for safeguarding and facility management.

Oak House has a procedure for the recording of guests of boarders and other visitors. Boarders will be reminded of their duty of care to fellow boarders through the handbook and regular facility meetings. Any boarder that suspects another boarder is in breach of guest/visitor procedures must report their concerns to a member of the facility staff immediately.

All contractors must be recorded on the college access system and issued with visitor identification. They must always be accompanied when working in boarder bedrooms by a member of staff.

All staff will use the facility access system to ensure that we know who is on site at any time.

#### **40.7 First Aid**

The boarding house manager and house parents (including relief House Parents), Student Boarding staff, on-call supervisors and appropriate cleaning/caretaking staff will all receive first aid training.

All incidents that require first aid intervention will be recorded in the facility incident/accident log. Where an incident requires the house parent in charge to accompany a boarder to hospital, should the second house parent not be on site, then they will call the on-call supervisor for assistance.

#### **40.8 Boarder Handbook**

The Oak House boarder handbook will contain all the procedures that underpin this policy. Boarders will undertake a detailed induction to ensure that they are fully conversant with the expectations and necessary actions should there be an incident in relation to their personal safety or the safety of others whilst at the facility.

### **41. Links with other policies/documents**

- RHT Stress Management Policy
- RHT Minibus Policy and Procedure
- RHT Risk Management Policy
- RHT Safeguarding and Child Protection Policy
- Academies' Educational Visits and Trips Policy
- Academies' First Aid Policy
- Academies' Risk Assessment Policy
- Academies' Supporting pupils with medical conditions Policy
- RHT PAT Test Manual
- RHC Science Health & Safety Working Practices
- DfE Good Estate Management for Schools  
<https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety>
- UKHSA Radon in Schools  
[https://www.ukradon.org/cms/assets/gfx/content/resource\\_4430csce052ea95d.pdf](https://www.ukradon.org/cms/assets/gfx/content/resource_4430csce052ea95d.pdf)