



## HEALTH AND SAFETY POLICY

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## **Introduction**

This policy should be read in conjunction with the Children's Services Health & Safety Policy and the Health & Safety Guidance for Educational Establishments in order to benefit staff, pupils, visitors and other users of the premises.

The purpose of this policy is to indicate the organisation and management arrangements for applying these policies at a local level within Inspire Multi Academy Trust academies. The policy deals with those aspects over which the Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services. It describes how the Headteacher, or appointed officers discharge responsibility in respect of staff, pupils and visitors.

This policy will be reviewed by the Board of Trustees annually. Each member of staff receives a copy when joining the Trust.

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## PART 1

### GENERAL STATEMENT

1. The Board of Trustees and Chief Executive Headteacher recognise and accept their respective responsibilities under Sections 4 & 7 of the Health & Safety at Work etc. Act (HASAWA) 1974, and will seek to provide a safe and healthy workplace for all its employees.
2. The Board of Trustees and Chief Executive Headteacher and all staff will, individually and collectively, take all steps within their power, where reasonably practicable, to meet their responsibilities, paying particular attention to the provision and maintenance of:
  - (a) Plant, equipment and systems of work that are safe;
  - (b) Safe arrangements for the use handling, storage and transport of articles and substances;
  - (c) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health & safety at work
  - (d) A safe place of work and access to it;
  - (e) A healthy working environment and adequate welfare facilities.
3. Although it is the duty of the Board of Trustees and Chief Executive Headteacher to ensure the health, safety and welfare of all persons, nevertheless all employees acting in a managerial capacity are responsible for ensuring that all persons under their charge comply with this Health & Safety Policy, at all times.
4. The Local Authority Health & Safety Co-ordinators provide competent technical advice on health and safety matters where necessary to assist such employees in their task.
5. No safety policy is likely to be successful unless it actively involves staff themselves.

Chief Executive Headteacher: Mrs. Joanne West

Signature ..... Date .....

## **PART 2**

### **ORGANISATION & MANAGEMENT ARRANGEMENTS**

Section 1	Board of Trustees
Section 2	Chief Executive Headteacher
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## **SECTION 1 – BOARD OF TRUSTEES**

Will:

- Recognise their responsibility under the Health and Safety at Work etc. Act 1974, so far as is reasonably practicable.
- Ensure that there is an effective policy for health and safety within the Trust and that they familiarise themselves with the contents.
- At least annually monitor and review the effectiveness of this policy and ensure that any revisions are made, seeking advice from our Health and Safety SLA provider or other external body where necessary.
- The Board of Trustees will ensure steps are taken to evaluate all significant risks to the health and safety of any person who may be affected by any work carried out within Trust Premises by:
  1. Ensuring risk assessments are in place
  2. Undertaking Health and Safety audits acting upon advice and recommendation
  3. Taking account of Audits from the monitoring provider
  4. Reviewing the application of this policy from time to time and at least annually.
- Support the Local Governing Bodies and Senior Leadership Team (SLT) by promoting a culture in which all staff are made aware of the importance of managing health and safety risks. This is achieved by; involving staff with risk assessment, investigating accidents, communicating via staff meetings, notice boards, circulation of minutes, liaise with union reps, safety inspections and appropriate training.
- Obtain advice on the control of any significant health and safety risks.
- Ensure that all liability is covered by adequate insurance.

## **SECTION 2 – CHIEF EXECUTIVE HEADTEACHER (CEHT)**

Will:

- Monitor that health and safety functions of all staff are included within job descriptions.
- Ensure that the Trust's duties in relation to the management of health and safety across the Trust are met.
- Support Trustees/Local Governing bodies/Headteachers to monitor and review the Policy and ensure it is implemented.

- Ensure appropriate and adequate procedures are in place to assess and manage risk.
- Ensure systems are in place for the successful management of health and safety, including monitoring, reviewing and reporting.
- Liaise with the Trust's Health and Safety team concerning health and safety matters.

### **SECTION 3 – LOCAL GOVERNING BODY (LGB)**

Will:

- Ensure that a written copy of the Trust's Health & Safety Policy is prepared for approval by the Board of Trustees and issued to each Academy to then be disseminated to each member of staff.
- Support the Board of Trustees and Chief Executive Headteacher with the monitoring and review of the Policy.
- Support the Chief Executive Headteacher and Academy Headteachers with the effective management of health and safety in their respective academies.
- Ensure statutory compliance with legislation and guidance in relation to health and safety.
- Recognise their responsibility under the Health and Safety at Work etc. Act 1974, so far as is reasonably practicable.
- At least annually, monitor and review the effectiveness of this policy and ensure that any revisions are made, seeking advice from external bodies where necessary.
- Ensure that the Headteachers and staff take steps to evaluate all significant risks to the health and safety of any person who may be affected by any work carried out on the premises by:
  1. Ensure risk assessments are in place
  2. Ensuring Health and Safety audits are acted upon following advice and recommendation
  3. Ensure termly Health and Safety inspections are undertaken
  4. Ensure the Health and Safety Policy is complied with
- Ensure that health and safety functions of all staff are included within job descriptions.

- Support the Chief Executive Headteacher and Headteachers by promoting a culture in which all staff are made aware of the importance of managing health and safety risks. This is achieved by; involving staff with risk assessment, investigating accidents, communicating via staff meetings, notice boards, circulation of minutes, liaise with union reps, safety inspections and appropriate training.
- The Academy will report to the Board of Trustees any significant health and safety risks.
- Ensure, that all liability is covered by adequate insurance.

#### **SECTION 4 - THE HEADTEACHER**

Will:

- Have responsibility for discharging the Trust's duties in relation to the management of health and safety in their school on a day to day basis.
- Ensure that a written copy of the Trust Health & Safety Policy is issued to each member of staff within their Academy.
- Have day to day responsibility on behalf of the Trustees and LGB to ensure that this Policy is understood, implemented and complied with.
- Take a direct interest in the Policy and support the Trustees and LGB with any monitoring and review.
- Ensure any safety induction or any training is undertaken.
- Ensure that, where relevant, the arrangements for the management of areas of health and safety are formalised (see Part 3 of the Trust's Health & Safety Policy) i.e. Risk assessment, accident reporting, first aid, fire/evacuation, control of contractors, management of asbestos etc.
- Ensure, where reasonably practicable that only safe working practices are used in order to provide maximum safety for all personnel under their charge.
- Liaise with the Health & Safety rep for the Trust, concerning health and safety matters and welfare at work.
- Maintain good housekeeping standards in their school at all times.

## **SECTION 5 – SCHOOL BUSINESS MANAGERS/SITE STAFF**

Will

- Familiarise themselves with the Health & Safety Policy and formalise their responsibilities for the management of health and safety with the Headteacher.
- Meet together at least weekly.
- Arrange termly inspections of the site with the Chair of the Local Governing Body and Headteacher, produce a report and act upon any priorities highlighted.
- Review policy and other documentation including the revision of risk assessments and fire procedures
- Supporting the Headteacher to ensure that the procedural arrangements and ongoing up to date staff training are in place in their Academy.

## **SECTION 6 - ALL EMPLOYEES**

Will:

- Ensure, where reasonably practicable that they and persons who are in their charge use only safe working practices.
- Ensure that any health and safety problem, which cannot be resolved by them, is raised quickly with the Site Staff or School Business Manager (SBM) in the first instance or Headteacher.
- Make themselves familiar with the Health & Safety Policy (including risk assessments) of the Trust and that of their respective department including any safety rules and code of practice that has been adopted by the Trust.
- Employees must make themselves available for and take part in all Health and Safety training and updates.
- Each site has a dedicated Health and Safety notice board and staff must be aware of its location and monitor it regularly for updates.
- Make appropriate use of safety equipment and protective clothing i.e. personal protective equipment (PPE).
- Report any accidents, unsafe working practices or systems of work which develop contrary to instructions, unsafe working conditions and damage to plant, machinery or equipment to the SBM or Site Staff.



- Take reasonable care of the safety of himself or herself and of anyone else who may be affected by their acts or omissions at work.
- Co-operate with the SBM and Site Staff to enable them to carry out their role within the Academy.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare by the LA or the Trust.

## **SECTION 7 - SAFETY REPRESENTATIVES**

Where trade union representatives request to appoint a member of staff as a Union Safety Representative, the Trust will afford them this facility in accordance with the Safety Committees & Safety Representatives Regulations 1977. Also, non-union representatives are entitled to be represented under the Health & Safety (Consultation with Employees) Regulations 1996.

The Trust currently has no trade union health and safety representatives.

## **SECTION 8 - LEGAL FRAMEWORK**

The following is a brief guide on Health & safety legislation for the benefit of all staff within the Trust:

- Health and safety legislation is enforced by the Health & Safety Executive, in accordance with the requirements of the Health & Safety at Work Act etc. 1974 (HASAWA).
- The Trustees remain ultimately responsible for health and safety across the Trust. Within this framework, the Trust may appoint an external party, to provide the framework for the management of health and safety. This will include the development and maintenance of policies, and the provision of guidance, on the management of foreseeable risks to health and safety in school.
- An advisor is commissioned to monitor standards of health and safety across the Trust, in particular ensuring adequate risk assessments are developed in accordance with generic guidance. An external provider acts on behalf of the Trust to report accidents and ill health resulting from the work activity across the Trust, following the recommendations of the legal framework.
- All Trust staff, should follow all policies and procedures described in the Inspire Health & Safety Policy.
- All employees must also co-operate with any commissioned external parties monitoring procedures and report any matters that may jeopardise the Trust's ability to comply with health and safety legislation. Essentially, how these Policies are applied in your school is described in this document.

- Section 7 of HASAWA places a duty on all employees of the Trust to take reasonable care to ensure that their actions or omissions at work do not adversely affect the health and safety of themselves or other persons.
- The act also require employees to co-operate as far as is necessary so that the Trustees can comply with any duties or requirements placed on them by any of the relevant statutory provisions.
- A person who does not co-operate as necessary may be liable to prosecution by the Health & Safety Executive. Employees are advised that the commission of an offence carries a penalty, on summary conviction at a magistrate's court, a fine for each breach of Sections 2-6 of HASAWA.

#### HM Inspectors of Health & Safety

- Inspectors may enter Trust premises at any time, without notice, but in practice they would usually notify the Trust of a proposed visit to one of our schools.
- Section 21 of HASAWA Act empowers a duly appointed Inspector to serve any person an “Improvement Notice” stating that he/she is contravening HASAWA of one or more of the statutory provisions and requiring the person to remedy the contravention within a specified time.
- Section 22 of HASAWA empowers an Inspector to issue a Prohibition Notice upon any person in control of activities that constitute an immediate risk of serious personal injury. The Notice prevents the activity from taking place until the risk has been re-assessed and reduced to a level acceptable to the Inspector.
- If notified of a visit the Headteacher will advise the external advisor immediately of any visit (announced or otherwise) by an Inspector from the Health & Safety Executive.
- Any person receiving an Improvement Notice, a Prohibition Notice or a Notice of Prosecution must immediately inform the Headteacher, who will, immediately inform the Chief Executive Headteacher and subsequently the Chairman of the Trust.

## **PART 3**

### **PROCEDURAL ARRANGEMENTS**

- 1 The Management of Health & Safety in Inspire Multi Academy Trust
- 2 Risk Assessments
- 3 Workplace Requirements
- 4 Control & Management of Contractors & Reporting Repairs
- 5 Management of Asbestos
- 6 Accident Reporting
- 7 Violence & Aggression: Reporting Procedures
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- 16 Boiler & Electrical Room Safety & Maintenance of Heating Plant
- 17 Provision & Use of Work Equipment
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- 19 Control of Noise Exposure
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- 21 Playground Safety & Vehicle Movement on Trust Premises
- 22 Educational Visits
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## **1. The Management of Health & Safety at Inspire Multi Academy Trust**

The Headteacher and staff of each academy recognise that like any work activity, health and safety has to be managed proactively in each academy. The ultimate aim is to reduce the incidence of work related accidents, and ill health that may otherwise affect employees and visitors. The health and safety of children is particularly important given their inexperience and different perception of risk.

Apart from the moral and legal duties, failure to do so results in civil claims costs for accidents and ill health against the Trust. The majority of these costs are not met by insurance, but from Trust funds which reduces financial resources available to each individual academy.

All staff are responsible for contributing to this proactive culture by applying the principles of this Policy. Health and Safety is a standard item on regular staff meetings and this contributes to open discussion about issues in each school.

Staff have responsibility for co-ordinating health and safety information, including risk assessments.

Liaison is achieved with the Trustees/Governors by making minutes of staff meetings available and through reporting procedures and discussions in the Finance, Audit and Staffing Committee meetings.

Advice on the technical aspects of health and safety and training is available from the external commissioned partner at the Local Authority - Health & Safety Advisor, Civic Centre, and Sunderland.

## **2. Risk Assessments**

The Trust follows the Service level Agreement (SLA) provider's guidance with Health & Safety Policy and develops generic risk assessments so that they are specific to the Trust. It is important that you take time to read any risk assessments written for use in school and apply the principles at work. They are produced so that all staff know how to ensure their health and safety, and that of other people, who may be affected by the work of the Trust. Any queries should be raised with the School Business Manager in the first instance and if required to the Headteacher. They are subject to annual review or where there are significant changes to working practices.

## **3. Workplace Requirements**

For guidance on areas such as temperature, space, toilet facilities, lighting etc. staff should consult the Education (Independent School Standards) (England) Regulations 2010 and the Workplace (Health, Safety and Welfare) Regulations 1990.

#### **4. Control & Management of Contractors & Reporting Repairs**

In the first instance, only contractors who are CHAS registered or on the Council's Approved contractors list can be used to carry out maintenance and construction work in the Trust.

Where this is not possible and a contractor is to be employed without CHAS registration the SBM is responsible for seeking approval from the Headteacher. The SBM/Site Staff will then be responsible for liaising with the Contractor regarding on site risk assessment and method statements. Support is available from the Health & Safety SLA provider.

Staff are responsible for reporting any repairs to the SBM and Site Staff in writing. In particular, repairs to floor surfaces must be reported promptly and action taken to make areas safe on a temporary basis, until a permanent repair can be arranged.

#### **5. Management of Asbestos**

A copy of the Asbestos Register for each academy is held within the individual Admin Office and staff should make themselves aware of its content and may consult it for further information. There is no material in such a condition that it presents a risk to health.

Staff, must not disturb asbestos containing materials and if you have any concerns you should report these immediately to the SAMO and SBM, so procedures can be followed. Contractors should not start work on site before signing the register. The Admin/Site Staff will make the register available to contractors on their arrival. Contractors must sign at Section 7, any contractor or any other person carrying out work in the school must consult the Asbestos Register and act in accordance with the procedures therein before commencing work.

All work involving asbestos must be carried out by an approved licensed contractor and under the advice of the Council's Asbestos Manager.

The SBMs and Site Staff are SAMO trained.

#### **6. Accident Reporting**

All serious accidents to employees, visitors and pupils must be reported immediately on the Accident Report Form IR1 with the Headteachers section completed. This form is then uploaded to the following link:

[www.sunderland.gov.uk/article/14078](http://www.sunderland.gov.uk/article/14078)

The forms are held in the School Admin Office and the original copy is held in a secure location in line with General Data Protection Regulations (GDPR) May 2018.

All near misses must also follow the IR1 procedure.

## **7 Violence & Aggression: Reporting Procedures**

Trustees are committed to reducing the incidence of verbal and physical abuse towards staff in our Academies. Consequently, we have adopted the LA's definition of violence at work; "any incident where a member of staff is abused threatened or assaulted in circumstances relating to their work".

Staff must report these incidents using the IR1 report forms held in the Admin office. The Headteacher will discuss the incident and any follow up action and support required from the CEHT with the member of staff and RIDDOR.

## **8 Administration of Medication (see Trust policy)**

Unauthorised medication is not allowed in any school building. All authorised medication is kept securely in a locked cupboard in the medical room. Care plans are signed by parents for all medication that the Headteacher has agreed to be administered within school time. Trained staff administer medication in line with the child's care plan, recording the time, date, amount given and a witness signature. Any reactions are recorded on the child's medication record sheet. Medication for asthma is kept in the classroom and pupils are supervised when taking their asthma medication.

## **9 First Aid Arrangements**

Teaching assistants and lunchtime supervisors are qualified to deliver immediate pediatric first aid and a designated person is responsible for checking the contents of first aid boxes on a termly basis and replenish following an incident. First aid certificates are held with the SBM. If a pupil in school has an accident requiring first aid treatment they should be taken to the first aid area, where a trained member of staff will decide what treatment should be administered and any further course of action required.

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

All staff have been issued with and signed for the computer and internet use policy which covers the safe use of display screen equipment. All administration areas have been assessed and workstations have also been setup in the PPA and TLR areas. The SBM will ensure that staff who use display screen equipment will assess their own work station. Advice will be sought from the SBM if staff have any concerns.

## **11 Manual Handling of Inanimate Objects**

Musculoskeletal injuries through unsafe lifting and handling cause many serious injuries each year in the UK. The Trust aims to eliminate all manual handling tasks where possible, or reduce the risk, so far as is reasonably practicable. Where appropriate staff can assist by considering whether changes can be made to their work organisation (e.g. storage arrangements),

use of mechanical aids etc. Site Staff will carry out the majority of manual handling and have received specific health and safety training in this respect.

## **12 Fire: Precautions & Emergency Procedures**

Staff must ensure that fire escape routes and final exit doors are kept clear at all times. Display materials should not cover emergency signage or fire alarm call points. Any projecting display material should be sprayed with fire retardant spray.

SBM's will organise and monitor a fire drill every term. Any issues raised will be discussed with the Headteacher. Key issues will be fed back to staff at weekly staff meeting and Trustees/Governors at termly committee meetings. The Trust has Fire Emergency Procedures displayed in every classroom. All staff should familiarise themselves with evacuation routes and notices. Any difficulties with fire doors should be reported to the Site Staff as soon as possible. A reminder of the drill will be given at the first assembly each term.

A notice outlining the evacuation procedures will be displayed in the main entrance of schools. Staff should only park in designated parking areas and should not double park. This would restrict any vehicle access in an emergency.

The SBMs, Site Staff and other appointed persons are fire warden trained.

- **Fire Drill Arrangements**

All staff are asked to sign in and out. In an emergency, all building occupants will evacuate the building and assemble at designated fire assembly points. The registers need to be taken out together with the staff signing in/out sheets and visitor books in order to confirm who is on site.

A quarterly inspection and maintenance of the fire alarm and emergency lighting system is carried in accordance with the current Service Level Agreement.

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

The Site Staff, which includes cleaners, use chemicals and substances classified under the COSHH Regulations. Specific COSHH Risk Assessments and training have been provided so the Site Staff know how to control risks to health of specific chemicals.

## **14 Electricity at Work**

The main fixed electrical wiring system is tested every 5 years in accordance with I.E.E. wiring regulations

Portable electrical equipment is listed in the asset register. It is subject to Portable Appliance Testing (PAT) annually by a suitably qualified electrician. Any electrical equipment brought from home by pupils or staff **should not** be used on Trust premises unless it has been subject to 12 month warranty with receipt and/or PAT tested.

## **15 Prevention and Control of Legionella**

An annual SLA is in place and the contracted provider will complete monthly water checks to determine temperatures and any cleaning and disinfection requirements needed to the water system in each Academy. The treatments will be carried out and the legionella file completed accordingly by the approved contractor and records filed appropriately.

Site staff will complete the weekly little used outlet flushing log and monitor monthly contractor visits.

## **16 Boiler & Electrical Room Safety & Maintenance of Heating Plant**

An annual SLA is in place to carry out the annual servicing and any maintenance which is required to the boiler rooms. Copies of service records are held on each Academy site. Boiler Plant and Electrical Intake Rooms must not be used as storage areas and are out of bounds to pupils and staff. These areas are identified by safety signage and kept locked at all times.

## **17 Provision & Use of Work Equipment**

All work equipment must be suitable for the purpose for which it is intended and must not present a risk to the health and safety of the user or other people.

Where machinery is being purchased (such as woodworking machines, pedestal drills etc.) designated staff should seek advice from Health & Safety Advisor before making such purchases.

## **18. Working at Height**

All working at height tasks must be assessed and avoided or minimised where possible.

Staff are only to work at height if using suitable access equipment. Standing on tables, chairs, benches or similar furniture is strictly forbidden. Elephants foot stools and class 1 stepladders are available if required.

All staff must complete E-learning training for working at height and attend the annual Health and Safety Toolbox talk.

Site Staff inspect working at height equipment on a monthly basis and maintain a register.



## **19 Control of Noise Exposure**

Exposure to excessive noise levels may occur from time to time where the premises staff are using grounds maintenance equipment. Exposure to excessive noise levels can result in temporary or permanent hearing damage.

HSE - The Control of Noise at Work Regulations 2005 states

“The level at which employers must provide hearing protection and hearing protection zones is now 85 decibels (daily or weekly average exposure) and the level at which employers must assess the risk to workers' health and provide them with information and training is now 80 decibels”

Where there is any reason to suspect that statutory limits of 80db(A) & 85db(A) may be exceeded, advice on control measures should be sought from the Health and Safety external provider.

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

Individual Academies will arrange to purchase PPE for any employee, if it is determined necessary as a result of a COSHH or risk assessment, to ensure the health and safety of that person. It is recognised that PPE is the last line of defense and other control measures should be considered in the first instance.

## **21 Playground Safety & Vehicle Movement on Premises**

Pupils use the designated play areas as a playground. Pupils are supervised by staff at break times on a rota basis. All external play equipment is inspected by site staff and records kept of findings and actions if necessary.

Vehicles enter and leave the premises by use of the entrance gates. Staff and visitors should park in the designated parking bays to the front of the building. Where Academies do not have an isolated identified footpath around the car park to prevent pedestrian/vehicle mix they must lock the vehicle access gates at peak times.

## **22 Educational Visits**

Trips and educational visits must be authorised by the Headteacher and are subject to formal risk assessment, parental consent and insurance arrangements. Visits must not take place unless a booking form and risk assessment have been completed and uploaded onto Evolve, in line with the Educational Visits Policy, and authorised by the Educational Visits co-ordinator and Headteacher.

## **23 Arrangements for New Staff**

All new staff will be issued with a copy of the Trust Health and Safety policy. All staff new to the Trust including supply teachers and students on work placement will be given a health and safety induction, including any risk assessments, and given a tour of the building.

Any queries should be directed in the first instance to the Deputy Headteacher.

## **24. Pregnant workers**

The Headteacher will carry out a risk assessment and offer advice for managing workloads for all pregnant workers to ensure they are not exposed to any significant risks.

## **25. Lone Workers**

The Trust recognises that there may be an increased risk to the health and safety of its employees whilst working alone. The risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong.

Lone working is to be **avoided** wherever possible by arranging to work in pairs or as a group.

Staff should sign in and off the site, carry either a mobile phone or trust telephone at all times, and obtain prior agreement from their line manager stating when you are coming into work, how long you expect to be on site and when you are leaving. Staff must ring a nominated member of staff hourly while on site alone.

Staff carrying out home visits should refer to, and understand, the procedures for EYFS new starters.