



Health and Safety Policy

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1. Introduction

- 1.1 As the employer of staff, Southern Academy Trust has overall responsibility for the health, safety and welfare of staff and students in the Trust. Southern Academy Trust recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.
- 1.2 Southern Academy Trust will support its schools (including the boarding house) in putting in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.
- 1.3 In order to fulfill its monitoring role and to initiate and review health and safety policies and procedures, there will be clear delegated responsibilities to Local Advisory Bodies (such as Dorset County Council Health and Safety Team) which will be monitored by the Board of Directors at every Audit Committee meeting. To ensure the above is in place and adhered to, the Directors have decided that all sites within the Trust should subscribe to the Dorset County Council Health and Safety Service Level Agreement and use the policy guidance as the basis of good practice. This will operate under the terms of the Safety Representatives and Safety Committees Regulations 1977.
- 1.4 The Local Governing Bodies of schools within Southern Academy Trust are not the employers of the Trust but play an important role in ensuring strategic direction and will work in close partnership with the Principal/Headteacher and Senior Management Team of the Academy and relevant staff of Southern Academy Trust to support good health and safety management.
- 1.5 This policy is required for adoption by Board of Directors.
- 1.6

Southern Academy Trust Schools

- Shaftesbury School
 - Barton Hill Boarding House
- Shaftesbury CofE Primary School
- Motcombe CE VA Primary School
- St. Andrew's Church of England Primary School

This statement is issued in accordance with the Health and Safety at Work Act (1974). The general aims of the policy statement are accepted and the arrangements set out below are designed to implement the general aims of Southern Academy Trust.

2. General Statement of Intent

- 2.1 The Board of Directors of Southern Academy Trust undertakes to meet fully its responsibilities under the persons in control of premises section of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other health and safety legislation, to provide a safe and healthy working environment for employees and others, such as students, visitors and contractors. Details of how this will be achieved are given in the Arrangements section of this policy.
- 2.2 The Board of Directors will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.
- 2.3 Where necessary, The Board of Directors will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.
- 2.4 The Board of Directors will ensure the provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.
- 2.5 All employees must **follow instructions to ensure the maintenance of high standards of health and safety in all Trust activities.**
- 2.6 This policy includes a description of the establishment's organisation, responsibilities and its arrangements for dealing with different areas of health and safety and potential risk.



Signed

Dated 01/01/2018

Mark Blackman, CEO Southern Academy Trust

3. Roles and Responsibilities

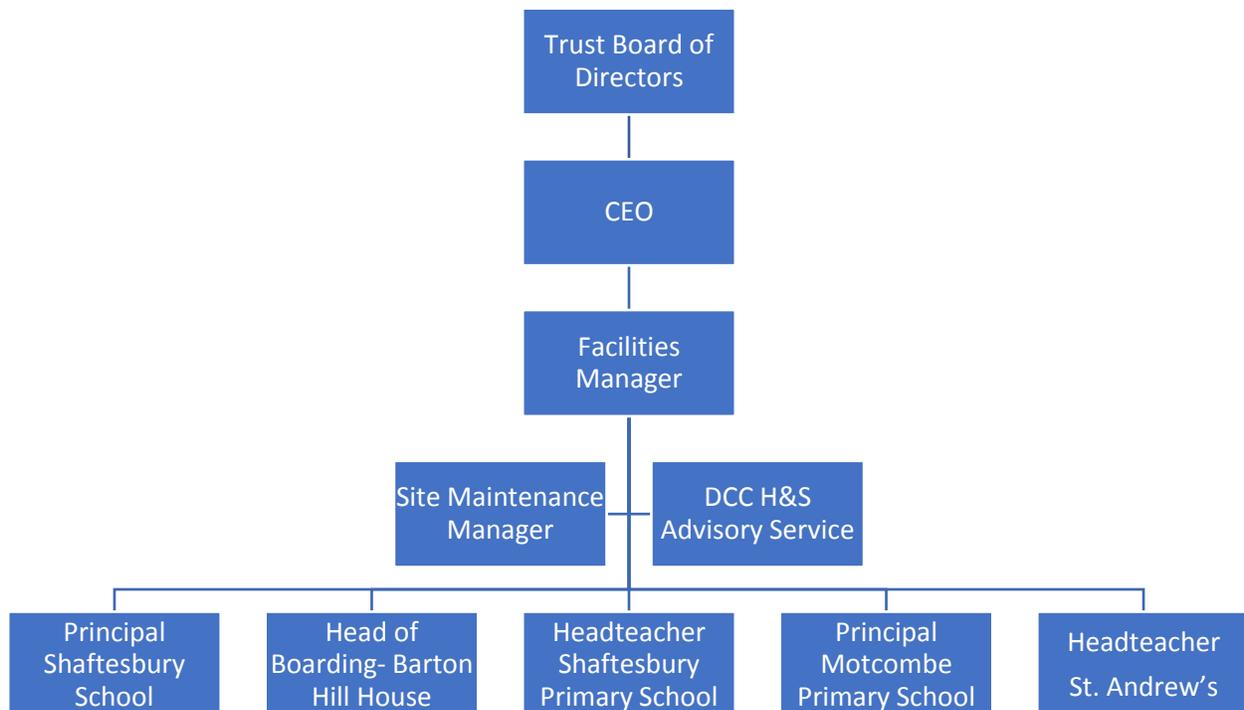


Figure 1

3.1 Board of Directors and CEO

- The Southern Academy Trust Board of Directors delegate overall responsibility for health and safety and the implementation of the policy across all sites within Southern Academy Trust to the CEO.
- The CEO will produce and regularly review the Health & Safety Policy for the Trust. This policy will reflect the requirements of the *Health and Safety at Work etc. Act 1974* by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, pupils and others affected by the organisation.
- To monitor both compliance with, as well as the effectiveness of, this policy.
- To provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy.

- To appoint a “Competent Person” as defined by the Management of Health and Safety at Work Regulations 1999.
- To lead an effective health and safety culture which seeks to promote high standards of health and safety across the Trust.

3.2 Facilities Manager

The Facilities Manager is responsible for overseeing the practice of implementing this policy across all sites within Southern Academy Trust. The Facilities Manager has the delegated task of assisting each site Principal/Headteacher to discharge their duties in relation to day-to-day health and safety management.

The Facilities Manager will:

- Ensure statutory compliance is met under the Health and Safety at Work etc. Act 1974.
- Co-ordinate and manage the non – curriculum risk assessment process for each site.
- Ensure that Dorset County Council Health and Safety Advisory Service carry out periodic health & safety audits for each site to ensure compliance with the requirements and report the findings to the Headteacher/Principal and Site Manager to ensure that appropriate actions are taken where necessary. These reviews will also be reported to the Board of Directors.
- Assist with the identification of training needs and training delivery across the sites to ensure that staff are adequately instructed.
- Collate accident and incident information and, when necessary, carry out accident and incident investigations. Make arrangements for the implementation of the Authority’s accident reporting procedures.
- Monitor purchasing and contracting procedures to ensure health and safety are included in specifications and contract conditions.
- Ensure, where necessary, that suitable contracts are in place for regular checking of Statutory Duties (including Legionella, asbestos, annual playground equipment inspections, fire extinguishers etc.).
- Prepare an emergency evacuation procedure for each site.
- Make arrangements to draw the attention of all staff employed within the Trust to this policy.
- Make arrangements for informing staff and pupils of relevant safety procedures.
- Make arrangements to delegate responsibility for regular safety inspections.
- Co-ordinate arrangements for the design and implementation of safe working practices within the Trust.

- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Principal/Headteacher in the management of health and safety at the site. Such delegated responsibility must be defined as appropriate.
- Monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the site.
- Monitor, within the limits of their expertise, the activities of contractors, hirers and others on site, as far as is reasonably practicable.

3.3 Site Manager

The Site Manager is responsible for the day to day management of the Site Team. He/she is responsible for the maintenance and safe working of all appliances, equipment, plant, machinery and premises.

The Site Manager (or Deputy in his/her absence) will:

- Ensure that Risk Assessments are in place for all works/activities that the site team undertakes.
- Carry out physical checks and be responsible for maintaining all sites with a high health and safety standard.
- Assist the Principal/Headteacher in termly fire evacuation.
- Ensure safe control, storage/use of substances hazardous to health (COSHH).
- Lead by example and demonstrate a visible, active commitment to health and safety improvement.
- Organise periodic preventative maintenance, servicing and inspections of appliances, equipment, plant, machinery and premises. Report all results/findings to the Facilities Manager.
- Organise reactive maintenance and react promptly to any health and safety issues.
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as unsafe or unhealthy.
- Provide prompt maintenance response to ensure all welfare facilities are kept in good order.
- Report to the Facilities Manager any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
- Monitor, within the limits of their expertise, the activities of hirers and other organisations present on site, as far as is reasonably practicable
- Investigate any specific health and safety problem identified within the site and take or

recommend (as appropriate) remedial action

- Ensure the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If any hazard is known he/she should take action to make hirers aware of it
- Ensure fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness
- Ensure Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment. Notices regarding emergency procedures should be prominently displayed
- Ensure Hirers using any equipment or facility provided by the site are familiar with its safe use and, if necessary, briefed accordingly
- Ensure Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff.

3.4 Principal/Headteacher

The responsible person on each site is the Principal/Headteacher. This person is also responsible for reporting to and liaising with the Facilities Manager about any health and safety concerns they may have and practical implementation of this health and safety policy.

The Principal/Headteacher will:

- Lead day to day management and oversee the implementation, monitoring and practice of the Health and Safety Policy within the site.
- Oversee that the site is being maintained to a reasonable standard and ensure that all checks are being completed by the Site Manager/Maintenance Team.
- (May) delegate another person on site e.g. Administrator, who will assist the Principal/Headteacher in the management of health and safety and ensure that records are being maintained. He/she will be a point of contact within on site for reporting health and safety issues such as maintenance issues, accident reporting, training needs etc.
- Ensure that the Trust Risk Assessments are made site specific to the site and reviewed annually. Risk assessments are to be made available to all personnel.
- Ensure risk assessments for curriculum activities, school trips and events are carried out using the Trust Risk Assessment Procedures and forms. Ensure that the Risk Assessments are reviewed annually;
- Monitor the effectiveness of the health and safety policy and the safe working practices described within it.

- Under the guidance of the Facilities Manager and the Fire Safety Advisor, Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (at least once a term) to take place, and for the results of these to be recorded.
- Make arrangements to draw the attention of all staff to the school and departmental safety policies and procedures and of any relevant safety guidelines and information.
- Ensure staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- Ensure staff are provided with equipment or other resources to enable their work to be undertaken safely.
- Make arrangements for the implementation of the Trust and Local Authority accident reporting procedure and draw this to the attention of all staff on site as necessary.
- Make arrangements for informing staff and pupils of relevant health and safety procedures. Other users of the site will be appropriately informed.
- Ensure that regular safety inspections are undertaken.
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as unsafe or unhealthy.
- Report to the Facilities Manager any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
- Identify any member of staff having direct responsibility for particular safety matters; such delegated responsibility must be defined as appropriate.
- Investigate any specific health and safety problem identified within the site and report to the Facilities Manager/Site Manager (as appropriate) for remedial action.
- Order where necessary that a method of work ceases temporarily on health and safety grounds, subject to further consideration by the Facilities Manager/CEO.
- Oversee the carrying out of regular safety inspections of the school/site and its activities and make recommendations on methods of resolving any problems identified.
- Ensure that staff with control of resources (both financial and other) give due regard to safety.
- Oversee coordination of arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and make recommendations on the extent to which staff are trained.

3.5 Responsibilities of staff towards students and others in their care

All staff are responsible for health and safety arrangements in relation to staff, students and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible
- Be aware of and implement safe working practices and to set a good example personally
- Identify actual and potential hazards and introduce procedures to reduce the possibility of mishap
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- Provide written job instructions, warning notices and signs as appropriate
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements
- Provide the opportunity for discussion of health and safety arrangements
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- Provide for adequate instruction, information and training in safe working methods and recommend suitable off the job training
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

Note: when members of staff consider that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Principal /Headteacher.

3.6 Responsibilities of all employees

All employees have a responsibility under the Health and Safety at Work Act (1974) to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
- Co-operate with the Director of Education/Children's Services Director and others in meeting statutory requirements.
- Not interfere with or misuse anything provided in the interests of health, safety and welfare.
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts and, where in doubt, seek immediate clarification from the Principal/Headteacher.

- Ensure that tools and equipment are in good condition and report any defects to the Site Manager.
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
- Ensure that offices, general accommodation and vehicles are kept tidy.
- Ensure that any accidents, whether or not an injury occurs, and potential hazards, are reported to the Principal/Headteacher.
- Whenever an employee is aware of any possible deficiencies in health and safety arrangements they must draw these to the attention of the Principal/Headteacher.

3.7 Additional notes

- It must be noted that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
- While it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and workplaces, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

3.8 Responsibilities of students

The Principal/ Headteacher will make students (and, where appropriate, parents) aware of these responsibilities through direct instruction, notices and the school website. All students are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow students.
- Observe standards of dress consistent with safety and hygiene (this would preclude unsuitable footwear, knives, jewellery and other items considered dangerous).
- Observe all the safety rules of the school/site and in particular the instructions of the teaching staff in the event of an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for safety purposes.
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4. Arrangements

4.1 Fire

- Detailed arrangements for Fire are detailed in the separate Fire Policy which is reviewed periodically. A copy of this policy can be found on the Trust website, the individual school website and in each site office.
- The Facilities Manager is responsible for ensuring that the fire risk assessment is undertaken and controls implemented accordingly.
- A Fire Risk Assessment has been completed at all sites by “Fire Marque Ltd”.
- Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in the site office. All staff will be briefed on the contents of this plan at induction and on an annual basis. This will be augmented by fire drills which will be undertaken termly. Evacuation procedures are also made known to all contractors/visitors.
- Fire Awareness Training is carried out by all staff on a three-yearly basis by Dorset County Council.
- Firefighting appliance servicing is carried out on an annual basis by an external contractor. Certificates are held at each site.
- The Site Manager is responsible for ensuring that the site Fire Log is kept up to date. Weekly testing of fire alarms is to be carried out by the Site Team.
- Procedures for other critical incidents and off-site emergencies are contained within the School’s Business Continuity Plan which is located in the site office and will be reviewed annually. Emergency contact and key holder details are held in the plan.

4.2 First Aid

- There is a designated qualified First Aider at each site who oversees all the First Aid requirements on a day to day basis. An up to date list of first aiders are displayed in the staff room.
- Responsibilities of the First Aider are to ensure persons injured or ill on the site are adequately treated and where necessary make other appropriate special arrangements. Each site has a first aid location where necessary treatment can be given.
- The qualified First Aider ensures that:
 - There are sufficient qualified first aiders (including pediatric trained personnel at the primary schools). First aid instructions and named First Aiders are posted in reception and the staff rooms
 - First Aid boxes are located strategically throughout the site and contents of first aid boxes are maintained.

- Accidents, injuries, near misses, reportable disease or work-related illness are recorded and where required reported to the Local Authority H&S department by the schools appointed person.
- All employee accidents will be recorded in the Accident Book. Non-employee accidents will be reported in the schools incident book located in the main office.
- Any accidents arising out of or in connection with work must be reported to the school office on the appropriate form within 48 hours.
- Where injury may be particularly serious i.e. person is taken to a hospital, then the H&S Section at Dorset County Council shall be contacted by telephone as soon as possible and a written report submitted within 48 hours using the Accident Report form. They will report any RIDDOR reportable accidents/incidents on our behalf.
- Additionally, the accident report is used to record the findings and provide control and preventive measures that can be utilised to prevent further injuries.
- Parents will be informed by the teacher or appointed person of any injury or illness to their child.

4.3 Medication

- Arrangements for medication are detailed in the separate Policy for Supporting Pupils with Medical Conditions, which is reviewed periodically. A copy of this policy can be found on the Trust website, the individual school website and in each School Office.

4.4 Legionella

- The Facilities Manager is responsible for ensuring that the Legionella Risk Assessment is undertaken and controls implemented accordingly.
- A Legionella Risk Assessment has been completed at all sites by Freestons Water Treatment LTD. The Risk Assessment covers all the hot and cold water systems to identify potential areas of the system that may promote uncontrolled Legionella bacterium growth. Regular treatment of the water system is carried out on an annual basis. A record for this is held by the Facilities Manager.
- Temperatures are taken at sentinel outlets and are recorded in the Water Treatment Log Book.
- Higher risk of bacterium growth is likely through long warm holiday periods and therefore maintenance is required to flush the water systems prior to school recommencing. A record is maintained of this maintenance in the Water Treatment Log Book.
- Temperature Mixing Valve's (TMV's) are fitted across the sites to avoid scalding. TMV's are maintained and serviced periodically by an external contractor.

4.5 Asbestos

- The Facilities Manager is responsible for ensuring that the Asbestos Risk Assessment is undertaken and controls implemented accordingly.
- An Asbestos Risk Assessment has been carried out for the presence of asbestos-containing materials (ACMs) on all sites by Dorset County Council, and where necessary identification labels placed.
- Any areas where ACMs have been identified have been addressed to determine the risk to the person who may be exposed and where necessary removed. Where removal is not necessary, periodic monitoring for condition will be instigated and a record maintained.
- The risk assessment is available for reference to all persons who may potentially disturb ACM's during their work. Attached to it is a signature record for contractors and others to sign as proof of reading. These records are retained in a file alongside the survey report.

4.6 Manual Handling

- Detailed arrangements for Manual Handling are detailed in a separate Manual Handling Procedures document which is reviewed periodically. A copy of this document can be found on the Trust website, the individual school website and in each site office.
- Injuries can be caused by incorrect lifting and handling of objects, (which need not be large or heavy). Therefore any operation where lifting or handling is involved should be avoided where possible.
- Both generic and where appropriate specific risk assessments are undertaken for all potentially hazardous handling activities, including objects and people.
- The risk assessment of significant manual handling tasks is undertaken as described in the risk assessment section above. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

4.7 Working at Height (WAH)

- Detailed arrangements for WAH are detailed in the separate WAH Procedures document which is reviewed periodically. A copy of this document can be found on the Trust website, the individual school website and in each site office.
- All staff have been asked not to carry out work at height (WAH) unless it is agreed by their line manager that it is necessary.

- WAH does pose a higher than normal risk of injury to those carrying out the work and those below them. It is, therefore, necessary to carefully consider whether there is a real benefit or necessity to carry out this work before starting.
- The WAH Regulations requires all work where access equipment, such as ladder or step stool, is required above or below floor level to be assessed for potential risk and controls implemented to mitigate injury.
- A risk assessment will be carried out by a competent person for all WAH activities. In some cases these will need to relate to specific activities though in most cases such as display work it may be acceptable to produce a generic assessment.
- Employees who carry out any WAH will have some training, appropriate to the task. This will be recorded in the site safety training records. Training will include the use of any risk assessments that may be available for the task. Members of the Site Team are qualified in the use of Mobile Towers (PASMA) and Mobile Elevated Working Platform (MEWP).
- The Site Manager is responsible for the inspections and maintenance of all ladders, step ladders and elephant stools over all the sites. He/she is to ensure that the ladder register is kept up to date. The Trust owns a mobile tower that is held at Shaftesbury School and is the responsibility of the Site Manager.
- Employees unhappy with carrying out any form of WAH are not expected to do so unless it explicitly forms a part of their terms of employment.
- The Site Manager is appointed to oversee and advise on all WAH activities.

4.8 Violence and Aggression at Work

- The School is a safe environment where physical assaults on staff are extremely rare. Any abuse, even at a low level, is disturbing and should not be tolerated. It is essential that incidents are recorded so that the school (and boarding house) can establish the extent of the problem and enable managers to undertake risk assessments to identify measures to avoid or prevent any reoccurrence.
- Any member of staff who has been physically assaulted or subjected to verbal abuse in circumstances relating to work should notify their manager.
- Additionally, because some instances of violence at work must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, a report should be sent to the HR Manager.

4.9 Visitors

- Visitors and other users of the Trust's premises or land must observe the health and safety arrangements put in place by the Trust.

- Regular visitors and other users of the premises (e.g. contractors and delivery people) are expected, as far as reasonably possible, to observe the safety and security rules of the site. They should report to reception for registration and the issue of visitors' badges, which should be worn at all times when on the premises. **Visitors should always be under the supervision of a member of staff when on a school site.**
- Persons found by an employee on any of the site premises without a visitors' badge should be challenged and escorted to reception.
- Persons found by students on site premises without a visitors' badge should not be challenged but immediately reported to the nearest member of staff.
- On departure, all visitors should sign out at reception and return visitors' badges.

4.10 Electricity

- The Trust will undertake to inspect and test all portable appliances by a competent person on an at least a two-yearly basis with a written annual visual check in between the years of PAT test.
- The competent person will produce an inventory of test which will be kept by the Site Manager.
- All staff will visually inspect electrical equipment before use for obvious defects.
- Defective equipment will not be used, will be labeled and reported as defective for replacement/repair.
- The Trust will ensure that the fixed wiring inspections are completed on a 5 yearly basis by a competent contractor.
- Personal items of electrical equipment should not be brought onto the site for use by staff or pupils. If personal items of electrical equipment are required to be used in school then permission must be sought from the Site Manager and the equipment must have a current portable appliance test completed on it.

4.11 Work equipment

- All work equipment will be purchased from a reputable supplier.
- Before purchase the following considerations must be given:
 - The installation requirements
 - The suitability for purpose
 - The positioning and or storage of the equipment
 - Maintenance requirements (contracts and repairs)
 - Training and use of the equipment.

- Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment.
- All plant and equipment that require statutory inspection, testing and maintenance, for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be completed by an approved engineer.
- Any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge by the Trust. All employees will be expected to wear the PPE when operating the equipment.

4.12 Access equipment (kick-stools, ladders, tower scaffolds and MEWPS etc.)

- All access equipment must be purchased from a reputable supplier.
- Before purchase the following considerations must be given:
 - The installation requirements
 - The suitability for purpose
 - The positioning and or storage of the equipment
 - Training and use of the equipment.
- Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.
- The access equipment should be visually checked before each use. An inventory is required for all access equipment with a formal written 6 monthly check (tower scaffolds and MEWPS will require specialist and more frequent checks).

4.13 Control of hazardous substances

- All substances that may be considered hazardous to health have been assessed (except in science – these are covered by CLEAPSS hazards).
- A copy of the health and safety data sheet and COSHH assessment will be available in the location of where the chemicals are used/stored.
Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).
- Staff must not bring any hazardous chemical onto site unless prior permission has been sought and a COSHH assessment has been completed.

4.14 Lone working

- Each site complies with the Trust Lone Working Procedures document and completes risk assessments for any lone working scenario. For further information please refer to the Trust Lone Working Procedures.

4.15 Risk assessments

- Risk assessments are completed for any significant risks in accordance with the Trust Risk Assessment Procedures. These risk assessments are working documents and must be viewed by staff carrying out the activity and updated/reviewed on an at least an annual basis or whenever there is a significant change to the activity/ task/personnel / or following an accident. Risk assessments for curriculum activities, school trips and events are the responsibility of the Principal/Headteacher on each site. Non-curriculum based risk assessments are the responsibility of the Facilities Manager to coordinate and manage. The Site Manager is responsible for risk assessments relating to any works that their team carry out on any site.
- For further information please refer to the Trust Risk Assessment Procedures.

4.16 Training and records

- The Trust will ensure that all staff have suitable and sufficient training to complete the tasks required of them. Each site will ensure all training is recorded and up-date training is completed where required.

4.17 Swimming Pool (Shaftesbury Primary School)

A written Pool Safety Operating Procedure (PSOP) consists of the normal operating plan (NOP) and the Emergency Action Plan (EAP) for the pool, changing facilities and the associated plant and equipment. The plans can be kept as written documents or stored electronically, but staff must have access to them and they must be available for inspection by an enforcement officer if required.

- The Normal Operating Plan should set out the way a pool operates on a daily basis, and should include details of layout, equipment, the manner of use, users group characteristics, identified hazards or activity related risks.
- The Emergency Action Plan should give specific instructions on the action to be taken, by all staff, in the event of an emergency.
- Staff should be made aware of the Pool Safety Operating Procedure, the Normal Operating Plan and the Emergency Action Plan and be given instruction and training on the actions to be taken in each procedure.
- Where a pool is hired by organisation's, such as swimming clubs, the relevant sections

of the plan must be made available to the organisation and where necessary, training given and regular checks made to ensure compliance.

- Details of documentation, training provided and details of when checks were made, should all be recorded.
- All parts of the Pool Safety Operating Procedure should be regularly reviewed and revised if necessary, particularly after the installation of any new equipment or after any major incident. Staff and outside organisations should be made aware of any amendments that have been made.