

# RMET

## Health and Safety Policy

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## Document Change History

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October 2022	1.3	H&S policy from Citation Ltd
July 2025	2.0	Full Review

## 1. Aims

### 1.1. Our Trust aims to:

- Provide and maintain a safe and healthy environment;
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to our school sites;
- Have robust procedures in place in case of emergencies;
- Ensure that the premises and equipment are maintained safely, and are regularly inspected.

## 2. Legislation and Guidance

### 2.1. This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings;
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees;
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training;
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health;
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept;
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test;
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register;
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff;
- [The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height;
- [The Control of Asbestos Regulations 2012 \(legislation.gov.uk\)](#) which requires employers to give due regard to protect staff from asbestos risks;
- Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#);
- This policy complies with our funding agreement.

### 3. Statement of Equality

3.1. We have carefully considered and analysed the impact of this policy on equality and the possible implications for all our stakeholders with protected characteristics, as part of our commitments to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

### 4. Statement of Intent

4.1. The CEO and Trust Board are committed to establishing and implementing arrangements (through the Headteachers of each of their schools) that will:

- Ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events etc.);
- Ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors;
- Provide adequate facilities and arrangements for welfare;
- Provide and maintain safe plant and safe systems of work without risks to health;
- Ensure safe use, handling, storage and transport of articles;
- Provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

Signed: .....

Signed: .....

Chief Executive Officer

Chair of Trustees

Date: .....

Date: .....

Signed: .....

Headteacher – Rainham Mark Grammar School

Date: .....

Signed: .....

Headteacher – Riverside Primary School

Date: .....

Signed: .....

Headteacher – Twydall Primary School

Date: .....

## 5. Roles and Responsibilities

5.1. RMET as the employer has a statutory duty in respect of health and safety in schools to ensure that premises and people are healthy and safe.

5.2. The site responsibility is devolved to the Headteacher, who has day to day responsibility for staff, pupil and others as “officer in charge” of the premises.

5.3. The Headteachers and CEO will ensure the overall implementation of this policy.

### 5.4. Central Team Responsibilities

- To ensure this policy is reviewed annually or earlier if there are any changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in their job descriptions and that it is adequately received and understood;
- To report health and safety issues to the Trust Board on a regular basis;
- To monitor and review all health and safety policies and procedures;
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.

### 5.5. Headteacher Responsibilities

- To include health and safety issues in the school improvement plan, if necessary;
- To carry out regular health and safety inspections and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually or sooner if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment, or work practices;
- To liaise with RMET property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues;
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested to ensure validity;
- To ensure that adequate first aid provision is available and kept up to date at all times;

### 5.6. Trust Board Responsibilities

- Responsibility for the health and safety of pupils lies with the Trust Board, either as the employer of school staff or because it controls school premises (or both);
- The Trust Board will promote a strategic overview for health and safety;
- The Trust Board will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises;
- The Trust Board will make adequate provision for maintenance of the school premises and equipment, either within Estates central budget or within the school’s delegated budget;
- The Trust Board will support and monitor health and safety within the school;
- Review and monitor the effectiveness of this policy;
- The Trust Board can consider appointing a Trustee to co-ordinate health and safety from a strategic point of view.

### 5.7. Staff Responsibilities

- To read and fully co-operate with this policy;

- Must take reasonable care of their own health and safety and that of others who may be affected by their actions;
- Will co-operate with their employer on health and safety matters;
- Will not interfere with anything provided to safeguard their health and safety or that of others;
- Report practices, equipment or physical conditions that may be hazardous on iAM or to the appropriate member of staff in an emergency.
- Have a duty to report all health and safety concerns on iAM or to the appropriate member of staff in an emergency.

#### 5.8. Site/Premises Manager Responsibilities

5.8.1 The Site/Premises Manager holds responsibility for the day-to-day maintenance and other buildings/grounds issues.

5.8.2 They will:

- Read and fully co-operate with this policy;
- Ensure that any work that has health and safety implications is prioritised;
- Report any concerns regarding unresolved hazards in school to the senior leadership team immediately;
- Ensure that all work under their control is undertaken in a safe manner;
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards (such as broken glass in the school grounds);
- Carry out a weekly test of the fire alarm and other regular compliance tests in a timely manner;
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working;
- Fully co-operate with health and safety arrangements during larger building projects.

#### 5.9. Safety Representatives Responsibilities

5.9.1 Safety Representatives of a recognised Trade Union have the following functions:

- Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees;
- Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them;
- Investigate complaints made by an employee they represent about their health, safety, or welfare in the workplace;
- Present the findings of investigations to the Headteacher;
- Inspect the workplace;
- With at least one other appointed representative, request in writing that you set up a health and safety committee and attend Health and Safety Committee and meetings as a representative of your employees.

Name of Trade Union Representatives:	
Contact details:	

Alternative Consultation Arrangements:

Name of Employee Representative:	
Contact details:	

## 6. Consultation with Employees

6.1. It is a legal requirement to consult with employees on health and safety issues. A Safety Group is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

6.2. Health and Safety is a standing item on all staff meeting agendas.

## 7. Information, Instruction and Supervision

7.1. Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster is located in a prominent position at each school.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Headteacher or other delegated key members of staff;
- The Headteacher will supply adequate information, instruction and supervision of all staff, pupils and visitors to ensure their health and safety;
- Specialist Health and Safety advice is provided through CLEAPPSS, which includes Science, Art DT and the role of the Radiation Protection Supervisor. RMET are committed to following their guidance.

## 8. Competency for Health and Safety Tasks and Training

8.1. The Headteacher will ensure that all staff undertake induction training.

8.2. Training will be identified and arranged by the Estates Manager and monitored by the Headteacher and the Trust Board.

8.3. Staff are also responsible for identifying their own personal training needs and feeding this back to the Headteacher.

8.4. Training records will be easily accessible for audit purposes and will be kept up-to-date.

8.5. The Headteacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds as per the schedule on iAM.

- 8.6. The Site/Premises manager is responsible for investigating premises-related accidents although the accountability remains with the Headteacher.
- 8.7. The Senior Leadership Team is responsible for investigating work-related sickness and absences, although the accountability remains with the Headteacher.
- 8.8. The Headteacher is responsible and accountable for acting on investigation findings in order to prevent any reoccurrences.

## 9. Arrangements

### 9.1. School Activities

- The Headteacher will ensure that risk assessments are undertaken;
- The significant findings of all risk assessments will be reported to the Trust Board and to all relevant staff, contractors, visitors and all of those who may be affected;
- Any actions that are required to remove or control risks will be approved by the Headteacher or their delegated responsible person;
- The Headteacher or delegated responsible person will check that the implemented actions remain effective, and that all risk assessments are reviewed on an annual basis or when the work activity changes, whichever is the soonest.

### 9.2. Visitors

- All visitors shall be directed by clear signage to the reception and must report to reception, where appropriate arrangements for the signing in and out and identity badges will be provided.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire;
- All visitors shall be made aware of the school's emergency procedures, including evacuation points.

### 9.3. Fire and Emergency Procedures

- The Site/Premises Manager is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually and kept up to date;
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices;
- Instructions to employees are posted at strategic points around the building;
- Emergency evacuation will be practiced at least three times a year and records will be retained;
- Regular testing of fire alarms will occur on and will be carried out by the site team.
- A record of these tests will be kept by the site/premises manager.

### 9.4. Fire Fighting

9.4.1 Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if they feel confident to do so and not put themselves or others at undue risk. There should always be a clear escape available, and staff should ensure the alarm is raised before attempting to tackle a fire. All chemicals will be stored in accordance with the Control of Substances Hazardous to Health (COSHH) assessment. A list of hazardous substances will be provided to a fire officer in the event of a fire.

### 9.5. Maintenance of Fire Equipment

- 9.5.1 The Site/Premises manager will ensure regular maintenance of:
- fire extinguishers;

- fire alarms;
- fire doors;
- fire safety signs and identification of escape routes;
- emergency lighting and other emergency equipment.

#### 9.6. Bomb/Suspect Package Alerts

9.6.1 Bomb alerts/suspect packages will be dealt with in accordance with the school's emergency planning arrangements.

- The Headteacher is responsible for ensuring the bomb alert procedures are undertaken and implemented;
- Guidance on bomb/suspicious devices or packages will be circulated to staff annually.

#### 9.7. First Aid Arrangements

- The Headteacher will ensure that there are an appropriate number of designated and trained first aiders in school;
- The Headteacher will ensure that there are an appropriate number of first aid boxes, with basic instructions and locations clearly marked. A first aid risk assessment will be carried out by the head teacher to determine the above factors;
- The school will follow the procedure for completion of incident / accident records
- All reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE by the school. Advice should be sought if any doubt whether an incident is reportable;
- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

#### 9.8. Information Communication Technology

9.8.1 The Headteacher will ensure that suitable arrangements are in place for the safe use of information communication technology:

- Information communication technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height;
- Where laptops are used, safe systems of work including charging and use of trolleys will be devised and implemented;
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002);
- The guidance on interactive whiteboards will be followed.

#### 9.9. Legal Requirements for Premises

9.9.1 The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.

9.9.2 The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

#### 9.10. Safe Handling and Use of Substances

- The site/premises manager is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002;
- The Headteacher or delegated responsible person will be responsible for undertaking COSHH assessments;
- The Headteacher will be responsible for ensuring that all relevant employees are informed about the presence of the COSHH assessments;
- The Headteacher will be responsible for checking and ensuring they are satisfied that all new substances can be used safely before they are purchasing them;
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

#### 9.11. Inspection of Premises, Plant and Equipment

- The site/premises manager will arrange for formal inspections of the premises, plant and equipment to take place and draw up an effective maintenance and improvement programme;
- All identified maintenance will be implemented where practicable;
- Routine checks may be undertaken by a combination of site teams, senior leaders and the Headteacher using example checklists;
- Access to storerooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment, in particular in and around intake cupboards;
- Where damaged asbestos is encountered, or damage is suspected, relevant procedures in the school asbestos management plan will be followed.

#### 9.12. Asbestos Management

- 9.12.1 RMET will arrange for an asbestos management survey to be carried out on a regular basis. The Headteacher will ensure that the asbestos management plan is followed. Asbestos information will be kept on reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building. The Headteacher or the designated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

#### 9.13. Legionella Management

- 9.13.1 RMET will arrange for a water hygiene risk assessment to be carried out on a regular basis in line with statutory requirements. Such assessments will identify if there are areas where conditions exist which could support legionella bacteria growth and pose a risk to building occupants, the survey will also list any works required; and include details of future monitoring requirements that the school is responsible for. Therefore, identified remedial works will be incorporated into the school's maintenance programme.

- 9.13.2 Monitoring of the water system is also a statutory requirement, and the school will ensure this is undertaken. This will include taking temperature readings, recording these and de-scaling spray outlets as necessary.

#### 9.14. Radon Management

- 9.14.1 The Headteacher has a duty to safeguard the health & safety of themselves, staff and pupils so far as reasonably practicable. Monitoring of radon will be carried out in accordance with the Health Protection Agency guidance.

## 10. Policy Monitoring Arrangements

- 10.1. This policy will be reviewed by Estates Manager annually, but may be reviewed and updated more frequently if necessary.
- 10.2. At every review, the policy will be approved by the Trust Board.

## 11. Links with other Policies

- 11.1. This Health and Safety Policy is linked to the following risk assessments, policies and procedures to complement this policy:

- asbestos management
- bomb alerts
- control of chemicals hazardous to health (COSHH)
- display screen equipment (DSE)
- drugs and alcohol
- electricity at work including portable appliance testing
- emergency planning
- fire – including responsibilities of the fire wardens
- first aid requirements
- infection control
- legionella
- lone working
- managing contractors
- manual handling
- off-site visits
- pedestrian and people movement
- playground supervision
- school events
- slips, trips and falls
- stress management
- violence and aggression
- working at height.