



OPERATIONAL SAFETY MANUAL



Guidance for a Safe School

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Using the Operational Safety Manual

The Operational Safety Manual is designed to help you and your school staff stay safe in your buildings and on your sites, in addition to meeting our associated requirements for the estate as required by law.

The focus of the Operational Safety Manual is not to explain legislation; colleagues and consultants have analysed that for you. Instead, the focus is on key areas such as fire safety and specifically what we should do as a team to stay safe and compliant. Please remember that whilst not based in any one specific school, your Operations Team colleagues are part of your team.

The Operational Safety Manual is designed to work as part of a suite of documents and software to help us stay safe and track compliance, these being:

1. The Reach South Health and Safety Policy (the overarching policy)
2. The Operational Safety Manual (how we work together to keep our buildings and sites safe) and
3. 'Every' compliance software (records and tracks compliance related activities required at each site).

The suite of documents and software are designed for ease of use. The Operational Safety Manual is designed to specifically negate the need for additional associated specific policies, such as an asbestos policy. The overarching Reach South Health and Safety Policy explains how the Trust manages Health and Safety, including our statement of intent.

Key to staying safe are the activities of the Regional Site Managers / Site Managers / Site Assistants / Caretakers. 'Every' compliance software has site specific compliance actions for the Regional Site Managers / Site Managers / Site Assistants / Caretakers to undertake within set timescales, and these actions are monitored centrally.

The Operational Safety Manual is a live document. As legislation changes, policy changes or we are able to procure more associated servicing and testing contracts centrally, updates will be issued.

Document accessibility:

1. The Reach South Health and Safety Policy (the overarching policy)
2. The Operational Safety Manual (how we work together to stay safe)

Both documents should be stored together in a visible location within the school Reception office and be always available for reference by staff and Governors.

This Operational Safety Manual focuses on key areas of safety for our school buildings and sites. Each section outlines the risk, key actions, how we work as a team to stay safe, steps to take in an emergency and how to get help.

Online compliance records:

1. 'Every' compliance software is a secure online system, from which reports and data is available whenever required.

Remember!

If a task has not been allocated to you, it does not mean you should not feel responsible, be aware or vigilant. If you see something wrong or think something has not been done, ask. Don't assume others will do it. By working together as a team, we keep our schools safe.

001 – Asbestos

Asbestos is a silicate mineral, whose fibres, if breathed in can cause serious respiratory illness or death. It was used as a constituent part of many materials that were used in the construction of schools. These ‘Asbestos Containing Materials’ may deteriorate over time, until they get to a state where these microscopic fibres can be released and can become airborne. Fibres may also be released by work activities such as drilling, cutting, or grinding.

Duty Holders

Although the Trust is effectively the employer, and therefore in the eyes of the law the Principal Duty Holder, common sense would suggest that for effective asbestos management, persons at school level will need to have appropriate responsibilities. To support that we advise the following:

Head Teachers – assume a Principal Duty Holder role at local level to support the Trust. This is a more strategic role, with an over-arching responsibility for asbestos management.

Regional Site Managers / Site Managers / Site Assistants / Caretakers– assume an Appointed Person role at local level to take day to day responsibility for asbestos management and emergency action.

Please refer to the Reach South Health and Safety Policy arrangements for more details.

Key Requirements

Assessment, Review or Maintenance Required	Frequency	Arranged By Whom
Asbestos Management Survey (AMS) / Review	12 Months	Trust
Actions from the AMS	As required	School and Trust
Asbestos Management Plan (AMP)	12 Months	Trust
Actions from the AMP	As required	School and Trust
	As defined	School

All actions as defined by the 'Every' compliance software		
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Asbestos Surveys

If any part of your school was built before the year 2000, it is foreseeable that it may have within it Asbestos Containing Materials (ACM). Under law we have a duty to identify the presence of asbestos. This is generally done by a specialist carrying out an Asbestos Management Survey and to prepare an Asbestos Management Plan. The Trust will ensure that an appropriate Asbestos Management Survey and Asbestos Management Plan is carried out on your school, on an annual basis. Location specific surveys (referred to as Refurbishment and Demolition Surveys) are required prior to any work or activity which may disturb a surface, finish and or construction. These are to be arranged by the project lead.

There are two levels of survey:

- i. Management Survey – required for the normal occupation and use of the school.
- ii. Refurbishment or Demolition Survey – necessary when the school (or part of it) is to be upgraded, refurbished or demolished. This also includes where any finish or surface is proposed to be disturbed, even during routine school activity.

It is essential to note that the Asbestos Management Survey and Asbestos Management Plan will **not** identify all asbestos in your school. You can **never** consider any building constructed before the year 2000 to be asbestos free, even if others have claimed it is. This includes when schools have had major refurbishment which included asbestos removal. You will never know where all the asbestos in your school is.

Invasive work to any surface or the structure of a school building must not commence without the appropriate survey being in place.

Annual Inspections and Updates

Asbestos containing materials can deteriorate over time and may reach a condition where they release fibres (become friable). It is an important part of asbestos management to carry out regular inspections of asbestos containing materials, to check on condition, and decide what action (if any) needs to be taken to maintain safety in the school. Annual inspections will be organised by the Trust. Asbestos Management Surveys and Asbestos Management Plans will be updated as part of this process. The school must ensure that any contractor working at school reads the Asbestos Register, (including the Asbestos Management Survey and the Asbestos Management Plan) and signs the register to record this has been done

prior to commencing work. This information must be held in the school Reception Office at all times and kept current.

Regional Site Managers / Site Managers / Site Assistants / Caretakers will also be expected to keep a watchful eye on the condition of known asbestos containing materials. In event of discovering damaged asbestos containing materials, they will act in accordance the Trust's emergency action guidance detailed below.

Any actions described in the updated Asbestos Management Plan should be considered of the highest priority to resolve. Don't hesitate to discuss asbestos issues with the Operations Team.

Training

Appropriate training in asbestos related matters, will be required to the following standards:

Asbestos Awareness and Management – this is a half day, classroom-based course for Head Teachers, Regional Site Managers / Site Managers / Site Assistants / Caretakers, and a representative School Governor. The course will give a good over-view for asbestos management at school level. It will need to be refreshed every three years.

Asbestos Awareness – this is an online course that can be completed in just over an hour. Regional Site Managers / Site Managers / Site Assistants / Caretakers will be required to take this annually (attendance on the Asbestos Awareness / Management course will satisfy the requirement for the year it is taken).

Basic Asbestos Briefing – this will be delivered by the Trust's health and safety adviser via a virtual briefing. The briefing will take approximately 30 minutes, and will be delivered to all administration, teaching, other support staff and cleaners. Attendance must be recorded, and the briefing is to be repeated on a three yearly basis.

Working Together to Stay Safe

Head Teacher

- i. Read and adopt the Reach South Health and Safety Policy.
- ii. Ensure the school meets its training requirement, notifying the Trust when asbestos awareness trained staff leave, and new staff join.
- iii. Ensure no finish, surface or construction is disturbed until the presence of asbestos has been checked by appropriate survey.
- iv. Ensure updates to Asbestos Management Surveys and Asbestos Management Plans are filed in the Asbestos Register, which is to be held in the school Reception Office to be always accessible to all.

- v. Work with the Trust to address any actions required by Asbestos Management Surveys and Asbestos Management Plan.
- vi. To include asbestos management when planning budgets.

Regional Site Manager / Site Manager / Site Assistant / Caretaker

- i. Read and follow the Reach South Health and Safety Policy.
- ii. Ensure no finish, surface or construction is disturbed until the presence of asbestos has been checked by appropriate survey.
- iii. Ensure all Contractors visiting site read and sign the Asbestos register.
- iv. Ensure the Asbestos Register and this Operational Safety Manual is stored in the school Reception Office to be always accessible to all.

Governors

- i. Read and adopt the Reach South Health and Safety Policy.
- ii. When discussing any work or project in the school that may disturb a finish, surface, or construction, ask if asbestos checks have been carried out before the work or project commences.
- iii. Periodically, check that the Asbestos Register and Operational Safety Manual are stored in the school Reception Office and always available to all staff.
- iv. Work with the Head Teacher to address any actions required by Asbestos Management Surveys and Asbestos Management Plan.
- v. To include asbestos management when planning budgets.

The Trust

- i. Arrange annual Asbestos Management Survey and Asbestos Management Plan updates.
- ii. Work with the school to address any actions required by the Asbestos Management Plan.
- iii. Assist with arranging project specific surveys upon request.

Linked Documents

Reach South Health and Safety Policy

Emergency Action – Suspected Asbestos Fibre Release

If at any time you suspect asbestos fibres may have been disturbed or released, you must take the following action:

- Step 1** Immediately evacuate the affected area. Do not attempt to move or clean up any suspect material.
- Step 2** Ensure access is prevented to the affected area. For example, lock doors, close windows, clearly sign as 'no entry'. Apply tape around the junction of the door to the frame and floor to seal.
- Step 3** Contact the Director of Operations – [REDACTED] and /or the Trust's health and safety adviser – [REDACTED]
- In the event of an emergency the Trust can be contacted **out of normal office hours** – [REDACTED] *
- Step 4** Follow the instructions given by the Director of Operations and/or the Trust's health and safety adviser.
- Step 5** Do not allow access to the suspected affected areas under any circumstances until a Clean Air Certificate has been provided by an appropriately licenced asbestos contractor.

***This emergency number is not to be provided to any external person, company or organisation**

Help and Contacts

For non-urgent and general queries in normal office hours, please contact – operations@reachsouth.org or 01752 987060, option 3.

Remember!

Your Management Survey will **NOT** tell you where all asbestos is in your school. You do **NOT** know and will **NEVER** know where all asbestos is in your school. If you are told that all asbestos has been removed from your school, you must consider this as a false statement. Before you disturb any finish, surface or construction, check for the presence of asbestos. If in doubt always ask.

002 – Legionella

Legionellosis is a collective term for diseases caused by legionella bacteria, including the serious Legionnaire's disease. Legionnaire's disease is a potentially fatal form of pneumonia, and everyone is susceptible to infection (certain groups are at higher risk than others).

Legionella bacteria may be found in purpose-built water systems. It is important to control the risk of contracting these diseases by introducing measures which do not allow proliferation of the organisms in the water systems.

Duty Holders

Although the Trust is effectively the employer, and therefore in the eyes of the law the Principal Duty Holder, common sense would suggest that for effective legionella management, persons at school level will need to have appropriate responsibilities. To support that we advise the following:

Head Teachers – assume a Principal Duty Holder role at local level to support the Trust. This is a more strategic role, with an over-arching responsibility for legionella management.

Regional Site Managers / Site Managers / Site Assistants / Caretakers – assume a 'Responsible Person' role at local level to take day to day responsibility for legionella management and emergency action.

Please refer to the Reach South Health and Safety Policy arrangements for more details.

Key Requirements

Assessment, Review or Maintenance Required	Frequency	Arranged By Whom
Legionella Risk Assessment	24 Months	Trust
Written Scheme of Control (WSoC) / Water Safety Plan (WSP)	24 Months	Trust
Actions from WSoC / WSP	As required	School*

All actions as defined by the 'Every' compliance software	As defined	School*
Maintain service and all mixing valves, heaters, water tanks, air conditioning units, water outlets etc.	As specified by the equipment or installation requirements	School**

*To be budgeted for by the school for school related actions

** To be budgeted for by the school

Legionella Risk Assessment

Your school's water system and related work activities will require a suitable and sufficient risk assessment to be carried out by a competent person. This is something that the Trust will organise on your behalf. A formal report will be issued and may identify corrective action that needs to be carried out.

The detailed legionella risk assessment will be subject to review at periods not exceeding 2 years.

Any actions described in the legionella risk assessment should be considered of the highest priority. Don't hesitate to discuss legionella issues with the Operations Team.

Written Scheme of Control / Water Safety Plan

Where the risk assessment shows that there is a reasonably foreseeable risk of exposure to legionella bacteria, there should be a written scheme, or water safety plan for controlling the risk from exposure. This written scheme or plan should specify the measures to take to ensure that it remains effective.

The written scheme or plan must be properly implemented and managed.

The written scheme or plan requires regular review, and the Trust has taken the position that this will be done at periods not exceeding 2 years (to align with risk assessment review). The review and update of the written scheme or plan will be arranged by the Trust.

All actions concerning the maintenance of water safety are to be recorded by the school in a logbook, which is to be kept in the School Reception Office and be always available.

Training

The **Regional Site Manager / Site Manager / Site Assistants / Caretaker** will generally assume the role of the 'Responsible Person'. To underpin this role, they will undergo training in Basic Legionella Management. This will either be delivered by site specific training, attendance at a classroom-based course, or by online training. The Trust has set the refresher period for this training at 3 years. Training will also be provided to Head Teachers as a Principal Duty Holder.

Monitoring and Record Keeping

For precautions to remain effective, the condition and performance of the system will need to be monitored. The appointed 'Responsible Person' will oversee and manage this (in accordance with the written scheme).

Monitoring activities must be recorded. This will be done by the **Regional Site Manager / Site Manager / Site Assistant / Caretaker** who will follow, complete the relevant actions within the 'Every' compliance software.

Working Together to Stay Safe

Head Teacher

Read and adopt the Reach South Health and Safety Policy.

- i.* Ensure the school meets its training requirement, notifying the Trust when Basic Legionella Management trained staff leave, and new staff join.
- ii.* Ensure the Regional Site Manager / Site Manager / Site Assistant / Caretaker follows, complete the relevant actions within the 'Every' compliance software.
- iii.* Ensure updates to Legionella Risk Assessments and to Legionella Written Scheme of Control / Water Safety Plan are in a file, which is to be held in the school Reception Office to be always accessible to all.
- iv.* Work with the Trust to address any actions required by Legionella Risk Assessments and by the Legionella Written Scheme of Control / Water Safety Plan (most actions will be completed by the Regional Site Manager / Site Manager / Site Assistant / Caretaker).
- v.* To include legionella management when planning budgets.

Regional Site Manager / Site Manager / Site Assistant / Caretaker

- i.* Read and follow the Reach South Health and Safety Policy.

- ii.* Follow and complete the relevant actions within the 'Every' compliance software.
- iii.* Read and follow the actions required of the Legionella Risk Assessment and Legionella Written Scheme of Control / Water Safety Plan.

Governors

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* Periodically, check that the Legionella Risk Assessment and Legionella Written Scheme of Control / Water Safety Plan are stored in the school Reception Office and are always available to all staff.
- iii.* Work with the Head Teacher to address any actions required by Legionella Risk Assessments and by the Legionella Written Scheme of Control / Water Safety Plan.
- iv.* To include legionella management when planning budgets.

The Trust

- i.* Arrange Legionella Risk Assessment and Legionella Written Scheme of Control updates.
- ii.* Work with the school to address any actions required by the Legionella Written Scheme of Control.

Linked Documents

The Reach South Health and Safety Policy.

Emergency Action - Suspected Legionella Issue

For any suspected legionella issue **immediately prevent the use of the suspected area and associated water outlets and call:**

The Director of Operations – [REDACTED]

The Trust's health and safety adviser – [REDACTED]

In the event of an emergency, the Trust can be contacted **out of normal office hours –**

[REDACTED] *

Instructions and support will then be provided with regards to the required next actions.

***This emergency number is not to be provided to any external person, company or organisation**

Help and Contacts

For non-urgent and general queries in normal office hours, please contact –
operations@reachsouth.org or 01752 987060, option 3.

Remember!

Ensure that all of the actions in the Legionella Risk Assessment and Legionella Written Scheme of Control / Water Safety Plan are routinely reviewed and implemented diligently.

Remember that thermostatic mixing valves and water heaters require regular servicing.

Don't forget that air conditioners are a risk of legionella, ensure they are serviced regularly, as defined by their specific requirements.

Reusable water bottles should not be left with water in them overnight due to the risk of legionella and should be emptied and cleaned before being refilled.

003 – Fire Safety

Simply put, fire kills.

The costs of a serious fire can be high, including human casualties, property damage and significant disruption to education.

In the year ending March 2022 the fire and rescue services in England attended 577,053 incidents (an 11% increase compared with the previous year).

Of these 152,608 were fires. There were 272 fire-related fatalities (compared with 237 in the previous year).

Fire prevention by sound fire safety management must be a high priority in every school. Schools are also at particular risk of arson and fires at night.

Duty Holders

Although the Trust is effectively the employer, and therefore in the eyes of the law the Responsible Person, common sense would suggest that for effective fire safety management, persons at school level will need to have appropriate responsibilities. To support that we advise the following:

Head Teachers – consider the outcomes of the Fire Risk Assessment and ensure that a suitable number of Fire Marshals (on site Responsible Persons) are appointed and manage day to day fire safety issues and checks. Where there are a number Fire Marshals, one must be appointed to co-ordinate all as the Fire Warden.

Short-term hirers of school spaces – those persons who hire school spaces have a temporary responsibility during the event or function.

Please refer to the Reach South Health and Safety Policy arrangements for more details.

Key Requirements

Assessment, Review or Maintenance Required	Frequency	Arranged By Whom
Fire Risk Assessment (FRA)	12 Months	Trust
Actions from the FRA	As defined	School & Trust*
All actions as defined by the 'Every' compliance software	As defined	School**
Maintain alarms and all associated components, all firefighting equipment, and all other passive and active fire protection systems, measures, and installations.	As specified by the equipment or installation requirements	School**

*To be budgeted for by the school for school related actions

**To be budgeted for by the school

Fire Risk Assessments

Fire Risk Assessments are an invaluable tool to identify fire hazards, and to suggest appropriate controls to reduce the risks of causing harm. Whilst it will consider emergency situations, fire prevention should always be the main aim.

All schools must have a suitable and sufficient fire risk assessment for their premises, carried out by a competent person. The Trust defines a competent person as an appropriately qualified external consultant. An annual Fire Risk Assessment / review will be arranged for you by the Trust. A detailed report will be issued after each assessment and identified actions should be dealt with in accordance with the priority indicated on the report.

These fire risk assessments are to be reviewed on an annual basis. All actions concerning maintaining fire safety are to be recorded by the school in a fire safety logbook.

Fire Emergency Plan

The purpose of an emergency plan is to ensure that people in your premises know what to do if there is a fire and that the premises can be safely evacuated. The plan will be based on the outcomes of the fire risk assessment and needs to be effectively communicated to your employees / teams (generally during their induction) and subsequently refreshed at staff meetings.

These emergency plans do need to be school / site specific, and the Trust will initially ensure a suitable plan is in place by using the specialist who will carry out the fire risk assessment to assist Head Teachers in its production.

Once your plan is in place, schools are required you to review/update it on an annual basis.

Training

Basic fire safety training must be given to all employees at induction (and refreshed at 3-year periods). As a minimum it will include:

- i.* What to do on discovering a fire
- ii.* How to raise the alarm and what happens then
- iii.* What to do upon hearing the fire alarm (including specific responsibilities in emergency situations)
- iv.* How to identify and then operate appropriate firefighting equipment.

Fire Marshals/Wardens will have a higher level of training via face to face or online courses, taking less than 4 hours. This is to be refreshed at 3 year periods.

Fire Marshals/Wardens should be familiar with the fire risk assessment and understand their duties to ensure the Emergency Plan is put into place effectively if needed. Fire Marshals/Wardens must be present on site during all times of building occupation.

Appropriate provision of Fire Marshals/Wardens must also be present for out of school hours hiring of spaces by others.

Please note that it may be necessary to provide further training for persons expected to use fixed firefighting equipment (such as hose reels). You should liaise with the Trust to assist you in getting the right training in place.

Fire drills must be carried out at least every term and the fire drill should take place as early as possible within each term. They must include the students and must be recorded in your fire safety logbook. To be effective, as many staff as possible should not be aware of the drill in advance. Consideration should be given to varying the time of day the drill takes place, and temporary simulated blockage of routes to simulate different fire locations.

Firefighting Equipment

It is a legal requirement to have the appropriate provision of firefighting equipment. Your fire risk assessment should identify any deficiencies in this respect. It is also a legal responsibility to ensure they are maintained and remain in an operable condition.

All portable firefighting equipment (fire extinguishers) are to be serviced on an annual basis by a competent person. This is to be arranged locally by the school.

All fixed firefighting equipment/installations should also be subject to a suitable maintenance and inspection regime:

- i.* Hose reels should be given formal maintenance checks at least annually by a competent person.
- ii.* Sprinkler systems should be subject to a schedule of maintenance by a competent contractor.
- iii.* Dry and wet rising fire mains should be inspected/maintained by a competent person annually.

Fire Doors

The main purpose for fire doors is to save lives and stop the progress of fire in support of both escaping occupants and fire-fighting activities. They are an important part of a building's passive fire protection system and an essential requirement for most premises including residential, public buildings, schools, offices and factories. The main functions of fire doors are:

- To allow egress from a space and to close once released
- Protect escape routes from the effects of fire (smoke, gases and flames)
- Potentially limit the amount of oxygen available and slow the growth of a fire

Fire doors are manufactured to withstand the spread of fire for a given period, normally a minimum of 30 minutes. This allows time for people to leave the building via an escape route if other routes are impacted by the effects of fire.

Fire doors should be subject to regular inspection regimes, in accordance with the DfE guidance [here](#) and the Trust's 'Fire Doors – safety and compliance site team checklist' which can be found within the Every software.

Any defects noted, must be reported, and repaired as soon as possible to maintain the integrity of the fire compartmentation of the building.

Fire Shutters

It is vital to ensure safe and reliable operation of fire resisting shutters. This is done through regular inspection and maintenance; we require this to be carried out by a competent person at periods not exceeding 6 months, where the operation of the shutter is activated by the fire alarm (this is generally carried out by fire alarm maintenance contractors). This is to be arranged locally by the school. We recommend that planned maintenance and inspection of the mechanical aspect of the shutters should be undertaken annually.

Where shutters and other firefighting equipment is maintained by external catering or other companies operating in the school, it remains the schools' responsibility to ensure that these companies are meeting their maintenance requirements and to take action to ensure maintenance if required.

Fire Alarms and Emergency Lighting

Both fire detection/alarm and emergency lighting systems should be subject to appropriate inspection, testing and maintenance. We recommend the following:

- i.* Fire alarm systems should be subject to six-monthly servicing and preventative maintenance by a competent person. This is to be arranged locally by the school.
- ii.* Emergency lighting needs to subject to an annual full discharge test by a competent person. This will be arranged by the Trust.

Help for People with Special Evacuation Needs

Pupils, students and staff who have special evacuation needs, including those with a disability, could be especially at risk. We need to consider persons that may find it more difficult to leave a building if there is a fire. You may need to develop individual 'Personal Emergency Evacuation Plans' (PEEPs). This would be done in consultation with the individual concerned, and they will also need to have confidence in the plan/PEEP.

It may also be required to have in place specific equipment to support the evacuation of those with special evacuation needs. It is important that this equipment is subject to appropriate maintenance and inspection. If you need help in identifying the appropriate maintenance programme for your equipment, please contact the Operations Team at operations@reachsouth.org or 01752 987060, option 3.

Lightning Protection

Lightning protection systems consist of a series of components, typically a conductor, generally placed at the most elevated area of a structure. It is designed to force a lightning strike to be conducted to the ground, instead of causing significant damage by passing through the structure itself.

Generally, a competent contractor would be brought in to assess whether a structure requires lightning protection.

Where a lightning protection system is installed, it should be subject to test and inspection every 11 months by a competent person. This will be arranged by the Trust.

Fire Safety Checks

In addition to checks and inspections by external contractors, the management of fire safety will also rely on internal checks carried out by school staff. These will be listed on the 'Every' compliance software and should be followed diligently by school staff.

Other Site Matters

Fire Assembly / Muster Points – ensure suitable assembly points are chosen, and clearly marked. Fire escape routes should be identified from each room and clearly permanently signed. Fire Assembly / Muster Points should be subject to regular review to ensure sufficient capacity and appropriateness (in relation to PEEPs).

Fire Appliance Access – ensure access is maintained for emergency vehicles. You may also wish to invite the local fire and rescue service to attend school and familiarise themselves with the layout and any special requirements such as access, PEEPs and refuge points.

Escape Routes – ensure escape routes and emergency exits remain unobstructed and available for use. Escape routes must not be blocked or have their use restricted by, for example, bags and coats not properly stored.

Fire Boxes – ensure that these contain only the documents required in an emergency by the fire service, such as fire emergency plan, gas and electricity shut off points and PEEPs.

Working Together to Stay Safe

Head Teacher

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* Ensure the school has a Fire Warden and adequate Fire Marshals at all times of school occupancy.
- iii.* Ensure the school meets its training requirement, notifying the Trust when Fire Wardens or Marshals or other fire safety trained staff leave, and new staff join.
- iv.* Ensure the Regional Site Manager / Site Manager / Site Assistant / Caretaker follows and completes the required 'Every' compliance software activities.
- v.* Ensure the school has fire safety installations and equipment tested /serviced / maintained as highlighted by this document and the Fire Risk Assessment.
- vi.* Work with the Trust to address any actions required by the Fire Risk Assessment / Review.
- vii.* Review and update your Fire Emergency Plan on an annual basis, including PEEPs. PEEPs may require more frequent updates, depending upon the occupants of the building.
- viii.* To include fire safety when planning budgets.

Regional Site Manager / Site Manager / Site Assistant / Caretaker

- i.* Read and follow the Reach South Health and Safety Policy.
- ii.* Follow and complete the required 'Every' compliance software activities.
- iii.* Ensure the school has fire safety installations tested /serviced / maintained as highlighted by this document and the Fire Risk Assessment.
- iv.* Always ensure appropriate access for emergency services.
- v.* Ensure and check that the Fire Risk Assessment and Operational Safety Manual are stored in the school Reception Office and always available to all staff.

Governors

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* Periodically, check that the Fire Risk Assessment and Operational Safety Manual are stored in the school Reception Office and always available to all staff.
- iii.* Ensure the school has fire safety installations and equipment tested / serviced / maintained as highlighted by this document and the Fire Risk Assessment.
- iv.* Ensure the school meets its training requirement.
- v.* Work with the Head Teacher to address any actions required by the Fire Risk Assessment / Review.
- vi.* To include fire safety when planning budgets.

The Trust

- i.* Arrange annual updates of the Fire Risk Assessment.
- ii.* Work with the school to address any actions required by the Fire Risk Assessment / Review.

Linked Documents

The Reach South Health and Safety Policy

The Reach South fire logbook

The Reach South 'Fire Emergency Plan' template

The Reach South 'Personal Emergency Evacuation Plan' template

The Reach South 'Fire Doors – safety and compliance site team checklist'

Emergency Action - **Fire**

Follow your Fire Evacuation Plan

Later and when safe to do so contact the Trust.

The Director of Operations – [REDACTED]

The Trust's health and safety adviser – [REDACTED]

In the event of an emergency the Trust can be contacted **out of normal office hours –**

[REDACTED] *

***This emergency number is not to be provided to any external person, company, or organisation**

Help and Contacts

For non-urgent and general queries in normal office hours – please contact the Operations Team at operations@reachsouth.org or 01752 987060, option 3.

Remember!

You must carry out a fire alarm drill at least once per term. As many staff as possible should not be aware of the drill in advance. As a part of the drill, prevent access to a normal fire escape route (without otherwise compromising safety - cardboard images of flames work well) to simulate a route being blocked by fire, to ensure staff, pupils and visitors do not always assume they can use the same route to the assembly point.

004 – Glazing

Historically, schools may have been built to incorporate non-safety glazing. Where this glazing is in higher risk positions (critical locations), there is a foreseeable risk to building users, especially children. Serious injury can be caused by unprotected glazing breaking.

If you have window safety film fitted, do you know the period it is guaranteed for and when it was installed? It is unlikely to be guaranteed for more than 10 years.

Duty Holders

Although the Trust is effectively the employer, and therefore in the eyes of the law the Responsible Person, common sense would suggest that for effective glazing safety management, persons at school level will need to have appropriate responsibilities. To support that we advise the following:

Head Teachers – be aware of the content of any glazing survey, particularly in reference to any corrective actions required.

Regional Site Managers / Site Managers / Site Assistants / Caretakers – be aware of the content of any glazing survey, particularly in reference to any corrective actions required. Be involved in any ongoing programme of inspection, risk assessment and remedial works.

Please refer to the Reach South Health and Safety Policy arrangements for more details.

Key Requirements

Assessment, Review or Maintenance Required	Frequency	Arranged By Whom
Glazing Survey	To suit site specific issues	Trust
Actions from Glazing Survey	As required	School and Trust*
All actions as defined by the 'Every' compliance software	As defined	School**

*To be budgeted for by the school for school related actions

**To be budgeted for by the school

Legal Requirements

The Regulations require that every window or other transparent or translucent surface in a wall, partition, door or gate should, where necessary for reasons of health and safety:

- i.* Be of a safety material or be protected against breakage of the transparent or translucent material; and
- ii.* Be appropriately marked or incorporate marked features so as, in either case, to make it apparent.

To determine the risks present in each school, it would be appropriate for a glazing survey to be carried where necessary. This is something that will be identified as a need, and then commissioned by the Trust.

Ongoing Checks

Regional Site Managers / Site Managers / Site Assistants / Caretakers, as part of their school checks, will monitor glazing for signs of deterioration and damage, and will feed back findings to the Head Teacher.

Dangerous glazing must be made safe/repaired as quickly as possible and should be isolated / protected until that is done.

Working Together to Stay Safe

Head Teacher

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* Ensure the Regional Site Manager / Site Manager / Site Assistant / Caretaker completes the relevant actions within the 'Every' compliance software.
- iii.* Be aware of your glazing survey and work with the Trust to address any identified issues.
- iv.* To include glazing safety when planning budgets.

Regional Site Manager / Site Manager / Site Assistant / Caretaker

- i.* Read and follow the Reach South Health and Safety Policy.
- ii.* Follow and complete the relevant actions within the 'Every' compliance software.

Governors

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* Be aware of your glazing survey and work with the Trust to address any identified issues.
- iii.* To include glazing safety when planning budgets.

The Trust

- i.* Arrange Glazing surveys and reviews as appropriate.
- ii.* Work with the school to address any actions required by the Glazing Survey or review.

Linked Documents

The Reach South Health and Safety Policy.

Help and Contacts

For non-urgent and general queries in normal office hours – please contact the Operations Team at operations@reachsouth.org or 01752 987060, option 3.

In the event of an emergency **out of normal office hours** – [REDACTED] *

***This emergency number is not to be provided to any external person, company or organisation**

Remember!

Open windows that are not restricted can be dangerous at all levels of a building, both to passers-by and to building occupants. Ensure your windows open safely and have restricted opening as appropriate.

005 – Tree Management

Trees are living organisms that naturally decay, lose branches or fall. Tree owners have a legal duty of care.

The overall risk to human safety is extremely low, but tree owners should take a balanced and proportionate approach to tree safety management.

Duty Holders

Although the Trust is effectively the employer, and therefore in the eyes of the law the Duty Holder, common sense would suggest that for effective tree safety management, persons at school level will need to have appropriate responsibilities. To support that we advise the following:

Head Teachers – effectively become the on-site ‘Duty Holder’ to support the Trust at a local level.

Regional Site Managers / Site Managers / Site Assistants / Caretakers– where required, carry out ‘Informal Observations’.

Please refer to the Reach South Health and Safety Policy arrangements for more details.

Key Requirements

Assessment, Review or Maintenance Required	Frequency	Arranged By Whom
Risk assess trees on site and arrange inspections as agreed with the Trust	12 Months	Trust
Actions from Tree Inspections	As defined	Trust and School*
All actions as defined by the ‘Every’ compliance software	As defined	School**

*To be budgeted for by the school for school related actions

**To be budgeted for by the school

Risk Assessment

Each school and its grounds will be different, and the risk posed by trees may be extremely varied. The school should initially carry out a suitable and sufficient risk assessment to determine the level of risk present. It may be useful to zone areas that present different levels of risk. Remember that no tree can be guaranteed to be safe, and as long as we retain trees, we cannot achieve zero risk. All risk assessments should be carried out in liaison with The Trust's health and safety adviser.

This risk assessment will also determine whether we feel the risk is high enough to warrant bringing in external competent help.

Tree Inspections

The three types of tree inspections are:

- i.* Informal observations
- ii.* Formal inspections
- iii.* Detailed inspections

Informal inspections – the Trust will expect this level of inspection to be carried out by the **Regional Site Manager / Site Manager / Site Assistant / Caretaker**. It is basically day-to-day observations of trees during usual daily work. As an informal observation, generally there will not be a need to record it. We do recommend though, that after a serious weather event, that an observation is made, and findings recorded.

Formal inspections and detailed inspections – these higher-level inspections will generally be carried out by a competent contractor. Your risk assessment should be shared with the Trust, and jointly decisions should be made about which inspections are required.

Working Together to Stay Safe

Head Teacher

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* Ensure the Regional Site Manager/ Site Manager / Caretaker follows, complete the relevant actions within the 'Every' compliance software.
- iii.* To address any issues raised by the tree survey or risk assessments.
- iv.* To include tree safety when planning budgets

Site Manager / Caretaker

- i.* Read and follow the Reach South Health and Safety Policy.
- ii.* Follow and complete the relevant actions within the 'Every' compliance software.

Governors

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* To include tree safety when planning budgets.

The Trust

- i.* Assist the school to arrange tree surveys if required and as appropriate.

Linked Documents

The Reach South Health and Safety Policy.

Help and Contacts

For non-urgent and general queries in normal office hours – please contact the Operations Team at operations@reachsouth.org or 01752 987060, option 3.

In the event of an **emergency out of normal office hours** - [REDACTED] *

***This emergency number is not to be provided to any external person, company or organisation**

Remember!

Trees are great natural assets and should be protected. Making them a part of regular inspection routines can help preserve their health and the safety of those around them, making them a great asset to our schools and the environment for years to come.

006 – Electrical Safety

Every electrical installation deteriorates with use and time. Therefore, if the safety of users is not to be put at risk, it is important that every installation is periodically inspected and tested by a competent person.

Duty Holders

Although the Trust is effectively the employer, and therefore in the eyes of the law the Principal Duty Holder, common sense would suggest that for effective electrical safety management, persons at school level will need to have appropriate responsibilities. To support that we advise the following:

Head Teachers – assume a Principal Duty Holder role at local level to support the Trust. This is a more strategic role, with an over-arching responsibility for electrical safety management.

Regional Site Managers / Site Managers / Site Assistants / Caretakers– assume an Appointed Person role at local level to take responsibility for routine checks.

Please refer to the Reach South Health and Safety Policy arrangements for more details.

Key Requirements

Assessment, Review or Maintenance Required	Frequency	Arranged By Whom
Electrical Installation Condition Report (EICR)	5 Years	Trust*
Actions from EICR	As defined	School*
Portable Appliance Testing (PAT)	12 Months	School*
Fixed Appliance Testing (FAT)	5 years or sooner as defined by risk assessment	Trust*
Actions from PAT and FAT test results	As defined	School*

All actions as defined by the 'Every' compliance software	As defined	School*
Electrical Installation / Wiring Routine Checks	6 Months	School*

*To be budgeted for by the school

Electrical Works

All electrical works should only be carried out by a competent electrician. The NICEIC do run a 'competent persons scheme' which can be used as a guidance to competence of contractors.

Electrical Testing and Inspections

Portable Appliance Testing – the Trust has set the standard of annual testing for this type of equipment. These are to be arranged at local level by the school.

Fixed Appliance Testing – the Trust has set a default standard of every 5 years for this type of equipment. Testing may be required on a more frequent basis, following risk assessment. This testing will be arranged by the Trust.

Portable Electrical Tools Pre-Use Checks – pre-use checks should be carried out on portable electrical tools by the user. This will generally relate to the **Regional Site Manager / Site Manager/Caretaker** (and not users of low-risk office type equipment).

Electrical Installation/Wiring Inspection (Electrical Installation Condition Report (EICR)) – to be carried out by a competent person at periods not exceeding 5 years. This will be commissioned centrally by the Trust. Resulting actions are to be addressed by the school.

Electrical Installation/Wiring Routine Checks – these visual checks should be carried on a 6 monthly basis by the **Regional Site Manager / Site-Manager/ Site Assistant or Caretaker**. The checklist is available on the Every software for guidance.

It is important you review the reports from your electrical testing/inspection, and immediately take any unsafe equipment/installations out of use. Repairs should be prioritised accordance to the category of the fault identified. For further guidance contact the Estates Operations Manager.

Working Together to Stay Safe

Head Teacher

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* Ensure the Regional Site Manager / Site Manager / Caretaker follows, complete the relevant actions within the 'Every' compliance software.
- iii.* Ensure your school has PAT tests no more than 1 year after the previous test.
- iv.* Work with the Trust to address any identified issues with the EICR.
- v.* To include electrical safety when planning budgets.

Regional Site Manager / Site Manager / Caretaker

- i.* Read and follow the Reach South Health and Safety Policy.
Follow and complete the relevant actions within the 'Every' compliance software.

Governors

- i.* Read and adopt the Reach South Health and Safety Policy
- ii.* Ensure your school has an annual PAT test.
- iii.* Work with the Head Teacher to address any identified issues with the EICR.
- iv.* To include electrical safety when planning budgets.

The Trust

- i.* Arrange EICR and Fixed Appliance Testing every 5 years.
- ii.* Work with the school to address any identified issues with the EICR.

Linked Documents

The Reach South Health and Safety Policy

The Reach South 'visual electrical inspection - site team checklist'

Help and Contacts

For non-urgent and general queries in normal office hours – please contact the Operations Team at operations@reachsouth.org or 01752 987060, option 3.

In the event of an **emergency out of normal office hours** - [REDACTED]*

***This emergency number is not to be provided to any external person, company or organisation.**

Remember!

Routine visual checks of wiring and appliances can help to identify issues of wear and tear, accidental damage or vandalism. Staff should not use personal electrical equipment in school until it has passed the appropriate test.

007 – Gas Safety

Every year about 14 people die from carbon monoxide poisoning caused by gas appliances and flues which have not been properly installed or maintained. Many others also suffer ill health. When gas does not burn properly, excess carbon monoxide is produced, which is poisonous.

Duty Holders

Although the Trust is effectively the employer, and therefore in the eyes of the law the Principal Duty Holder, common sense would suggest that for effective gas safety management, persons at school level will need to have appropriate responsibilities. To support that we advise the following:

Head Teachers – assume a Principal Duty Holder role at local level to support the Trust. This is a more strategic role, with an over-arching responsibility for gas safety management.

Regional Site Managers/Site Managers/Caretakers – assume an Appointed Person role at local level to take day to day responsibility for gas safety management.

Please refer to the Reach South Health and Safety Policy arrangements for more details.

Key Requirements

Assessment, Review or Maintenance Required	Frequency	Arranged By Whom
Inspection and service of all gas burning installations and fittings by a Gas Safe registered engineer	12 Months Unless required sooner by the specific element	School*
All actions as defined by the 'Every' compliance software	As defined	School*

*To be budgeted for by the school

Gas Safety Register

The law requires anyone carrying out work on gas appliances or fittings as part of their business, to be competent and be registered with the Gas Safe Register.

Always check that your engineer is registered by asking to see their I.D. card. The reverse of the card gives details of the gas work the engineer can do. Ensure the card is not beyond its stated expiry date. Alternately you could call Gas Safe Register during normal office hours on **0800 408 5500** or go to the website [here](#)

Safety Checks and Services

All gas appliances are to be subject to an annual gas safety check.

All gas appliances are to be serviced/maintained in accordance with the manufacturer's recommendations. Generally, a service will include all the checks and tests of a safety check.

If you notice any of the following warning signs, you'll want to get your appliance serviced right away:

- i.* The gas appliance is not working properly.
- ii.* The appliance is burning with a lazy yellow flame rather than a crisp blue one.
- iii.* Black marks/stains are evident around the gas appliance.
- iv.* The pilot light keeps going out.
- v.* There is increased condensation in the room.

Working Together to Stay Safe

Head Teacher

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* Ensure the Regional Site Manager / Site Manager / Caretaker follows, complete the relevant actions within the 'Every' compliance software.
- iii.* To include gas safety when planning budgets.

Regional Site Manager / Site Manager / Caretaker

- i.* Read and follow the Reach South Health and Safety Policy.
- ii.* Follow and complete the relevant actions within the 'Every' compliance software.
- iii.* Ensure gas appliances are adequately and regularly serviced.

Governors

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* To include gas safety when planning budgets.

The Trust

- i.* Work with the school to address any actions required by the annual gas inspections.

Linked Documents

Reach South Health and Safety Policy

Emergency Action – Suspected Gas Leak

If at any time you suspect a gas leak, you must take the following action:

- Step 1** If you suspect a leak, turn off the supply immediately and call the National Gas Emergency Service on **0800 111 999** for natural gas. For liquefied petroleum gas (LPG), call your LPG supplier.
- Step 2** If in doubt, evacuate the building and inform the police as well as the National Gas Emergency Service or your gas supplier
- Step 3** Do not turn a gas supply back on until a leak has been dealt with by a competent person.
- Step 4** Contact the Director of Operations - [REDACTED] and/or the Trust's health and safety adviser – [REDACTED]. In the event of an emergency **out of normal office hours** - [REDACTED] *
- Step 5** Follow the instructions given by the Director of Operations and/or the Trust's health and safety adviser.

***This emergency number is not to be provided to any external person, company or organisation**

Help and Contacts

For non-urgent and general queries in normal office hours – please contact the Operations Team at operations@reachsouth.org or 01752 987060, option 3.

Remember!

Carbon Monoxide is invisible and has no smell. Keep your gas burning installations and appliances well serviced and install carbon monoxide detectors in all spaces where gas is combusted.

008 – Slips, Trips and Falls

Slips and trips or falls on the same level are the most common cause of injury at work.

Whilst there is a downward trend in the number of self-reported workplace non-fatal injuries of this type, they still represent 33% of the non-fatal injuries reported under RIDDOR in 2020/21. Slips and trips are also the most reported injury to members of the public.

Duty Holders

The Trust is effectively the employer, and therefore in the eyes of the law, must ensure the health and safety of all employees and anyone who may be affected by the activities of the organisation. Common sense would suggest that for effective health and safety management, persons at school level will need to have appropriate responsibilities. To support that we advise the following:

Head Teachers – assume a role at local level to support the Trust. They should ensure that they assess risks (including slip and trip risks) and where necessary, take action to address them.

Regional Site Managers/Site Managers/Caretakers– they may have delegated duties from the Head Teacher, to carry out the risk assessment and actions as described above.

Please refer to the Health and Safety Policy arrangements for more details.

Practical Steps to Prevent Slips and Trips Accidents

- i.* Use entrance matting.
- ii.* Fix leaks from buildings.
- iii.* Carry out tasks in such a way as to minimise spillages.
- iv.* Avoid walking through contaminated areas.
- v.* Make sure cleaning methods are effective for the type of floor you have.
- vi.* Don't let people walk on wet floors; this can be communicated using temporary signage.
- vii.* Remove spillages promptly.
- viii.* Check for loose, damaged, and worn flooring and replace as needed.
- ix.* Make sure lighting is sufficient and that gradients or steps are clearly visible.
- x.* Keep walkways and work areas clear of obstructions.

Training

Simple guidance should be communicated to employees to help prevent slips and trips:

- i.* All accidents must be reported and recorded in the accident book.
- ii.* If you see a spillage, clean it up or arrange for it to be cleaned.
- iii.* Report any damaged floors or mats.
- iv.* Play your part and keep the workplace tidy.
- v.* If you see items on the floor where someone could trip over them, remove them or arrange for them to be removed, or for the situation to be made safe.

Working Together to Stay Safe

Head Teacher

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* Produce risk assessments to help to ensure safety.

Regional Site Manager / Site Manager / Caretaker

- i.* Read and follow the Reach South Health and Safety Policy.
- ii.* Assist in the production and follow risk assessments to help to ensure safety.

Governors

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* Ensure risk assessments are being produced.

The Trust

- i.* Provide support and access to software to aid in the production of risk assessments.

Linked Documents

The Reach South Health and Safety Policy.

Remember!

Risk assessments are not paperwork for paperwork's sake and should be produced where they can highlight risk and improve safety. The key to a good risk assessment is one that makes a difference to the action being assessed and through its production actively improves safety. It does not mean that you are doing a good job and as such 'protecting yourself' by overstating risk. Help is always available to assist you with the production of risk assessments from the Trust's health and safety adviser on 07721 518048.

009 – Manual Handling

Incorrect manual handling is one of the most common causes of musculoskeletal injuries at work. It is reported as the root cause of more than a third of all workplace injuries. Poor manual handling can result in injuries, joint problems, and other long-term musculoskeletal disorders.

Duty Holders

The Trust is effectively the employer, and therefore in the eyes of the law, must ensure the health and safety of all employees and anyone who may be affected by the activities of the organisation. Common sense would suggest that for effective health and safety management, persons at school level will need to have appropriate responsibilities. To support that we advise the following:

Head Teachers – assume a role at local level to support the Trust. They should ensure that they assess risks (including manual handling risks) and where necessary, take action to address them.

Regional Site Managers/Site Managers/Caretakers – they may have delegated duties from the Head Teacher, to carry out the risk assessment and actions as described above.

Please refer to the Health and Safety Policy arrangements for more details.

Risk Assessment

Where there is a risk of injury from manual handling operations at work it is a legal requirement to carry out a suitable and sufficient risk assessment. The risk assessment must take into consideration the factors specified in column 1 of Schedule 1 within the Regulations (the tasks, the loads, the working environment, individual capacity and other factors).

The findings of such a risk assessment are generally recorded on a specialised type of format. Contact the Trust's Health and Safety Advisor for further information and assistance.

Training

The law requires the Trust to provide employees with health and safety information and training. Level and method of delivery of training will be dependent on the employee's role and their involvement in manual handling activities. The training, where appropriate is likely to include advice on:

- Manual handling risk factors and how injuries can occur;
- How to carry out safe manual handling, including good handling technique;
- Appropriate systems of work for the individual's task and environment;
- Safe use of lifting and handling aids;
- Practical work to allow the trainer to identify and put right anything the trainee is not doing safely.

For assistance in determining or sourcing the correct level of training please contact the Operations Team at operations@reachsouth.org or 01752 987060, option 3 for advice.

Working Together to Stay Safe

Head Teacher

Read and adopt the Reach South Health and Safety Policy.

- i.* Produce risk assessments to help to ensure safety.

Regional Site Manager / Site Manager / Caretaker

- i.* Read and follow the Reach South Health and Safety Policy.
- ii.* Assist in the production and follow risk assessments to help to ensure safety.

Governors

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* Ensure risk assessments are being produced.

The Trust

- i.* Provide support and access to software to aid in the production of risk assessments.

Linked Documents

The Reach South Health and Safety Policy.

The Reach South Health & Safety Employees Handbook

Remember!

Manual handling means transporting or supporting a load by hand or bodily force. It includes lifting, putting down, pushing, pulling, carrying or moving loads. Taking positive action with regards to manual handling activities will help prevent injuries and ill health.

010 – Grounds and Site Maintenance

Maintaining the school grounds and site is paramount to providing a safe environment for students, staff and visitors. Sadly, school grounds are often used during weekends and holidays as social meeting places, and as such dangerous items can be left behind, such as broken bottles, animal faeces and drug paraphernalia.

Duty Holders

Although the Trust is effectively the employer, and therefore in the eyes of the law the Responsible Person, common sense would suggest that for effective grounds and site management, persons at school level will need to have appropriate responsibilities. To support that we advise the following:

Head Teachers – be aware of the importance of good grounds and site management, and the associated hazards. To develop safe operational procedures and delegate tasks to appropriate staff.

Regional Site Managers / Site Managers / Site Assistants / Caretakers – be aware of the school and Trust safe operational procedures and carry out works following safety guidance and specified timescales.

Please refer to the Reach South Health and Safety Policy arrangements for more details.

Key Requirements

Assessment, Review or Maintenance Required	Frequency	Arranged By Whom
Grass cutting (open spaces and sports pitches)	To site schedule, considering the season and grass usage	School
Pruning hedges	To site schedule	School
Thinning out of shrubs	As required over the winter months	School
Maintenance of work equipment (mowers, strimmers, etc.)	As manufacturers recommendations	School

*To be budgeted for by the school for school related actions

**To be budgeted for by the school

Legal Requirements

School grounds and the general school site are provided for the amenity of school users for the delivery of full and varied curriculum. They are also a workplace and certain legal duties apply.

Within the Health and Safety at Work Act 1974 employers are required to:

- So far as reasonably practicable, as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health, and the provision and maintenance of means of access to and egress from it that are safe and without such risks.
- Ensure the provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

Ongoing Checks

Regional Site Managers / Site Managers / Site Assistants / Caretakers, as part of their school checks, will monitor the school grounds/site, will take corrective actions on matters easy to resolve, and will report more serious issues to the Head Teacher. A programme of checks should be developed to suit a particular school site and are likely to include:

- Checks on perimeter fencing/walling to identify damage or breaches in school security
- Emptying of bins and collection of litter on site
- Checking of grounds for animal faeces, sharps, and other hazardous materials
- Checking grounds for animal burrows or signs of animal habitats
- Checking grounds for depressions or mounds that could cause injury
- Checking grounds for evidence of invasive weeds
- Checking of walkways for obstructions and slip or trip hazards

Any person checking the grounds for sharps, or attending to the disposal of sharps, must have prior appropriate training.

Working Together to Stay Safe

Head Teacher

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* Ensure the Regional Site Manager / Site Manager / Site Assistant / Caretaker completes the relevant actions within the 'Every' compliance software and the school developed grounds/site maintenance schedule.

Regional Site Manager / Site Manager / Site Assistant / Caretaker

- i.* Read and follow the Reach South Health and Safety Policy.
- ii.* Follow and complete the relevant actions within the 'Every' compliance software and the school developed grounds/site maintenance schedule.

Governors

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* Be aware of ground and site management issues and work with the Trust to address any identified issues.

The Trust

- i.* Work with the schools to clearly identify responsibilities with grounds and site management.
- ii.* Offer support to the schools in the development of maintenance schedules and related health and safety matters.

Linked Documents

The Reach South Health and Safety Policy.

Help and Contacts

For non-urgent and general queries in normal office hours – please contact the Operations Team at operations@reachsouth.org or 01752 987060, option 3.

In the event of an emergency **out of normal office hours – [REDACTED]** *

***This emergency number is not to be provided to any external person, company or organisation**

Remember!

Those working on grounds and site maintenance may be exposed to a number of hazards and must remember:

- A risk assessment must be in place to cover your work activity, the equipment you use, and the hazards you may come across
- A COSHH assessment must be in place for the use of any hazardous substances to be used in your work activity
- To ensure that any colleague checking for or disposing of sharps has appropriate training

011 – Contractors

Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls construction work. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health. They will also require to carry appropriate levels of insurance.

Contractors plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including our pupils and staff) and the measures needed to protect them.

Duty Holders

Although the Trust is effectively the employer, common sense would suggest that for effective contractor management, persons at school level will need to have appropriate responsibilities. To support that we advise the following:

Head Teachers – ensure that school staff responsible for contractor management are aware of the correct process for engaging contractors and have carried out the appropriate checks prior to work commencing.

Regional Site Managers / Site Managers / Site Assistants / Caretakers – When a contractor is appointed by the school (not by the Operations Team), take responsibility for ensuring the contractor appointment process is followed.

Key Requirements

Assessment, Review or Maintenance Required	When	Arranged By Whom
Review contractor's insurance documentation	Before any contractor work commences	School, in consultation with Operations Team
Risk Assessment Method Statement (RAMS) / Construction Phase Plan (CPP) approved by Health and Safety Advisor	Before any contractor work commences	School, in consultation with Operations Team

Contractor Site Safety document shared and signed	Before any contractor work commences	School, in consultation with Operations Team

Appointing contractors

The Trust is building a comprehensive database of contractors and has obtained appropriate accreditation documentation. These contractors can be approached directly by schools for work.

If appointing your own contractor, they will need to be checked and approved before any work can commence; please discuss contractor appointments with the Operations Team.

Accreditation checks

The Trust is currently developing a system of checking the basic organisational health and safety competence of contractors wishing to engage with us.

Over time the 'approved contractor list' will be further developed and added the 'Every' compliance software, to ensure there is a good availability of quality contractors to select from.

Working Together to Stay Safe

Head Teacher

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* Ensure the Regional Site Manager / Site Manager / Site Assistant / Caretaker follows the Trust's process for contractor appointment for the school.
- iii.* Be aware when contractors are on site and ensure that safe working practises are being followed.
- iv.* Report any contractor safety incidents to Governors

Regional Site Manager / Site Manager / Site Assistant / Caretaker

- i.* Read and follow the Reach South Health and Safety Policy.
- ii.* Follow and complete the required actions for contractor appointment.
- iii.* Where there appears to be an immediate threat to safety, stop the contractor working and report to the Headteacher.

Governors

Reach South Academy Trust is an exempt charity in England and Wales, Company number 10151730.
Registered office Address: Reach South Academy Trust, c/o UTC Plymouth, Park Avenue, Devonport, Plymouth, PL1 4RL.

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* Read and consider any reports relating to contractor safety incidents.

The Trust

- i.* Work with the school to appoint an appropriate contractor.
- ii.* Continue to develop and maintain the 'approved contractor list' for schools to use.

Linked Documents

The Reach South Health and Safety Policy

Contractor Site Safety document

Help and Contacts

For non-urgent and general queries in normal office hours – please contact the Operations Team at operations@reachsouth.org or 01752 987060, option 3.

In the event of an emergency **out of normal office hours – [REDACTED]** *

***This emergency number is not to be provided to any external person, company or organisation**

012 – Accident Reporting

Duty Holders

Although the Trust is effectively the employer, common sense would suggest that for effective management of accidents and incidents, persons at school level will need to have appropriate responsibilities. To support that we advise the following:

Head Teachers – be aware the Trust's accident / incident reporting procedures and ensure it is being followed at school level. Designate members of staff to complete accident / incident reports.

Trust Health and Safety Advisor – receive accident / incident reports from schools, determine whether the incident is reportable under RIDDOR and if so, make the report where deemed necessary, and carry out an accident investigation and issue to the school, Director of Operations and Director of People as appropriate.

Please refer to the Reach South Health and Safety Policy arrangements for more details.

Key Requirements

In the event of an incident:

- Attend to the injured person
- Where necessary, call parents/carers/next of kin and give notification of the incident and appropriate advice (e.g. seek further medical treatment or collection of person from school premises)
- Low level incidents to be recorded in the current system in place at the school
- Higher level incidents (where an individual has required professional medical assistance, or where further medical help has been recommended by the first aider, or where the accident could have clearly had more serious consequences) to be recorded on the Reach South '**Health and Safety Accident / Incident Report**' forms distributed to schools in September 2021. Once completed they should be sent to the Trust's Health and Safety Advisor. A copy of the completed report to be kept on file by the school.
- The Trust's Health and Safety Advisor will communicate with the school directly to carry out an investigation and make a RIDDOR report to the HSE as necessary. Investigation reports to be distributed in accordance with Trust policy.

The school to follow recommendations to prevent recurrence of the incident.

Legal Requirements

Schools/colleges are required to maintain an Accident Book.

A piece of legislation called Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires the reporting of certain work-related issues that meet thresholds set out with the regulations. These include:

- Deaths
- Specified injuries to workers
- Over seven-day incapacitation of a worker
- Non-fatal accidents to non-workers
- Occupational diseases
- Dangerous occurrences
- Gas incidents

The Trust's Health and Safety Advisor will review the incident details and will determine whether it is reportable under RIDDOR and will make the report accordingly.

Ongoing Checks

The Trust's Health and Safety Advisor keeps records of RIDDOR reportable events and sends periodic reports to the Director of Operations.

Working Together to Stay Safe

Head Teacher

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* Delegate responsibility to ensure Trust accident / incident procedures are followed.
- iii.* Follow investigation report recommendations to prevent recurrence.

Regional Site Manager / Site Manager / Site Assistant / Caretaker

- i.* Read and follow the Reach South Health and Safety Policy.
- ii.* Take positive action to improve unsafe conditions to avoid accidents.

Governors

- i. Read and adopt the Reach South Health and Safety Policy.
- ii. Show interest in the safety performance of your school and encourage measures intended to reduce accidents.

The Trust

- i. Investigate significant accidents / incidents.
- ii. Make reports to the HSE where required by RIDDOR.
- iii. Support measures intended to reduce accidents.

Linked Documents

The Reach South Health and Safety Policy.

Help and Contacts

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In the event of an emergency **out of normal office hours – [REDACTED]***

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Remember!

An accident could potentially significantly change your life. Many accidents are preventable. The Trust provides you with a safe place of work, but everyone has a legal duty to look after themselves and others. Follow health and safety rules, don't take risks and don't be afraid to report anything you think could lead to an accident.

013 – Risk Assessment

Every school must have a risk register containing its risk assessments. These risk assessments must cover activities in school. A good risk assessment is essential to helping to ensure health and safety and is a vital reference document in the unlikely event that an accident cannot be avoided.

Duty Holders

Although the Trust is effectively the employer, common sense would suggest that for effective management of risk, persons at school level will need to have appropriate responsibilities. To support that we advise the following:

Head Teachers – be aware of the legal requirement to protect employees and others from harm. Ensure that within the school environment, or on whilst educational visits, steps are taken to identify hazards, assess risks and control risks. Ensure that risk assessments are reviewed as necessary.

Regional Site Managers / Site Managers / Site Assistants / Caretakers – as somebody that may carry out activities that involve a higher level of risk (such as working at height and using portable electrical tools) be aware of the need for risk assessments to be in place and assist where required in the production of such risk assessments.

All other staff – be aware of the need for risk assessments (particularly with regards to science, and design and technology teaching areas) to be in place and assist where required in the production of such risk assessments.

Please refer to the Reach South Health and Safety Policy arrangements for more details.

When do we need Risk Assessments?

Examples of when we must have a risk assessment are as follows, but are not limited to:

- For activities in schools such as use of certain equipment or materials
- For inclement weather
- For events such as sports days, performances, parent/carers assemblies
- For trips off school site
- For medical conditions such as winter illnesses
- For extended day activities such as wraparound care
- For times of reduced or increased building occupancy
- For periods of industrial action
- For unusual external factors such as transport disruption, protests etc.

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- For maintenance activities
- For the use of school transportation

If you are unsure if you need a risk assessment, or if you feel that you do not need a risk assessment, please first liaise with the Trust's Health and Safety Advisor.

Risk Register

All risk assessments must be held in a Risk Register that is accessible to those who are responsible for managing the associated activity.

Producing a Risk Assessment

A risk assessment is not about creating huge amounts of paperwork, but rather about taking sensible measures to control the risks in your workplace. The Trust has provided each academy with Pegasus Pro software, which is ideal for producing suitable risk assessments.

Whilst you do not have to use the software, all risk assessments should be discussed with the Trust's Health and Safety Advisor, who will assist you to produce your risk assessment and will also ensure robustness and risk level control.

All risk assessments should be reviewed by the Trust's Health and Safety Advisor prior to issue, to ensure consistency of approach and appropriate risk management.

Types of Risk Assessment

Types of risk assessments which may be required are as follows:

- General risk assessments for work activities and use of work equipment – these are the most common types of risk assessment you will find in our workplace. The Trust has adopted a risk assessment format that uses a 5 x 5 score matrix to measure levels of likelihood and severity (see example below).

A risk assessment must quantify the risk before mitigation measures are put in place and must quantify the risk after mitigation measures have been proposed. This then determines whether the proposed activity is of tolerable risk and if the activity may proceed as proposed.

The Trust has chosen Pegasus Pro software to record these type of risk assessments, which uses the Risk Matrix shown below:

Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)
	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable

- COSHH risk assessments – these are a particular type of assessment associated with the storage/use of hazardous substances. These will be covered in more detail in a future update of this manual.
- Manual handling assessments – these are a specific type of assessment that are carried out to assess manual handling operations, where there is a significant risk of injury. These are covered in a little more detail within Section 009 of this manual.
- Pregnancy or new mother assessments – these assessments are carried out by the individual's line manager on a Trust approved format.
- Young person risk assessments – these assessments follow the same format as the general risk assessments but consider aspects relating to the limitations of the young person carrying out the task (such as lack of awareness and inexperience), the nature and duration of exposure to physical, biological and chemical agents (restrictions are in place for young people) and the type of work equipment they are permitted to use and under what conditions.
- Educational visit assessments – these assessments cover a wider range of considerations than general risk assessment and a specific format of assessment form is required to be able to prompt and record relevant information. The software tool known as 'Evolve' does not produce a risk assessment. Evolve does assist in educational visit planning, but must be accompanied by a separate risk assessment.

There are also a number of assessment types for which the Trust brings in specialists to carry out; these include fire risk assessments, legionella risk assessments and noise risk assessments.

Legal Requirements

The law requires every employer to make a suitable assessment of:

- The risks to the health and safety of their employees, to which they are exposed to whilst they are at work; and
- The risks to the health and safety of persons not in their employment, arising out of, or in connection with the conduct by a person and their undertaking.

Risk Assessment Review

Risk assessments do require a periodic review and should be reviewed in accordance with the period stated on the risk assessment.

There are other factors which may require an assessment to be reviewed before the planned periodic review falls due, these include:

- following an accident or incident
- following a change in equipment or process
- following a change in staff
- following a change in legislation

Working Together to Stay Safe

Head Teacher

- i. Read and adopt the Reach South Health and Safety Policy.
- ii. Ensure that school staff are aware of their responsibilities with regards to risk assessment.
- iii. Ensure that risk assessments are produced and regularly reviewed.
- iv. Ensure that the school is maintaining a Risk Register

Other Staff

- i. Read and follow the Reach South Health and Safety Policy.
- ii. Assist in the production of risk assessments where asked to do so.
- iii. Work safely implementing the controls contained within the risk assessments.

Governors

- i. Read and adopt the Reach South Health and Safety Policy.

- ii.* Be aware of the importance of risk assessments within the school environment.
- iii.* Ensure that the school is maintaining a Risk Register

The Trust

- i.* Work with the school to support the risk management processes.
- ii.* Provide specialist advice on risk assessment and health and safety in general.

Linked Documents

The Reach South Health and Safety Policy.

Help and Contacts

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In the event of an emergency **out of normal office hours** – [REDACTED] *

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Remember!

Risk assessment is probably the most important tool we have in managing health and safety within the work environment. To be effective, risk assessments must be:

- Suitable and sufficient
- Carried out by a person deemed competent to do so
- Recorded
- Communicated
- Regularly reviewed

Evolve does not produce risk assessments for educational visits.

014 – Personal Protective Equipment (PPE)

Duty Holders

Although the Trust is effectively the employer, common sense would suggest that for effective management of personal protective equipment, persons at school level will need to have appropriate responsibilities. To support that we advise the following:

Head Teachers – set a good example by wearing PPE in areas where it is required. Ensure staff are supplied with PPE where required.

All staff – use PPE (where deemed necessary) in accordance with training and information given.

Please refer to the Reach South Health and Safety Policy arrangements for more details.

Key Requirements

The need to wear PPE or RPE (Respiratory Protective Equipment) will be determined by risk or COSHH assessment. Other controls will have been considered before the use of PPE has been deemed necessary.

The performance of the PPE is to be considered when selecting it to perform a particular function. PPE should not be purchased based on price alone.

Legal Requirements

Current legislation requires employers to protect workers from health and safety risks. This means that some activities will require PPE, which will be provided. PPE must be:

- properly assessed before use to make sure it is fit for purpose
- maintained and stored properly
- provided with instructions on how to use it safely
- used correctly by workers

PPE products should be UKCA marked (or CE marked in specific circumstances); if in doubt talk to your PPE supplier.

Employees are required to use any PPE provided to them (and in accordance with any training given).

Ongoing Checks

Check regularly that PPE is being used where it has been deemed necessary – if it isn't, find out why.

Working Together to Stay Safe

Head Teacher

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* Ensure PPE deemed necessary by risk or COSHH assessment is made available to staff who need it.

Employees

- i.* Read and follow the Reach South Health and Safety Policy.
- ii.* Use PPE where deemed necessary in accordance with training given.

Governors

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* To include PPE when planning budgets.

The Trust

- i.* Assist with the production of risk and COSHH assessments and give guidance on the selection of PPE.

Linked Documents

The Reach South Health and Safety Policy.

Help and Contacts

For non-urgent and general queries in normal office hours – please contact the Operations Team at operations@reachsouth.org or 01752 987060, option 3.

In the event of an emergency **out of normal office hours – [REDACTED]** *

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Remember!

PPE is personal protection. It has been purchased and provided to protect the individual and relies on being worn correctly to be effective.

015 – Every: Compliance Reporting

Good estate management for schools is essential, and those with duties for maintaining school buildings should make sure that the policies, procedures and the condition of the estate are compliant with appropriate legislation, including health and safety.

The Trust has purchased the 'Every' compliance software package to allow stakeholders to record and monitor associated activities.

Duty Holders

Although the Trust is effectively the employer, and therefore in the eyes of the law the Responsible Person, staff at school level will need to have appropriate responsibilities. To support that we advise the following:

Head Teachers – to assist the Trust to ensure that the school/college maintains statutory compliance in terms of servicing, testing and maintenance.

Regional Site Managers / Site Managers / Site Assistants / Caretakers – to actively ensure the timely completion of activities within the 'Every' software, using the software as a planning tool for tasks requiring inspection, risk assessment and remedial works by contractors.

Key Requirements

Assessment, Review or Maintenance Required	Frequency	Arranged By Whom
All actions as defined by the 'Every' compliance software	As defined	School* and Trust

*To be budgeted for by the school for school related actions

Working Together to Stay Safe

Head Teacher

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* Ensure the Regional Site Manager / Site Manager / Site Assistant / Caretaker completes the relevant actions within the 'Every' compliance software.
- iii.* Follow up outstanding actions to ensure ongoing compliance.
- iv.* To include compliance activities when planning budgets.

Regional Site Manager / Site Manager / Site Assistant / Caretaker

- i.* Read and follow the Reach South Health and Safety Policy.
- ii.* Follow and complete the relevant actions within the 'Every' compliance software.

Governors

- i.* Read and adopt the Reach South Health and Safety Policy.
- ii.* Be aware of your school's compliance status and work with the Trust to address any identified issues.
- iii.* To include compliance activities when planning budgets.

The Trust

- i.* Arrange compliance inspections, maintenance, and reviews as appropriate.
- ii.* Support the school to address any actions required by the 'Every' software.

Linked Documents

The Reach South Health and Safety Policy.

Help and Contacts

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Appendix 1 – Training Schedule

All training referred to in this document, or identified as necessary for the staff role undertaken, will be recorded by the Trust. The school must keep the Estates Operations Manager informed of the current training status of staff.

Schools are to work with the Trust, around new starters and leavers, to ensure that required training is kept up to date.

Please contact the Operations Team for guidance.

Asbestos

Training	Method of Delivery	Attendees	Refresh Period
Asbestos Awareness/Management (half-day)	Face to face (classroom)	Governors (selected to represent academy), Head Teachers, Regional Site Managers / Site Managers / Site Assistants / Caretakers	3 years
Asbestos Awareness	Online	Regional Site Managers / Site Managers / Site Assistants / Caretakers	Annual
Basic Asbestos Awareness (approx. 30 minutes)	Virtual briefing	All administration, teaching and other support staff including cleaners	3 years

Legionella

Training	Method of Delivery	Attendees	Refresh Period
Basic Legionella Management (inc. enhanced practical training for Site Managers / Caretakers)	Face to face	Head Teacher, designated Deputy Responsible Person, appointed persons (Regional Site Managers / Site Managers / Site Assistants / Caretakers)	3 years

Fire Safety

Training	Method of Delivery	Attendees	Refresh Period
Fire Marshal/Warden	Face to face at place of employment (or online as necessary)	Role holders	3 years
Basic Fire Training	During induction and refreshed periodically	All staff	3 years

Fire Marshal / Warden – by prior agreement with the Trust, an individual can participate in online fire safety training to cover a period of no greater than 12 months.

Electrical Testing

Training	Method of Delivery	Attendees	Refresh Period
City and Guilds 2377-77 or similar, to be approved by the Trust	Face to face	PAT Testers	5 years unless otherwise stated by the training provider

Construction Design and Management (CDM) Regulations

Training	Method of Delivery	Attendees	Refresh Period
CDM Awareness	Online	Regional Site Managers / Site Managers / Site Assistants / Caretakers and any other relevant roles identified by the Trust	3 years, or as required by any changes in the law

Control of Substances Hazardous to Health (COSHH)

Training	Method of Delivery	Attendees	Refresh Period
COSHH Awareness Training	Online	Hazardous substance users, First Aiders, Fire Marshals / Wardens	3 years

Manual Handling

Training	Method of Delivery	Attendees	Refresh Period
Principals of Manual Handling	Online	Regional Site Manager / Site Manager / Site Assistants / Caretakers and any other relevant roles identified by the Trust	3 years
Basic Safe Lifting Techniques	Staff Handbook	All staff	Ongoing reference

Working at Heights

Training	Method of Delivery	Attendees	Refresh Period
Working at Height	Online	Ladder and step ladder users	3 years
Prefabricated Access Suppliers' and Manufacturers' Association (PASMA) – Training for Mobile Access Towers	Face to face	Mobile tower scaffold users	5 years

All working at height should be prior discussed and approved by the Trust's Health and Safety Advisor.

POLICY HISTORY

Date	Summary of change	Contact	Policy Implementation Date	Review Date
June 2023	General Update and new sections: Manual Handling Grounds and Site Maintenance Contractors Accident Reporting Risk Assessment Personal Protective Equipment (PPE) Every – Compliance Reporting Training Schedule (Appendix 1)	Director of Operations	September 2023	June 2024