



## The Robert Carre Trust Health and Safety Policy

### Statement of Health and Safety Policy

The Robert Carre Trust is committed to:

- the provision of safe and healthy conditions for students, employees and visitors;
- compliance with all relevant health and safety legislation;
- seeking the co-operation of employees, students, parents and contractors to achieve these objectives in order to minimise injuries and work-related ill health.

The main hazards and risk control arrangements are detailed in the Health and Safety Handbook.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask; where necessary specialist advice will be obtained.

The Health and Safety Policy will be reviewed annually and the Policy Statement signed by the Chair of Trustees and the Executive Headteacher will be prominently displayed around the Trust's premises.

### Organisation and General Responsibilities

#### Trust

The **Trust** is responsible for ensuring that:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- health and safety standards are monitored by direct involvement or by considering inspection reports;
- actions are prioritised where resources are required;
- health and safety is an agenda item at Trust and Local Governors' meetings;
- a Local Governor for each school is given specific responsibility for health and safety;
- a Trustee is given specific responsibility for health and safety;
- the Local Governor and Trustee with specific health and safety responsibilities are expected to have at least an understanding of the legal requirements of Health and Safety at Work
- the Executive Headteacher/ Headteacher will receive health and safety management training, along with colleagues as part of the annual staff training programme and are competent to deal with the health and safety aspects of the work. The IOSH Course for Directors is recommended for key personnel (Director of Finance and Resources, Operations Director and others as agreed)
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply.

#### Executive Headteacher

The Executive Headteacher is responsible to the Trust for ensuring that:

- hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation;
- the significant findings regarding the above are recorded in the appropriate Risk Assessment;
- the arrangements are monitored to ensure they are working;
- employees are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems in implementing appropriate health and safety standards are reported to the Trust;
- specialist help and assistance is obtained where necessary;
- the reports of health and safety monitoring are communicated to the Trust along with details of significant injuries to employees, students and visitors;
- the Executive Headteacher is responsible for ensuring that a 'Health and Safety Law' poster is displayed in the offices where staff can read it;
- the Executive Headteacher shall also ensure that a current copy of the employer's liability insurance certificate is displayed where staff can see it.

### **Health and Safety Competent Person**

Mr Russ Pryor of Arion Training and Development Ltd is appointed to be the competent person as required by the Management of Health and Safety at Work Regulations 1999 and is responsible for providing the health and safety assistance as and when requested.

Mr Pryor can be contacted via email at [contact@arionltd.co.uk](mailto:contact@arionltd.co.uk) or by phone on 01529 413347.

### **RCT Health and Safety Co-ordinator**

Is responsible for assisting the Executive Headteacher with the above and specifically for:

- liaising with employees and Health and Safety advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented;
- monitoring the health and safety standards of the Trust's premises on a day to day basis and reporting any problems that cannot be rectified to the Executive Headteacher.

### **Headteachers - General Responsibilities**

Headteachers are responsible to the Executive Headteacher for ensuring that in their areas:

- hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation;
- the significant findings regarding the above are recorded in their own Trust and school Risk Assessments;
- the arrangements are monitored to ensure they are working;
- employees are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems in implementing appropriate health and safety standards are reported to the Executive Headteacher;
- specialist help and assistance is obtained where necessary;
- reporting to the Executive Headteacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.

### **Heads of Department/ Subject Leaders - General Responsibilities**

Heads of Department/ Subject Leaders are responsible to the Headteacher for ensuring that in their areas:

- hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation;
- the significant findings regarding the above are recorded in their own Departmental Risk Assessments;
- the Departmental Risk Assessments are reviewed at least annually and all departmental staff sign off as read and understand;
- the arrangements are monitored to ensure they are working;
- employees are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems in implementing appropriate health and safety standards are reported to the Headteacher;
- specialist help and assistance is obtained where necessary;
- reporting to the Headteacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.

### **All Employees**

Are responsible for:

- taking reasonable care for their own health and safety and that of other employees and visitors who are affected by their activities;
- completing relevant online health and safety courses allocated to them;
- where appropriate, exercising effective supervision of students so as to minimise risks to their health and safety;
- using any work equipment in accordance with the training and instructions provided;
- co-operating as is necessary to implement the arrangements of this policy;
- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;
- reporting to the Executive Headteacher/Headteacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements;
- not intentionally misuse or abuse anything provided for health, safety and welfare purposes.

### **Students**

Students are expected:

- to exercise personal responsibility for their own health and safety and that of their classmates;
- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules of the Trust and the schools and in particular the instructions of teachers.

### **Monitoring and Review**

In order to ensure that the health and safety arrangements of the Trust remain effective, and that the health and safety policy remains valid, a scheme of monitoring and review has been implemented.

The following summarises the content of this process:

The Robert Carre Trust uses a health and safety software package called Smartlog™. This is recognised by Ofsted and endorsed by ASCL (Association of School and College Leaders). The information below provides you with some information about the service we use. Our health and safety management software includes the following functionality:

Unlimited number of users, Self-monitoring & Custom Risk Assessments, Audit Trail, Document Management, Maintenance Checks and Tests, Log Book and Online Training.

Smartlog™ health and safety software acts as a complete Fire & Health and Safety management tool.

Key features include:

- Unlimited number of Users
- Self-monitoring Risk Assessments – Fire, COSHH, Asbestos, Legionella, Work Place Safety Inspections, Agency Workers and DSE Assessments. You can also create your own custom interactive assessments so that all of the appropriate risk assessments are alerted, actioned and documented online and in real time.
- Audit Trail - Alert system means you will never miss an important issue again and when you are assessed you can prove who did what and when they did it. Every action is time stamped.
- Document Management – Share policy & procedure documents across all members of staff. A library of forms and guidance (Fire and Health & Safety). Upload any documents that you wish to share with your staff.
- Automated checks and tests – Automatic reminders with a management escalation facility. When a staff member is assigned a task, Smartlog health and safety software will alert them of what needs to be done and when. If after 1 week they still haven't completed the task Smartlog will automatically email them and if necessary their manager a reminder (3 levels of escalation). This will ensure that important tasks are never missed.
- Log Book – Automated fire safety & health and safety software log book facility including Accident and Incident Reporting (RIDDOR). Staff can report cleaning issues, repairs & maintenance and any incidents that need to be recorded and may require further action with emails sent to the assigned department or individual responsible for the incident.
- Training - 16 training courses for all staff members, including: Fire Awareness, Fire Warden, Display Screen Equipment, COSHH Awareness and Health and Safety at Work.
- The Trust also has the resources from The SchoolBus which provides guidance and advice alongside statutory and good practice resources for schools.

### Monitoring

- The Health and Safety advisor (Arion Dev Ltd – representative) for the Trust will carry out annual health and safety inspections of the Trust premises, on behalf of the Executive Headteacher and the Trust. These inspections may be targeted at specific areas at the request of the Trust. A report will be produced from these inspections. They include an annual Health and Safety audit and a Fire Risk Assessment.
- Where appointed, Trade Union Health and Safety representatives will be invited to participate in Health and Safety walks and/or meetings.
- Individual teachers will carry out a daily inspection of their classrooms prior to use, in order to remove any obvious hazards before the students arrive. Any issues arising will be recorded at morning registration and reported to the relevant person.
- A member of the Estates Team will carry out regular health and safety inspections of the shared areas on behalf of the Headteacher, to identify health and safety improvements or failings. Notes should be taken during these inspections.
- A member of the Estates Team will carry out a daily inspection of the Trust's sites prior to opening, in order to remove any obvious hazards before the students arrive.
- Headteachers and Heads of Departments/Subject Leaders will monitor their staff, and take appropriate action to ensure that they are complying with the requirements of the Trust health and safety policy, risk assessments and safe systems of work.
- The Health and Safety Co-ordinator will carry out ongoing and regular monitoring of the Trust Health and Safety policy, and submit amendments to the Executive Headteacher and Trustees as necessary.
- Staff will monitor students at all material times, and take appropriate action to ensure that they are not putting themselves or others at risk by their acts or omissions.
- It is the duty of everyone on site to report any health & safety concerns. Any faults or hazards must be reported via the Estates Help Desk along with ideas for improvements.
- The online Estates Help Desk, which is open 24/7, is monitored by the RCT Estates Team and any health & safety issues raised will be shared with the Health & Safety Coordinator and

necessary actions undertaken. Issues can be reported by email to [estates@robertcarretrust.uk](mailto:estates@robertcarretrust.uk).

### Review

- The Local Governance Tiers and the Finance, Resources and Audit Committee will consider Health and Safety issues and areas for improvement at its regular meetings including a review of items from the lower-level meetings, and annually review the Trust Health and Safety Policy, and recent inspection reports.
- The Health & Safety Coordinator and a member of the Estates Team will meet with the H&S Link Governors appointed by the LGTs and the Link Trustee for H&S appointed by the Board, in each term to consider Health & Safety issues across the Trust and report back to their respective bodies.
- The Heads of Departments/Subject Leaders are to consider health and safety issues and areas for improvement within their sphere of influence, and review of the health and safety arrangements as part of their regular scheduled meetings with their staff. Notes should be taken at these meetings and would include actions where necessary, advising the Health and Safety Coordinator where appropriate.

### Associated Documents:

- Carre's Grammar School Health and Safety Handbook, including Risk Assessment.
- Kesteven and Sleaford High School Health and Safety Handbook, including Risk Assessment.

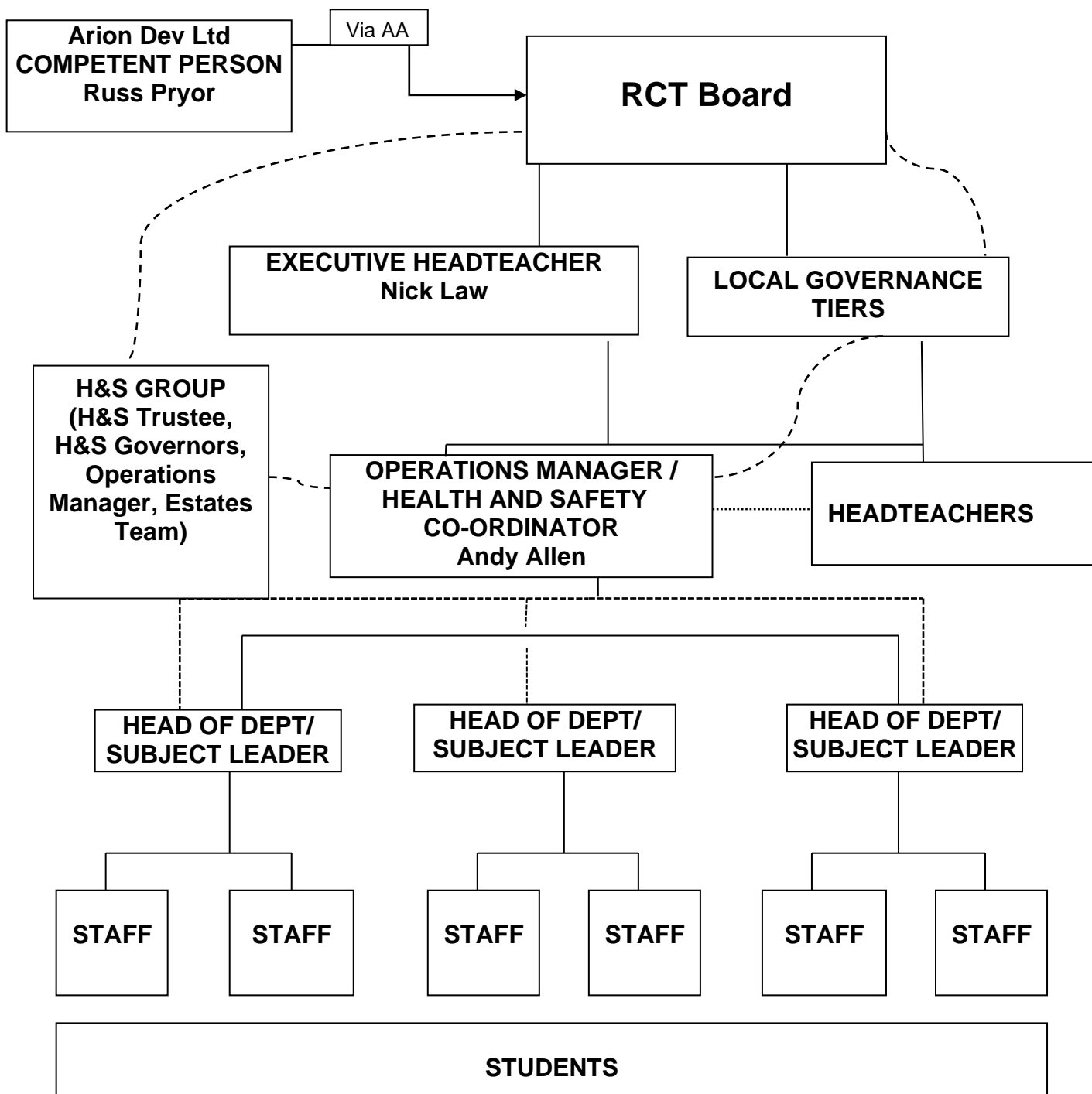
### **Appendices:**

1. RCT Health and Safety Organisation Structure
2. RCT Health and Safety Policy Statement
3. RCT Fire Safety Policy

**Adopted by Trustees on 24 October 2024**

**Next Review Date: October 2025 (annually)**

Health and Safety Organisation in the Robert Carre Trust





**The Robert Carre Trust**

## **Health and Safety Policy**

### **Statement of Health and Safety Policy**

The Robert Carre Trust is committed to:

- the provision of safe and healthy conditions for students, employees and visitors;
- compliance with all relevant health and safety legislation

The cooperation of employees, students, parents and contractors is required to achieve these objectives to minimise injuries and work-related ill health.

The main hazards and risk control arrangements are detailed in the Health and Safety Handbook.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask; where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

Signed:

A handwritten signature in black ink, appearing to read 'Nick Law'.

Nick Law, Executive Headteacher

Signed:

Chair of the Robert Carre Trust

Date: .....

## Fire Safety Policy

### General

The Robert Carre Trust, hereinafter referred to as the Company, is a responsible Company and employer, committed to removing or reducing, as far as possible, the risks posed by fire to its students, employees and the general public. For that reason this policy has been formulated to help the Company comply with its legal obligations under the Regulatory Reform (Fire Safety) Order 2005 (RRO).

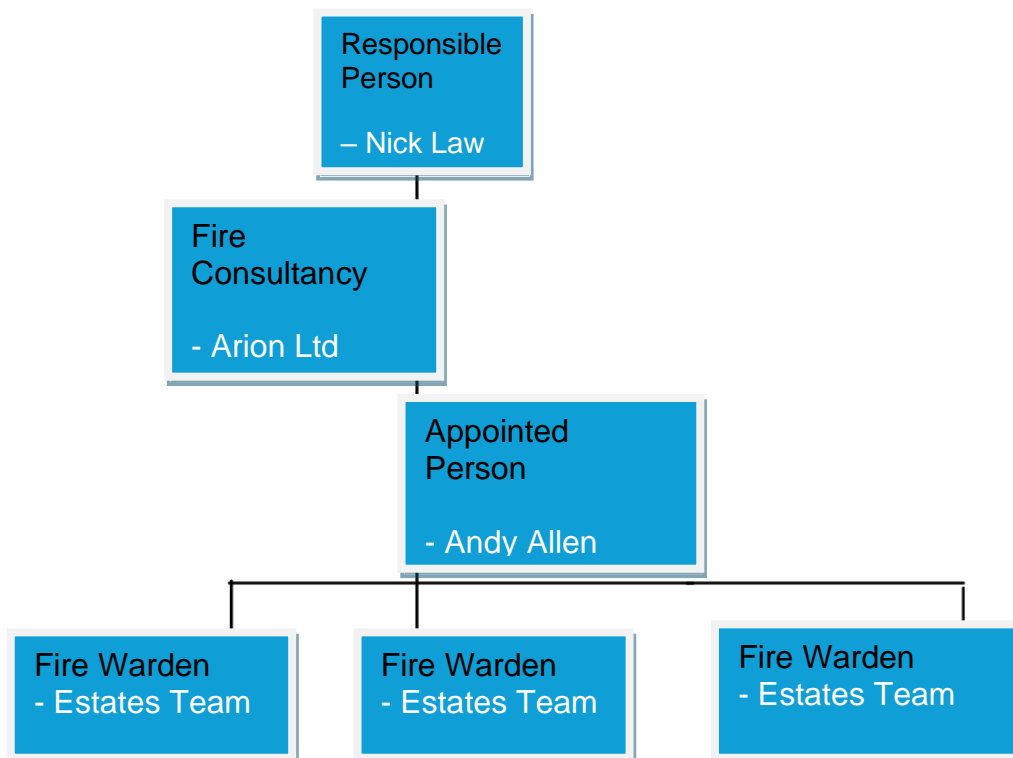
The Company is committed to taking all practicable steps to ensure the health, safety and welfare of its students, employees and other persons who may be affected by its business activities.

This policy addresses our obligation under the RRO that requires the Company to:

- Develop a policy to minimize the risks associated with fire.
- Reduce the risk of an outbreak of fire.
- Reduce the risk of the spread of fire.
- Provide a means of escape.
- Demonstrate preventative action.
- Maintain documentation and records in respect of fire safety management.
- This Fire Safety Policy forms part of the Company's general Health and Safety Policy.

### The Responsible Person

The Trust has appointed a 'Responsible Person' who is charged with overall responsibility for the safety of its pupils, employees and other persons who may legally come onto the property named above and of anyone not on the property but who may be affected by a fire on the property. The 'Responsible Person' will ensure that competent persons carry out Fire Risk Assessments in accordance with the provisions of the RRO. The structure below does not represent evacuation hierarchy procedures.





## **Fire Risk Assessment (FRA)**

The Trust will carry out an FRA on the site and buildings with the aim of identifying those at risk should there be a fire. We will categorise and rate the risks posed by facilities and services in our areas of responsibility.

All personnel are informed of the company FRA on induction, annually, and following any significant changes. Once induction /training is complete, staff will sign the Induction/Training Sheets.

When carrying out our FRA of the building the Company will pay particular attention to people who may be especially at risk such as:

Employees of the company who work alone and/or in isolated areas, e.g. cleaners, caretakers;

People who are unfamiliar with the premises, e.g. contractors and visitors;

People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly relatives or parents visiting with young children;

Other persons in the immediate vicinity of the premises;

People with language difficulties.

Pupils

Fire Risk Assessment will be carried out in accordance with Publicly Available Specification (PAS) 79 which takes a nine-step approach to all Fire Risk Assessments as follows:

**Step 1** - Collation of relevant information concerning the building /complex being assessed.

**Step 2** - Fire hazard identification and the determination of measures for their elimination or control.

**Step 3** - Assessment of the Likelihood of Fire

**Step 4** - Determination of physical fire protection measures relevant to the protection of people on site.

**Step 5** - Information relevant to fire safety management.

**Step 6** - Assessment of the likely consequences to people in the event of fire, significant findings and recommended remedial actions.

**Step 7** - Assessment of the fire risk by use of calculation matrix.

**Step 8** - Action Plan

**Step 9** - Review

## **Staff Training & Induction**

The Trust carries out full staff induction immediately on employment. Induction is designed to ensure that staff are fully conversant with policies and procedures before they start work. Staff are also supervised during the early part of their employment to ensure success of the induction programme.

Staff Induction will be recorded on the induction form.

The Trust is committed to the development of our staff and will carry out induction training to highlight all areas that represent a hazard and notify staff of current procedures. The Trust will also carry out risk assessment to identify any further training needs. This training will be carried out on initial employment and annually thereafter unless it is identified that more frequent training and/or instruction as is necessary.

If the Trust employs staff who are disabled we will discuss the hazards involved and their individual needs with them, and if necessary, develop a PEEP for them.

If the Trust employs young persons under the age of 18 years of age, we will extend our processes to the parents to ensure that they are aware of our policies and procedures including the hazards involved and the measures taken to reduce or remove those hazards.

Fire awareness training is carried out for all staff. In addition, continuation training based on this plan will be carried out following each of the practice evacuations that will be held each term.

## **Communication**

The Trust will ensure that any person it employs (directly or indirectly) is provided with all information related to fire safety and consult with our employees on all matters of fire safety policy and arrangements.

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessments. A fire safety briefing will form part of the induction training for new members of staff.

Employees of the Trust are required to be mindful of fire safety and communicate any concerns to their manager or fire warden who will deal with the issues or escalate as required.

## **Fire Wardens**

The Trust will, as part of their emergency procedures, nominate a fire warden or wardens who will always be present in the building during working hours.

Although all staff will be considered fire wardens on some level; the nominated wardens are the members of the Estates team.

The nominated wardens and other key staff members such as lab technicians and catering staff will be given additional training to include the use of fire extinguishers and focus on the local and immediate risks to them.

Without putting themselves in danger, the fire wardens are responsible for ensuring that the premises are cleared and everyone is accounted for. They will marshal building occupants to the assembly point.

## **Procedures**

The Trust ensure the following procedures in order to maintain high fire safety standards:

- **Fire Drills** - Site evacuation drills will be carried out on a termly basis. Details of persons taking part and issues arising from the drill will be recorded, together with

recommended remedial actions. Building Evacuation Reports can be found in Section 15 of the Fire Safety Procedures and Documentation Folder with completed reports to go into Section 16.

- **Escape Routes** - All escape routes will be established and kept in good working order and free from obstruction and combustible materials at all times. The Trust ensures that good husbandry is practiced at all times. Operation of fire doors (and final exits which form part of the escape routes) will be tested and recorded on the appropriate check sheets.
- **Storage, Handling and Control of Dangerous Goods** - The Trust requires that all dangerous goods, products, or by-products likely to start or exacerbate a fire must be identified and stored in accordance with current regulations at all times unless in use. Such items will be kept out for the minimum amount of time whilst in use and returned to safe storage on completion of work.
- **Fire Fighting Equipment** - The Trust will provide sufficient firefighting equipment to meet the first aid firefighting needs of the premises as identified by the Fire Risk Assessment. All firefighting equipment provided by the Trust will be checked monthly to ensure its correct position and that it is in apparent working order. The results will be recorded on the appropriate check sheets.
- **Fire Related Equipment** – All fire related equipment will be regularly serviced and maintained by a competent person or contractor.
- **Equipment Testing & Routine Checks and Servicing** - The Trust will carry out monthly, six monthly and annual checks of all electrical machinery and equipment as required within its areas of responsibility. Portable Appliance Testing (PAT) will be carried out periodically as required by competent persons. New electrical appliances will be subject to formal visual inspection before being put into use.
- **Fire Detection and Alarm Systems** - An appropriate fire detection and alarm system will be provided. The type and extent of the system provided will be based on the findings of the relevant FRA and AFDAS Calculation if carried out. The fire alarm will be sounded weekly and the full system checked six monthly by a competent engineer.
- **Emergency Lighting** – Emergency lighting will be provided for escape routes where applicable. The need for and the extent of the system will be determined by the findings of the relevant FRA. This will be checked for operation monthly and drain tested on an annual basis.
- **Fire Control Measures** – The risk of fire spread will be controlled by the provision of fire resisting construction and or fire/smoke resisting doors. These provisions will be kept in good order as part of our regular maintenance schedule.
- **Signs & Notices** – Appropriate signs and notices will be displayed, giving clear instructions to employees, pupils, and the general public in the event of a fire. In addition, signs will be provided to indicate the position of fire extinguishers, mains gas & electrical shut offs, fire alarm call points, and to indicate fire emergency exit routes.
- **Fire Emergency Plan** - The Company will operate a Fire Emergency Plan which will be notified to staff. It will be reviewed regularly and, in any case, when circumstances change. The plan includes a diagram of the layout of the premises and shows escape routes, locations of fire extinguishers and fire blankets, emergency exit doors/signs, emergency lighting, and fire alarms.
- **Personal Electrical Appliances** - At the discretion of the Estates Team, staff may bring personal electrical appliances onto the premises for use during working hours. All items must be notified to the Estates Team. After determining that the items are

suitable for the site, the items are to be registered and subject to routine PAT Testing in accordance with the Electrical Equipment (Safety) Regulations 1994.

## **Documentation and Records**

The Trust documents and keeps records to prove that we act responsibly. The following records will be kept in good order, up to date and available for scrutiny in the building unless otherwise stated:

*Section 1* – Fire Safety Policy, Schedule of Responsibilities

### **Section 2 – Current Significant Findings and Action Plan, Interim Findings**

*Section 3* – Building Floor Plans

*Section 4* – Signage Requirements

*Section 5* – Fire Emergency Plan

*Section 6* – Occupancy Rate Calculations

*Section 7* – Routine Fire Checks

*Section 8* – Staff Training Sheets

*Section 9* – Miscellaneous Documents

*Section 10* – Last Full Fire Risk Assessment

*Section 11* – FRA Review Documents

*Section 12* – Fire Alarm Inspection

*Section 13* – Emergency Lighting Drain

*Section 14* – Fire Extinguisher Service Reports

*Section 15* – PAT Testing Certificates

*Section 16* – Building Evacuation Reports

*Section 17* – Contractor Work Record

*Section 18* – Significant Findings from Last Full Audit & Subsequent Reviews

*Section 19* – Fire Service & General Fire Safety Correspondence

*Section 20* – Miscellaneous Inspection Reports

## **Routine Fire Checks**

The Support Manager will maintain all fire-related records in the Fire Safety premises manual. The following items will be recorded:

- Monitoring of fire alarm systems
- Monitoring of emergency lighting systems
- Monitoring of firefighting equipment
- Monitoring of escape routes
- Records of fire safety inspections
- Records of contracts service visits including:
  - ✓ Fire alarm and emergency lighting maintenance & testing
  - ✓ Fire fighting equipment maintenance
  - ✓ Portable electrical appliance inspection & testing
  - ✓ Inspection and testing of electrical installations
  - ✓ Lightning protection system maintenance (if applicable)
  - ✓ Fire risk assessments visits and reviews
  - ✓ Boiler and heating system servicing/maintenance
  - ✓ Records of fire safety meetings

## **Duties of Employees of the Trust**

Employees have a duty to take reasonable care for their own safety and that of other people who may be affected by their activities. This includes the need for them to inform the Senior Leadership Team or Estates Team of any activity, situation, or hazard that they consider would present a serious and immediate danger to their own safety and that of others. If it is within their capability and will not put anyone at risk, they are to correct the issue, but it must still be reported in order to prevent it from happening again.

## **Contractors and Visitors – Duty of Care**

When the Trust employs contractors, we will ensure that all contractors are checked and that they meet our high standards of compliance, including insurance that covers the work being done.

Any contractors or visitors will be briefed on the Fire Emergency Plan, the hazards that exist and the risks involved. They will be shown the policy and emergency plan and sign as having read and understood the plan before commencing any work instructed by the Trust.

Contractors that are employed to carry out work on the premises will be asked to provide information regarding their processes and any hazards that they may introduce. If it is deemed necessary, a Risk Assessment will be produced covering the duration of their work. Details of the Risk Assessment and measures arising will be communicated to departments and supervisors as necessary.

When a contractor has a need to carry out hot work processes, work on the electrical or gas systems, or carry out a process that may introduce sources of ignition, the area of work will be cleared of ALL flammable goods and stores to reduce the risk of fire and additional precautions will be taken dependant on the circumstances. E.g., a fire watchman will be used during work and for a specified period after the work is completed to ensure that there is no hidden risk or smouldering that could lead to a fire later.

### **Hire of School Premises**

Anyone hiring the school or part of the premises is made aware of the fire precautionary arrangements i.e., fire alarm (alarm sound, location of call points, how to use them), the location of fire escapes/routes, fire fighting equipment. They should also be advised that emergency escape routes and doors must be kept clear and must never be blocked or inhibited in any way.

if no one from the school will be present, the “responsible person” is ascertained and checks made to ensure that they are competent. The out of hours assembly point is by the main school gates.

### **Gas Leaks**

If anyone suspects a gas leak within our premises they are to notify everyone in the vicinity to begin an evacuation.

The Fire Evacuation alarm IS NOT to be activated but the alarm must be verbally raised to clear the building and:

1. Call the National Gas Emergency Number free on **0800 111 999**.
2. Open doors and windows.
3. Turn off the gas at the mains control valve. Keep people away from the area.
4. Don't turn light switches on or off, use doorbells, or any other electrical switches.
5. Don't smoke, light a match or make any other kind of flame.

### **Dealing with the Press – in accordance with the RCT Critical Incidents Management Policy**

As a larger emergency evolves, the press may arrive at the school. **All staff are instructed not to speak to the press, but to refer them to the Executive Headteacher.**

The press should not enter the Trust premises or photograph children under the Press Complaints Commission code of practice available at [www.pcc.org.uk](http://www.pcc.org.uk).

A statement can be prepared by the Executive Headteacher for release.

### **Related Policies and Guidance Documents**

BS PAS79:2020 Fire Risk Assessment Methodology  
Building Bulletin 100 - Fire Safety in Schools  
DCLG Fire Guide - Educational Premises  
Building Regulations Approved Document B, Volume 2

### **Related Regulations**

Regulatory Reform (Fire Safety) Order 2005  
Building Regulations (Various)