

## Health and Safety Policy

Policy Code:	HS5
Policy Start Date:	March 2022
Policy Review Date:	March 2023

Please read this policy in conjunction with the policies listed below:

- HR6 Data Protection Policy
- HS1 No Smoking Policy
- HS2 Medical Treatment Policy
- HS3 Transport & Vehicles Policy
- HS6 Lone Working
- HS7 Home Visits Policy
- SW5 Safeguarding and Child Protection Policy
- SW11 Educational Visits

## **1 Policy Statement of Intent**

1.1 It is the Trust's policy to:

- make regular assessment of risks to staff, students and others;
- provide adequate control of Health and Safety risks arising from our work activities;
- consult with our staff on matters affecting Health and Safety;
- ensure safe handling and use of substances;
- provide and maintain safe plant and equipment;
- provide information, instruction and supervision for staff;
- ensure all staff are competent to do their tasks and give them all adequate training;
- prevent accidents and cases of work related ill health;
- maintain safe and healthy working conditions;
- ensure contractors' competency and to monitor their activities in consideration of Health and Safety requirements; and
- review and revise this policy annually.

1.2 All staff must co-operate by:

- taking reasonable care of their own and others' Health and Safety;
- not misusing or interfering with anything provided in the interest of Health and Safety;
- using equipment and materials in accordance with training;
- informing their line manager at once of any hazard in the workplace or shortcoming in the protection for staff, students or others; and
- fully familiarising themselves with the Trust's Health and Safety Policy and associated procedures, seeking clarification from line managers where necessary.

1.3 The current statement of intent is displayed at each Academy site to update all staff.

1.4 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Apprenticeships and Lincolnshire SCITT.

1.5 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.

## **2 Roles, Responsibilities and Implementation**

2.1 The Pay, Performance and HR Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant

statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Federation Services Lead.

- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all member of staff are responsible for supporting colleagues and ensuring its success.

### **3 Aims**

- 3.1 To ensure a healthy working environment and protect the current and future health, safety and wellbeing of staff, students and visitors.
- 3.2 To comply with Health and Safety legislation and employment law.

### **4 Responsibilities/Duties of the Trust**

- 4.1 The Trust is responsible for ensuring that the policy enables the organisation to fulfil its legal duties. The Trust will monitor conditions and the Health and Safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

The Trust will:

- Keep themselves appraised of the changes in Health and Safety legislation.
- Ensure that systems are in place to review and update this policy annually, when major staffing changes occur, or when new equipment is introduced.
- Ensure sufficient arrangements, facilities and finances are available for fully implementing this policy.
- Take all measures to ensure that the premises are safe for everyone.
- Ensure they consider and address any potential Health and Safety implications of all their decisions before they are taken.
- Lead by example in all matters relating to Health and Safety .
- Assure themselves that the Trust has suitable people to implement this policy on a day to day basis and that all staff with specific responsibilities for Health and Safety are equipped to carry out the role and given sufficient time and resources.
- Receive and consider an annual report from the Compliance and Projects Team.
- Undertake, if appropriate, a level of Health and Safety training relevant to their position.

### **5 Responsibilities/Duties of the Chief Executive Officer**

- 5.1 The CEO is responsible for ensuring that the policy enables the Trust to fulfil its legal duties and emphasises the determination to manage its activities so

that standards of Health and Safety are continuously improved.

In particular the CEO is responsible for:

- Setting a personal example at all times with respect to good Health and Safety practice.
- Having overall responsibility for the Health and Safety of staff working in the Trust and of the other persons who may be affected by the Trust's activities.
- The development and continual improvement of the Trust's Health and Safety performance by ensuring that an effective Health and Safety management system is implemented and maintained.
- Approving and signing the Trust's Health and Safety policy.
- Ensuring that the Health and Safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required.
- Assigning responsibilities for the effective planning, organisation, control, measuring, monitoring, reviewing and auditing of the Health and Safety management system and its associated policies and procedures.
- Ensuring there is a nominated member of the SLT for the role of Health and Safety champion within each academy.
- Ensuring Health and Safety is recognised as a core function and fully integrated into the activities of the Trust with Health and Safety objectives for forthcoming periods.
- Ensuring the overarching Trust Scorecard for Health and Safety is in place and shared with the relevant Trustees.
- Being kept informed of any significant Health and Safety failures, and of the outcome of the investigation into their causes.
- Authorising new and revised Health and Safety policy, procedure and guidance.

5.2 The CEO and Federation Services Lead will discharge their responsibilities, and seek assurances through the work of the Estates and Facilities Co-ordinator and the Head of Safeguarding who monitor the implementation of the Trust's Health & Safety Policy.

In particular they will ensure the following matters are attended to:

- All personnel are aware of, and instructed in, their individual legal responsibilities, and that these are properly discharged.
- All work carried out, and all equipment complies with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998.
- All equipment is maintained in good working order, and any registered person carries valid certification.
- Information on safety, health and welfare matters is effectively communicated to all those concerned.

- All staff are conversant with the Trust and Health and Safety Executive accident reporting procedure (RIDDOR).
- Adequate first aid facilities are available in accordance with current legislation, and suitable persons are trained in first aid to the required standard.
- Periodic tests, inspections and maintenance of premises and equipment are carried out and records are properly maintained.
- Fire precautions and appliances are in place and are tested and kept up to date with the latest legislative requirements.
- All staff are acquainted with the emergency evacuation procedures and emergency plan.
- All new staff undergo induction training by a competent person and receive a copy of the Trust Health and Safety rules and guidance.
- Staff are competent to carry out their work safely and have received adequate information and training which is recorded for each individual.
- A personal example is set following the Trust rules and procedures
- Trained and competent supervision is provided for staff (particularly trainees and young workers).
- The activities of all contractors working on the Trust's premises are monitored and recorded on a regular basis.
- All potential hazards, or reported hazards, are examined and evaluated and then eliminated or adequately controlled.
- The following statutory notices are displayed:
  - I. A signed copy of the Health and Safety Policy Statement of Intent.
  - II. Employers liability insurance certificate.
  - III. Health and Safety Law poster.
  - IV. First aid (notifying the names and locations of the first aiders).
  - V. Fire procedure (with assembly point).
- Simple records and information are kept on Health and Safety performance.
- Health and Safety improvement suggestions received from staff are given due consideration.

## **6 Responsibilities of the Trustees**

- 6.1 The Trustees are responsible for the evaluation of the outcomes of pro-active and reactive monitoring, intervention actions and performance that are reported to them by the Central Services team .

## **7 Responsibilities/Duties at each of the Academies**

### **7.1 Senior Leaders/Health and Safety Liaisons**

In their areas of responsibility Senior Leaders are responsible for Health and Safety individually and also, as members of the Departmental Team, collectively.

Senior Leaders are supported in these roles by Trustees, the CEO, Teachers and other stakeholders. In their areas of responsibility, and in addition to responsibilities specified in other associated Trust policies and procedures, Senior Leaders are responsible for:

- Setting a personal example at all times with respect to good Health and Safety practice.
- The effective monitoring, review, development and continual improvement of Health and Safety performance.
- Ensuring that the Health and Safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required.
- Ensuring they consider and address any potential Health and Safety implications of all their decisions before they are taken.
- Ensuring that the Health and Safety policy and associated procedures are brought to the attention of all the staff and others as appropriate.
- Keeping up to date with changes to Health and Safety legislation, standards and good practice relevant to their service area's activities.
- Ensuring risk assessments for activities are undertaken, control measures identified and implemented, and the outcomes communicated to staff and others as appropriate.
- Ensuring that there are effective arrangements to receive, collate and disseminate Health and Safety information.
- Ensuring that all accidents and incidents are reported, documented, appropriately investigated and preventative measures put in place to avoid reoccurrences.
- Ensuring that Health and Safety is appropriately considered at the planning stages (for example during the development or introduction of new methods of work, equipment, buildings etc).
- Ensuring that the Health and Safety Scorecard is prepared and shared with the Local Governing Body.

## 7.2 Teachers

In their areas of responsibility Senior Leaders are responsible for health and safety individually and also, as members of the Departmental Team collectively. Teachers are supported in these roles by Trustees, the CEO, Senior Leaders and other stakeholders.

In their areas of responsibility, and in addition to responsibilities specified in other associated Trust Human Resources policies and procedures, all levels of Teacher are proportionately responsible for:

- Setting a personal example at all times with respect to good Health and Safety practice.
- The Health and Safety of staff and of other persons who may be affected by the Trust activities.

- The measurement, monitoring, review, development and continual improvement of Health and Safety performance.
- Ensuring familiarity with Health and Safety policy and associated procedures and effectively implementing them, providing the necessary physical, financial and human resources required to do so and informing their line manager of any resource requirements.
- Not allowing work to commence or continue if it cannot be performed safely, until a safe method is identified and implemented.
- Ensuring that Health and Safety objectives are an integral part of their team delivery plans.
- Ensuring that they consider and address any potential Health and Safety implications of all their decisions before they are taken.
- Keeping up to date with existing and revised Health and Safety legislation, standards and good practices relevant to their activities.
- Undertaking risk assessments, identifying and implementing control measures, communicating the outcomes to staff and others as appropriate.
- Keeping themselves informed of all accidents and incidents that occur (ensuring that they are reported and documented), undertaking appropriate levels of investigation and implementing preventative measures to avoid a reoccurrence.
- Ensuring they inform the Head or Senior Leader of any significant Health and Safety failures, and of the outcome of the investigation into their cause.
- Providing adequate levels of supervision as identified for pupils and others as appropriate.
- The provision of timely feedback to their line manager regarding any deficiencies in Health and Safety policies, procedures, plans, systems etc.
- The identification and subsequent provision of staff' Health and Safety training requirements.
- The identification and provision of staff' personal protective equipment requirements, ensuring its correct use.
- Providing arrangements to ensure staff and others (for example visitors, members of the public, contractors etc) have safe access and exits at all times whilst on the premises, considering any persons who may have additional requirements (for example wheelchair users, visually impaired etc).
- Undertaking appropriate Health and Safety inspections.
- Ensuring that transferred and new staff are informed of the hazards and risk control measures involved with the service areas activities.

### 7.3 Every Member of staff must:

- Take reasonable care for the Health and Safety of themselves, and others who may be affected by their acts or omissions at work.
- Co-operate with management with regard to agreed Health and Safety arrangements and procedures.

- Know and keep to the rules and procedures relating to their work and report to their immediate supervisor all difficulties or hazards liable to endanger themselves or other persons.
- Not interfere with, or misuse, anything provided by the employer in the interest of health, safety and welfare.
- If involved in an accident resulting in, or which may have resulted in, injury report the details via the Trust's Portal as soon as possible, and in all cases before the end of the day on which the incident occurs.
- Use equipment only when authorised properly to do so.
- Fully familiarise themselves with the Trust Health and Safety policies and associated procedures, seeking clarification from line managers where necessary.
- Report any defects in plant or equipment to their line manager.
- Notify a member of line management (or if not available another appropriate person) of any work situation having the potential for serious and imminent danger to Health and Safety .
- Notify their line manager of any matters / shortcomings relating to existing practices, procedures or protective measures which might give rise to risks to Health and Safety .
- Wear protective clothing and safety equipment as required reporting any defect to their line manager.
- Suggest possible amendments to existing practices and procedures which could improve Health and Safety .

## **8 Trust Competent Person**

- 8.1 Singleton Associates have been appointed to advise and guide the Trust on health, safety and welfare issues related specifically to the Trust's business undertakings. Singleton Associates are available to advise all Trust appointed responsible persons.
- 8.2 Singletons Associates will be available to provide advice upon the following functions:
- Advise where required and requested on the application and maintenance of the Trust Health and Safety Policy arrangements.
  - Maintain an up-to-date knowledge in matters of legislation and regulations as they apply and affect the Trust and its Health and Safety Policy.
  - Advise the Trust on any related safety matters as requested.
  - Monitor Trust health and safety status by auditing Health & Safety Management Systems to guide our compliance with current legislation and Trust policy at a frequency no greater than three per year.
  - Assist the Trust in maintaining a close liaison with the Health and Safety Executive inspectors and other appropriate organisations and departments relevant to our undertaking where required and requested.
  - Advise the Trust on training requirements for employees ensuring they are competent to carry out detailed tasks within the parameters of current safety legislation when requested.



- Where requested give advice on interpretation of legal requirements.
- Where requested advise and giving assistance with the strategy for implementation of this policy.
- Where requested, provide assistance with investigations of serious accidents / conducting investigations.
- Assist the Trust with revising this policy in the light of experience or legal change, where requested.
- Advise upon the visit of an Enforcement Officer when requested.

## **Arrangements for Implementing the Policy**

### **9 Accident Procedures**

- 9.1 Details of accidents will be recorded and where appropriate investigated by the Senior Leadership Team and/or the Central Services team. Singletons Associates can assist in carrying out a full investigation into the accident and report back to the Trust when requested. Staff are required to assist with any investigation of accidents and/or dangerous occurrences that take place within their work area.
- 9.2 Following an accident where the person was absent from work for 3 consecutive days (not counting the day of injury but including weekends or other rest days) or unable to perform their normal duties, the internal Trust accident report form must be completed and records maintained.
- 9.3 When a specified injury or dangerous occurrence has occurred, the HSE Incident Control Centre will be notified immediately and the accident form F2508 will be completed on line (<http://www.hse.gov.uk/riddor> ). Others to be notified as soon as possible are the Trust's appointed advisor and the Trust's insurers.
- 9.4 Notifiable occupational diseases will be reported to the HSE Incident Control Centre online.
- 9.5 In the case of accidents involving staff who lose more than 7 days from their normal employment, the HSE Incident Control Centre will be notified within 15 days.
- 9.6 All reportable accidents or dangerous occurrences will be investigated and a report issued. The Trust's appointed safety advisors will assist with the investigation and give advice and guidance. Action considered necessary to prevent a reoccurrence will be taken, and a report submitted to the enforcing authority.

### **10 Alcohol and Drug Abuse**

- 10.1 The Trust policy on alcohol and drug abuse is intended to be a positive approach towards maintenance of the highest standards of safety in the

workplace. It is also intended to benefit the health and safety of each individual. Full guidance for employees is laid out in the Trust's Staff Code of Conduct.

## **11 Asbestos**

11.1 In compliance with Control of Asbestos at Work Regulations 2012, and subsequent legislation, adequate information, instruction and training is given to any staff who are liable to disturb asbestos while carrying out their normal everyday work, or who may influence how work is carried within buildings that may contain asbestos to enable them to be aware of the health hazards of asbestos and how controls and work methods can reduce these hazards.

11.2 In respect of the Trust's duties under Regulation 4 CAR 2012, a risk assessment for the presence of asbestos containing materials (ACMs) present within the building(s) shall be undertaken. An Asbestos Management Survey will be completed in conjunction with a competent Asbestos Surveyor to determine the type, quantity and condition of any ACMs located in the premises. Should the Asbestos Management Survey highlight any asbestos products, a subsequent Asbestos Management Plan shall be created to detail how the Trust will effectively manage the risks for any identified ACMs.

## **12 Construction (Design and Management) Regulations 2015**

12.1 The Construction (Design and Management) Regulations 2015 places responsibilities on various duty holders. The academies or Compliance and Projects Team may at times act as a Client.

12.2 Under the CDM 2015 Regs a Client must:

- Make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include:
  - Appointing the [contractors](#) and [designers](#) to the project (including the [principal designer](#) and [principal contractor](#) on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability.
  - allowing sufficient time and resources for each stage of the project.
  - making sure that any principal designer and principal contractor appointed carry out their duties in managing the project.
  - making sure suitable welfare facilities are provided for the duration of the construction work.
- Maintain and review the management arrangements for the duration of the project.
- Provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project.
- Ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins.

- Ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site.

### **13 Contractors**

- 13.1 It is the responsibility of the contractor/subcontractor to ensure that their staff adhere to, and co-operate with, legislative and Trust rules in regards to their Health and Safety whilst working on Trust premises.
- 13.2 Is it also the responsibility of the contractors/sub-contractors to ensure that the Health and Safety and welfare of the Trust staff, students, visitors and others is not put at risk from their work activities and practice, and that safe systems of work are adhered to at all times.
- 13.3 Where contractors are to carry out work on site, they will be asked to provide evidence of Health and Safety competence in advance. Copies of risk assessments, COSHH assessments, method statements, or similar documentation must be submitted and approved by the person responsible, as confirmation that risks to Health and Safety are being properly managed. All contractors will report to the prearranged designated person prior to commencing work.
- 13.4 The activities of contractors whilst they are on site will be monitored to ensure that their methods or work are safe, and do not put the safety of Trust staff at risk.

### **14 Control of Substances Hazardous to Health (COSHH)**

- 14.1 The requirements of the COSHH Regulations 2002 (as amended) and other related legislation will be satisfied. All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used in order to minimise any associated risk. There will be regular assessments and monitoring to ensure this is achieved.
- 14.2 No new substances will be introduced into the workplace until the information regarding possible hazards and necessary precautions to be observed have been fully evaluated by a competent person.
- 14.3 Information, instruction and training will be provided to all staff that may be exposed to COSHH in their normal working day.

### **15 Display Screen Equipment**

- 15.1 If requested by a member of staff a specific assessment can be carried out in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

The following procedures will be adhered to:

- “Users” of display screen equipment shall be individually identified by the line manager who will be responsible for collating self-assessment forms and assisting where necessary.
- The Estates and Facilities Co-ordinator shall ensure that all “users” have access to sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, foot rests, blinds, etc. Particular attention should be given to minimising reflection and glare.
- If workers use display screen equipment (DSE) daily, as part of their normal work, continuously for an hour or more, a workstation assessment must be completed. “users” shall be entitled to request an appropriate eye and eyesight test. Where “special” corrective appliances are needed; a special pair of spectacles for display screen work may be prescribed. Any cost specifically related to DSE use arising from these tests will be borne by the Trust.

## **16 Educational Visits**

- 16.1 Staff should note that pupils face could potentially far higher risks on educational visits than they do in the academy. Each individual academy will ensure that all educational visits are risk assessed and that prior planning and preparation have been carried out before leaving the site for any educational visit.
- 16.2 The Visit Leader planning the trip will submit all relevant paperwork and risk assessments relating to the trip to their academy’s Educational Visits Co-ordinator(s) who will check the documentation and planning of the trip and, if acceptable, initially approve the visit before referring to the Headteacher.
- 16.3 Further information can be found in SW11 Educational Visits Policy.

## **17 Electricity**

- 17.1 Electrical equipment will be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus using safe systems of working.
- 17.2 Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any risks, in accordance with the regulations.

- 17.3 Staff will not carry out maintenance on electrical equipment or plugs without prior authority and training. Staff' personal electrical apparatus is not to be on Trust premises without prior permission.
- 17.4 Fixed electrical wiring systems will be inspected periodically, and a certificate of test obtained from a "Competent Person" in accordance with the timescale laid down in the regulations.

## **18 Equipment and Maintenance**

- 18.1 All new and existing equipment and facilities will be sufficiently designed, constructed and installed so as to be safe and without risk to the Health and Safety of staff.
- 18.2 An adequate planned maintenance system will be operated and records maintained as required.
- 18.3 When in house maintenance is required we will ensure that employees follow the written guidance and safe systems provided by the manufacturer. Where these instructions are not provided we will ensure that suitable sufficient safe systems are created and adhered to.
- 18.4 All legally required maintenance, testing and inspections will be carried out and records kept in accordance with statutory provisions, insurer and fire authority approved codes.
- 18.5 Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of work.
- 18.6 All work/maintenance carried out by the the site teams will be within their abilities and competence. Under no circumstances will site teams be asked to carry out work or maintenance on machinery or equipment that they are not trained or competent to do.

## **19 Fire**

- 19.1 A written risk assessment in accordance with the Fire Precautions (Workplace) Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005 will be kept up to date. The control measures identified will be issued to relevant staff. Training and information will be given as necessary.
- 19.2 Detailed procedures for evacuations including exit routes and information on good practice are held, and available on request to any member of staff. Equipment checks will be carried out in line with legislative requirements, these involve:
- A weekly test of the fire alarm. This will be from varying call points throughout the setting.
  - An annual service of the fire alarm.

- A regular sounding of the alarm for familiarisation purposes.
- A monthly test of the emergency lighting throughout the setting.
- An annual test of the full rated duration of the emergency lighting.

19.3 Along with the equipment checks and servicing, we will ensure that regular, termly fire drills are carried out. During these drills all fire wardens will be expected to lead the evacuation and follow their procedures.

19.4 All staff will be trained in fire safety. They will also be briefed on the role of individuals and the action taken in the event of a fire or other emergency.

19.5 For after-school events and performances a fire evacuation plan will be created which will be communicated to relevant personnel prior to the event/performance. Fire safety information will be given to the audience prior to the event/performance.

## **20 First Aid**

20.1 The Health and Safety (First Aid) Regulations 1981 will be complied with and the recommended number of persons will be trained and certificated to the necessary standard. Qualified first aid personnel, having a current First Aid Certificate, must be provided in the following circumstances:

- One Appointed Person – Where a site employs fewer than 20 persons (direct or sub-contract).
- First Aider – Where there are more than 20 persons on site collectively.
- The First Aid attendant may carry out other duties, but must always be readily available.

20.2 The first aid attendant's name and location must be clearly denoted on or near the first aid boxes. Details of the first aiders will be displayed prominently for the benefit of all staff and visitors, and brought to the attention of all new staff at their induction stage.

20.3 Stock levels of items required under the Regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required. Special arrangements will be made to provide cover where staff work away from Trust premises.

20.4 A register of certified first aiders will be maintained; a minimum level of cover will be provided at all times.

## **21 Lone Working**

21.1 Lone working will be avoided where possible at all times. If lone working has to be undertaken the Safe Systems of Work are outlined in HS6 Lone Working Policy and a specific risk assessment must be undertaken.

## **22 Manual Handling**

- 22.1 In order to secure the Health and Safety of its staff the Trust proposes, so far as is reasonably practicable, in consultation with all staff to :-
- Carry out an initial assessment of manual handling operations throughout the Trust to identify high risk activities and endeavour to eliminate these activities wherever practicable:-
    - by removing the need for the operation
    - by automating or mechanising the operation
- 22.2 Where manual handling activities cannot be eliminated, detailed assessments of the risks considering in each case the task, the load, the working environment and individual capability will be carried out.
- 22.3 The Trust will ensure all employees required to carry out manual handling activities have been sufficiently trained to do so.
- 22.4 The Trust acknowledge their may be requirement for moving and handling of students, specific guidance for this is laid out in HR41 Moving and Handling (Students) Policy.

## **23 Occupational Health**

- 23.1 The Trust has a duty to ensure that the risks to staff members with disabilities and/or medical conditions are assessed to enable action to be taken to minimise any risk. When assessment has been made, the employees line manager will provide the necessary support and actions to enable the employee to complete their designated duties.
- 23.2 Staff members will ensure that they inform their line manager if they have, or develop, any medical conditions or disabilities which could affect their health and safety at work. This will, where possible, be established upon employment and information will be sent to an occupational health specialist who will advise on any necessary steps to take.

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

- 24.1 When a work-related activity requires the use of PPE it will be clearly outlined within the risk assessment. These assessments will have been communicated to relevant personnel prior to them carrying out the work.
- 24.2 Where necessary, when items of protective equipment are issued, sufficient instructions and training must be given to ensure persons know when, where and how to use this equipment. All identification, issue and monitoring of PPE shall be the responsibility of the Line Manager and the Academy's Health and Safety Liaison.

24.3 PPE will also be required during certain lessons and will be highlighted in relevant academic risk assessments. It will be the responsibility of the teacher leading the lesson to ensure that all pupils are wearing the required protective equipment prior to them beginning the lesson. They should provide pupils with suitable and sufficient information and instruction in relation to the wearing and use of any PPE.

## **25 Premises and Welfare**

25.1 Environment, welfare and other related facilities will be maintained to the standard required by the Health and Safety at Work etc Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992. Particular attention will be given to the general fabric, temperature, ventilation, purity of air and water supplies, lighting, sanitary conveniences and noise.

25.2 All Academies are equipped with sufficient toilet and washing facilities for both staff and pupils. The toilets and washing facilities are cleaned daily as a part of a scheduled contract.

25.3 Drinking water is accessible for all staff and pupils. A water cooler is provided for staff in each Academy to utilise and pupils may use water bottles. Cups are also available for any pupil without a water bottle.

25.4 Staff are also provided with the facilities for making hot drinks within the staff rooms.

## **26 Risk Assessment**

26.1 The Management of Health and Safety at Work Regulations (1999) require employers to assess the risks to workers and anyone else who might be affected by their undertaking (whether arising from work activities or other factors e.g the layout of the premises) and then evaluating the extent of the risks involved, taking into account whatever precautions are already in place.

The definition given in the above regulations is as follows:

- *A hazard is something with the potential to cause harm - this can include substances, machines, methods of work and other aspects of the organisation.*
- *Risk is the likelihood that the harm from a particular hazard is realised.*
- *The extent of risk covers the group of people, which might be affected by the risk i.e the number of people who might be exposed and the consequences for them.*

26.2 The purpose of the risk assessment is to help the employer to determine what measures should be taken to comply with the employer's duties under the relevant statutory provisions. This phrase covers the general duties in the Health and Safety at Work Act (1974) and the more specific duties in the various Acts and Regulations associated with the HSW Act.



- 26.3 The Trust will review the risk assessment if there are developments that suggest that it may no longer be valid (or that it can be improved). In most cases, it is prudent to plan to review the risk assessments at regular intervals - the time between the reviews being dependent on the nature of the risks and the degree of change likely in the work activity.
- 26.4 Risk assessments are to be undertaken by staff in appropriate departments. Additional assistance is provided by the Estates and Facilities Co-ordinator if required, using the current risk assessment form. Once completed, this information will be disseminated to relevant staff and the master filed for future reference.
- 26.5 Reviews to risk assessments as stated at the time of the initial assessment will be undertaken using the same form.

## **27 Science and Technology Lessons**

- 27.1 By adopting recommended County Procedures, we are following identified good practice based upon the advice from organisations such as CLEAPPS, ASE, The National Association of Advisors and Inspectors in Design and Technology and the DfE.
- 27.2 Teachers will ensure that within Science and Technology:
- Sharp knives and sharp ended scissors are stored securely and if used are only used by older pupils under close supervision. Round ended scissors are used if possible.
  - Only non-hazardous paints and glues are used.
  - Pupils shall be shown how to use simple hand tools available to them in the classroom safely. It must not be assumed that they have been taught this previously simply because they have used the tools before.
  - Eye protection is used by pupils where materials or tools are likely to produce chips or splinters which can fly off.
  - Pupils do not use spray glue and only low temperature glue guns should be used and only under close supervision.
  - Class teachers are responsible for teaching children how to use equipment and tools safely, e.g. using outside environment/gardening, heating/cooling materials etc.
  - Class teachers will assess the general layout and prepare the teaching area appropriately for a planned task, with a view to providing a safe workplace for those engaged in the activity and those moving around the area.
- 27.3 There will be an Academy specific individual responsible for ordering safe materials that comply with statutory regulation and standards and for checking tools and equipment regularly to ensure safety.

27.4 All staff should report unsafe, damaged or faulty equipment.

## **28 Smoking**

28.1 The Trust acknowledges that second-hand tobacco smoke is both a public and work place health hazard and has therefore adopted a 'no smoking' policy.

28.2 Smoking is not permitted in any part of the premises, including all outside areas. This extends to e-cigarettes and any other artificial apparatus.

28.3 All visitors, contractors and service companies are required to abide by the no-smoking policy. Staff members are expected to inform visitors of the no-smoking policy. However they are not expected to enter into any confrontation which may put their personal safety at risk.

## **29 Stress**

29.1 The Trust is committed to protecting the health, safety and welfare of its staff and recognises that workplace stress is a health and safety issue. The importance of identifying and reducing workplace stressors is also acknowledged.

This includes:

- Improving the organisational environment through effective and consistent management.
- Enabling individuals to cope successfully with their work.
- Providing support to employees whose health and wellbeing are affected by stress.
- Manage and control factors which might result in excessive or sustained levels of stress.
- Increase awareness of stress and its causes and methods to combat it.
- Assisting staff in managing stress in themselves and others.

## **30 Training**

30.1 The Trust recognises that safety training is an integral and important part of its overall safety policy and it will be given as a normal component of vocational training. No person will be employed to work in areas involving any reasonably foreseeable significant risk unless they have received adequate training to help them understand the hazards involved and the precautions to be taken.

30.2 The Trust will provide sufficient information, instruction and training as is necessary to ensure the Health and Safety of workers. It is the responsibility of line managers to ensure that Health & Safety Induction and 'on-the-job' training is given to new staff or those new to a job.

30.3 This provision will also apply to those persons not in direct employment such as temporary staff.

### **31 Vehicle Safety**

31.1 The Trust recognises its responsibility to vehicle safety. Specific Trust guidance is outlined in HS3 Transport and Vehicles Policy.

### **32 Visitors**

32.1 The member of staff responsible for the visitor is also responsible for that visitor's safety and welfare, and will ensure that all Health and Safety rules and procedures are followed.

### **33 Visiting Other Locations**

33.1 Trust staff are required to take all reasonable precautions to ensure their own Health and Safety when visiting other locations. They are required to observe the safety procedures of the host organisation, and to avoid any hazardous situation.

### **34 Working at Height**

34.1 The Trust recognises and accepts its responsibilities under the Working at Height Regulations 2005 and shall as far as reasonably practicable ensure:

- All work at height is properly planned and organised.
- All work at height takes account of weather conditions that could endanger Health and Safety.
- Those involved in work at height are trained and competent.
- The place where work at height is done is safe.
- Equipment for work at height is appropriately inspected.
- The risk from fragile surfaces is properly controlled.
- The risk from falling objects is properly controlled.
- Take account of the risk assessment carried out under Regulation 3 of the Management of Health and Safety at Work Regulations 1999.
- That suitable rescue procedures are in place for all working at height activities and that employees are trained to use rescue equipment and follow rescue procedures.

### **35 Monitoring**

35.1 The Trust undertakes a full programme of monitoring:

- Pro-Active – Checks to ensure that the standards set out in the Health and Safety manuals are being delivered on site .
- Reactive – Analysing and learning from accidents and incidents.
- Pro-Active Monitoring

35.2 Pro-Active Monitoring takes place in the following ways:

- Monthly formal Pro-Active performance monitoring is undertaken at each site.
- Each Pro-Active monitoring report produces an 'action sheet' at the site visited. The site manager and site liaison allocate responsibility for implementing each action point. This is then monitored for completion by the Estates and Facilities Co-ordinator.
- The results of each Pro-Active monitoring are reported to the Trustees should any significant Health and Safety issues requiring attention be discovered.
- A copy of the site's report and action sheets are retained on the Health and Safety area of the Estates and Facilities Portal for future reference, with the implementation and progressive completion recorded on it.

35.3 Reactive Monitoring takes place in the following ways:

- Each site maintains accident, incident and near miss records on the Estates and Facilities Health and Safety Portal.
- Site Manager and Health and Safety Liaisons analyse and report at Health and Safety forums on previous period's accident and incident records, using a group wide format, to the Estates and Facilities Co-ordinator. Actions are defined to achieve future accident prevention.

## **36 Consultation with Employees**

36.1 A requirement of the Health and Safety (Consultation with Employees) Regulations 1996 is for us to consult with our employees in all matters relating to health and safety. The Trust will convene regular meetings, to discuss all relevant issues relating to health and safety.

In particular, we will discuss the following:

- When introducing new measures which may affect health and safety.
- The change in appointment of nominated competent persons.
- The provision of statutory health and safety information.
- Any statutory health and safety training.
- Health and safety of implications of introducing new technology, tooling or work activities.

36.2 Staff consultation is achieved through:

- Departmental Meetings.
- Academic Health & Safety Liaisons.
- Site Health & Safety Managers.
- Health & Safety Forums.

- The Compliance and Projects Health & Safety Portal Reporting Service.

## **37 Audit and Review**

### **37.1 Audit**

- Each site is externally audited at least once every 3 years.
- Audit reports are copied to the Estates and Facilities Co-ordinator.
- Upon receipt of an audit report, the Estates and Facilities Co-ordinator will liaise with the Site Managers and Health and Safety Liaisons to agree the action programme to implement the report's findings and manage and record the implementation of the action programme.

### **37.2 Review**

- The responsibility for reviewing the Trust's Strategy for Health and Safety Management is that of the Trustees.
- The CEO is responsible for the Trust's commitment to continuous improvement and is assisted in this with advice, assistance and assurances of compliance to the health & safety policy by the Estates and Facilities Co-ordinator.

## **38 Policy Changes**

- 38.1** This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.

## **The Priory Federation of Academies Health and Safety Policy**

This Policy has been approved by the Trust's Pay, Performance and HR Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.