



Learning Environment Manual



Guidance for a Safe School

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Using the Learning Environment Manual

The Learning Environment 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 Learning Environment 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 Learning Environment colleagues are part of your team.

The Learning Environment Manual is designed to work as 1 part of a suite of 3 documents, these being:

1. The Reach South Health and Safety Policy (the overarching policy);
2. The Learning Environment Manual (how we work together to keep our buildings and sites safe) and;
3. Safety and Compliance Log Sheets (what the Site Manager / Caretaker needs to do and when to help us stay safe).

The suite of documents is designed for ease of use, as the Learning Environment 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 Site Managers / Caretakers. The Safety and Compliance Log Sheets clearly state the required tasks associated to safety and compliance of a Site Manager / Caretaker and are to be used as daily, weekly and monthly check sheets. All log sheets are to be filed for all tasks (except those identified as daily).

The Learning Environment 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.

The;

1. The Reach South Health and Safety Policy (the overarching policy);
2. The Learning Environment Manual (how we work together to stay safe) and;
3. Safety and Compliance Log Sheets (what the site Manager / caretaker needs to do and when);

should be stored together in a visible location within the school Reception office and be available for reference by staff and Governors at all times.

This Learning Environment 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.

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.

Site Managers/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*
All actions as defined by the Safety and Compliance log sheets	As defined	School*

*to be budgeted for by the school

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 of 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.

Site Managers/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 take action 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 Director of the Learning Environment.

Training

Commencing from September 2019, 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, Site Managers/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. **Site Managers/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 Awareness – this will be delivered by an in-house briefing (supplied by the Trust). 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 an annual 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 the Site Manager / Caretaker follows, completes and files the Safety and Compliance log sheets.
- v. 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 so as to be accessible to all, at all times.
- vi. Work with the Trust to address any actions required by Asbestos Management Surveys and Asbestos Management Plan.
- vii. To include asbestos management when planning budgets.

Site Manager / Caretaker

- i. Read and follow the Reach South Health and Safety Policy.
- ii. Follow, complete and file the Safety and Compliance log sheets.
- iii. Ensure no finish, surface or construction is disturbed until the presence of asbestos has been checked by appropriate survey.
- iv. Ensure all Contractors visiting site read and sign the Asbestos register.
- v. Ensure the Asbestos Register and this Learning Environment Manual is stored in the school Reception Office so as to be accessible to all, at all times.

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 Learning Environment Manual are stored in the school Reception Office and available to all staff at all times.
- iv. Periodically check that the Site Manager / Caretaker is following, completing and filing the Safety and Compliance log Sheets.
- v. Work with the Head Teacher to address any actions required by Asbestos Management Surveys and Asbestos Management Plan.
- vi. 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

- i. Reach South Health and Safety Policy.
- ii. Site Managers / Caretakers Safety and Compliance Log Sheets.

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 the Learning Environment - **07783 124950** and /or GS Musson Associates – **01283 221745**
In the event of an emergency the Trust can be contacted
out of normal office hours - 01752 987 070*
- Step 4** Follow the instructions given by The Director of the Learning Environment and/or GS Musson Associates.
- 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 – The Director of the Learning Environment - 07783 124950 – ian.carnwell@reachsouth.org

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 legionnaires' disease. Legionnaires' 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.

Site Managers/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)	24 Months	Trust*
Actions from WSoC	As required	School*
All actions as defined by the Safety and Compliance log sheets	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

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.

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

Written Scheme of Control

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

The written scheme must be properly implemented and managed.

The written scheme 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 will be arranged by the Trust.

All actions concerning the maintenance of water safety are to be recorded by the school in a log book, which is to be kept in the School Reception Office and be available at all times.

Training

The **Site Manager/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 **Site Manager / Caretaker** who will follow, complete and file the Safety and Compliance log sheets.

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 Basic Legionella Management trained staff leave and new staff join.
- iii. Ensure the Site Manager / Caretaker follows, completes and files the Safety and Compliance log sheets.
- iv. Ensure updates to Legionella Risk Assessments and to Legionella Written Scheme of Control are in a file, which is to be held in the school Reception Office so as to be accessible to all, at all times.
- v. Work with the Trust to address any actions required by Legionella Risk Assessments and by the Legionella Written Scheme of Control (most actions will be completed by the Site Managers / Caretakers).
- vi. To include legionella management when planning budgets.

Site Manager / Caretaker

- i. Read and follow the Reach South Health and Safety Policy.
- ii. Follow, complete and file the Safety and Compliance log sheets.
- iii. Read and follow the actions required of the Legionella Risk Assessment and Legionella Written Scheme of Control.

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 are stored in the school Reception Office and available to all staff at all times.
- iii. Periodically check that the Site Manager / Caretaker is following, completing and filing the Safety and Compliance Log Sheets.
- iv. Work with the Head Teacher to address any actions required by Legionella Risk Assessments and by the Legionella Written Scheme of Control.
- v. 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

- i. The Reach South Health and Safety Policy.
- ii. Site Managers / Caretakers Safety and Compliance log sheets.

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 the Learning Environment - **07783 124950**

GS Musson Associates – **01283 221745**

In the event of an emergency the Trust can be contacted

out of normal office hours - 01752 987 070*

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 – The Director of the Learning Environment - 07783 124950 – ian.carnwell@reachsouth.org

Remember!

Ensure that all of the actions in the Legionella Risk Assessment and Legionella Written Scheme of Control 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.

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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 period April 2017 to March 2018 Fire and Rescue Services in England attended 167,150 fires.

Fire prevention by sound fire safety management has to 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 Marshalls/Wardens (on site Responsible Persons) are appointed, and manage day to day fire safety issues and checks. Where there are a number Fire Marshalls/Wardens, one must be appointed to co-ordinate all as the Fire Controller.

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 Safety and Compliance log sheets	As defined	School*
Maintain alarms & 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

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 log book.

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 Marshalls/Wardens will have a higher level of training via an online course (this should take less than 4 hours). This is to be refreshed at 3 year periods. Fire Marshalls/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 Marshalls/Wardens must be present on site during all times of building occupation. Appropriate provision of Fire Marshalls/Wardens must also be present for out of school hours hiring of spaces by others. This can be provided by designated hirers of the space if they have received appropriate training.

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

Fire drills must be carried out at least every term. They must include the students, and must be recorded in your fire safety log book. To be effective as many staff as possible should not be aware of the drill in advance.

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 (suggested maintenance items/periods can be found on information sheet BIF no 16B from the British Automatic Fire Sprinkler Association (BAFSA)).
- iii. Dry and wet rising fire mains should be inspected/maintained by a competent person annually.

See also Fire Safety Checks below.

Fire Shutters

It is vital to ensure safe and reliable operation of fire resisting shutters. This is done through regular inspection and maintenance. Based on the number of shutter cycles per day, we require this to be carried out by a competent person at periods not exceeding 6 months. This is to be arranged locally by the school. 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 is to be arranged locally by the school.

See also Fire Safety Checks below.

Help for People with Special Needs

Pupils, students and staff who have special 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.

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It may also be required to have in place specific equipment to support the evacuation of those with special 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 Director of the Learning Environment.

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 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 on an annual basis by a competent person. This is to be arranged locally by the school.

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 in the Safety and Compliance log sheets and should be followed diligently by school staff.

Other Site Matters

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 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.

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 Controller and adequate Fire Marshalls at all times of school occupancy.
- iii. Ensure the school meets its training requirement, notifying the Trust when Fire Marshalls or other fire safety trained staff leave and new staff join.
- iv. Ensure the Site Manager / Caretaker follows, completes and files the Safety and Compliance log sheets.
- 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.
- viii. To include fire safety when planning budgets.

Site Manager / Caretaker

- i. Read and follow the Reach South Health and Safety Policy.
- ii. Follow, complete and file the Safety and Compliance log sheets.
- iii. Ensure the school has fire safety installations tested /serviced / maintained as highlighted by this document and the Fire Risk Assessment.
- iv. Ensure appropriate access for emergency services at all times.

- v. Ensure and check that the Fire Risk Assessment and Learning Environment Manual are stored in the school Reception Office and available to all staff at all times.

Governors

- i. Read and adopt the Reach South Health and Safety Policy.
- ii. Periodically, check that the Fire Risk Assessment and Learning Environment Manual are stored in the school Reception Office and available to all staff at all times.
- iii. Periodically check that the Site Manager / Caretaker is following, completing and filing the Safety and Compliance log sheets.
- iv. Ensure the school has fire safety installations and equipment tested /serviced / maintained as highlighted by this document and the Fire Risk Assessment.
- v. Ensure the school meets its training requirement.
- vi. Work with the Head Teacher to address any actions required by the Fire Risk Assessment / Review.
- vii. 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

- i. The Reach South Health and Safety Policy.
- ii. Site Managers / Caretakers Compliance and Safety log sheets.

Emergency Action - Fire

Follow your Fire Evacuation Plan.

Later and when safe to do so contact the Trust.

The Director of the Learning Environment - **07783 124950**

GS Musson Associates – **01283 221745**

In the event of an emergency the Trust can be contacted

out of normal office hours - 01752 987 070*

*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 – The Director of the Learning Environment - 07783 124950 – ian.carnwell@reachsouth.org

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) so as 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.

Site Managers/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 Safety and Compliance log sheets	As defined	School*

*to be budgeted for by the school

Basic 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 centrally by the Trust.

Ongoing Checks

Site Managers/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 and The Director of the Learning Environment. Dangerous glazing must be made safe/repared 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 Site Manager / Caretaker follows, completes and files the Safety and Compliance log sheets.
- 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.

Site Manager / Caretaker

- i. Read and follow the Reach South Health and Safety Policy.
- ii. Follow, complete and file the Safety and Compliance log sheets.

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.
- iv. Periodically check that the Site Manager / Caretaker is following, completing and filing the Safety and Compliance log sheets.

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

- i. The Reach South Health and Safety Policy.
- ii. Site Managers / Caretakers Compliance and Safety log sheets.

Help and Contacts

For non-urgent and general queries in normal office hours – The Director of the Learning Environment - 07783 124950 – ian.carnwell@reachsouth.org

In the event of an **emergency** out of normal office hours - 01752 987 070*

*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.

Site Managers/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	School*
Actions from Tree Inspections	As defined	School*
All actions as defined by the Safety and Compliance log sheets	As defined	School*

*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 G S Musson Associates.

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

From the risk assessment we should also be able to decide the level of tree inspections that needs to be put into place.

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 **Site Manager/Caretaker**. It is basically day-to-day observations of trees during the course of 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 Site Manager / Caretaker follows, completes and files the Safety and Compliance log sheets.
- 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, complete and file the Safety and Compliance log sheets.

Governors

- i. Read and adopt the Reach South Health and Safety Policy.
- ii. Periodically check that the Site Manager / Caretaker is following, completing and filing the Safety and Compliance log sheets.
- iii. To include tree safety when planning budgets.

The Trust

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

Linked Documents

- i. The Reach South Health and Safety Policy.
- ii. Site Managers / Caretakers Compliance and Safety log sheets.

Help and Contacts

For non-urgent and general queries in normal office hours – The Director of the Learning Environment - 07783 124950 – ian.carnwell@reachsouth.org

In the event of an **emergency** out of normal office hours - 01752 987 070*

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

Remember!

Trees are a 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.

Site Managers/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) and Fixed Appliance Testing (FAT)	12 Months	School*
Actions from PAT and FAT test results	As defined	School*
All actions as defined by the Safety and Compliance log sheets	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 and Fixed 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.

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 **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 should be carried on a 6 monthly basis by the **Site-Manager/Caretaker**.

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 Director of the Learning Environment.

Working Together to Stay Safe

Head Teacher

- i. Read and adopt the Reach South Health and Safety Policy.
- ii. Ensure the Site Manager / Caretaker follows, completes and files the Safety and Compliance log sheets.
- iii. Ensure your school has PAT and FAT 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.

Site Manager / Caretaker

- i. Read and follow the Reach South Health and Safety Policy.
- ii. Follow, complete and file the Safety and Compliance log sheets.

Governors

- i. Read and adopt the Reach South Health and Safety Policy
- ii. Periodically check that the Site Manager / Caretaker is following, completing and filing the Safety and Compliance log sheets.
- iii. Ensure your school has an annual PAT and FAT test.
- iv. Work with the Head Teacher to address any identified issues with the EICR.
- v. To include electrical safety when planning budgets.

The Trust

- i. Arrange EICR tests every 5 years.
- ii. Work with the school to address any identified issues with the EICR.

Linked Documents

- i. The Reach South Health and Safety Policy
- ii. Site Managers / Caretakers Compliance and Safety log sheets

Help and Contacts

For non-urgent and general queries in normal office hours – The Director of the Learning Environment - 07783 124950 – ian.carnwell@reachsouth.org

In the event of an **emergency** out of normal office hours - 01752 987 070*

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Company number 10151730*

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.

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*
Gas Installation Safety Check	5 Years	Trust*
All actions as defined by the Safety and Compliance log sheets	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 is able to 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 www.gassaferegister.co.uk

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.

The Trust also requires academies to have a gas installation safety check carried out every 5 years. This is similar to the gas appliance safety check, but also includes all accessible gas pipework visually inspected and tested to ensure there are no leaks.

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 Site Manager / Caretaker follows, completes and files the Safety and Compliance log sheets.
- iii. Work with the Trust to address any actions required the Gas Installation Safety Check.
- iv. To include gas safety when planning budgets.

Site Manager / Caretaker

- i. Read and follow the Reach South Health and Safety Policy.
- ii. Follow, complete and file the Safety and Compliance log sheets.
- iii. Ensure gas appliances are adequately and regularly serviced.

Governors

- i. Read and adopt the Reach South Health and Safety Policy.
- ii. Periodically check that the Site Manager / Caretaker is following, completing and filing the Safety and Compliance Log Sheets.
- iii. Work with the Head Teacher to address any actions required by the Gas Installation Safety Check.
- iv. To include gas safety when planning budgets.

The Trust

- i. Arrange Gas Installation Safety Checks.
- ii. Work with the school to address any actions required by the Gas Installation Safety Checks.

Linked Documents

- i. Reach South Health and Safety Policy
- ii. Site Managers / Caretakers Compliance and Safety Log Sheets

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 the Learning Environment - **07783 124950**
and /or GS Musson Associates – **01283 221745**
In the event of an emergency **out of normal office hours** - **01752 987 070***

- Step 5** Follow the instructions given by The Director of the Learning Environment and/or GS Musson Associates

*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 – The Director of the Learning Environment - 07783 124950 – ian.carnwell@reachsouth.org

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 are the most common cause of injury at work. On average, they cause 40 per cent of all reported major injuries and can also lead to other types of serious accidents. 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.

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

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 GS Musson Associates to ensure robustness and risk level control.

See the section below for some ideas of what may be included in your risk assessment.

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.
- 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 make arrangements 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. Ensure the Site Manager / Caretaker follows, completes and files the Safety and Compliance log sheets.
- iii. Produce risk assessments to help to ensure safety.

Site Manager / Caretaker

- i. Read and follow the Reach South Health and Safety Policy.
- ii. Follow, complete and file the Compliance and Safety log sheets.
- iii. 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. Periodically check that the Site Manager / Caretaker is following, completing and filing the Safety and Compliance log sheets.
- iii. 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

- i. The Reach South Health and Safety Policy.
- ii. Site Managers / Caretakers Safety and Compliance log sheets.

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 team at GS Musson Associates - 01283 221745.

Appendix 1 – Training Schedule

Asbestos

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

Legionella

Training	Method of Delivery	Attendees	Refresh Period
Basic Legionella Management	Face to face or Online	Head Teacher, designated Deputy Responsible Person, appointed persons (Site Managers / Caretakers)	3 years

Fire Safety

Training	Method of Delivery	Attendees	Refresh Period
Fire Marshall/Warden	Online	Role holders	3 years
Basic Fire Training	During induction and then up[dated	All staff	3 years

Electrical Testing

Training	Method of Delivery	Attendees	Refresh Period
City and Guilds 2377-22	Face to face	Pat Testers	5 years

Construction Design and Management Regulations

Training	Method of Delivery	Attendees	Refresh Period
CDM Awareness	Online	Head Teachers 1 Governor	3 years

Control of Substances Hazardous to Health

<i>Training</i>	<i>Method of Delivery</i>	<i>Attendees</i>	<i>Refresh Period</i>
<i>COSHH Awareness Training</i>	<i>Online</i>	<i>Hazardous substance users, First Aiders, Fire Marshalls /Wardens, Head Teachers</i>	<i>3 years</i>

Manual Handling

<i>Training</i>	<i>Method of Delivery</i>	<i>Attendees</i>	<i>Refresh Period</i>
<i>Principals of Manual Handling</i>	<i>Online</i>	<i>Site Manager / Caretakers</i>	<i>3 years</i>
<i>Basic Safe Lifting Techniques</i>	<i>Paper</i>	<i>All staff</i>	<i>Ongoing</i>

Food Safety

<i>Training</i>	<i>Method of Delivery</i>	<i>Attendees</i>	<i>Refresh Period</i>
<i>Level 2 Food Safety - Catering</i>	<i>Online</i>	<i>All food handlers</i>	<i>3 years</i>

Working at Heights

<i>Training</i>	<i>Method of Delivery</i>	<i>Attendees</i>	<i>Refresh Period</i>
<i>Working at Height</i>	<i>Online</i>	<i>Ladder and step ladder users</i>	<i>3 years</i>
<i>PASMA</i>	<i>Face to face</i>	<i>Mobile tower scaffold users</i>	<i>5 years</i>

All training to be recorded on the school training matrix.