

Health & Safety Policy



Approved by: Trust Board

Date: 17.10.2018

Last reviewed on: November 2014

Next review due by: October 2021

Contents

1. Aims	3
2. Policy.....	3
3. Legislation.....	3
4. Roles and responsibilities	4
5. Site security	5
6. Fire.....	5
7. COSHH.....	5
8. Premises Management... ..	5
9. Equipment.....	6
10. Lone working	6
11. Working at height.....	7
12. Manual handling	7
13. Off-site visits	7
14. Lettings	7
15. Violence at work	7
16. Smoking.....	7
17. Infection prevention and control	7
18. New and expectant mothers.....	8
19. Occupational stress	8
20. Accident reporting.....	8
21. Training.....	8
22. Monitoring	8
23. Links with other policies.....	9

1. Aims

The purpose of the policy is to ensure that Advantage Trusts executes its statutory duties to safeguard the health, safety and welfare of staff, pupils and visitors under the Health and Safety at Work Act 1974 and all other relevant legislation.

2. Policy

2.1 It is the policy of Advantage Trusts to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all staff, pupils and visitors and encourage a safety culture within the Trust.

2.2 Where reasonably practicable this policy will seek to provide and encourage:

- A safe place to work, safe access to it and safe egress from it.
- Plant, equipment and systems of work that are safe.
- Safe arrangements for the use, handling, storage and transport of articles or substances likely to cause harm.
- Sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their safety and health at work.
- A healthy working environment.
- Adequate welfare facilities.

2.3 A no smoking policy will operate within every Trust and its grounds.

3. Legislation

This policy is based on advice from the Department for Education on [health and safety in Trusts](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The Trust follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

4. Roles and responsibilities

4.1 The Trust Board

The Trust Board has ultimate responsibility for health and safety matters in the Trust, but will delegate day-to-day responsibility to the Executive Principal and the Principals of the schools within the Trust.

The Trust Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the Trust premises.

The Trust Board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by Trust activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

4.2 Principal

The Executive Principal and Principals of the schools within the Trust are responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the Trust building and premises are safe and regularly inspected
- Providing adequate training for Trust staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Principal's absence, the Deputy Principal with support from the Director of Operations/Operations Manager assumes the above day-to-day health and safety responsibilities.

4.3 Health and safety lead

The nominated health and safety lead is the Director of Operations or Operations Manager in each school

4.4 Staff

Trust staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the Trust on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils

- Understand emergency evacuation procedures and feel confident in implementing them

4.5 Pupils and parents

Pupils and parents are responsible for following the Trust's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

4.6 Contractors

Contractors will agree health and safety practices with the Director of Operations/Operations Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

5. Site security

The Director of Operations/Operations Manager is responsible for the security of the Trust site in and out of Trust hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Director of Operations/Operations Manager and facilities assistants are key holders and will respond to an emergency.

6. Fire

It is the Trust's policy to:

- Ensure that all staff, students, contractors, visitors and members of the public are protected from the risk of fire
- Ensure that all buildings comply with all statutory requirements
- Undertake suitable and sufficient fire risk assessments and to identify and implement reasonably practicable control measures to control risks from fire
- Provide staff, students, contractors and visitors with sufficient and appropriate fire awareness, instruction and training
- Complete regular fire evacuation drills and testing of emergency equipment
- Ensure effective liaison with the local emergency services as appropriate

The Trust will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Please refer to the Advantage Trusts Fire Management & Procedures for further information.

7. COSHH

Trusts are required to control hazardous substances. Our policy and procedures for doing so are as follows:

- Control of substances hazardous to health (COSHH) risk assessments are completed by the Head of Department in which they are used and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.
- All staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.
- Any hazardous products are disposed of in accordance with specific disposal procedures.
- Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

8. Premises Management

The Director of Operations/ Operations Manager has a responsibility to ensure the school environment is maintained in a safe condition and to exercise care and attention regarding their own safety and personnel under their control.

In the discharge of this responsibility the Director of Operations/ Operations Manager will:

- Regularly inspect the buildings, grounds and plant machinery/equipment and report any defects or hazards to the Principal.
- Do everything reasonable to ensure that staff under his/her control (e.g. cleaners) employ safe working practices.
- Instruct new employees in appropriate safety measures and procedures as required.
- Ensure that all defects in equipment or protective clothing etc. are corrected and reported as appropriate.
- Report all accidents to themselves or staff under his/her control to the Principal.
- Furnish information as required in the investigation of injuries and accidents.
- Ensure all checks, installation, maintenance and repairs are carried out by competent and reliable people with regard to:
 - Gas safety
 - Legionella
 - Asbestos
 - PAT testing

9. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents
- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely and that any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Director of Operations/Operations Manager immediately
- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

10. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

11. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

12. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The Trust will ensure that proper mechanical aids and lifting equipment are available in Trust, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the basic manual handling procedures

13. Off-site visits

When taking pupils off the Trust premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a Trust mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one member of staff appointed to oversee first aid on all Trust trips.
- For all Trust trips involving Early Years students there will always be at least one first aider with a current paediatric first aid certificate on Trust trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

14. Lettings

This policy applies to lettings. Those who hire any aspect of any Trust site or any facilities will be made aware of the content of the Trust's health and safety policy, and will have responsibility for complying with it.

15. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/principal immediately. This applies to violence from pupils, visitors or other staff.

16. Smoking

Smoking, including the use of e-cigarettes and vapes, is not permitted anywhere on the Trust premises.

17. Infection prevention and control

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The schools within the Trust will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought.

The trust will follow recommended exclusion periods for infectious diseases as outlined by Public Health England.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

18. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the Trust that they are pregnant.

Appropriate measures will be put in place to control risks identified.

19. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the Trust for responding to individual concerns and monitoring staff workloads. Referrals will be made to Occupational Health and other such support services such as counselling as required.

20. Accident reporting

20.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it
- Records held in the first aid and accident book will be retained by the Trust for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

20.2 Reporting to the Health and Safety Executive

The Director of Operations/Operations Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) through AssessNet.

The Trust will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

20.3 Notifying parents

The first aider will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

20.4 Reporting to Ofsted and child protection agencies

The principal will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the Trust's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The principal will also notify any other relevant agencies, such as the Local Authority or police, of any serious accident or injury to, or the death of, a pupil while in the Trust's care.

21. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

22. Monitoring

This policy will be reviewed by every three years.

At every review, the policy will be approved by the Trust Board

23. Links with other policies & procedures

This health and safety policy links to the following policies:

- DSE
- First aid
- Fire Management procedures
- Managing Medicines procedures
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan