



## **Health and Safety Policy**

**Approved by the Trust Board: March 21<sup>st</sup> 2018**

**Annual Review Date: Spring 2019**

## INTRODUCTION

HSE Guidelines are central to an understanding of health and safety and must feature prominently in all aspects of the operation of each school/establishment in order to ensure compliance with the Health and Safety at Work Act 1974 (section 2 (3)).

In addition, Ofsted requirements mean specific policy statements must be held by schools and other establishments.

This policy relates to Central RSA Academies Trust and will ensure compliance with HSE and Ofsted requirements establishing clearly defined roles, responsibilities and arrangements at a local level.

There are five parts to this Policy:-

1	Statement Declaration of intent by the Chair of the Trust on behalf of Central RSA Academies Trust
2	Organisation The management structure and defining roles and responsibilities within Central RSA Academies Trust
3	Arrangements The procedures and systems necessary for implementing the Policy.
4	Monitoring The system for auditing the effectiveness of the arrangements and for reviewing health and safety performance.
5	Appendices Associated documents, procedures and risk assessments detailing the arrangements required within Central RSA Academies Trust

## STATEMENT

Good health and safety management will be an integral part of the operation of Central RSA Academies Trust, the Governing Boards, and Principals, employees, partners and all other people with whom we do business.

This Trust will ensure compliance with minimum legal standards/approved codes of practice, along with health and safety guidance provided by HSE, where relevant. Wherever possible and where statutory standards and requirements are not in place Central RSA Academies Trust, will meet best practice standards.

It is furthermore the policy of Central RSA Academies Trust to ensure that:-

- all plant, equipment and premises meets appropriate safety standards;
- appropriate health and safety training is in place for all staff;
- a high concern for health and safety among all employees is encouraged through a consultative process by establishing a site health & safety committee, involving trade unions or employee safety representatives, as appropriate;
- Information and advice is provided to maintain safe working practices.

Central RSA Academies Trust will expect employees to show a proper, personal concern for their own, pupil and others safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional or trade training.

This statement publically sets out how the Trust will meet its legal obligations in the broadest sense, and all the core Health & Safety beliefs, objectives and principles of the school. This will include a commitment to adequate resourcing of the policy and be signed by the Chair of the Trust, and by the CEO. The policy will be brought to the attention of employees and displayed in the staffroom on the Health & Safety notice board. The policy will be reviewed and re-signed on an annual basis.

Signed

Mr E Griffiths  
Chair of Central RSA Academies Trust

Mr G Shears  
CEO

Date: .....

Date: .....

## ORGANISATION

### Roles and Responsibilities

All Academies within the Central RSA Academies Trust will adopt health and safety arrangements in line with HSE advice.

### General

The Health and Safety at Work etc. Act 1974 section 2 (3) and subsequent health and safety legislation states that all employees have health and safety responsibilities when at work.

Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

### Structure

- The Trust as the employer has overall responsibility for the policies and procedures in the Academy.
- Audit Committee (through the Health and Safety Expert Group) have overall responsibility for the localisation of the Trusts policies to their Academy, which should be done in conjunction with the Executive Principal/Principal.
- Trust Health and Safety Expert Group will consider and make recommendations on overall health and safety issues affecting each Academy and will report to the Trust Audit Committee.
- The Executive Principal/Principal has responsibility for the internal management of the Academy policies and produces and reports to the Trust Board.
- The Trust Chief Finance Officer assumes responsibility for Health and Safety matters across the Trust and reports directly to the CEO and Executive Principals/Principal on such matters.
- Each Academy appoints an appropriate Health and Safety Lead at each site who has responsibility for the day to day management, co-ordination and implementation of the policy and liaising with contractors and reporting to the Executive Principal/Principal.
- Heads of Areas/Departments have responsibility for the Health and Safety within their areas and for reporting any issue to the Health and Safety Lead.
- Union Safety Representative has the right to participate in any safety working groups and to discuss health and safety issues with the Health and Safety Lead or Executive Principal/Principal.

### The Trust

The Trust aims to ensure that so far as is reasonable practicable:

- all employees are safeguarded in respect of health, safety, security and welfare whilst at work.
- safe systems and effective procedures are in place to protect the health, safety, security and welfare of students, and the health, safety and security of all visitors to the Academy, including parents, contractors, employees and members of the public affected by the work of the Academy.
- arrangements are in place in the Academy to ensure that no work is carried out by the Academy or by contractors that is liable to expose employees, students, visitors or members of the public to hazards to health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk has been put in place.
- procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place, and arrangements for securing proper health and safety of employees and anyone on the Academy sites affected by their work.
- all health, safety, security and welfare managers in the Academies are suitably trained.

- sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonable practicable the health and safety of anyone on the Academy site or outside the Academy if engaged in Academy business.
- sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards.

### **Responsibilities:**

#### **Audit Committee (through Health and Safety Expert Group)**

- the production of a Health and Safety Policy, to be reviewed as required.
- will appoint a designated Health and safety representative to sit on the Trust Health and Safety Expert Group
- ensuring that the requirements of health and safety legislation are met, that HSE health and safety standards are met, where relevant, and to promote best practice.
- ensuring that the school budget is managed on a risk priority basis, so that health, safety and welfare is maintained.
- ensuring that effective health and safety planning and target setting takes place within the school and that regular monitoring, audit and review of health and safety performance is undertaken.
- ensuring that the health and safety functions and duties of staff are discharged in line with this policy.
- ensuring that staff are fully aware of their duties and responsibilities and that they are competent and trained to meet those expectations.
- ensuring effective communication with the Principal, HSE, Governors, staff, parents and pupils in respect of health and safety matters.
- ensuring that Audit Committee and Executive Principal/Principal recognise and set out the roles of specialists (e.g. Health and Safety Leads, Education Advisors, Fire Officers, etc.) and the means of effectively liaising with them.
- Ensuring that adequate resources are made available to ensure effective health and safety management.
- Receive a termly report on the progress of the Health and Safety Policies and procedures and an annual status review from the Executive Principal/Principal (or representative).

In practice, The Trust Audit Committee will delegate the functions necessary to discharge these responsibilities to the Executive Principal/Principal and senior management team of the school; however, they will ensure that they have adequate monitoring of these functions in place.

The Health and Safety Executive have produced guidance entitled, The Responsibilities of School Governors for Health and Safety. The document gives detailed advice for Governors on their roles and responsibilities.

#### **Health and Safety Committee:**

- Review current Health & Safety policy procedures and how they can be improved.
- Review any health & safety audit and make reports/recommendations to the SLT and HR Committee.
- Receive feedback from the staff Health & Safety Expert Group.
- Support the improvement of Health & Safety initiatives throughout the school.
- Ensuring the proper oversight of any contract with contractors is maintained.
- Participating in a site inspection at least once a year.
- Inspecting the accident/incidents books at least once a term.
- Reporting as appropriate to the Local Governing Body at least once a term via their delegated representative.

**Staff Health and Safety Committee:**

The Trust leaves the decision on whether to constitute a formal Staff Health and Safety Committee to the Executive Principal/Principal of each Academy. If none is constituted the Executive Principal/Principal must document the procedures by which staff may raise Health and Safety concerns.

The Staff committee will:

- Take into account the Statement of intent and the health and safety policies
- Make and review regularly health, safety, welfare and security arrangements
- Consider accidents, incident and ill health records and statistics
- Consider reports of any internal or external inspections
- Consider risk assessment and management of risks
- Make recommendations on health and safety training throughout the Academy
- Consider the efficacy and emergency procedures of the Academy
- Consider any changes of any kind that affect health and safety
- Receive and consider an annual health and safety status review from the Health and Safety Lead and determine any necessary response
- Consider any other items raised by the management and staff representative
- Reports to the Executive Principal/Principal and Local Governing Body

**Executive Principal/Principal**

The Trust place responsibility on the Executive Principal/Principal to achieve the objectives of the Health and Safety policy. The Principal will ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control.

In addition to their statutory duties, Executive Principal/Principal and Teachers have a common law duty of care for pupils which stems from their position in law “in loco parentis”.

The Executive Principal/Principal retains the responsibilities; however, to assist in the management of these duties, the Health and Safety lead of the Academy will:-

- a) manage the school budget on a risk priority basis, so that health, safety and welfare are maintained;
- b) provide an effective risk assessment process to:
  - eliminate accident potential as far as is reasonably possible.
  - regularly review and update risk assessments as appropriate, including post-accident risk assessment.
  - Conform to statutory regulations, HSE codes of practice and guidance and to best practice.
  - Take account of individual personal requirements, such as disabled people, individuals with poor literacy and those who use another language.
  - Pay particular regard to pupils, service users, visitors and contractors, who will be unaware of dangers and risks.
- c) ensure that accident, assaults, near miss incidents and ill health conditions are investigated and reported according to HSE procedures as well as legal requirements.
- d) carry out investigations of all incidents in order to identify any measures necessary to prevent a recurrence.
- e) provide the information, instruction, training and supervision necessary to secure the health and safety of all persons under their control.

- f) ensure that all employees under their control know and accept their individual responsibilities regarding health and safety and related legislation and are adequately trained to carry out those responsibilities.
- g) ensure that all managers and supervisors act so as to adequately control risks to health and safety associated with work places and work activities under their control, in accordance with the requirements of the Management of Health and Safety at Work Regulations and other relevant legislation.
- h) ensure that health and safety responsibilities are identified within job descriptions, as required.
- i) evaluate, monitor and review health and safety arrangements and performance formally once a year.
- j) consult with the appropriate specialist support services and any employee's representatives so that any issue that may affect the health and safety of employees at work and users can be effectively dealt with.
- k) arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties.
- l) ensure a fire risk assessment is in place for the premises, fire evacuation drills are conducted, fire fighting equipment is made available, fire alarms tested with required frequency and that all employees are aware of the emergency procedure.
- m) ensure that fire-fighting facilities are provided, readily available for use and that employees are familiar with their operation.
- n) ensure that premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term.
- o) ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk, in line with guidance provided by HSE guidelines. Ensure that appropriate measures of competence are in place when selecting contractors and provide information so that they understand requirements for performance standards.
- p) ensure that approved items of first aid provided are readily available for use, under the control of a responsible person or trained first aider and those employees are aware of their location.
- q) ensure that all welfare facilities are provided and maintained to an appropriate standard.
- r) ensure that this policy is communicated to all employees, Governors and others operating at the school site.

#### **Academy Senior Leadership Team**

The Executive Principal/Principal, and Senior Leadership Team at the Academy will ensure that all necessary health and safety requirements and standards are met. This will be done under the direction of the Health & Safety Lead. Specifically the above-mentioned will:-

- ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input is provided, as required.

- ensure that health and safety is considered in routine meetings with staff.
- Identify any employee health and safety training needs and ensure that these are communicated to the Health and Safety lead.
- ensure that any new staff receive specific health and safety induction training and record that this has been done.
- take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety.
- ensure that all injuries, occupational illness, fires, incidents of violence at work and near misses are immediately reported to the Health and Safety Lead.
- ensure that the Health and Safety Lead is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by them.
- ensure that all defective equipment or plant is taken out of use until repaired or replaced.
- ensure that protective clothing or equipment is issued and used when necessary.
- ensure that areas of work are maintained to a high standard of housekeeping.
- ensure that all fire escape doors, electrical isolators and alarms in their areas are at all times maintained free of obstruction and that escape doors can be readily opened from the inside in an emergency (it is recognised that that child/security locks may need to be in place for normal operation).
- respond appropriately to all hazards brought to their attention by employees.
- Undertake appropriate health and safety training courses.

### **Employees**

All employees of the Central RSA Academies Trust will take health and safety seriously and perform their work in such a way that does not place themselves or others at risk.

Every employee has a duty to:

- take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do.
- co-operate with their employer, in allowing the employer to fulfil their health and safety obligations.
- correctly use work items or anything provided in the interests of health and safety.
- not to interfere with or misuse anything provided for their health, safety or welfare.
- provide specialist or professional knowledge required to inform risk assessments in their area.

Employees of the Trust will:-

- Report any hazard or malfunction to their supervisor. Employees must use all normal lines of internal communication before contacting external enforcement agencies.
- Follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly pupils who may not have sufficient maturity or understanding to have due regard for their own health and safety.
- Use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations.
- Be sensibly and safely dressed for their particular working conditions.
- Conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay.
- Use all safety equipment and protective clothing provided.
- Avoid any improvisations or shortcuts that could create unnecessary risks to health and safety.
- Maintain tools and equipment in good condition, reporting all defects to supervision.
- Report to appropriate management all accidents, assaults, work-related ill-health and near misses.
- Attend appropriate health and safety training courses.

- Have knowledge of all processes, materials and substances they use.
- Know about all fire evacuation procedures, the positions of fire alarms and equipment.
- Understand the risk assessments in their areas and comply with the control measures arising from them.

## ARRANGEMENTS

The following arrangements will be adopted to ensure that Governors and the Principal fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site. These arrangements are required to be update and monitored by each Academies Health and Safety Lead and to update the Health and safety Expert Group at each meeting.

### **Setting Health and Safety Objectives**

The Governors and the Executive Principal/ Principal will specifically review progress of health and safety objectives at the Governing Body meeting each term. This may be included as part of the Health and Safety Leads report to Governors. Where necessary health and safety improvements will be identified and included within the school action plan.

### **Provision of an effective Health and Safety Training Strategy/Plan**

The Health and Safety Lead will produce a Health and Safety Training Plan on an annual basis. The Training plan will be submitted to the Health and Safety Expert Group for approval.

### **Provision of and effective Joint Consultative Process**

The Trust Health and Safety Expert Group will meet at least once per term. This Group will report to the Audit Committee, who will ensure that concerns are adopted within a clear action plan, with identified responsibilities and target dates for action.

### **Specialist Advice and Support**

Specialist advice and support will be obtained from HSE and LA Health and Safety team as required.

### **Establishing Adequate Health and Safety Communication Channels**

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded, to include:-

- line management meetings and staff meetings at site.
- the Trust Health and Safety Expert Group.
- provision of information relating to safe systems of work and risk assessments.
- communication of advice from Services for Schools Advisors and Educational Officers.
- communications with relevant specialist advisors and HSE agencies.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

### **Financial resources**

The Trust Finance & Resources Committee will review the school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate actions.

### **Other arrangements**

Specific site arrangements can be found, or may be referenced, in this document.

Details of specific school arrangements/procedures, where other school policies, which include elements of health and safety are in place, are referred to within the appendix.

Health & Safety advice is also available from the SLA with WCC Health and Safety Team

Job descriptions of key posts within the Trust will reflect their Health and Safety responsibility.

## Arrangements

**The arrangements are the practical policies and procedures which need to be adhered to and will alter as legislation changes.**

These arrangements will be subject to change following any legalisation changes. Each Academy within the Central RSA Academies Trust will be expected to implement all of these policies and procedures with the Health and Safety Lead in each Academy ensuring they are in place.

The following is a list of policies and arrangements which have been updated or are in the process of review.

Each Academy will have a nominated Health and Safety Lead who will ensure these arrangements are updated and reviewed.

Abbeywood First School	Sarah Allen, Deputy Headteacher
Churchhill Middle School	Cherie Lewis, Deputy Headteacher
Ipsley CE RSA Academy	Bryan Tait, Business Manager
RSA Academy, Tipton	Matt Clapham, Facilities Manager
RSA Academy Arrow Vale	Bryan Tait, Business Manager

### **Accident Reporting**

All Accidents that occur to children and adults on an Academy site (or whilst on a school tip) will be reported following the Trusts Medical Policy.

Employees who develop a work-related illness must also report via these procedures.

### **ASBESTOS**

The Trust will protect employees, pupils and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through the management of asbestos-containing materials in school premises by:

**Assessment** - The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.

The potential amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.

**A Written Plan** - A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.

**Access to Asbestos-containing Materials** - Access to asbestos-containing materials in the premises will be controlled as far as is practicable so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Procedures will be put in place to ensure that anyone liable to disturb asbestos-

containing materials is made aware of their location.

**Monitoring and Maintenance** - The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

**Training and Information** - Employees (e.g. Academy Site Manager) who may come into contact with asbestos containing materials (ACMs) through the course of their work will receive adequate training and information, which will be updated/repeated at the required intervals, such that they can recognise potential ACMs and know what precautions to take.

### **Asbestos-related Emergencies**

Procedures to deal with asbestos-related incidents will be put in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees, pupils and others.

### **Arrangements for Controlling Work on Asbestos**

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

### **Selection and Control of Contractors to Work on Asbestos-containing Materials**

When contractors are engaged to work on school premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix
- the exposure during the removal process is likely to be sporadic or of low intensity
- Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

### **Procedures for Dealing with Health and Safety Issues**

Where an employee raises a health and safety problem related to work with asbestos, the school will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must:

- inform the Principal and Health and Safety Lead.
- in the case of an accident or emergency, respond quickly to ensure effective treatment.

### **Behaviour Management - See Separate Policy**

All staff must be familiar with the Trust policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

### **Cleaning and Maintenance**

The Academy Site Managers are responsible for ensuring the safe, routine maintenance and cleaning of the Academy premises and grounds.

### **Contractors**

Contractors should be made aware of the Trust Health and Safety Policy and safeguarding procedures and their obligations under it before commencing any work on site.

Academy staff must be aware of this policy and report any concerns regarding contractors' activities to the Principal or Health and Safety Lead immediately.

### **Curriculum Safety**

Vice/Assistant Principals are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and students.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, AfPE, DATA and other lead bodies should be adopted as appropriate.

### **Display Screen Equipment (DSE)**

All reasonable steps will be taken by the Trust to secure the health and safety of employees and pupils who work with display screen equipment.

To achieve this objective the Academy will:

- identify those employees who are users as defined by the regulations, see below.
- carry out an assessment of each user's workstation.
- implement necessary measures to remedy any risks found as a result of the assessment.
- provide adequate information and training to persons working with display screen equipment.
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity.
- review software to ensure that it is suitable for the task and is not unnecessarily complicated.
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced.
- arrange for the supply, at subsidised cost, any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment.
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided.
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action.
- make special arrangements for individuals with medical conditions that could be adversely affected by working with display screen equipment.

This procedure is aimed at those who regularly use DSE:

- a) as the main part of their employment *and*
- b) for more than 2½ hours per day

### **Employees must:**

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided.
- inform the Health and Safety Lead any disability or medical condition which may affect their ability

to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially).

- report to the Health and Safety Lead any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

### **Eye tests**

Under the DSE regulations staff identified as DSE users are entitled to an eyesight test, every 2 years by a qualified optician (and corrective glasses if required specifically by the Optician for DSE use).

### **Electrical Equipment**

All reasonable steps will be taken to secure the health and safety of employees, pupils and others who use, operate or maintain electrical equipment.

To ensure this objective the Trust will:

- a) ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations.
- b) maintain the fixed wiring installation in a safe condition by carrying out routine and statutory safety tests.
- c) inspect and test portable equipment as often as required to ensure safety.
- d) inspect and test second-hand electrical equipment lent to, or borrowed by, the school.
- e) require hirers of school premises to ensure electrical appliances brought onto school premises have a current (less than 12 months) test certificate.
- f) promote and implement a safe system of work for maintenance, inspection and testing.
- g) forbid live working unless absolutely necessary, in which case a permit must be issued.
- h) ensure employees and contractors who carry out electrical work are competent to do so
- i) maintain detailed records.

### **Employees must:**

- visually check electrical equipment for damage before use.
- report any defects found immediately to the Business Manager. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a qualified person.
- not use defective electrical equipment.
- not carry out any repair to any electrical item unless qualified to do so.
- switch off non-essential equipment from the mains when left unattended for long periods.
- not bring any electrical item onto school premises until it has been tested and a record of such a test has been included in the appropriate record.
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage.
- never run extension leads under carpets or through doorways.
- not daisy-chain extension leads to make a longer one.
- not use adapter sockets – devices that plug into mains sockets to increase the number of outlets.

### **Education Visits and Journeys – see separate Policy**

The Principal and the Educational Visit Co-ordinator (EVC) are responsible for ensuring that all Academy off-site trips are managed in accordance with the Academy policy for Educational Visits and Journeys. All staff must be familiar with this policy.

### **Fire Evacuation Procedure - see separate Academy Fire Procedures**

Fire Drills are held every term in accordance with the procedure below. All staff, students, visitors and

contractors must participate in the fire drill and follow the correct procedures.

### **Fire Precautions**

The Academy Site Managers are responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the firefighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be familiar with the Academy Fire safety risk assessment, the Academy Emergency Plan and Evacuation Procedures.

### **First aid and supporting students' medical needs – See Separate Policy**

The Academy has completed a first aid risk assessment to ensure ample provision of trained personnel and First Aid supplies. There is a separate policy for students' medical needs.

### **Inclusion**

The Principals/Executive Principals are responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with physical disabilities.

All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The Vice/Assistant Principals must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical disabilities. No student should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Principal.

### **Legionnaires Disease**

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

Each Academy will:

- Carry out a Legionellosis Risk Assessment for each school
- Prepare a written scheme/plan for preventing or controlling the risk of Legionella
- Implement and manage the scheme/plan
- Keep records for a minimum of 5 years.

The day to day responsibility for monitoring and ensuring that the systems are being correctly operated, will be allocated to site operative within each Academy.

At risk systems include the hot and cold water storage and distribution system.

To achieve control of legionella bacteria the school will implement the following:

### **Lone Working – please see separate policy**

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

### **Maintenance and repair of equipment**

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Senior Site Manager.

All faulty equipment must be taken out of use and reported to the Senior Site Manager. Staff must not attempt to repair equipment themselves.

### **Manual Handling – see separate policy**

The Trust will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Senior Site Manager for assistance.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

### **Personal Protective Equipment (PPE)**

The need for PPE has been identified in Risk Assessments. It is the Principal's responsibility to ensure adequate supplies of PPE.

Where the need for PPE has been identified it must be worn by any staff member or student who might be at risk of injury or harm to health.

Any staff member or student who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager.

### **Risk Assessment**

Risk assessment is a systematic examination of what within our school can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

To control risks and to plan and prioritise the implementation of the identified control measures.

We will ensure that:

- Assessments are carried out and records are kept.
- control measures introduced as a result of assessments are implemented and followed.
- employees are informed of the relevant results and provided with necessary training.
- any injuries or incidents lead to a review of relevant assessments.
- assessments are regularly monitored and reviewed.
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

It is the responsibility of the Principal to ensure risk assessments are conducted, in practice the actual assessment process will be delegated to Heads of Departments and Managers.

Generic/Model risk assessments are acceptable so long as the assessor:

- satisfy themselves that the 'model' risk assessment is appropriate to their work; and

- Adapts the model to their own actual work situations.

When completing risk assessments it is necessary to refer to the relevant subject guides:

### **Design & Technology**

CLEAPSS Risk assessments in technology <http://www.cleapss.org.uk/>

BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments

Design and Technology Association <https://www.data.org.uk/>

### **Science**

CLEAPSS <http://www.cleapss.org.uk/>

CLEAPSS School Science Service Laboratory Handbook

CLEAPSS Hazcards

### **Food Science**

CLEAPSS Food Technology <http://www.cleapss.org.uk/>

### **Art**

National Society for Education in Art & Design (NSEAD)

<http://www.nsead.org/hsg/index.aspx>

### **Physical Education**

Safe Practice in Physical Education and School Sport' afPE <http://www.afpe.org.uk/>

### **Offsite visits**

Health and Safety of Pupils on Educational Visits. DfE

Outdoor Education Advisers Panel. <http://www.oeap.info/>

### **General guidance**

SLA support from Worcester County Council Educational Trip Advisor

### **Safeguarding – See Separate Policy**

The Trust fully recognises its moral and statutory responsibilities for safeguarding and promoting the welfare of children.

### **Security**

CCTV systems are installed throughout the Academy and will be used to monitor incidents and also as evidence when investigating reports of poor or dangerous behaviour and of alleged criminal offences e.g. theft or assault.

Cash is kept in a safe and monies are banked regularly. Counting of accumulated cash must occur at an appropriate location on Trust premises. Site staff are responsible for carrying monies to and from the bank. Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.

All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. The Trust accepts no responsibility for items left unattended. In the event of a theft in The Trust, staff will be advised to report the incident to the police and will assist them in their investigations, i.e. with the use of CCTV recordings where it is in place.

It is the responsibility of the staff to take appropriate measures to maintain the security of any Trust equipment being used, if equipment is found to be missing or believed stolen it is important that this is reported immediately to the Principal. When using portable and desirable equipment such as lap-top computers staff will be required to follow careful procedures to ensure their security.

### **Severe weather conditions**

In the event of severe weather conditions, it is the responsibility of the Principal to make a decision on closure on grounds of health and safety. In the event of a decision to close on these grounds, governors will be informed.

### **Smoking**

The Board and Principal have adopted a no smoking policy throughout Trust premises.

All Trust staff and parents will be informed and signs will be on display at main entrances to Trust buildings in accordance with the Health Act 2005.

### **Staff training and development**

The Principal is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

Safety induction must be given to all new employees on the first day of employment. This induction should take the form of a checklist and new staff should be clearly informed of The Trust's Health and Safety provisions e.g. action to be taken in the event of a fire, fire exits and knowledge of first aid arrangements.

Training must also be given to all key staff and staff with special responsibilities, such as the Site Manager, First Aid staff and staff taking students on trips.

The Academy will keep a record of all staff who have been trained and the expiry dates of any certificates.

### **Stress Management**

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Symptoms of stress include problems sleeping; dietary problem; mood swings; lethargy; inability to concentrate; fatigue; emotionalism; chest pains; palpitations; sweating and racing heart, if you suffer from these symptoms, you are advised to consult your GP without delay.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. The Academy will endeavour to ensure a pleasant working environment and that employees are as free from stress as possible.

We will:

work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress

- regularly review risk assessments
- consult with employees on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff in good management practices

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Line Manager who will deal with the issue promptly and in the strictest confidence and make all reasonable efforts to reduce work related stress.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

On return to work for any period of stress-related illness, The Trust will take account of medical advice and the needs of The Trust when determining which duties are most appropriate.

Where appropriate a risk assessment of stress in the workplace will be carried out under the Management of Health and Safety at Work Regulations 1999.

If you consider you may be suffering from stress for reasons connected with your workload, you should approach your Line Manager in the first instance who will deal with the issue promptly and in the strictest confidence and make all reasonable efforts to reduce work related stress. Formal stress counselling may be arranged where appropriate.

**Transport - see separate Minibus Policy**

The Transport Manager/Site Transport Coordinator is responsible for arranging the annual maintenance and MOT of the minibus/es. It is also their responsibility to ensure that the minibuses are checked weekly, are clean and in good condition at all times.

The following staff hold the required licence and have undertaken specific driver training. Only these staff are authorised to drive the minibus.

**Visitors**

Under the provisions of the Health & Safety at Work Act 1974, The Trust has a duty of care to all its visitors.

There are five categories of visitors to Trust:

1. VIP's/Educational Visitors
2. Parents/ Carers
3. Casual Visitors
4. Ex-students
5. Contractors

Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of The Trust they intend to visit.

They are to obey all displayed warning notices and verbal instructions.

Contractors who arrive to carry out work must inform the department/s of any potential hazard that may arise due to their work. (See 'Guide to Contractors' available on request from the Site Manager).

All visitors are to be made aware of the emergency procedures.

**MONITORING**

This Health and Safety Policy and its effectiveness, in terms of health and safety performance, will be annually reviewed by the Health and Safety Expert Group, or as required.

**Health and Safety Action Plan and Objectives**

The Trust will ensure that all health and safety objectives and actions are carried out in a timely manner.

**Accidents/Incidents**

The Health and Safety Lead will ensure that accidents and incidents are reported and monitored in line with HSE Guidance and Procedures. Where accidents are serious, repeated or attributable to failures of

management, these will be brought to the attention of the Health and Safety Team for further advice. Appropriate remedial actions will be taken.

### **Third Party Monitoring/ Inspection**

The school will be subject to third party inspection and monitoring, as follows:-

- Ofsted
- Health and Safety Audit (internal)
- DFE/ESFA Health and Safety Audits

Actions arising from third party/audit inspection will be incorporated within the school action plan with appropriate target dates for completion.