



# HEALTH & SAFETY POLICY

<b>Policy Reference No</b>	H&S001
<b>Review Frequency</b>	Annual
<b>Reviewed</b>	Autumn 2023
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<b>Approved by Trust Board</b>	Autumn 2021

*(This policy supersedes all previous Health & Safety policies)*

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## Change Log

Date	Changes to Policy
September 2023	List of duties added to H&S Rep responsibilities Clarity around the Risk assessment process
September 2022	Title of CEO changed to Trust Lead Section 3.1 Procedures updated
August 2021	Updated Accident reporting procedures Added to 2.6 Responsibility of All Employees; reporting all accidents, incidents and near misses as soon as possible Updated 2.10 Safety Reps. Updated 3.3 Maintenance and Inspections Updated Display Screen Equipment section
December 2020	Changes to Procedural Arrangements 'Inspection and Monitoring' changed to Assistant Estates Manager
September 2020	Changes to Procedural arrangements - SLT excluded statement removed from WTD section
February 2019	Changes to Organisational arrangements Responsibilities removed from Director of Operations and inclusion of responsibilities for Site Supervisors
November 2018	No changes
November 2017	Amendment to MAT - changed to refer to Trust throughout policy Visitor responsibilities updated Inspection and monitoring statement updated
December 2016	Amendment to statement. Policy general amendments to incorporate all Trust sites. Organisational responsibilities amended
October 2015	Policy amended to include Warberry C of E and All Saints Marsh C of E Academy Executive Headteacher role amended to Chief Executive Officer Duties of Business Manager changed to Premises Manager Details of Educational Visit Co-ordinators updated

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## Part 1: Statement of Intent

### 1.0 Statement

The Board of Trustees acknowledges its responsibilities as a Multi Academy Trust as laid down by the Department for Education (DfE).

The Board of Trustees provides the following statement of intent to cover all Trust buildings, activities and undertakings for which it is responsible.

The Members, Trustees and Local Committees accept that they have a responsibility to take all reasonably practicable steps to secure the health, safety and welfare of staff, pupils/students and others using the Trust premises or participating in school approved activities. The Members, Trustees and Local Committees believe that the prevention of accidents, injury or loss is essential to the efficient operation of the Trust and is part of the good education of its pupils/students.

The Board of Trustees notes the provisions of the Health and Safety at Work Act 1974 (section 3(1)), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety. The Board of Trustees accepts that it has the responsibility to take all reasonably practicable steps to secure the health and safety of pupils/students, staff and others using the Trust premises or participating in school-sponsored activities.

The Board of Trustees is committed to;

- a) Providing a safe and healthy working and learning environment for staff, pupils and visitors.
- b) Providing adequate resources for the academies to meet their health and safety responsibilities.
- c) Providing adequate and competent supervision of all academy activities.
- d) Providing suitable and sufficient health and safety training for personnel to carry out their health and safety responsibilities as assigned in the organisation section of this policy.
- e) Achieving continuous health and safety improvement through effective;
  - Policies
  - Organisation
  - Planning and implementation
  - Measuring and monitoring.
  - Reviewing on a regular basis.
- f) Auditing of the academies' health and safety management systems and performance.
- g) Responding to internal and external changes that may affect the health and safety arrangements.

The Board of Trustees believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Board of Trustees will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance.

## Part 2: Organisational Arrangements

### 2.0 Health & Safety Responsibilities

Within the scope of this policy, although the Board of Trustees hold the overall responsibility for Health & Safety across the Trust. Responsibilities are delegated to certain employees as detailed below. The Board of Trustees will work with staff to ensure their health, safety and welfare objectives are achieved.

#### 2.1 The Board of Trustees

The Board of Trustees has overall responsibility for:

- Ensuring that issues relating to the health and safety of all site users are properly managed with an effective and enforceable policy for health and safety throughout the Trust;
- Allocating sufficient resources to ensure that the academies within the Trust meet all its legislative requirements;
- Evaluating risk with the subsequent selection of the most appropriate means of risk control;
- Periodically assessing the effectiveness of the Trust's health and safety policies;
- The provision of a safe and healthy workplace for employees and visitors to the site whatever their role;

- The provision of sufficiently trained and motivated staff so that normal academy activities are undertaken in a safe manner;
- The provision of sufficient training for employees as defined by statute;
- The creation of a positive health and safety culture across the Trust;

## 2.2 The Trust Lead

The day-to-day responsibility for the Learning Academy Partnership (hereinafter the Trust) health, safety and welfare organisation and activity rests with the Trust Lead who will;

- Providing a robust management structure for managing health and safety issues across the Trust ;
- Ensuring the development of a safe environment for all members of, and visitors to the Trust ;
- Providing adequate resources to ensure compliance with legislative requirements; Preparing an emergency plan covering all foreseeable major incidents (Estates Compliance Lead);
- Ensuring the health, safety and welfare of all staff, pupils/students and others using the Trust's facilities;

## 2.3 Estates Compliance Lead

The Estates Compliance Lead has delegated responsibility:

- To manage the Health, Safety and Welfare of staff and other persons on individual academy premises as directed by the Trust Lead and Board of Trustees;
- To act on behalf of the Trust Lead on all Health, Safety and Welfare in issues in relation to external bodies and agencies, i.e. the Health and Safety Executive, Fire Brigade, Local Authority, Insurance Risk Manager, etc;
- To arrange whole academy Health and Safety training, including induction training and specific training for specialist staff;
- To arrange Health and Safety Audits and Inspections of the academy premises;
- To investigate safety matters raised by staff or pupils/students and take any necessary action;
- To be available to any member of staff to discuss and to seek to resolve Health, Safety and Welfare problems not resolved at a local level;
- To inform the Trust Lead of relevant Health and Safety risk management issues, significant failures and outcomes of investigations as considered appropriate;
- To keep an up-to-date list of all safety representatives across the Trust both teaching and support staff and of their training;
- To receive written reports from safety representatives concerning possible hazards and to respond in writing within a reasonable period of time;
- To ensure that the circumstances of accidents are properly reported under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013 and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence;
- To encourage staff active participation in improving Health and Safety;
- To ensure the drawing up and implementation and review of all relevant Risk Assessments;
- To ensure the statutory display of information (Health and Safety Poster, Health and Safety Policy Statement, Certificate of Employer's Liability Insurance etc)
- To produce for the Trust, a written Health and Safety Policy ensuring: (i) its implementation (ii) that all members of staff are aware of its contents and fully understand their responsibilities (iii) that training is provided where necessary for "Responsible Persons" so that they can act with knowledge (iv) that it is monitored and (v) revised as necessary;

## 2.4 Head Teachers/Principal/Operational Estates Lead

Within the scope of this policy, Head Teachers/Principal/Assistant Estates Lead are responsible for:

- Implementing and following school health and safety procedures, reporting when those procedures are inadequate;
- Encouraging all members of their department to comply with current health and safety legislation;
- Inspecting their departments and areas of responsibility and reporting unsafe conditions, damage and defects to premises, plant and equipment to the Operational Estates Lead and Estates Team;
- Taking all reasonable and practical steps to prevent unauthorised or improper use of equipment;
- Ensuring that equipment provided for the health and safety of all site users is not misused or abused.
- Ensuring that safe working practices are used to minimise risk, implementing new or changed practices where appropriate.

## 2.5 Site Supervisors

The Trust Estates & Services department has a number of Area and Site Supervisors who have delegated responsibility for;

- Ensuring that the COSHH Policy is implemented across the Trust;
- Initiating day to day measures in order to ensure the general health and safety of all users as they move around the Trust ;
- Implementing whole site measures to ensure compliance with statutory requirements, i.e. undertaking weekly fire alarm testing;
- Managing the premises to comply with current legislative requirements;
- Ensuring that daily checks of the outer perimeter and inner fencing and gates are carried out by relevant site staff and take appropriate remedial action to maintain security and safety for site users;
- Providing the resources for remedial work when conditions are reported or created by use, misuse or abuse;
- Reporting to the Head Teacher/Senior Leadership team/Estates Lead, when procedural failures increase risk;
- Reporting to the Head Teacher/Senior Leadership team/Estates Lead when unsafe conditions cannot be rectified immediately;
- Providing equipment, facilities and services to promote health and safety throughout the school;
- Monitoring the users of the site to ensure that their activities do not compromise the health and safety of the Trust and its members;
- To ensure the statutory display of information (Health and Safety Poster, Health and Safety Policy Statement, Certificate of Employer Liability Insurance etc);
- To ensure that materials and equipment purchased are safe and without risk to health when properly used;
- Ensuring that defects and damage to the site, premises, plant and equipment are properly and promptly identified and remedied in order to provide safe working conditions.
- To ensure that all occupants and visitors, including those who will be undertaking work on the premises, are made aware of any hazards on site and of when and where such work activities may affect the occupants.

## 2.6 Duties of All Employees

Under the Health & Safety at Work Act 1974 it is the duty of every employee, while at work, every employee has a duty to themselves, their colleagues and the Trust, to work in a safe and responsible manner. To that end, they must assist the academy in achieving its health and safety objectives by:

- Taking reasonable care for their own health and safety and for that of any other persons who may be affected by their acts or omissions at work; avoiding conduct that would put them or anyone else at risk;
- Co-operating with their employer and their delegated representatives to enable full compliance with current health and safety legislation;
- Ensuring that all health and safety regulations, rules, routines and safe working procedures are followed by both staff and students throughout the Trust;
- Ensuring that all equipment is properly used, together with the appropriate equipment guards and personal protective equipment;
- Ensuring that toxic, flammable and other harmful products are properly used, stored and labelled;
- Reporting unsafe conditions, damaged or defective plant or equipment;
- Ensuring that equipment provided for the health and safety of all site users is not used or abused;
- Maintain good standards of general housekeeping;
- Reporting all accidents, incidents and near misses as soon as possible;

### 2.6.1 Class Teachers

In addition to the general responsibilities of employees, outlined above, class teachers are expected to;

- Raise any health and safety concerns outside their control related to their class area with the Estates Team;
- Exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- Know the particular health and safety measures to be adopted in their own teaching areas and to ensure they are applied;
- Give clear instructions and warnings to pupils as often as necessary;
- Follow safe working procedures personally;
- Avoid introducing any personal items of equipment or substances that may cause a physical risk in their use.

## 2.7 Educational Visits Coordinator

Each academy has an Educational Visits Coordinator (EVC) who has responsibility for overseeing the management of all external activities. Please refer to the EVC at each site for advice re: Risk Assessments, off site activities. Whilst all visits will be signed off by the Head Teacher, the EVC has delegated responsibility for;

- Undertaking a Risk Assessment in relation to all planned activities and visits.

- Ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils taking part in such activities to avoid hazards and to contribute positively to their own health and safety whilst off site;
- Obtaining relevant advice and guidance on health and safety matters.

## 2.8 Pupils/Students

Pupils/students, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, to observe standards of behaviour and dress consistent with the safety and/or hygiene and to observe all health and safety rules of the Trust and in particular, the instructions of staff given in an emergency.

Pupils/students should use and not wilfully misuse, neglect or interfere with facilities or equipment provided for theirs and others health and safety.

All pupils and parents will be made aware of the contents of this section of the policy through the academy website.

## 2.9 Contractors

All contractors who work on the Trust's premises are required to ensure safe working practices are followed by their own employees according to the appropriate legal requirements and must pay due regard to the safety of all persons using the premises.

## 2.10 Representatives of Employees Health & Safety

There are currently no Trade Union appointed representatives within the Trust.

Internal "Safety Reps" are appointed across the Trust and trained to IOSH Managing Safely. These form the H&S Committee, working alongside the Estates Compliance Lead, to ensure that H&S is managed effectively across the Trust with all responsibilities being met. Their duties include;

- Being an easy to access point of contact for H&S advice to all staff at a local level
- Completing H&S inspection and reports
- Carry out all H&S inductions for new staff/volunteers to ensure staff are correctly inducted to the academy from day one.
- Advising and supporting the HoA's with H&S matters
- Completing site and general H&S risk assessments
- Support the Trusts H&S Lead with implementing any Trust-wide H&S measures.
- Complete initial investigations following H&S incidents and accidents.

## 2.11 Visitors

Visitors and other users of the premises should be required to observe the health, safety and welfare rules of the Trust. In particular, parents and other volunteers helping out in an academy, including those associated with self-help schemes, should be made aware of the health and safety policy applicable to them by the teacher/member of staff to whom they are assigned.

On entering the academy all visitors are required to register their name and details such as the purpose of their visit into the visitor's book. They are then issued with a visitor ID badge on a coloured lanyard which dictates to site staff if the visitor is vetted or unvetted and therefore if they are permitted to be unescorted whilst within the school.

On leaving the school all visitors are required to sign out and return their visitor ID badge to the office.

# Part 3 – Procedural Arrangements

## 3.0 Risk Assessments

The underlying process, which informs this policy, is Risk Assessment. Assessments of significant risks will be made in conjunction with those persons responsible for the activity/area affected and recorded in writing. All general risk assessments are completed by the H&S Rep for the school. Risk assessments will be reviewed on a routine basis however, the review will be conducted sooner if there was a change in activity or following an accident/incident.

Risk assessments relating to school trips and visits are to be completed as per; **H&S009 Educational trips and activities Policy**

## 3.1 Procedures

The following specific procedural arrangements are in place.

**Accident/Incident Reporting:** Every accident, injury or near miss across the Trust must be reported and recorded. This is done by completing an online accident report form – shortcut links to the form are on the start menu of all Trust owned laptops and PCs.

**Asbestos:** The Trust will take all necessary steps to avoid the possibility of uncontrolled release and exposure by carefully controlling the Trust buildings and associated projects across the Trust. The arrangements will be in accordance with statutory guidance and advice.

**Buildings/Premises:** The Trust will ensure that the estate is kept in a condition which is safe for staff, pupils/students and others who may be present, in accordance with statutory requirements, including statutory guidance and advice.

**Consultation:** Members of staff with health and safety concerns should raise them with their Safety Rep in the first instance. Staff should feel free to contact their Head Teacher if they feel the need to escalate.

**Contractors:** Contractors carrying out work for the Trust will be vetted for their health and safety performance. They will be required to act in accordance with this policy and the site-specific local arrangements.

**Control of Substances Hazardous to Health (COSHH):** The Trust recognises its fundamental duty to provide safe systems of work, and a safe and healthy environment. This is particularly important when employees are using substances and chemicals, some of which may be hazardous. We aim as a Trust to reduce the risk of using hazardous substances by carrying out COSHH risk assessments and then establishing appropriate control measures.

**Curriculum Safety:** All programmes of study require that all pupils/students should be taught about how to identify and reduce risks in the way that they work, and a balance must be achieved between independent learning and the supervision necessary to ensure safety. Staff will ensure that pupils/students are familiar with the risks that may arise from the tools, equipment, materials and processes they plan pupils/students to use. Senior staff/Heads of Departments are responsible for ensuring Risk Assessments are in place, documented and reviewed.

**Display Screen Equipment:** Display Screen Equipment (DSE) assessments must be conducted for users of Display Screen Equipment. Display Screen Equipment refers to the whole workstation, job process and work environment as well as to the display screen, keyboard and other accessories. These are completed by the individual in the first instance, using the HSE DSE checklist - <https://www.hse.gov.uk/pubns/ck1.pdf>

**Emergency Evacuation:** Evacuation procedures are to be documented for respective schools within the Trust and reviewed on a periodic basis.

**Fire Safety:** The arrangements for fire prevention and dealing with emergencies are contained in each school's specific Emergency Evacuation Plan document. These plans will indicate the actions to be taken in the event of a major accident or incident so that everything possible is done to save life, prevent injury and minimise loss across the Trust. In addition, fire safety testing of alarm systems will be undertaken on a daily, weekly and quarterly basis whether in house and/or through external approved contractors.

**First Aid:** The Trust is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries. It will provide information and training on first aid to staff to ensure that statutory requirements and the needs of the Trust are met.

**Inspection and Monitoring:** Each academy site will undergo an annual Health and Safety inspection to ensure the site complies with the current regulations. This may be carried out by the Trust Estates Lead or through a third-party contractor as part of a Service Level Agreement.

**Legionella:** The Trust will take all necessary steps to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure. The arrangements in place will be in accordance with statutory guidance and advice.

**Medication Arrangements:** There is no legal duty requiring that the Trust administers medicines. However, the academy recognises that pupils/students with medical needs have the same rights of admission to the academy and therefore the academy has detailed arrangements for managing this. There must be relevant procedures in place across the Trust to ensure safe arrangements for pupils to be able to administer to themselves any prescribed medication.

**Manual Handling:** Any activities that involve significant manual handling tasks should be risk assessed and, where appropriate, training provided for staff.

**Out of School Activities:** Suitable and sufficient arrangements are to be in place in respect to any visits away from the Trust sites, this includes risk assessments reviewed by the EVC and signed off by the Head Teacher prior to the trip taking place.

**Personal Safety:** Certain personal safety issues may arise, such as lone working, work affecting new and expectant mothers, young people and volunteers. The Trust will seek to ensure that such issues are appropriately risk assessed, controlled, supervised and managed.

**Permits to Work:** Permits to work such as Hot Work Permits will be used where projects or contractors require and will be overseen by delegated and authorised person(s) across the Trust. These are to be reviewed by the Estates Compliance Lead prior to work commencing.

**Personal and Protective Equipment (PPE):** Personal protective equipment is to be provided free of charge to employees where required; training provided in its correct use; and the PPE is to be maintained, cleaned and stored to ensure continued effective use.

**Training and Information:** Health and safety induction training is provided by H&S Reps on the day of commencement. Additional training needs are identified for relevant staff; initial and refresher training provided to ensure staff are competent for the tasks they are required to undertake and records of Health and Safety training maintained.

**Work Experience:** Staff responsible for organising suitable and safe work experience for pupils/students must ensure DfE guidelines are strictly followed, relevant insurance in place, before placements are permitted to go ahead.

**Working at Height:** The Estates Team is aware of guidelines in regard to the safe use of ladders. Ladders are kept in good order and visual inspections are carried out before use. All ladders and platforms are kept in a secure area when not in use. Pupils/students are not permitted to use ladders on Trust premises, and contractors should carry out their own risk assessment and adhere to safe practice when working at height.

**Working Time Directive (WTD):** Members of staff must not exceed an average of 48 hours worked per week over a 17-week period.

## 3.2 Policies

Below is a list of Trust associated Health & Safety policies:

- Security Policy
- Playground Procedures & Safe Working Practices
- COSHH
- Use of Display Screen Equipment
- Asbestos
- Risk Assessment Procedure for school and off-site activities
- First Aid/Accident reporting
- Working Safely at Height
- Emergency Evacuation Procedures
- Fire Evacuation Policy

## 3.3 Maintenance and Inspections

The following areas will be subject to regular maintenance inspections arranged by the Trust :

- Portable electrical equipment
- Intruder alarm
- Fire alarm

Service Level Agreements are in place with contractors for the maintenance of the following:

- Boiler system
- Fume cupboards
- Kitchen fans
- Extractor units
- Mains electrical system
- Mains gas system
- Passenger Lifts
- Mains water system

## 3.4 Monitoring



The effectiveness of the Trust's health & safety management systems will be continually monitored by the Trust Executive Team and Board of Trustees. The Board of Trustees will review this policy statement if there is any significant change or at least annually and update, modify or amend it, as it considers necessary, to ensure the health, safety and welfare of staff and pupils.

### 3.5 Conclusion

It is the responsibility of everyone across the Trust to fulfil their obligations under the Trust's Health and Safety Policy.

## Part 4: Review

### 4.0 Review

The overriding Health and Safety Policy for the Trust is to be reviewed on an annual basis or where there is a need to review due to significant changes in legislation or the organisation of the Trust .

### 4.1 Health and Safety Policy Approval

The Board of Trustees are to read and minute to confirm they are in full agreement with and their approval of the Trust's Health and Safety Policy.

### 4.2 References

References to external sources of information include:

- The HSE - Health and Safety at work act 1974
- COSHH Regulations 2002