



The Diocese of Worcester Multi Academy Trust Health & Safety Standards and Information Record

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Member of staff responsible:	Mrs Karen Surrall

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1. Health and Safety Policy and Governance

Overview

Every workplace that employs more than 5 people must have a documented health and safety policy that details responsibilities at site, local arrangements for how health and safety is managed and how arrangements are monitored and reviewed.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

Each academy must have an up to date health and safety policy that is signed and dated by the Head Teacher and the Chair of Governors, with a review date. The policy must be reviewed at least every 3 years, or sooner if there are significant changes within the academy or legislatively. The health and safety policy must clearly identify that the individual academy is part of The Diocese of Worcester Multi Academy Trust and incorporate the 'general policy statement' endorsed by the Chairman of the Board.

Each academy must have appropriate consultative arrangements in place to discuss, monitor and review local health and safety arrangements.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

- ✓ Academy Health and Safety Policy.
- ✓ Academy local arrangements for how key areas of health and safety are managed.
- ✓ Evidence of how the policy and arrangements have been communicated
- ✓ Terms of reference for a H&S Committee or similar forum.
- ✓ Evidenced minutes of Committee meetings clearly showing allocated action points.

2. Risk Assessment

Overview

The Management of Health and Safety at Work Regulations 1999 requires employers to assess the risk to the health, safety and welfare of their employees and to anyone else who may be affected by their activities.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

Academies within The Diocese of Worcester Multi Academy Trust should adopt a sensible approach to risk assessment looking at significant risks. The academy risk assessment procedure should follow Health and Safety Executives (HSEs) risk assessment guidance INDG163 (rev4) www.hse.gov.uk/pubns/indg163.pdf .

The Diocese of Worcester Multi Academy Trust recommends that the staff who undertake risk assessments on behalf of the academy have received some training or instruction/mentoring on risk assessment techniques. It is suggested that each academy should produce a risk assessment index list that identifies the risk assessments that have been completed and the review dates, see example below.

Title of risk assessment	Name of person completing risk assessment	Date completed	1 st Review date due	2 nd Review date due	3 rd Review date due
General hazards	J. Smith	12/02/14	02/17		
Use of play equipment	S. Jones	10/10/15	10/18		
Pond dipping	J. Patel	10/11/15	11/17		

Risk assessments must be reviewed regularly (minimum of every 3 years) or if a review is triggered by: -

- a significant change in the way an activity/task is undertaken
- as a result of an accident, assault or near miss incident
- a change in staff/pupil circumstances.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

- ✓ Risk assessment procedure (can be within H&S policy local arrangements).
- ✓ Risk assessment proforma.
- ✓ Training records.
- ✓ Index of academy risk assessments with review dates (recommended).

3. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Overview

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to all workplaces including academies, however most incidents that happen in academies or on trips only need to be recorded locally and not formally reported.

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work**. Reports should be made on line using the HSE online reporting system www.hse.gov.uk/riddor/report.htm

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

Any incidents/accidents on academy premises occur which involves members of staff, pupils, visitors (inc. contractors) must be recorded in the academy accident/incident book, form or other accepted reporting system. The Diocese of Worcester Multi Academy Trust 'incident report flowchart' must be followed by all academies.

N.b. Contractor employers are responsible for reporting to RIDDOR for their employees, if a contractor is self-employed the academy should do this.

All academy accidents/incidents should be proportionately investigated. RIDDOR reportable accidents/incidents should be fully investigated by the academy to ensure that a root cause analysis is undertaken in order to prevent the recurrence of the accident/incident.

Any serious accidents/incidents must be immediately notified to the Operations Manager at the Multi Academy Trust with a copy of the accident/incident report and investigation forwarded as soon as completed. **The Diocesan Academy Trust will report incidents/accidents as required to the HSE.**

Additional guidance on what is reportable is available at:

www.hse.gov.uk/pubns/edis1.pdf

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

- ✓ Multi Academy Trust accident/incident reporting and investigation procedure.
- ✓ Multi Academy Trust reporting form for employee and serious pupil incidents.
- ✓ Records of local incidents and investigations.
- ✓ Record of RIDDOR accidents/stats for last term/last year.

4. First Aid

Overview

The Health and Safety (First-Aid) Regulations require employers to provide adequate and appropriate equipment, facilities and personal to ensure that their employees receive immediate attention if they are injured or taken ill at work. A risk assessment should also be completed and to identify the first aid provision for non-employees such as the public and pupils following the HSE first aid at work L74 (3rd edition) www.hse.gov.uk/pubns/priced/l74.pdf .

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

All academies must assess the level of first aid provision required by undertaking a first aid risk assessment.

The risk assessment will be dependent on the type of academy, size of the academy and any specific individual (pupil/staff) circumstances. The risk assessment must also take into account the guidance on first aid for academies from the Department for Education which can be found on www.gov.uk/government/publications/first-aid-in-academys

Wherever possible first aid should be administered by a competent person with in date first aid training. A record of any first aid administered must be maintained. A record must also be kept and monitored of when first aid qualifications are due to expire.

Any first aid boxes or other equipment must be subjected to regular inspections (with records kept of this inspection) and maintained appropriately.

First Aid notices must be displayed detailing how to get help.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

- ✓ Academy first aid risk assessment.
- ✓ Record of all first aid administered.
- ✓ List of first aiders with expiry dates of training.
- ✓ Record of first aid box checks/inspections.
- ✓ First aid notices.
- ✓ Training record of first aiders.

5. Manual Handling

Overview

Incorrect moving and handling is one of the most common causes of injury at work. It causes work-related musculoskeletal disorders (MSDs) which account for over a third of all workplace injuries. The Manual Handling Operations Regulations 1992, as amended in 2002 apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person or inanimate, such as a box or a trolley.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

Academies must identify moving and handling tasks and completed risk assessments for any hazardous tasks identified. The assessments must clearly identify who is at risk from injury and what suitable and sufficient control measures can be put into place to minimise the risk using the hierarchy of control measures for moving and handling: -

- avoid hazardous moving and handling operations so far as reasonably practicable;
- assess any hazardous moving and handling operations that cannot be avoided;
- reduce the risk of injury so far as reasonably practicable.

If a risk assessment identifies hazardous/regular manual handling activities that staff are required to undertake, the members of staff involved with this activity must be trained in manual handling techniques.

Appropriate mechanical aids must be provided as determined within the moving and handling assessment; mechanical items provided for moving and handling persons must be inspected/serviced 6 monthly.

Additional guidance can be found on www.hse.gov.uk/pubns/priced/l23.pdf

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

- ✓ Manual handling information/risk assessments.
- ✓ Records of inspection/services for mechanical aids.
- ✓ Staff training records.

6. Working at Height

Overview

Injuries from incorrect working at height occur far too frequently and are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders, through fragile roofs and off chairs and tables. The Work at Height Regulations is in place to prevent death and injury from a fall from height.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

The Diocese of Worcester Multi Academy Trust recognises that some working at height ranges from putting up displays and accessing higher level stored items to accessing roofs and using scaffold and ladders. In all cases of work at height the process should be carefully risk assessed following the Health and Safety Executive guidance

www.hse.gov.uk/pubns/indg401.pdf

For staff using ladders/stepladders to work at height i.e. accessing roofs/overhead water tanks etc. The Health and Safety Executive guidance for safe use of ladders and step ladders should be followed www.hse.gov.uk/pubns/indg455.pdf

Only staff who have been trained should erect and use tower scaffold and the Health and Safety Executive guidance should be followed [HSE Scaffold tower - Scaffolding industry health & safety](http://www.hse.gov.uk/pubns/indg455.pdf)

For premises that have fall restraint equipment on the roof, only staff who have been trained in its use and had the correct size harness provided should use.

All ladders used should be the correct classification/type for the task. No 'Class 3' (domestic) ladders should be used in academy for work activities. All ladders should be checked prior to use with a formal annual inspection undertaken and recorded.

Teaching staff that use step ladders/step stools for accessing displays should also ensure they work safely at height and are subject to the same risk assessments and checks/inspections of ladders/step stools.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

- ✓ Risk assessments for working at height tasks.
- ✓ Access equipment inspection/checklist.
- ✓ Training record for working at height.
- ✓ Fall restraint equipment check/inspection record (if applicable).

7. Display Screen Equipment (DSE)

Overview

The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002) requires that employers undertake assessments of the workstations used by their staff. These Regulations only apply to employees whose workers regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). These workers are known as DSE users.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

Academy office staff, including the Head Teacher and other senior leaders in some cases will be classified as DSE users and will require a risk assessment of their workstation. Each assessment should look at the individual's particular circumstances and ensure that the workstation is set up accordingly.

The Diocese of Worcester Multi Academy Trust requires the academy to: -

- Provide information / training to DSE users;
- Ensure DSE users initially complete a self-assessment;
- Review the self-assessments findings;
- Implement controls/provide equipment as required;
- Provide eye and eyesight tests on request, and special spectacles if needed;
- Regularly review the assessments when the user or DSE equipment changes.

The HSE (DSE) workstation checklist can be found on www.hse.gov.uk/pubns/ck1.pdf

Additional guidance can be found on www.hse.gov.uk/msd/dse/guidance.htm

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

- ✓ DSE user risk assessments.
- ✓ DSE user information / training records.
- ✓ Eye sight test procedure and optician used by academy.

8. Control of Substances Hazardous to Health (COSHH)

Overview

The Control of Substances Hazardous to Health Regulations place duties on employers to control the risk to employees and others which arise from the exposure to substances hazardous to their health which are associated with employers work activities.

Where there is an identified hazard to health from the inhalation of hazardous substances and appropriate extraction system must be installed with an approved inspection and test system to ensure that it functions correctly/safely to remove fumes, air contaminants and dust.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

Wherever possible hazardous substances are replaced with a non-hazardous or less hazardous alternative.

Each academy must keep an up to date inventory of all hazardous substances used. (for Science/D&T/Art departments separate inventories must be kept)

A Manufacturer's Safety Data Sheet (MSDS) must be available for all of the products that are classified as hazardous products. The MSDS must be accompanied by a COSHH assessment which will detail aspects of usage including safe handling, details of personal protective equipment required, storage and action to take in the event of an emergency. All COSHH risk assessments must be reviewed regularly (minimum of every 3 years) or if how the hazardous substance used changes.

The Diocese of Worcester Multi Academy Trust requires that all extraction units (LEV) (kitchen, departments) are subject to regular maintenance and inspection by a competent person.

Additional information can be found on www.hse.gov.uk/coshh/basics/substance.htm

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

- ✓ Academy COSHH inventory with risk assessment review dates.
- ✓ Departmental inventories (Secondary only).
- ✓ MSDS sheets for hazardous substances.
- ✓ Staff training.
- ✓ Record of PPE issued to staff for the safe use and handling of hazardous substances.
- ✓ Annual/14 monthly maintenance/inspection of LEV by competent person.
- ✓ In house cleaning record to remove grease etc. from kitchen extraction units.
- ✓ Pre use check record for fume cupboards.

9. Contractor Management

Overview

The management and control of contractors and construction work is heavily legislated within the Construction (Design and Management) Regulation 2015. Any construction work must be properly planned prior to starting and before contractors are appointed that they are appropriately assessed to ensure that they are competent to undertake the work.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

If academies commission their own contractors they must ensure that they are competent to undertake the work. All contractors must be assessed prior to commencing work and that the assessment/check should include, as a minimum, the following: -

- Public liability insurance is in place on up to date;
- Competency certification is confirmed;
- Professional memberships / accreditations is confirmed;
- There are no previous enforcement actions relating to health and safety offences;
- Risk assessments and method statements have been completed for the proposed work/tasks;
- A pre-start meeting takes place to discuss exact, details of work, work areas, times on site, key contacts and emergency arrangements.

In addition to the above, it is also important that contractors demonstrate a proactive and willing attitude to engage in the safe procurement process.

It is recommended where possible a property services/building management provider is used for the control and commissioning of contractors who regularly assess the competence and suitability of contractors on behalf of the academy. For large projects a competent project manager must be employed.

Additional guidance can be found on www.hse.gov.uk/pubns/indg368.pdf

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

- ✓ Control of contractor's procedure (can be within H&S policy local arrangements).
- ✓ Pre-qualification checks/record of contractor checks undertaken.
- ✓ Academy procedure for 'signing in' of contractors and provision of key information (asbestos, fire, accidents, DBS etc.).

10. Wellbeing/Stress Management

Overview

Work-related stress and staff wellbeing is a major cause of occupational ill health, poor productivity and human error. It can result in sickness absence, high staff turnover and poor performance and a possible increase in accidents due to human error. The Health and Safety Executives Management Standards approach to risk assessment will help your academy manage the issue sensibly and minimise the impact of work-related stress on your academy.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

The Diocese of Worcester Multi Academy Trust recognises a happy and healthy workforce enables the academy to function to a high level. The Health and Safety Executive have produced guidance to assist in the management of excessive pressures which can be found on www.hse.gov.uk/stress/index.htm

Any reports of excessive pressure from individual staff should be looked at within an individual assessment which should be conducted. If there appears to be stress related issues across a number of staff an assessment should also be conducted. Assessments should follow the HSE Stress Management Standards.

It is advisable that the academy adopts the Health and Safety Executives guidance causes of work related stress HSG 218 www.hse.gov.uk/pubns/priced/hsg218.pdf and produces a academy 'stress procedure' as detailed in appendix 1 of the guidance.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

- ✓ Wellbeing/stress procedure for the academy (can be within H&S policy local arrangements).
- ✓ Academy risk assessment proforma following the Health and Safety Executives Management Standards (where stress issues identified).

11. Pupil/Student Medication

Overview

Pupils at academy with medical conditions should be properly supported so that they have full access to education, including academy trips and physical education.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

The Diocese of Worcester Multi Academy Trust requires that all academies must have a medication policy as required by the Department for Education (DfE). The standard templates provided by the DfE should also be followed.

www.gov.uk/government/publications/supporting-pupils-at-academy-with-medical-conditions--3

Should a pupil have a medical condition that requires them to take prescribed drugs/medication the academy should seek volunteers to support the pupil.

Staff volunteers should be trained in the process by the relevant competent person depending on medical issue i.e. school nurse service.

The academy should ensure it has an individual care plan for each pupil/student who requires medication whilst under the control of the academy.

The medication should be kept in a safe secure place and be appropriately labelled.

Where medication is given to pupils or administered a record must be kept of what was given and the dosage. The Diocese of Worcester Multi Academy Trust recommends that in these circumstances a counter signature is obtained for a member of staff.

Academies should clearly detail in their medication policy the arrangements for the administration of non-prescribed medicine during the academy day.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

- ✓ Pupil medication policy and management procedures.
- ✓ Administration of medication consent forms.
- ✓ Record of individual pupil care plans as required.
- ✓ Details of location of prescribed medication kept in secure location.
- ✓ Record of dosage prescribed/administered for individual students.
- ✓ Staff training record for administering medication.

12. Driving and Traffic Management

Overview

Whether driving private vehicles for work purposes of Academy owned/hired transport, vehicles should be appropriately maintained and subject to regular checks before it is used by the driver. Members of staff who drive for work purposes must have their entitlement to drive must be established. All vehicles whether private, Academy owned or hired must be maintained to a suitable standard.

On site vehicle movement should be managed to ensure that there is appropriate pedestrian and vehicle segregation.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

Driving

All academies should have appropriate management systems in place that check staff driver licences and their entitlement to drive vehicles on behalf of the academy. Records of driver licence checks should also be kept. Any member of staff who accumulates a number of points on their license should report this to the academy as this may affect the academy insurance and their entitlement to drive academy vehicles. Where staff use their own vehicles to drive on academy business, they should hold appropriate business insurance and a vehicle MOT. Staff using their vehicle should present their driving licence, insurance and MOT for checking on an annual basis to a nominated person and a record should be made of this check.

The academy should follow the advice/guidance from the Department for Education and Department for Transport for academy staff that drive a mini bus on behalf of the academy www.gov.uk/government/publications/driving-academy-minibuses-advice-for-academys-and-local-authorities.

Should academy staff need to drive a mini bus they will have to hold a 'D1' classification on their licence. It is important that academy staff/volunteers meet specific requirements for driving a mini bus this can be checked via www.gov.uk/vehicles-can-drive

The criteria for minibus driving is:

Individuals can legally drive a minibus with up to 16 passenger seats within the UK as long as they had their license issued prior to 1 January 1997 or they meet the all of the following conditions:

- Driving license issued after 1 January 1997;
- 21 years old or greater;
- The minibus is to be used for social purposes by a non-commercial body;
- Driving license has been held for a minimum of 2 years;
- They meet the ['Group 2' medical standards](#) Individuals should check with your GP if they on prescribed medication or have a medical condition that may affect their entitlement to drive i.e. Epilepsy;
- The mini bus to be used is not greater than the maximum weight of 3.5 tonnes (or 4.25 tonnes including specialist equipment for disabled passengers, e.g. a wheelchair ramp);

- Trailers are not to be towed with the mini bus.

In addition to the above The Diocese of Worcester Multi Academy Trust may require academy staff are to undertake a mini bus competence assessment through an external competent person before they are permitted to drive on behalf of the academy.

On site traffic management

Academies must undertake an inspection of the areas and any activities when vehicles may come onto the site. If there are areas identified where there is vehicle/pedestrian conflict, a risk assessment must be completed which introduces management controls.

The risk assessment must take into account traffic calming/speed restrictions/signage, restriction of vehicles onto the academy site at certain times, delivery times, controlling reversing activities of vehicles, segregation of pedestrian and traffic routes etc.

Additional information can be found on

www.hse.gov.uk/workplacetransport/checklist/section2.htm

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

- ✓ Academy transport procedure (minibus).
- ✓ Academy list of approved mini bus drivers.
- ✓ Pre use vehicle check records of all academy owned vehicles.
- ✓ MOT, servicing, insurance and break down cover of academy owned transport.
- ✓ Record of annual checks of driving licence, MOT and insurance for staff who use their vehicles for academy business.
- ✓ Record of 6 monthly driving licence checks for academy staff who drive academy vehicles.
- ✓ Evidence that an inspection of areas affected by vehicle and pedestrian conflict has been undertaken.
- ✓ Pedestrian and traffic conflict risk assessment (as required).

13. Educational Visits

Overview

Academy trips have clear benefits for pupils, and large numbers of successful visits and outdoor learning activities take place each year. Misunderstandings about the application of health and safety law may, in some cases, discourage academies and teachers from organising such trips. These misunderstandings stem from a wide range of issues but may include frustrations about paperwork, fears of prosecution if the trip goes wrong. The HSE fully supports academies arranging a wide range of out-of-academy activities, which can include visits to museums, trips to the countryside or taking part in challenging and adventurous activities.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

All academies must have an educational visits policy and must follow the national guidance www.oeapng.info and that all trips are approved by the Head Teacher before the trip is undertaken.

Educational visits must be carefully risk assessed and the control strictly followed. It is recommended there is a named educational visits coordinator (EVC) trained specifically for the role and to oversee the visits.

Academy trips should take into account ratios of staff to pupils, transport to be used, type of accommodation being used, activities being undertaken and what happens in the event of an emergency.

Should any higher risk activities be planned by the academy such as caving, climbing, trekking and water sports such as canoeing etc. then these activities should only be undertaken by competent instructors as detailed in the Adventure Activities Licensing Regulations 2004 and have comprehensive procedures and risk assessments fully completed.

Advice and guidance on academy trips can be found on www.oeapng.info and www.hse.gov.uk/services/education/academy-trips.htm

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

- ✓ Educational Visit Policy including approval procedure.
- ✓ Risk assessments index for regular academy trips.
- ✓ Named EVC for the academy.

14. General Premises Management

Overview

General upkeep of the premises including inspection and monitoring must be regularly undertaken to assist in the maintaining of and raising health and safety standards. Visual inspections in conjunction with the undertaking of statutory inspections of plant and equipment help to ensure all persons coming onto the Academy site can do so safely. Looking at specific risks such as door hinge protection, window restrictors and glazing safety form part of the general premises management as well as external hazards such as tree's and water hazards.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

There are many types of workplace inspections which vary from daily to annual checks. In the main, the Premises Officer should ensure that the checks and inspections which are undertaken with regards to the safety of the academy are completed and fully recorded.

The Diocese of Worcester Multi Academy Trust requires that an annual workplace inspection is undertaken which is supported by the senior management at the academy i.e. Head Teacher/Governor. The workplace inspection is an important document which shows that there is a clear commitment to providing a safe environment for all and clear accountability to improve when unsafe issues are identified.

The workplace inspection should record:-

- Who carried out the inspection and the date of the inspection;
- What areas of the academy were checked;
- What was checked on an academy inspection proforma;
- Any item/area that requires improvement/further action and who will action/undertake this work which is then signed off when complete.

Guidance on academy/academy standards can be found on www.gov.uk/government/uploads/system/uploads/attachment_data/file/410294/Advice_on_standards_for_academy_premises.pdf

A guide to assist in ensuring what in house checks should be undertaken and how frequently is included (some academies use external contractors for some aspects).

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

- ✓ The Academy Health and Safety termly/annual inspection with action plan.
- ✓ Premises Officer routine inspection records (see guide).
- ✓ Records of all required statutory inspections.
- ✓ Glazing survey and certificate of compliance (every 10 years).
- ✓ Record of tree survey (every 5 years).
- ✓ Risk assessments for specific risk areas such as hinge protection, window restrictors on upper floors, ponds etc.

N.B Where Academies have Premises Officer Accommodation statutory inspections and maintenance regimes must also be in place.

	Daily	Weekly	Monthly	Termly	6-monthly	Annually
General premises and site						
Unlock and secure building	X					
Unlock and secure grounds	X					
Check all exits door open and routes clear	X					
Check external paths and perimeters	X					
Identification of hazards and defects	X					
Formal site inspection (recorded)				X		
Formal inspection of hinge protection devices			X			
Formal inspection of upper floor window restrictors			X			
Fire safety						
Check fire panel operational and showing no faults	X					
Test fire alarm rotation of call points activated		X				
Visual check of FFE		X				
Emergency light battery/flick test			X			
Condition of fire doors			X			
Sprinkler systems	X	X	X			
Alarms						
Intruder alarm operational	X					
Panic alarms			X			
Disabled access alarms		X	X			
Localised door alarms		X	X			
Lift alarm		X	X			

	Daily	Weekly	Monthly	Termly	6-monthly	Annually
Water hygiene						
Flush little used outlets		X				
Hot and cold water temperature			X			
Calorifier flow and return			X			
Shower head cleaning				X		
Cold water tank temperature					X	
Incoming water temperature					X	
Asbestos						
Awareness of location and condition	X					
Formal check and monitoring of condition						X
Outdoor fixed play equipment						
Inspection of condition	X	X				
Access equipment						
Visual check	X					
Thorough inspection of steps and ladders						X
Swimming pools						
Cl and PH check	XXX					
Alkalinity test		X				
Backwash of filter		X				

15. Fire

Overview

The Regulatory Reform Fire Safety Order 2005 requires that the 'Responsible Person' for the site (normally the Head Teacher) are required to:

- Carry out a fire risk assessment identifying the risks and hazards;
- Consider who may be especially at risk;
- Eliminate or reduce the risk from fire as is reasonably practical and provide general fire precautions to deal with any residual risk;
- Take additional measures to ensure fire safety where flammable or explosive materials are used or stored;
- Create a plan to deal with any emergency and document the findings;
- Review the findings as necessary.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

The Academy must ensure that a fire risk assessment is undertaken to identify any fire hazards and risks and requires that:

The fire risk assessment is reviewed annually and should be reconsidered for recompletion every 5 years, or earlier if there has been any structural changes/extension to the academy that would trigger a review.

The fire risk assessment must be undertaken by a competent person who meets the requirements of the 'fire risk assessment competency council.' When undertaking the risk assessment the competent person must follow the Department for Communities and Local Government guidance for educational premises. www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises .

The fire risk assessment must take into account the structural building related fire safety issues and the activities/behaviour of the individuals occupying the academy.

As part of the management of fire safety academies are required to have a written fire and emergency evacuation procedure and to undertake termly fire drills.

Where staff or pupils require assistance to evacuate the academy a Personal Emergency Evacuation Plan (PEEP) must be undertaken which identifies how staff/pupils will be safely evacuated.

Each academy must keep a fire log book and ensure that the following inspections/checks are carried out and records are kept in this log book: -

- Weekly break glass/call point check.
- Monthly bulb/flick test on emergency lighting.
- Monthly fire extinguisher checks.
- Monthly checks of fire doors.
- Fire detection and fire alarm system to be fully inspected annually (this can be split over a year i.e. quarterly/ 6- monthly maintenance/inspection).
- Fire-fighting equipment annual maintenance/inspection.

- Emergency lighting systems to be fully inspected annually (this can be split over a year i.e. quarterly/ 6- monthly maintenance/ inspection).
- Sprinkler system maintenance/inspection.
- Fire escape equipment (Evac + chair etc.) checks/service record.
- Termly fire drill record.

It is a requirement for all academies within The Diocese of Worcester Multi Academy Trust to ensure that all employees of the academy receive a fire safety induction and that the academy fire procedure is fully explained to them. The members of staff that are given specific duties for checking classrooms i.e. fire warden, must receive training in fire awareness and the safe use of fire extinguishers. These should be documented in the academy's training records.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

The information/documentation may be kept in the site fire log book

- ✓ Fire risk assessment with action plan.
- ✓ Academy fire emergency plan (including lunch times).
- ✓ Fire log book including all items detailed above.
- ✓ Fire safety staff training record.
- ✓ Personal Emergency Evacuation Plans (PEEP) for staff/pupils who require assistance in an emergency evacuation.

16. Asbestos

Overview

Asbestos is a naturally occurring fibrous material that was a popular building material from the 1950s. It was used as an insulator (to keep in heat and keep out cold), had good fire protection properties and protected against corrosion. Asbestos becomes hazardous when its fibres become airborne and are breathed in, (i.e. when damaged or disturbed).

Buildings constructed prior to 2000 must have an asbestos survey to identify and confirm the presence and location of asbestos containing materials.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

Each Academy must have an up to date asbestos management survey of the building completed by a competent person (an asbestos surveyor) in accordance with HSG 264 Surveying, Sampling and Assessment of Asbestos Containing Materials.

A separate 'refurbishment and demolition asbestos survey' must be completed before any planned intrusive work commences.

A Local Asbestos Management Plan (LAMP) must be developed and implemented detailing how asbestos is managed on site including site responsibilities, how information is communicated to staff and contractors; procedures for preventing disturbance of known asbestos containing materials; procedures for undertaking intrusive works and emergency procedures.

A minimum annual inspection of known asbestos materials must be undertaken and recorded by someone with suitable knowledge, information and training.

Additional guidance can be found on www.hse.gov.uk/asbestos/

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

- ✓ Copy of asbestos survey(s).
- ✓ Local Asbestos Management Plan (inc contractor permit).
- ✓ Inspections reports of Asbestos.
- ✓ Asbestos awareness training records for relevant staff.

17. Water Hygiene/Legionella

Overview

Legionella pneumophila and related bacteria occur naturally and within water systems which can cause Legionnaires' disease, a potentially fatal form of pneumonia in mainly to persons with reduced immune systems. It can also cause less serious illnesses which are not fatal or permanently debilitating displaying as flu like symptoms.

Water systems must be managed to reduce the risk of exposure.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

A senior person (usually Headteacher) must be appointed to be managerially responsible.

A legionella risk assessment/survey must be completed by a competent person that identifies and assesses sources of risk and be reviewed/updated every two years.

From the survey a scheme of work for preventing or controlling the risk must be developed, implemented, managed and monitored

Records of monitoring checks must be maintained.

Additional guidance can be found on www.hse.gov.uk/legionnaires/

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

The information/documentation may be kept in the site risk assessment and water hygiene log book/ folder

- ✓ Legionella risk assessment/survey bi-annually reviewed/completed.
- ✓ Full monitoring regime as determined by the risk assessment.
- ✓ Monitoring records of all identified tasks.
- ✓ Legionella awareness training records for relevant staff.

18. Gas Safety

Overview

Every employer in the UK are required to ensure that any gas appliance, associated pipe work and flues in the work place are maintained in a safe condition. The HSE recommends that periodic routine maintenance is carried out on gas appliances, pipe work and flues by a Gas Safe Engineer. This routine maintenance would normally involve ongoing regular periodic examination of the installation/appliance and remedial action taken where necessary.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

The Gas Safety (Installations and Use) Regulations 1998 requires that establishments including academies must have minimum of annual inspections of gas appliances including all boilers, gas cookers, water heaters and gas fires and any actions identified as being necessary must be carried out by competent persons. Some plant, installations or equipment may require more frequent maintenance (refer to manufacturers guidance).

A gas tightness inspection must also be completed from the meter point at periods not exceeding 3 years.

All works on gas installations and equipment must be undertaken by a 'Gas Safe' registered contractor.

Additional guidance can be found on www.hse.gov.uk/toolbox/gas.htm
www.hse.gov.uk/gas/landlords/gaspipework.htm

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

- ✓ Annual inspections of gas boilers and heating installations.
- ✓ Record of gas cooker and other gas appliance inspection/service.
- ✓ Gas tightness inspection from meter point (3 yearly).

19. Electricity

Overview

Electricity can kill or severely injure people and can cause damage to property, even non-fatal shocks can cause severe and permanent injury. Those using or working with electricity may not be the only ones at risk as poor electrical installations and faulty electrical appliances can lead to fire, which may also cause death or injury to others.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

The Electricity at Work Regulations 1989 requires that all portable electrical appliances must be checked visually for faults. This is the most effective method of identifying faults.

The Diocese of Worcester Multi Academy Trust requires that an electrical inventory detailing all equipment should be produced. This will assist in the efficiency of portable appliance testing (PAT) and will ensure that all electrical equipment is tested at regular intervals.

Guidance on PAT can be found on www.hse.gov.uk/pubns/indg236.pdf IEE wiring regulations and HSE guidance document INDG236 (Rev3).

Fixed electrical installation tests are required to be undertaken at five year intervals by a National Inspection Council for Electrical Installation Contracting (NICEIC) accredited contractor. Stickers should be displayed appropriately on fuse boards to denote the dates of the tests. The academy should also be issued with an inspection certificate.

If improvements are identified by the 5 yearly inspection/test an action plan of work is required. The management of the academy must ensure that the recommendations are actioned.

Intermediate (minor works) test certificates must be added to the main inspection and test information during the 5 year period i.e. moving/adding power sockets in classroom area etc.

The Electricity at Work Regulations 1989 state that lightning protection systems should be tested in accordance with the relevant British Standard (which will be either BS 6651:1999 or BS EN 62305, depending upon when the system was installed). Lightning protection should be tested at eleven month intervals in order to take account, over time, of all seasonal variations in resistance or other characteristics of the system.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

- ✓ Fixed 5 yearly inspection record with action plan.
- ✓ Record of last academy Portable Appliance Test (PAT).
- ✓ Minor works certificates.
- ✓ Record of Lightning Protection testing.

20. Automatic Doors (Internal) and Academy Automatic Gates (External)

Overview

Automatic doors and automatic gates will be covered by the Provision of Work Equipment Regulations and should be subject to regular maintenance and inspection.

The Health and Safety Executive have produced guidance for automatic doors and gates which can be found on www.hse.gov.uk/work-equipment-machinery/faq-powered-gates.htm

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

The Diocese of Worcester Multi Academy Trust requires academies to ensure that automatic doors (internal) are visually inspected every six months and serviced/tested annually by a competent person i.e. the manufacturer or equivalent specialist.

External gates that operate to allow access onto the academy grounds should have their own specific risk assessment in their safe use. These automatic gates should be subject to regular inspections (as required by the manufactures instructions) by a competent person and the inspection(s) should be recorded. A minimum of an annual maintenance/service should be undertaken by the manufacturer or equivalent specialist whilst 6 monthly is industry best practice and is the MAT required standard.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

- ✓ 6 monthly inspection record of internal automatic doors.
- ✓ Annual inspection by manufacturer of internal automatic doors.
- ✓ External gates inspection record at specified intervals recommended by manufacturer.
- ✓ Manufacturers risk assessment for automatic doors/gates.

21. Fixed Outdoor Play Equipment

Overview

Fixed outdoor play equipment must be installed to BS EN 1176 and BS EN 1177. There must be records kept and installation must be by competent persons to the current standards.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

An annual thorough inspection of play equipment must be completed by a competent person and records maintained. This inspection must be undertaken by a Registered Outdoor Annual Playground Inspector (RPII). All Inspectors are listed on the website www.playinspectors.com

The annual inspection will also provide a risk assessment of the play equipment and if repair/improvements to the equipment are identified an action plan of work will be drawn up. The academy must ensure they act upon this action plan.

Best practice states that an operational inspection should take place termly with routine inspections taking place weekly/daily dependent on risk. As a minimum a weekly inspection should be undertaken and recorded, with dynamic inspections taking place prior to use.

Academies should undertake a risk assessment for use of their installed equipment.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

- ✓ Annual outdoor play inspection (RPII Inspector) with action plan.
- ✓ Outdoor play equipment risk assessment from inspection.
- ✓ Outdoor play equipment routine weekly/daily use inspections.

22. Lifting Operations and Lifting Equipment (LOLER)

Overview

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) covers a range of lifting equipment. Lifting equipment includes any equipment used at work for lifting or lowering loads.

In general academies will only have pedestrian or goods lifts, or hoists and equipment associated with assisting persons with mobility issues.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

All lifting equipment must have a thorough examination by a competent person before it is put into use for the first time or following installation. The insurer may carry out this examination, however another independent lifting equipment specialist may also be appointed.

- Equipment used to lift people, or accessories for lifting, must receive a thorough examination at least every 6 months;
- Other lifting equipment (not used to lift people) must be inspected/maintained at least every 12 months.

In either of the above cases the frequency of the inspections is determined by a competent person, in line with a written examination scheme prepared by them. The competent person will also decide if a test is necessary and the nature of the test method.

The date of last inspection must be clearly indicated on the equipment.

All equipment must indicate the safe working load for that equipment.

Additional guidance can be found on www.hse.gov.uk/work-equipment-machinery/lofer.htm and www.hse.gov.uk/pubns/indg290.pdf

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

- ✓ Index of academy lifting equipment.
- ✓ Six monthly checks inspection/examination records for person lifting equipment.
- ✓ Annual checks/inspection records for other lifting equipment.

23. Swimming Pools and Lessons

Overview

Schools must ensure that they meet their duty of care during swimming lessons and extra-curricular sessions which are ran by the school. These are work activities and within the scope of the Health and Safety Work etc. Act 1974, the HSE have developed a guidance document for Managing Health and Safety in Swimming Pools that should be referred to. [Managing health and safety in swimming pools - HSG179](#)

The Diocese of Worcester Multi Academy Trust Health and Safety Standard

The Diocese of Worcester Multi Academy Trust requires that schools who are involved in the delivery of swimming lessons must have written or be provided with two/three key documents:

- 1) A Normal Operating Plan (NOP) and an Emergency Action Plan (EAP) or a combined Pool Standard Operating Procedure (NOP/EAP)
- 2) A risk assessment for swimming.

If the school has its own pool a NOP and EAP must be in place and these guidelines must be given to all users. If the school use another off site pool a copy of their NOP and EAP must be acquired before use. A risk assessment must be carried out by the school/academy in all cases even if another pool is being used and swimming coaches are employed to deliver the swimming as it is the school that has duty of care. (See HSE guidance).

Persons running the swimming pool must test and keep suitable records of the pool water disinfectant levels and water balance. Pool water disinfectant must be tested a minimum of three times a day, seven days a week, the first one before the pool opens and action taken on the findings. The pool water balance should be tested weekly, which should be recorded and action taken on any discrepancies. There is a requirement for swimming pools to have a monthly bacteria test and the results of this test must be recorded and action taken on any recommendations. All readings taken in the pool must be monitored appropriately by the senior management.

There must be trained persons on site, with suitable cover for absence, holding the FULL National Pool Plant Operators Certificate. These certificates must be renewed on a regular basis to ensure they are current (every 5 years).

The swimming pool plant must be serviced annually by competent persons. This must be recorded and action taken on recommendations.

The Diocese of Worcester Multi Academy Trust Health and Safety Standard Documentation

- ✓ A Normal Operating Plan (NOP). } or combined Pool Standard
- ✓ An Emergency Action Plan (EAP). } Operating Procedure (PSOP)
- ✓ A risk assessment for swimming lessons.
- ✓ Lifesaving qualifications of staff (if acting as lifesaver).

- ✓ National Pool Plant Operators Certificate for school competent person (school owned pool only).
- ✓ Daily disinfectant test results taken at regular intervals (school owned pool only).
- ✓ Weekly water balance test results (school owned pool only).
- ✓ Monthly bacteria test and results (school owned pool only).
- ✓ Annual service record of plant (school owned pool).