

**THE EDUCATION VILLAGE ACADEMY TRUST**



# **Health and Safety Policy**

## EVAT Version Control Document

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## Monitoring and review

This policy is reviewed **annually** by **the Policy Owner**,  
Next Review **February 2025**

## Values and Ethos

Our values and ethos are inclusive and child centred. Our Trust is founded on the principles of inclusivity, diversity and fairness, and they are fundamental to our delivery of exceptional learning experiences.

EVAT stands for:

- **E**xcellence and high standards
  - a can-do culture and no-excuses ethos
- **V**alues driven with a deep sense of purpose
  - putting children and young people first
  - behaving ethically
- **A**mbition and aspiration for all
  - irrespective of background or barriers – being truly inclusive
- **T**eamwork
  - we do more, better and faster, together

We are a village. We collaborate, with our learners, their families and our communities, to provide exceptional education so that all the children and young people we serve achieve the best possible outcomes.

### Our Ethos is to:

- Create a nurturing and friendly atmosphere and provide an environment where everyone feels valued for who they are
- Bring out the best in every child and young person and meet the full range of their individual needs
- Provide different and unique experiences, challenges and activities
- Show tolerance and respect for each other
- Prepare our children and young people for lifelong learning
- Improve the life chances of every child and young person we serve.

**This policy, and its associated procedures and protocols, are based on these key principles.**

Where reference is made to an 'Academy' or a 'School', the intention is that the policy is universal and applies to both.

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## 1. Foreword by the Chief Executive

It has often been said that it is better to be safe than sorry and, whilst this is easy to say, the reality of this statement requires:

- structures and responsibilities across The Education Village Academy Trust for ensuring the implementation and maintenance of health and safety standards;
- every individual to take personal responsibility for their own, their colleagues', visitors' and children's safety and health, being aware of potential hazards and acting to ensure they are eliminated, managed or avoided;
- policies, procedures and guidance that explain what should and should not be done;
- observance of procedures established to ensure we work in a safe environment.

All potential incidents should be avoidable given forethought and by taking the appropriate actions and/or by following the correct procedures.

This health and safety policy and its associated procedures give you all the essential guidance required. Many of the actions recommended are required by law and must be observed, but in any case, they are mostly common sense.

All of us, whether staff, pupil or visitor, has a right to be in a safe environment and has a significant contribution to make in order to maintain this goal. It would be a difficult burden to bear, knowing that a child or colleague had been injured or suffered ill health as a result of a hazard or situation that you had recognised, but had not done anything about.

Study this policy now – it will be too late once an accident or ill health has occurred.

Mike Butler  
Chief Executive

## 2. Health and Safety Policy Statement of Intent

The management of health and safety is regarded as being of the utmost importance for all pupils, staff and visitors to premises under the control of The Education Village Academy Trust. Therefore, the Trust recognises and accepts its responsibility to set standards at least as high as those required by the Health and Safety at Work Act 1974 and supporting regulations, and will strive to achieve zero work-related fatalities, as well as as far as is reasonably practicable, an environment free of incident and injury. This policy reflects our dedication to creating a safe learning environment. The Trust will accomplish this target by adopting an approach to continuous improvement through:

- providing and maintaining plant and equipment and systems of work that are safe and without risks to health;
- planning for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- providing such information, instruction, training, and supervision as are necessary to ensure the health and safety at work of employees, pupils, and visitors;
- maintaining any place of work under the Trust's control in a condition that is safe and without risks to health and providing and maintaining means of access to and egress from it that are safe and without such risks;
- the provision and maintenance of a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
- providing such protective equipment as is necessary for the health and safety at work of employees and pupils;
- the encouragement of staff to set high standards of health and safety by personal example, in order that pupils leaving the Trust should take with them an attitude of mind which accepts good health and safety practice as normal;
- striving to monitor the effectiveness of health and safety provisions within the Trust;
- keeping the Trust Health and Safety Policy under at least annual review to support the Trust's policy of continuous improvement and to duly publish any amendments;

Signed on behalf of the Board of Trustees

*Signatures*

*Date*

*Position*

Chief Executive

Chair of the Board of Trustees

### 3. Trust Health & Safety Appointees

Position	Responsibility	Contact
Board of Trustees	Oversight of Health and Safety across the Trust	-
Chief Executive	To ensure there is a culture of Health and Safety across the Trust	Ext 2007
Chief Operating Officer	To ensure there is a culture of Health and Safety across the Trust	Ext 2150
Principals	Day-to-day responsibility for individual Academy Health and Safety	HA - Ext 2002 SPA – Ext 2108 BHA – Ext 2114 GPA – Ext 2501 MFS – Ext 2401
Trust Estates Manager	Day-to-day advice on safety & wellbeing	Ext 2112
Durham County Council, Health and Safety Team	Durham County Council link	Contacted via Trust Estates Manager

The Trust health and safety organisation flowchart is at Appendix 1.

### 4. Plan Remit

All Trust premises are covered by this plan.

### 5. Plan Owner

The Trust Estates Manager is this policy's owner and is responsible for ensuring that it is maintained, exercised and updated in accordance with Trust Policy.

### 6. Legal Framework

6.1 This policy has due regard to **statutory legislation** including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 The Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992



- The Education (School Premises) Regulations 1999
- The ionising Radiation Regulations 2017 (IRR17)
- Food Standards Agency Food Allergen Labelling and Information Regulations 2021
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

6.2 This policy has due regard to **national guidance** including, but not limited to, the following:

- DfE (2022) 'Health and Safety: Responsibilities and Duties for Schools'
- DfE (2017) 'Safe Storage and Disposal of Hazardous Materials and Chemicals'
- DfE (2022) 'First aid in Schools, Early Years and Colleges'
- HSE (2023) 'Sensible Health and Safety Management in Schools'
- Public Health England 'Health Protection in School and Other Childcare Facilities'
- Public Health England 'Guidance on Infection Control in Schools and Other Childcare Settings'
- DfH 'Guidance on the use of Adrenaline Auto-Injectors in Schools'
- UK Health Security Agency (2023) 'Health protection in children and young people settings, including education'

6.3 This **policy is to be read in conjunction with** the following Trust policies and procedures:

- Administration of Medication Policy
- Adverse Weather Policy
- Animals in School Policy
- Asthma and Emergency Inhalers Policy
- Allergen and Anaphylaxis Policy
- Automated External Defibrillator (AED) Procedure
- Bomb Threat Procedure
- Educational Visits Policy
- Emergency Evacuation Procedure – For each site
- Adverse Weather Policy
- Finance Policy and Procedure
- First Aid Policy
- Infection control
- Lockdown Procedure – For each site
- Lone Worker Policy
- Moving and Handling of Pupils and Young People Policy
- Manual Handling Policy
- No Smoking at Work Policy
- Pupils with Additional Health Needs Attendance Policy
- Risk Assessment Procedure
- Supporting Pupils with Medical Conditions Policy
- Transport Policy
- Visitor Policy

## 7. Organisation

Although health and safety within the Trust is a collective responsibility, this policy recognises the responsibility that effective and efficient management has towards achieving the Trust's safety objectives. The Chief Executive is accountable to the Board of Trustees for the management of health and safety matters across the Trust. Oversight and co-ordination for health and safety across the academies is delegated to the Trust Estates Manager. This section outlines the responsibility that each element within the Trust has towards the health, safety and welfare of those connected with The Education Village Academy Trust.

### 7.1 The Board of Trustees

The Trustees shall ensure that when undertaking the management of the academy budgets, all health and safety implications are taken into account and actions are carried out. They shall also include in their annual report an appraisal of the Trust health and safety performance by considering all reported accidents, incidents and near misses. Furthermore, their main functions are:

#### 7.1.1 Duties of the Board of Trustees:

- a) Overall responsibility for the application of this policy.
- b) Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- c) Overall management of all health and safety matters across the Trust in accordance with the health and safety policy.
- d) Create and monitor a management structure responsible for the health and safety within the Trust.
- e) Ensure there is a detailed and enforceable policy for the health and safety, and that the policy is implemented by all.
- f) Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- g) Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- h) Include health and safety on the Board of Trustees meeting agenda.

#### 7.1.2 The Board of Trustees endeavours to provide:

- a) A safe place for all users of any Trust site including staff, pupils and visitors.
- b) Safe means of access and egress for all Trust users.
- c) Equipment, grounds and systems of work that are safe.
- d) Safe arrangements for the handling, storage and transportation of any articles and substances.
- e) Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- f) Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- g) Where necessary, provide protective equipment and clothing, along with any necessary guidance and instruction.

- h) Management of investigations.

### 7.1.3 The Chief Executive Officer will work with Trustees to ensure that:

- a) Effective health and safety management systems and procedures, that comply with the Trust's Health & Safety Policy and Procedures Manual, are implemented across the Trust
- b) Where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised;
- c) Systems are in place to monitor the application and effectiveness of the health and safety procedures;
- d) At intervals agreed with the Trust Board, a review of Health & Safety is carried out;
- e) They take an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare;

### 7.2 The Chief Operating Officer's/Principals' main responsibilities are:

- a) To undertake duties as directed by the Board of Trustees or Chief Executive in pursuance of the Trust's safety policy;
- b) Overall management of all health and safety matters across the Trust and individual academies in accordance with the Health and Safety Policy and related health and safety and risk assessment policies and procedures;
- c) To ensure all responsibilities within this policy, and its associated health and safety policies and procedures, are carried out;
- d) Identifying any staff health and safety training needs and arranging for this necessary training to be completed by their employees;
- e) To take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by the heads of the appropriate departments and other members of staff;
- f) Liaising with the Chief Executive and/or Trustees on policy issues and any problems in implementing the health and safety policy and related health and safety policies and procedures.
- g) Co-operating with and providing necessary facilities for trade union safety representatives;

### 7.3 Construction/Maintenance (Education Village - MITIE PFI)

Mitie PFI have overall responsibility for any construction and maintenance within the Education Village, including the following:

- a) Consultation with the Local Authority, the Trust's Trustees and Trust Estates Manager on all aspects of health and safety in relation to the building, the grounds and the furniture, fittings and equipment for which they are responsible.
- b) Ensuring contractors used have been vetted, by professional Health and Safety Teams, as to the satisfactory nature of their safety policies and their past safety performance.
- c) Ensuring appropriate health and safety specifications and contract details have been incorporated into the contract documentation with all contractors.
- d) Ensuring appropriate monitoring of the actual safety performance of the service by the contractor is carried out.

- e) When undertaking construction or maintenance work, to do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.
- f) Ensuring that all construction and maintenance projects have a formally appointed principal designer and principal contractor
- g) Liaising with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

## 7.4 Trust Estates Manager

Trust Estates Manager is expected to:

- Complete all tasks listed in serial 7.3, of this document, for Gurney Pease Academy and Marchbank Free School.
- Undertake duties as directed by the Board of Trustees in pursuance of the Trust's safety policy.
- Review annually all health and safety practices and procedures within the Trust and to advise, make recommendations and implement as necessary.
- Act as the focal point for day-to-day references on health and safety and advice or signpost to sources of advice.
- Co-ordinate the implementation of safety procedures.
- Maintain contact with outside agencies that are able to offer expert advice.
- Ensure that appropriate and regular inspections of the Trust are conducted and to check the suitability of working practices.
- Ensure that accidents and hazards are recorded and reported as appropriate to Durham County Council Health & Safety Team.
  - i) Conduct appropriate remedial action, including any accident or near miss investigation.
- Review annually:
  - This policy and its effectiveness
  - Emergency procedures
  - Safety procedures
- Chair the Trust Health and Safety Committee Meetings (as delegated by the Board of Trustees).
- Communicate information received on health and safety matters to appropriate people.

## 7.5 Line Managers / Department Heads

Line Managers / Department Heads include those with teaching as well as non-teaching responsibilities.

Staff holding such positions:

- a) Have responsibility for the application of the Trust health and safety policy, and related health and safety policies and procedures, to their own department and should comply with instructions given by the Board of Trustees, Academy Principal and the Health & Safety and Premises Manager.

- b) Have responsibility for the implementation and operation of the Trust's Health and Safety Policy in their department, and for areas of responsibility delegated by the Academy Principal.
- c) Must take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.
- d) Must establish, maintain and develop safe working procedures (e.g. use and storage of chemicals, equipment, etc.)
- e) Must attempt to resolve any health and safety problems any member of staff may raise and refer to the Trust Estates Manager any problem for which there is not a satisfactory solution within the resources available.
- f) Must conduct regular safety inspections within their department of activities for which they hold responsibilities and submit reports to the Trust Estates Manager.
- g) Must arrange for staff training and information so as to avoid hazards and to contribute positively to their own safety and health at work. In addition, to communicate health and safety information received to appropriate people. This role should also ensure staff within their departments receive health and safety induction training.
- h) Must notify the Trust Estates Manager of changes or additions to plant, equipment and machinery.
- i) Must implement control measures and improvements as identified through risk assessments, accident investigations or any type of monitoring conclusion.

## 7.6 All Members of Staff

All members of staff must:

- a) Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- b) Cooperate with the Trust/school on health and safety matters, bringing problems to the relevant manager's attention and proposing appropriate recommendations to improve safety.
- c) Carry out their work in accordance with training and instructions.
- d) Inform the Trust/school of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- e) Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- f) Ensure safety procedures are followed and that emergency procedures are understood.
- g) Avoid any conduct which puts themselves or others at risk.
- h) Be familiar with all requirements laid down by the health and safety policy and related health and safety policies and procedures.
- i) Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- j) Ensure all machinery and equipment are in good working order and safe to use, including adequate guards, and not allow improper use of such equipment.
- k) Ensure equipment is left in a safe condition after use.
- l) Use the correct equipment and tools for the job.

- m) Ensure protective equipment is available and used whenever necessary.
- n) Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- o) Complete risk assessments and COSHH assessments for all hazards identified under their undertakings. Forward to the Trust Estates Manager for advice and sign off or acceptance.
- p) Report any defects in equipment or facilities to the Trust Premises Team (and Mitie, via their service desk, on the Education Village site).
- q) Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- r) Make suggestions as to how the Trust can reduce the risk of injuries, illnesses and accidents.
- s) Exercise good standards of housekeeping and cleanliness.
- t) Adhere to their common law duty to act as a prudent parent would when in charge of pupils.
- u) Participate in inspections, training, and supporting the health and safety committee, if appropriate.
- v) Integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety.

## 7.7 Pupils

Pupils must:

- a) Understand and exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and hygiene, (e.g. suitable footwear, and the preclusion of unsuitable jewellery etc.)
- c) Understand and observe the evacuation procedure of the Trust and follow the instructions of staff given in an emergency.
- d) Use, and not deliberately misuse, neglect or interfere with items provided for safety.

## 7.8 Trust Health and Safety Committee Representatives

The Health and Safety Representative functions are:

- a) To investigate potential hazards and dangerous occurrences at the workplace and to examine the cause of accidents at the workplace.
- b) To investigate complaints by any employee relating to their health, safety or welfare at work and to represent or advise employees when in consultation with enforcing authorities.
- c) To make representations to the Board of Trustees on concerns regarding health, safety or welfare at work.
- d) To receive and utilise information from external bodies on health & safety.
- e) To attend meetings of safety committees in the capacity of safety representatives and in connection with the above functions.

## 7.9 All Trust Building Occupiers

Under the Health and Safety at Work Act 1974:

**It is your legal duty to take reasonable care for the health and safety of yourselves and of other persons who may be affected by your acts and omissions as a result of your actions.**

## 8. Arrangements

### 8.1 Introduction

This section will offer guidance on how the functions allocated to individuals will be carried out in order to achieve the policy objectives.

### 8.2 Health and Safety Committee

The committee is an important element in achieving the Board of Trustees' health and safety objectives and as a workgroup will have a valuable contribution to make. This committee will comprise of the Trust Estates Manager, (who will chair the meeting), the Chief Operating Officer, the Principals, members of the teaching staff and non-teaching staff, trade union representatives and, within the Education Village, the Estates and Contracts Manager, Local Authority and Mitie PFI representatives.

The Health and Safety Committee should meet within each term to review safety performance. Furthermore, health and safety must be a standing item on the agenda of management meetings, at academy level, where minutes of health and safety issues can be documented and actions checked.

### 8.3 Health and Safety Induction Session

The Trust Human Resources department is to inform the Trust Estates Manager of:

- All new employee starters
- Their starting date
- Academy they are joining
- Their role within their Academy

The Trust Estates Manager is to arrange a Health and Safety induction session with all new starters as soon as possible after they have joined the Trust.

This induction session is to cover:

- Health and safety in the workplace
- Site entrance times
- Accident and Incident reporting
- Risk assessments
- Emergency evacuation
- Fire safety
- Safety and well being
- First aid
- Automated external defibrillators (AED)
- Site hazards
- Electrical equipment
- Displace screen equipment (DSE)
- Personal protective equipment (PPE)
- Safeguarding & Child protection
- Traffic management & Vehicle registration

## 8.4 Accident Reporting

Accidents or injuries to any person should be reported to the Trust Estates Manager and Line Manager by those persons involved in the accident.

The accident should be logged on the Durham County Council portal, a link can be found on Teams under Health & Safety.

The Trust Estates Manager will be the lead investigator. Durham County Council will support the Trust Estates Manager.

All accidents records are securely stored in order to comply with Data Protection.

All significant injuries and hospital attendance by employees, pupils and members of the public as a result of an accident must be reported immediately to the Trust Estates Manager.

This is defined, in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, of any of the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours
- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours



- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome, Occupational Asthma e.g From wood dust and soldering using rosin flux.
- Work-related stress and stress-related illnesses will not be reported due to the fact that they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work
  - The Academy will only report accidents that are:

If in doubt, the Trust Estates Manager should be contacted for clarification.

Extension: 2112

Mobile: 07929119574

All RIDDOR reportable events will be reported by the Trust Estates Manager to Darlington Borough Council and the Health and Safety Executive.

This policy is to be read in conjunction with the First Aid Policy.

## 8.5 Accident Investigation

The Trust Estates Manager, with the cooperation of the class teacher or other member of staff, when necessary, should carry out an investigation following an accident or near miss situation in order that causes may be identified, and measures taken to prevent a recurrence. Further advice on accident investigation will be provided by the Trust Estates Manager if required. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. Further advice relating to investigations may be obtained from the Durham County Council via the Trust Estates Manager. Findings from all investigations should be recorded on the accident report form and recommendations actioned by those responsible.

## 8.6 Near Miss/Hazard

The Education Village Academy Trust takes near misses seriously and has the view that investigation of a near miss is key to the prevention of accidents.

All near misses/hazards, along with safety concerns raised by staff and pupils, should be reported via CPOMS. The electronic copy will be reviewed by the Trust Safeguarding Leads. Near misses/hazards will be investigated and appropriate action taken to address the issues raised by the Trust Estates Manager.

## 8.7 First Aid

Principals are to ensure first aid provision arrangements and staff rotas are reviewed termly in line with HSE guidance and the First Aid Policy, which is to be read in conjunction with this policy.

Principals are to have appointed persons responsible for the first aid boxes within their academy. These persons will ensure, where reasonably practicable, that their academy's first aid boxes are fully equipped at all times.

This policy is to be read in conjunction with the First Aid Policy.

## 8.8 Automated External Defibrillator

The Trust holds automated external defibrillators (AED) at each of its sites.

This policy is to be read in conjunction with the Automated External Defibrillators (AED) Procedure.

## 8.9 Asthma and Emergency Inhalers

The Trust holds emergency inhalers at each of its sites.

Trust schools must request and receive parent written approval to say that the Trusts emergency inhaler medication can be administered at school if ever required. For example, if a pupil forgets to bring their inhaler into school, or if the inhaler is empty. Written confirmation from a doctor is also required.

This policy is to be read in conjunction with the following:

- Administration of Medication Policy
- Supporting Pupils with Medical Conditions Policy
- Asthma and Emergency Inhalers Policy.

## 8.10 Adrenaline Auto-Injectors (AAI) – (EpiPen)

Trust schools must request and receive parent written approval to say that the Trust can administer the pupil's emergency adrenaline auto-injectors (EpiPen) at school if ever required to treat Anaphylaxis. Written confirmation from a doctor is also required. ANYONE can administer Adrenaline Auto-Injectors, EpiPen. (In 2012 the Medicines Act was broadened to state that any lay person can administer adrenalin for the purpose of saving a life).

Pupils carry their own EpiPen(s). It is advised that two are carried in case one misfires, or has been wrongly administered; also, in case a second EpiPen is medically required to be administered, five minutes after the first EpiPen.

EpiPens are to be carried in a secure medical lockable bag, so that any unauthorised person cannot access it. This lockable bag may be a PIN access coded bag. The school must be made aware of the PIN code for these coded bags. PIN codes are to be added to Pupil care plans so all staff dealing with the pupil have access to the code.

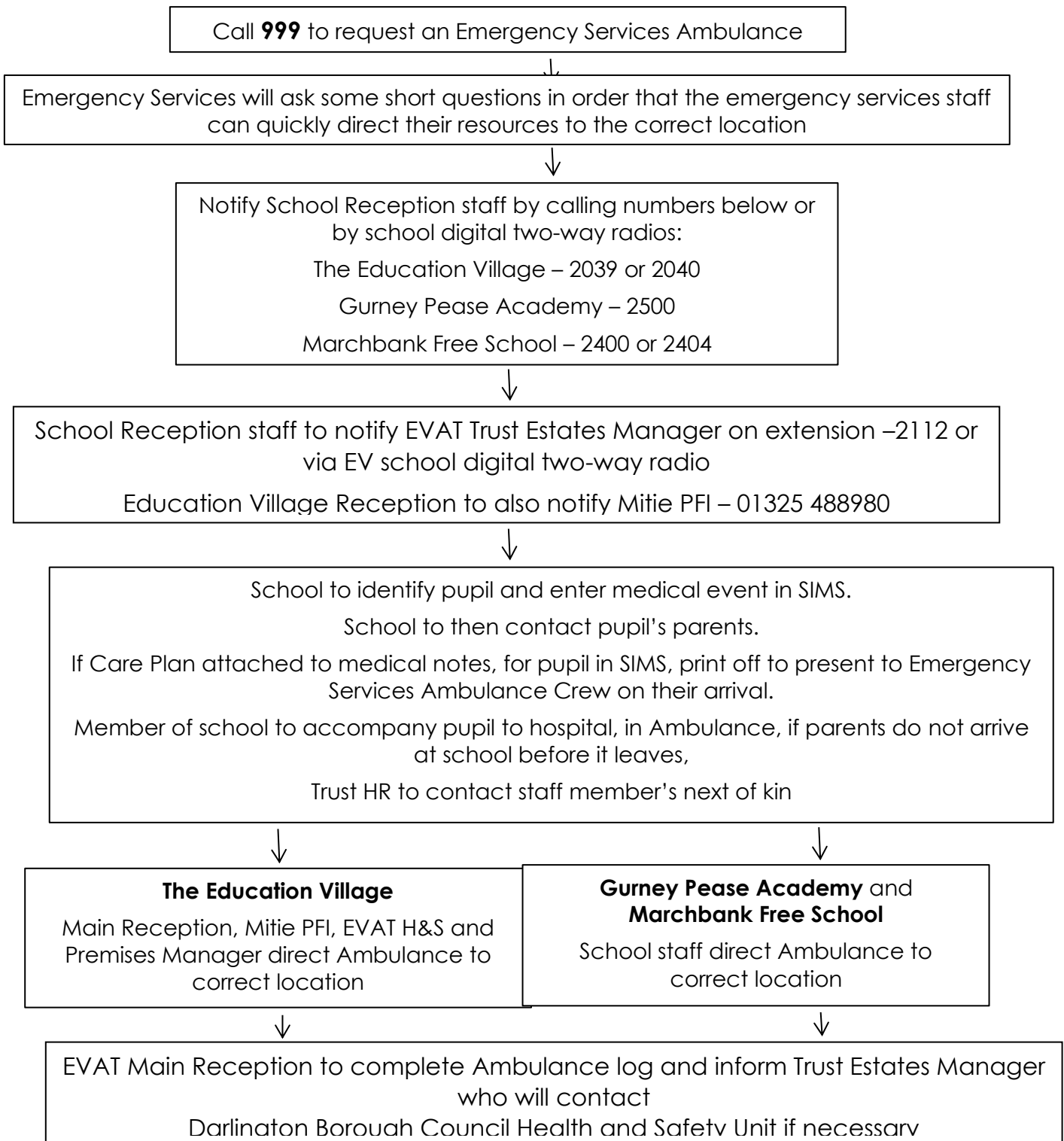
Members of staff also carry EpiPens on their person. Staff are to log their details with the Trust Estates Manager.

It is up to those staff members and the parents of any pupil to provide their own emergency EpiPen.

This policy is to be read in conjunction with the following:

- Administration of Medication Policy
- Supporting Pupils with Medical Conditions Policy
- The Department of Health Guidance on the use of Adrenaline Auto-Injectors in Schools.

## 8.11 Ambulance Call Out (999)



## 8.12 Fire Safety & Evacuation

Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring, e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end, the Trust has employed a no-smoking policy within all areas of the Trust's sites.

As preventative measures can never be fool proof, reactive measures are also important and include:

- a) Physical measures, which include fire doors, smoke detectors, fire alarm systems, emergency lights and fire-fighting equipment. These will be provided, tested, inspected and maintained where necessary. These will be checked and maintained by Mitie PFI, within The Education Village, and by Trust sub-contractors at Gurney Pease Academy and Marchbank Free School.
- b) Detailed information about fire evacuation procedures is provided to regular and temporary members of staff, including supply and trainee teachers in their induction. The fire/evacuation procedure can be viewed on Teams under policies. Of which all staff have access.

A guide on actions to take on hearing the Fire Alarm is provided in the Emergency Evacuation Procedure for each site.

Records will be kept of any tests and examinations of alarm systems and held by Mitie PFI, within The Education Village, and by Trust Estates Manager and Building Maintenance Officers at Gurney Pease Academy and Marchbank Free School. These will be available for inspection at any time.

The Trust Health & Safety will keep records of all evacuations for whatever reason, including drills and false alarms, so that the effectiveness of each evacuation can be assessed and action can be taken regarding any problems that have occurred. The Trust Estates Manager is therefore to be informed of all evacuations.

Each trust site will hold evacuation drills on a termly basis.

Firefighting equipment will be checked on an annual basis by an approved contractor.

Fire alarms will be tested weekly from different 'break glass' fire call points.

Emergency lighting will be tested on a six-monthly basis by an approved contractor.

This policy is to be read in conjunction with the Evacuation Procedure for each of the Trust's sites.

## 8.13 Risk Assessments

Risk assessments provide the backbone of any safe system of work and therefore all academy activities must be assessed for hazard and evaluated for risk. An assessment that identifies a significant hazard must be recorded in writing and the measures needed to control the risk to health and safety shall be listed and communicated by the Line Manager involved.

Principals are to monitor that risk assessments are being completed within their school/academy and have overall responsibility.

For ongoing activities, the risk assessment must be reviewed if the circumstances that surround that activity change.

It is part of the Trust policy objectives that staff are required to undertake training in risk assessment, which will be organised, when requested by the Principals, through the Trust Estates Manager.

Staff who feel unable to complete a risk assessment should contact the Trust Estates Manager for assistance and advice.

This policy is to be read in conjunction with the Risk Assessment Policy. All Trust employees, and Trustees, are to refer to the Risk Assessment Policy for further information on the completion of risk assessments.

### 8.14 Electrical Safety

The following arrangements for electrical safety apply to all electrical equipment in use in the Trust, including personal items.

- a) Only electrical equipment that is properly installed and maintained should be used in the Trust. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date after which it should no longer be used. Items not bearing such a label, or where the date on the label has been passed, should be withdrawn from use and given to Mitie PFI or the Principal in the case of Gurney Pease Academy or Marchbank Free School.
- b) All portable appliances will be regularly inspected and, where necessary, subject to electrical test, this will be conducted by Mitie within the Education Village. This will be completed by Trust sub-contractors at Gurney Pease Academy and Marchbank Free School via the Trust Estates Manager. All members of the Trust should routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuse such as damaged or discoloured plug tops and worn cables.
- c) Any item that becomes faulty should be taken out of service and either discarded or reported to the Mitie PFI service desk within the Education Village, or to the Principal in the case of Gurney Pease Academy or Marchbank Free School, so the fault will be investigated.
- d) Equipment and furniture should be sited so as to avoid the need for leads to trail across floors. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping.
- e) Socket adapters and extension leads should not normally be used. Adapters/extension leads with their own fused plug and cable (4-way trailing sockets) are permitted for temporary use.

### 8.15 Safety Training

Training and instruction in routine matters will be given, as required, by the appropriate supervisor or manager. The Cover Supervisor or academy Principal will arrange for Supply Teachers, on their first day of joining to receive induction information as required in the Trust's Code of Practise for Induction Training.

The Trust will ensure that staff are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety within their school.

Those visitors who require an induction, i.e. those not under escort for the duration of their stay on Trust premises, will receive an induction from those staff as designated by the Trust Estates Manager.

The appropriate line manager will also ensure the location of this policy has been provided to new members of staff on their first day and ask them to sign to confirm it has been read during the induction procedure.

The appropriate member of the teaching staff will inform new pupils about relevant safety matters at the beginning of each academic year. This will be in the form of a verbal briefing.

Pupils on placement will be provided with health and safety advice regarding their placement in the Workplace Booklet provided by their subject leader.

The Principals of Haughton Academy and Beaumont Hill Academy will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.

The Principals will ensure that there are an appropriate number of first aid trained and fire warden trained staff working within in each academy.

Staff will be provided with regular training opportunities and have access to support where needed.

Staff will not be expected to undertake any procedure for which they have not been adequately trained.

### 8.16 Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 1999, often known as the “**COSHH**” Regulations, require the Trust to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as effluents and by-products of processes) which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. The Trust will do this by:

- a) Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm.
- b) Purchasing hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.
- c) Only ordering supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.
- d) Ensuring all products that may be hazardous to health are risk assessed before being used by Academy Department Heads, taking into account the advice on the relevant MSDS provided with the substance or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.
- e) Providing suitable precautions to protect persons against the hazards.
- f) Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them, including Trust COSHH risk assessments. Guidance should be sought from the material safety data sheet (MSDS) provided with the substance.
- g) Storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances should be stored in appropriate secure facilities conforming to health and safety regulations.
- h) Ensuring hazardous substances are labelled with the correct hazard sign and contents label.

- i) Ensuring storage life is considered by Department Heads and all COSHH and ionising radiations regulations are adhered to.
- j) Ensuring dust and fumes are safely controlled by local exhaust ventilation regulations.
- k) Ensuring no staff or pupil is ever put at risk through exposure to any hazardous substance used in our practical curriculum.
- l) Ensuring where a substance has a workplace exposure limit, control measures are implemented that will ensure that exposure is below the limit.
- m) Ensuring an up-to-date inventory of all the hazardous chemicals and materials held at the Trust premises is kept by each department holding that material.
- n) Ensuring disposal of the substance using advice from the material safety data sheet (MSDS).

In some cases, exposure to hazardous substances is controlled by means of appliances such as fume cupboards and dust extraction equipment. As required by law, this will be conducted by Mitie within the Education Village. The Trust will arrange for such appliances to be tested and examined at least every 14 months at Gurney Pease Academy and Marchbank Free School.

### 8.17 Display Screen Equipment (DSE)

Under the Health and Safety (Display Screen Equipment) Regulations 1992, the Trust has obligations to all employees who regularly use visual display units (VDUs). This includes assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations. These include matters such as control over glare and reflection and adjustability of seating in order to avoid postural and other health problems that can be caused by VDU work. See Appendix 2 for Eye and Eyesight Examination procedure. Although the Regulations do not strictly apply to pupils, the Trust will aim as far as reasonably practicable to provide pupils who use VDUs with facilities of a standard that match those specified by the Regulations in the interests of education and good practice.

Staff are to complete DSE workstation analysis, which can be found on Teams under Health & Safety and forwarded to the Trust Estates Manager for any required actions to be completed. The analysis will then be passed to the People Team for filing in the staff document files.

This policy is to be read in conjunction with the Display Screen Equipment (DSE) Policy.

### 8.18 Transport

This policy is to be read in conjunction with the Transport Policy that covers:

- Traffic Management
- Trust Transport
- Local Authority Provided Transport (Education Transport Contracts)
- Employee Private Transport
- Employee Transporting Pupils in Private Vehicles
- Ordering of External Coaches and Taxis

### 8.19 Visitors including Contractors



All visitors of any nature must report to each site's Visitors Reception and book in. The receptionist will notify the visitor's point of contact who will then come to reception and host the visitor(s). It is the responsibility of the host to ensure that the visitor is made aware of the Trust's emergency procedures and that there is a Trust safety policy available for them to read. Should the visitors be staying for any reasonable length of time then they should receive a safety induction brief.

In the case of contractors, MITIE PFI, or in the case of Gurney Pease Academy and Marchbank Free School, the relevant Principal, should monitor their day-to-day activities in order to ensure that safe working practices are not being compromised and presenting a hazard. Furthermore, the Health and Safety Policy should be made available to all contractors working on Trust premises if requested.

Visitors and contractors are expected to:

- a) Understand and exercise personal responsibility, to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and omissions.
- b) Wear their issued visitor's badge at all times while in the school building/grounds.
- c) Observe standards of dress consistent with safety and hygiene (e.g. suitable footwear, any required PPE, and the preclusion of unsuitable jewellery etc.).
- d) Understand and observe the safety rules of the Trust and in particular the instructions of staff given in an emergency.
- e) Use, and not deliberately misuse, neglect or interfere with items provided for safety.
- f) Contractors are to provide method statements and risk assessments before they begin any works.

This policy is to be read in conjunction with the Visitors Policy.

## 8.20 Violence to Staff – (Incident Report)

"Violence" as defined by the HSE comprises any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work. The Trust is committed to protecting staff from violence from any party, as far as is practicable.

Should staff be subjected to violence, they should without exception complete an Incident Report Form, which can be found on Teams under Health & Safety and inform their Line Manager. This should then be forwarded to the Trust Estates Manager for any required actions to be completed. The circumstances will be treated confidentially, and support measures shall be provided, if required, to assist in recovering from an incident. Potentially all members of staff are vulnerable to violence, but the overall effects of violence can vary and be influenced according to person, time, place and various other factors. Where staff are put in a position of contact with a potentially violent or abusive pupil, the Principal shall ensure that the member of staff is fully briefed on the hazards involved with this pupil and that all reasonable control measures are implemented in order to protect the member of staff. Members of staff who suffer repeated incidents must have the circumstances reviewed by the health and safety committee in order to ensure that effective remedial action is being taken by the relevant academy.

## 8.21 Positive Mental Health and Wellbeing

Stress has increasingly become acknowledged as being a significant health issue at work and it is an issue that The Education Village Academy Trust is keen to address. Whilst most staff might be expected to absorb a certain amount of pressure, it can rise to a level where it constitutes a risk to health. The Trust advises any member of staff who feels under an unacceptable amount of pressure to raise the issues and concerns with either their Line Manager, People Team Manager or Trust Estates Manager in complete confidence, so that, if possible, some early action may be taken. Staff development training is available in the recognition and control of stress at work. Counselling services are also available for those in stressful situations. Further details can be obtained, in confidence, from the People Team Manager.

## 8.22 Manual Handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item or person in a safe and balanced manner.

Staff and pupils are not to lift, drag, push, pull or carry heavy/awkward loads unless training has been given and a manual handling assessment carried out. If no assessments have been made for tasks that present a risk of injury, then they should be reported to their Line Manager. Within The Education Village portering services are also available from Mitie PFI through the helpdesk.

Where staff are required to assist in the person handling of pupils or other members of staff on a regular basis, they shall receive training for this function and a manual handling assessment must be carried out.

This policy is to be read in conjunction with the Trust Moving and Handling of Pupils and Young People Policy.

## 8.23 Working at Height

Staff and pupils are not to work at height unless training has been given and a working at height assessment has been carried out. If no assessments have been made for tasks that present a risk of injury, then they should be reported to their Line Manager. Within The Education Village working at height services are also available from Mitie PFI through the helpdesk.

## 8.24 Machinery and Equipment

All members of staff and pupils involved with the use of Trust machinery have a duty to ensure that it is used correctly and safely, and that any defects or unsafe practices are reported to the respective Line Manager or Trust Estates Manager.

All members of staff are to ensure that any start/stop keys, for any piece of machinery or equipment, are removed to prevent any unauthorised usage.

In addition, all workshop, kitchen, science, art and outdoor educational equipment must be well maintained, supplied with adequate guards where necessary, and receive appropriate statutory inspections. Staff, through their Line Managers, are to ensure that any shortfalls are reported to the Trust Estates Manager, and the machinery or equipment is removed or put out of bounds, and adequately labelled as such immediately.

## 8.25 Legionella

The Trust aims to prevent any build-up of Legionella Pneumophila organisms in its water systems and to prevent inhalation of infected water droplets.

Therefore, within The Education Village, the PFI Monitoring Officer and The Education Village Estates and Contracts Manager must ensure that the designated water supply checks and maintenance tasks are carried out by MITIE PFI under the terms of their PFI contract. The checks should be recorded, and records made available for audit by the Darlington Borough Council Safety Unit and PFI Monitoring Officer.

Gurney Pease Academy and Marchbank Free School sub-contract their water monitoring, via The Trust Estates Manager. Records are maintained by these contractors and are checked by The Trust Estates Manager. They are also available for audit by the Durham County Council Health & Safety Unit.

## 8.26 School Trips and Visits

Any proposed educational visit must firstly be approved by the relevant Academy Principal. This must be in liaison with the Education Visits Co-ordinator and in accordance with the Education Visits Policy.

At least 48 hours' notice must be given to the Education Visits Co-ordinator for a standard visit and at least 2 weeks' notice for a residential/adventurous visit that needs Darlington Borough Council approval.

A strict analysis of the proposed visit must be satisfied before agreement is given. This will include assessment of:

- a) Suitability of the School Trip Provider, according to the current good practice advice on selecting suitable providers set out in HASPEV (Health and Safety of Pupils on Educational Visits).
- b) Suitability of the location and activities according to the competency of supervision and abilities of pupils attending.
- c) The submitted risk assessments for all activities to be undertaken.
- d) Any other provision as decided by the Chief Executive.
- e) All school visits must be recorded in EVOLVE (Electronic Virtual On-Line Visits Environment).

## 8.27 Personal Protective Equipment (PPE)

The Trust will provide suitable protective clothing and equipment, free of charge, for staff and pupils whose work/study is liable to be hazardous. Visitors will also be supplied with PPE when appropriate.

All provided items of protective clothing or equipment must be used whenever necessary/required.

All PPE must be taken care of according to the instructions and training given. When not in use, PPE will be properly stored, kept clean and in good repair. All damage, loss or defects must be reported to the Department Head/Class Teacher.

The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.

PPE will not be worn if the hazard caused by wearing it is greater than the hazard it is intended to protect the wearer from.

PPE includes laboratory and workshop equipment such as toolbox tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment.

Clothing which is not specifically designed to preserve the health and safety of the wearer does not constitute PPE, e.g. school uniform.

Should any member of the Trust deem that PPE is required for a particular activity, they should raise this concern through their Line Manager or Trust Estates Manager, who will carry out a risk assessment to determine the suitability of PPE to be used for each hazard and should be reviewed on an annually basis.

The Trust will keep a record of all expenses related to PPE and uniform for HR and finance purposes. In accordance with HM Revenue and Customs (HMRC), the school will pay any tax and national insurance on uniforms and PPE that are not exempt. Using the correct forms, the trust will report the cost of the following to HMRC, unless they are exempt:

- Buying the clothes for employees
- Lending clothes to employees
- Cleaning or repairing clothing

The Trust will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement. If the school follows either of the below procedures, we will not report uniform costs as detailed in section 17 to HMRC:

Paying a flat rate to employees as part of their earnings – either a benchmark rate or a special (bespoke) rate approved by HMRC

Paying back the employee's actual costs

The academy will always use PPE in line with UK Health Security Agency guidance.

**Remember, “PPE is the last resort after all other methods of protection have been considered” (HSE).**

### 8.28 Young Persons (Anyone under 18 years old)

The Trust will provide suitable training, including a Health and Safety briefing, and carry out a 'Young Person's risk assessment' prior to any young person commencing employment, work experience or work placement within The Education Village Academy Trust.

### 8.29 Cross Infection Control

The Trust will bring the possibility of infection to the attention of all employees whose work may involve the handling of potentially infectious materials incidental to the task being undertaken. This will also be brought to the attention of managers and supervisors of such employees. Reference should be made to the specific arrangement for cross infection in the caring sector where appropriate.

The Trust actively prevents the spread of infection through the following measures:

- Routine immunisation

- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment.
- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. (Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste.)
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps

The trust will arrange medical surveillance and health monitoring of any member of staff deemed to require it.

The Trust refers to the "Public Health England Health Protection in School and Other Childcare Facilities" for further information and guidance on infection control.

### 8.30 Asbestos

The Education Village has no Asbestos within the building.

Both Gurney Pease Academy and Marchbank Free School have asbestos around their sites. The asbestos locations have been identified, as far as reasonably practicable, by Asbestos Management Surveys and Asbestos Refurbishment Surveys. These are completed by contractors appointed by the Trust Estates Manager. An annual Asbestos Management Plan is also completed by Darlington Borough Council Asbestos Surveyor. All records of surveys and plans are kept by the Trust Estates Manager.

All known asbestos locations are marked with an asbestos warning sticker. These stickers are only to be placed or removed by the Trust Estates Manager.

All works involving asbestos in any form will be carried out in accordance with the current Control of Asbestos Regulations (CAR) and Approved Code of Practice. Any asbestos removal will be completed by a licensed contractor in accordance with the Asbestos Licensing requirements of CAR and is only to be arranged by the Trust Estates Manager, who will record and log the removal and the waste transfer note.

The Trust will arrange for medical surveillance, in the form of a regular medical examination by an appointed doctor, for any employee who has been accidentally exposed to asbestos. The first medical examination should take place within two years of exposure and

further examinations at intervals of not more than two years. A health record of such surveillance should be kept for a period of at least 40 years after the last entry.

The use of new asbestos containing materials is prohibited.

### 8.31 Substance Misuse

Alcohol, drug and solvents abuse damages health, increases absenteeism, reduces productivity, increases accidents at work and endangers employees, pupils and visitors.

All Trust employees must not be under the influence of any alcohol, drugs (unless they are prescription drugs), or solvents while completing their roles within the Trust. This includes, for example, while supervising any pupils while in school or away from school on visits, trips, or sporting activities, as well as when driving.

Counselling services are available for any member of staff that requires it. Further details can be obtained in confidence from the Human Resources Manager.

### 8.32 Food Allergies/Intolerance or Special Dietary Requirements

Special diets are a very important part of the Trust's catering provision. Allergen procedures are essential to ensure that the needs of each individual pupil and staff member can be safely met. It is crucial that this process is a joint approach between the pupil, parent/carer, school and the Trust's catering providers. A special diet is a requirement different to the choices offered within the menu cycle and is usually medically required.

In line with the Food Standards Agency 'Food allergen labelling and information regulations', that came into effect in April 2015, and "Natasha's Law" regulations brought in from 1<sup>st</sup> October 2021, the Trust's catering providers have consulted with the Food Standards Agency and Allergen UK. Catering providers will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of "Natasha's Law", i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering providers will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with the requirements of "Natasha's Law".

Parent(s)/Carer(s) are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

Each school is to inform the Trust Estates Manager of any pupil who has any food allergy, intolerance or special dietary requirements.

Parent(s)/Carer(s) are required to complete a special dietary needs form (see Appendix 5) once a special diet request has been made. This must be supported with a medical letter to confirm the special diet.

On receipt of a medically backed letter, and a special diet request, the school is to arrange a meeting with the pupil's parent(s)/carer(s), a school representative and the Trust Estates Manager. The Trust Estates Manager will also arrange for the catering provider to attend. The parent(s)/carer(s) will have the opportunity to discuss the pupil's requirements, meet with the catering provider and select a choice from the three-week menu cycle. On the days where the main option is not suitable or able to be adapted, then the catering provider would look to offer an alternative. Minutes will be taken of the above meeting to ensure this process is as smooth as possible; each pupil will have their own individual menu



created (produced by the catering provider) and individual school care plan (produced by the school). These will be agreed by the parent(s)/carer(s) during the meeting. If necessary, a second meeting will be arranged to finalise the arrangements.

Each staff member can, if they so wish, inform the Trust Estates Manager of any food allergy, intolerance or special dietary requirements they have. The same process as listed above for pupils will take place with the Trust Estates Manager and the catering provider, if the staff member wishes to eat food provided within the Trust.

All information provided will be confidentially held on the Trust Estates Manager's Allergies database. This is stored in accordance with the General Data Protection Regulations (GDPR).

Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Refer to the Trust Administration of Medication Policy for details of what is required within a school care plan.

### 8.33 Administration of Medication

Only those staff trained in the current DfE procedures 'Managing Medication in Schools and Early Years Settings' will administer medication.

Where it is necessary for a pupil to administer his or her own medication, for example the use of an EpiPen or insulin pen, the Trust requires written confirmation from a doctor. It is also expected that the pupil will carry their medicine and/or equipment in a secure lockable bag so that any unauthorised person cannot access it. This lockable bag must be a PIN access coded bag. The code is to be made available to the school.

Trust schools must request and receive parent written approval to say that medication can be administered at school. A record will be kept of any medication that pupils take – this will be checked prior to administering any medication.

This policy is to be read in conjunction with the Trust Administration of Medication Policy and Supporting Pupils with Medical Conditions Policy. (Please refer to section 8.10 above)

### 8.34 Sharps

For the purposes of this policy, "**sharps**" are defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises

- Where drug paraphernalia, e.g. heroin needles, are found on or around the school premises

In the context of this policy, offensive weapons are not considered sharps.

### 8.34.1 Handling and Disposing of a Sharp

The Trust will ensure that a sufficient number of staff are suitably trained to receive sharps. Training will include:

- The safe collection and disposal of sharps
- Assembling sharps boxes and verifying that they are compliant with the accepted standards
- The procedure to log incidents and who to inform
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administration of Medication Policy.

Pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries, and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves
- A pair of long-stemmed tongs
- A pincer tool, e.g. tweezers
- Brush and pan
- Sharps box for disposal.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves, and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.



- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including Mitie, (For EV only), Principal and/or the Trust Estates Manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

### 8.34.2 Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

This policy is to be read in conjunction with the Administration of Medication Policy.

### 8.35 Lone Working

The Trust recognises that there are occasions when teaching, support, administrative, caretaking, cleaning or other staff may be required to work alone or in isolated situations. This may mean an increased risk to the health and safety of that individual.

Both the individual staff member and Senior Leaders have a duty of care to assess and reduce the risks which lone working presents.

This policy is to be read in conjunction with the Lone Working Policy.

### 8.36 Permits to Work

Safe systems of work are critical in work, such as maintenance and building works, where the potential risks are high, and the careful co-ordination of activities and precautions is essential to safe working.

Permits to work will be issued for the following types of works within the Trust:

- a) Hot works
- b) Work on high-voltage apparatus
- c) Confined spaces
- d) Machinery maintenance
- e) Working at height

All permits to work will be issued by an authorised competent person, as follows:

- (a) The Education Village

- (i) Mitie PFI contract works – Mitie PFI Management
- (ii) School projects – Trust Estates Manager  
Durham County Council H & S Team

(b) Gurney Pease Academy and Marchbank Free School

Trust Estates Manager  
Durham County Council H & S Team

### 8.37 Liquids

The Control of Substances Hazardous to Health Regulations 1999, often known as the “**COSHH**” Regulations, require the Trust to ensure that substances (including purchased proprietary liquids) which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. See serial 8.16 of this policy.

- 1) No pupil is to be exposed to any hot liquids, unless it is under a controlled, risk-assessed activity in DT or Science departments, refer to Hot Drinks Policy V3 .

Kettles, and other water heating devices, are only to be in staff rest areas, unless:

- a) The kettle is being used by a group of pupils completing “Life Skills” in a DT classroom.

A risk assessment is to be conducted for this activity and the pupils are to be supervised on a one-to-one basis. Kettles are to be secured away whenever they are not being used for this activity.

- b) The kettles, or other water heating devices, are being used during a science experiment within a science department classroom.

A risk assessment is to be conducted for this activity and the pupils are to be fully supervised at all times. Kettles, or other water heating devices, are to be secured away whenever they are not being used for this activity.

- 2) No pupil, member of staff, visitor, contractor or member of the public is to be within The Education Village Swimming Pool, or Hydro Pool, water or poolside areas, unless a fully qualified lifeguard is present.

All persons are to follow the procedures within the Education Village Normal Operating Plan and Emergency Action Plan, with which this policy is to be read in conjunction.

### 8.38 Smoking

All Trust sites are non-smoking premises. Therefore, no smoking is permitted within buildings or in the grounds.

This policy is to be read in conjunction with the Trust No Smoking at Work Policy.

### 8.39 Bomb Threats

The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.

This policy is to be read in conjunction with the Bomb Threat Procedure.

### 8.40 Lockdown

The appropriate "Partial" or "Full" lockdown procedure will be followed whether staff members believe the threat to be a hoax or not.

This policy is to be read in conjunction with the Trust Lockdown Procedure.

### 8.41 Security and Theft

CCTV systems will be used to monitor events and identify incidents taking place.

CCTV systems may be used as evidence when investigating reports of incidents.

Money will be held in a safe and banked to ensure large amounts are not held on-site. Money will be counted in an appropriate location and staff should not be placed at risk of robbery.

Staff and pupils are responsible for their personal belongings and the Trust accepts no responsibility for loss or damage.

Thefts may be reported to the police and staff members are expected to assist police with their investigation.

All members of staff are expected to take reasonable measures to ensure the security of Trust equipment being used.

Missing or believed stolen equipment will be reported immediately to an academy senior staff member and a Trust Premises Team member of staff.

### 8.42 Adverse Weather

In the event of adverse inclement weather, such as when heavy falls of snow or extreme icy conditions develop overnight and continue into the next day, the schools within The Education Village Academy Trust will remain open whenever possible.

Should the need arise to close any of the Trust's schools, the decision will be made as early as possible by the Chief Executive in conjunction with the Principals and the Trust Estates Manager.

The Trust will act in accordance with the Adverse Weather Policy where the weather could pose a risk to individuals on school site.

The headteacher, in liaison with the governing board, will decide on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

This policy is to be read in conjunction with the Trust Adverse Weather Policy.

### 8.43 Eye and Eyesight Examination

Upon request from an employee defined as a 'user' in the Health & Safety policy paragraph 8.17, the HR Manager will complete an Eye Test Request letter to authorise an eye and eyesight examination to be undertaken at an optician of your choice. The Trust will pay £10.50 towards the cost of the eye and eyesight examination.

The optician will complete the Eye Examination Report. Those persons whom the optician has identified as requiring specific corrective appliances for working with display screen equipment will receive a contribution of £50.00 from the Trust towards the cost of these appliances in the first instance.

Employees will receive reimbursement by completing a request for re-imbusement form. This, along with the authorised Eye Test Request letter, the Eye Examination report and the optician's receipts should be returned to the Finance Manager in the admin office.

Re-examination frequency will be advised by the optician but would normally expect to be every two years. This may be amended at the discretion of the optician if the employee has a specific eye health condition that requires more frequent monitoring.

## 9. Monitoring the Policy

Monitoring the effectiveness of the Trust Policy on health and safety commences as a Trust responsibility in which the Trustees and the Trust Estates Manager play key roles. Monitoring includes ensuring that site inspections are taking place regularly so that the hazards and risks of activities carried out within the Trust are being adequately recognised and controlled. Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued. The provision of information, instruction and training to all staff and pupils (especially new members of the Trust) are matters that should also fall within the monitoring exercise.

Monitoring of any accidents, incidents and instances of occupational ill health occurring at academy/school level is particularly important so that remedial action can be taken to prevent any recurrence. The Trust Estates Manager will monitor all reported accidents, incidents and occupational ill health in order to determine those events that are legally reportable to the relevant enforcing authority, and those which require further investigation and possible notification to others within the Trust, and to set in place appropriate remedial action.

## 10. Reviewing the Policy

The implementation of this policy will be audited by the Durham County Council Health & Safety Team and will be reviewed at least on an annual basis by the Trust Estates Manager.

The Board of Trustees, the Principals and the Trust Estates Manager will continually monitor the effectiveness of this policy. Any necessary amendments will be made immediately.

Any changes made to this policy will be communicated to all members of staff.

## 11. Public Sector Equality Duty (Equality Act 2010)

In preparing or amending this policy, the author has given due regard to the Public Sector Equality Duty; that is, they have considered any potential impact on people who share certain protected characteristics. These protected characteristics are defined as: race,

disability, sex, age, religion or belief, sexual orientation, pregnancy and maternity and gender reassignment.

## **12. Reviewing the Policy**

The implementation of this policy will be audited by the Durham County Council Health & Safety Team and will be reviewed at least on an annual basis by the Trust Estates Manager.

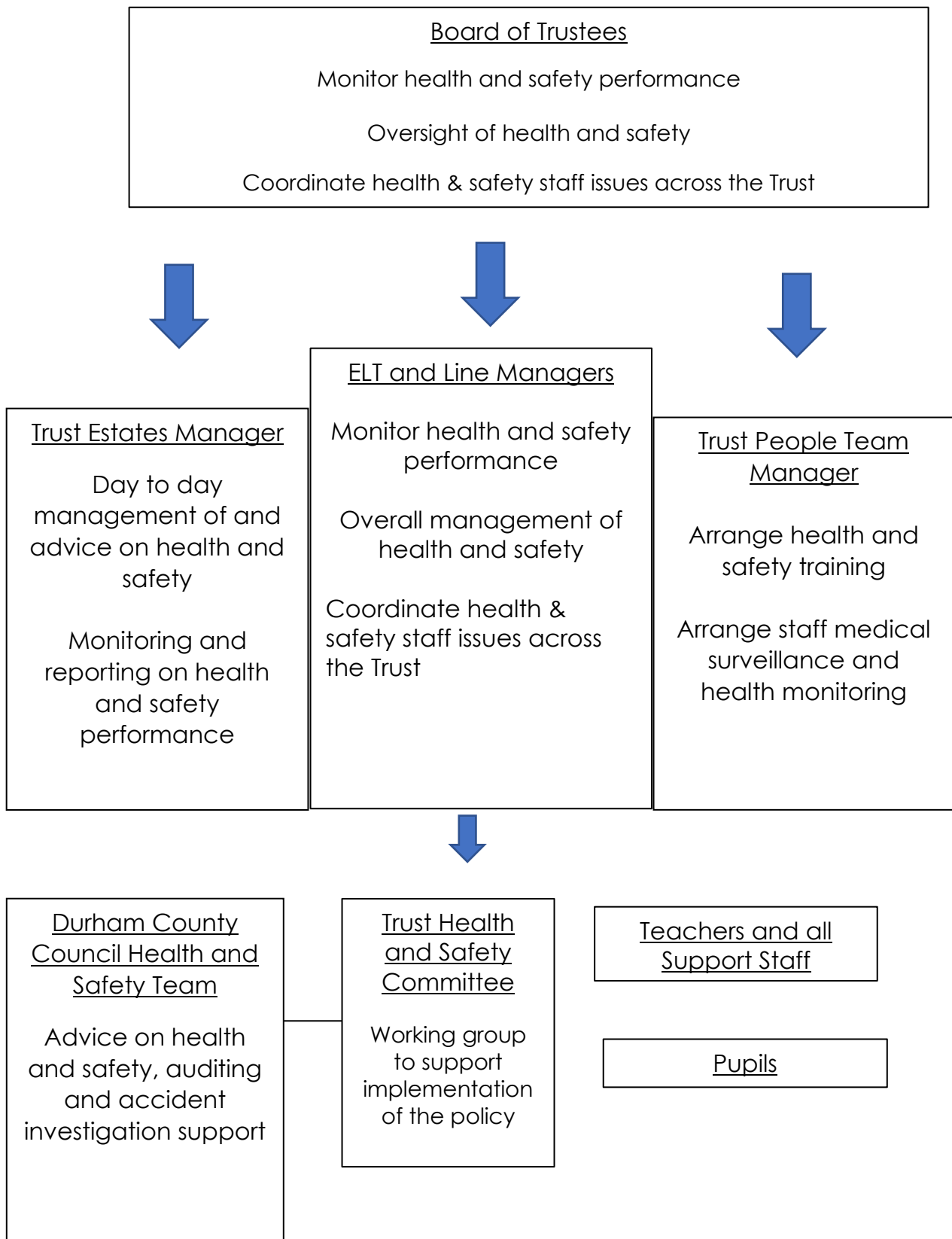
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## Appendix 1: Trust Health and Safety Organisation Flowchart



## Appendix 2

To whom it may concern

### **Re: Health and Safety (Display Screen Equipment) Regulations 1992**

Under the above Regulations, employers are required to provide appropriate eye and eyesight tests to identified 'users' who are their employees and request such tests.

This letter is to introduce Mr/Mrs/Ms, as an employee of The Education Village Academy Trust and as an identified 'user' under the above Regulations.

Please carry out eye and eyesight tests appropriate to a user of Display Screen Equipment.

The Company will reimburse the employee towards the cost of the tests as well support towards the basic cost only of any 'special' corrective appliances (normally spectacles) prescribed to correct vision defects at the normal viewing distances **specifically for the use of display screen equipment** and, if there is such a requirement, please mark the attached form and return with your official company stamp and sign.

In order to establish the Company's liability for cost, and particularly where an employee specifies other than basic frames, lens etc. we would be obliged if a breakdown of costs could be attached.

If there is any information required on the type of Display Screen Equipment in use or the activities performed, please do not hesitate to contact us.

Yours faithfully

Marie Roe  
Chief Operating Officer

# The Education Village Academy Trust

## Display Screen Equipment

### Eye Examination Report

This is an eye examination report to determine if the user requires corrective appliances for use with Display Screen Equipment.

Name: .....

Job Title: .....

Department:  
.....

Division: .....

Date of examination: .....

As a result of this eye examination (*please tick one box only*)

- a) You do require specific corrective appliances for working with Display Screen Equipment and will need to speak to your manager regarding contributory reimbursement

- b) You do not require specific corrective appliances for working with Display Screen Equipment



## Appendix 4

### REQUEST FOR REIMBURSEMENT

NAME: .....

#### OFFICE USE

Goods/Services purchased .....

Ref No. .....

.....

Date. .....

.....

Amount.£ .....

Amount Claimed. £.....

Expenditure Code.

.....

Budget Holders Signature.

.....

\*BANK ACCOUNT DETAILS MUST BE COMPLETED FOR REIMBURSEMENT\*

BANK NAME. .....

ACCOUNT NO. .....

SORT

CODE......

# Special Dietary Needs Form

Completed by Parent/Guardian once a special diet request has been made. This must be supported with a medical note to confirm the special diet.

## MEDICAL DIET REQUEST FORM



Chartwells  
EAT LEARN LIVE

Please complete all parts of this request form in full or your application will not be processed. If you require assistance with understanding or completing this form, please contact the school for assistance.

If your child has a dietary requirement but does not require an adapted medical diet menu supported by Chartwells then there is no need to complete this request form.

Chartwells allergen reports, declaring the presence of the 14 mandatory Food Information Regulations allergens, and nutrient counts (including carbohydrates, protein and fat) are available for all Chartwells recipes on current menus. Please ask the kitchen team or request them from your local Chartwells contact.

**Part A: Medical Diet Information (to be completed by the Parent/Guardian)**

<input type="text"/>	<input type="text"/>
<b>Child's First Name</b>	<b>Child's Surname</b>
<input type="text"/>	<input type="text"/>
<b>Child's Date of Birth</b>	<b>Child's School Year Group</b>
<input type="text"/>	<input type="text"/>
<b>Parent/Guardian Name</b>	<b>Parent/Guardian's Phone number</b>
<input type="text"/>	<input type="text"/>
<b>Parent/Guardian's Email</b> <input type="text"/>	
<b>School Name</b> <input type="text"/>	
<b>School Address</b> <input type="text"/>	
<b>School Postcode</b> <input type="text"/>	

**Medical Diet** (please tick all that apply):

**14 Main Allergens**

<input type="checkbox"/> Celery	<input type="checkbox"/> Fish	<input type="checkbox"/> Mustard	<input type="checkbox"/> Soya
<input type="checkbox"/> Cereals containing Gluten	<input type="checkbox"/> Lupin	<input type="checkbox"/> Nuts	<input type="checkbox"/> Sulphites
<input type="checkbox"/> Crustaceans	<input type="checkbox"/> Milk	<input type="checkbox"/> Peanuts	
<input type="checkbox"/> Eggs	<input type="checkbox"/> Molluscs	<input type="checkbox"/> Sesame	

**Other allergens**

<input type="checkbox"/> Bananas	<input type="checkbox"/> Coconuts	<input type="checkbox"/> Oranges	<input type="checkbox"/> Tomatoes
<input type="checkbox"/> Beans	<input type="checkbox"/> Kiwis	<input type="checkbox"/> Peas	<input type="checkbox"/> Pineapples
<input type="checkbox"/> Chickpeas	<input type="checkbox"/> Lentils	<input type="checkbox"/> Strawberries	

**Other Allergy or Other Food Requirement** (please print below)

**My child requires an autoinjector (e.g. EpiPen) for their medical diet** (please tick if this applies)

**My child also requires their medical diet to be** (please tick all that apply):

Vegetarian    Vegan    Pork Free    Beef Free    Halal


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**Part B: Supporting Documentation (to be provided by the Parent/Guardian)**

**1** I confirm that I am attaching medical evidence confirming the medical diet requested in part A (please tick one or more as appropriate):

Doctor/Dietitian Letter or note

Other medical professional Letter or note

Professional medical care or Allergy Action plan

Chartwells Medical Evidence Support Form

**Please refer to the Chartwells Medical Diet policy for more information:**  
<https://compass.schools.co.uk/medical-diets>

**For medical evidence requirements:**  
 See section 8.0 Medical Diet Requests & Processing

**For identification of pupils:**  
 See section 6.0 Identification of Customers with Medical Diets

**2** Please attach a recent colour passport style photo of your child for identification purposes:

Please attach photo here:

*If completing form digitally, please click link below to attach a photo*

*Please note: a digital photo will not show in this box once attached*

Attach

**Part C: Terms and Conditions**

By completing this medical diet request form, parents/guardians are consenting for an adapted Chartwells medical diet menu to be prepared for their child and for their child to be identified as having a dietary requirement in accordance with the identification system operated at the school. The medical diet menu will continue until Chartwells are notified in writing otherwise. You will receive a copy of the medical diet menu and are required to notify any discrepancies immediately. If you do not notify any discrepancies prior to the menu start date, this will signify the acceptance of the medical diet menu. It is the parent/guardian's responsibility to inform Chartwells in the case of any changes to the medical diet requested for their child. If Chartwells becomes aware of any other medical diet requirement which has not been notified through a request form with supporting evidence, service may be refused.

Chartwells can provide a jacket potato with a suitable topping from the date of receipt of a medical diet request until the date a medical diet menu has been confirmed for a child. Otherwise, pupils must provide a packed lunch meal as an interim measure.

Chartwells reserve the right to decline a medical diet request if a risk assessment considers the medical risk too high, or the request process is not completed in full (for example if insufficient medical evidence is provided); in these circumstances, Chartwells may refuse to provide any diet to the pupil.


Chartwells will process the personal data you have supplied, in accordance with the data protection laws that apply to the UK. We do so to protect the vital interest of your child. We will only share this personal data with those people or organisations that may require it to keep your child safe and healthy. We will keep this personal data for no longer than is necessary, and at most for 3 years after they leave the school named on this form. Under UK data protection legislation, you have certain rights in relation to your personal data. These are more clearly stated on the full Privacy Notice on our corporate website. This statement is only intended as a summary Privacy Notice. Please use the link to see our full Privacy Notice: <https://www.compass-group.co.uk/about/privacy-policy>

Please read Chartwells full medical diet policy here: <https://fiveschools.co.uk/medical-diets>

I consent to Compass processing this personal data for the purpose of providing a medical diet and I confirm that I have read and understood the above

<b>Parent/Guardian Name</b> <input type="text"/>	<input type="text"/>
<b>Signature</b>	<b>Date</b>
<input type="text"/>	<input type="text"/>

**Please return this completed form with supporting medical evidence to your school for it to be returned to Chartwells. For any medical diet queries, or to obtain a hard copy of the full medical diet policy, please contact: [chartwells.medical@thecompass-group.co.uk](mailto:chartwells.medical@thecompass-group.co.uk)**


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