HCAT

Health and Safety Policy

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Signed:	
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HCAT Health and Safety Policy

1. Introduction

HCAT ("The Trust") is committed to achieving the highest standards of Health, Safety and Welfare consistent with its responsibilities under the Health and Safety at Work Act 1974, and subsequent legislation.

The Trust is committed to the provision and maintenance of safe and healthy working conditions, equipment, and systems of work for all its employees and to the provision of information, training, and supervision for this purpose.

The Trust also recognises and accepts its responsibility to protect the health and safety of pupils, and all other visitors to its sites, including contractors, temporary employees, agency staff, and members of the public.

The Trust is also committed to on-going monitoring and review processes, in order that continual improvement in the management of health and safety can be achieved.

This policy will be communicated to all employees across the Trust. The policy will be reviewed on a bi-annual basis or as required dependent on changes in safe methods of working or changes to legislation.

This policy allows academies to implement specific health and safety procedures applicable to their own individual circumstances.

2. Purpose of this policy

The purpose of the Health and Safety Policy is to:

- Promote an effective safety culture throughout the Trust.
- Maintain safe and healthy places of work for employees with safe access and egress to the site.
- Ensure that non-employees e.g., pupils, parents, visitors etc., are not exposed to any risk to their health and safety as far as reasonably is practicable.
- Promote effective risk management within play and sport so that appropriate challenge is provided within an acceptable level of risk.
- Provide adequate control of health and safety risks arising from school activities, including educational off-site visits.
- Consult with employees on matters affecting their health, safety, and wellbeing.
- Provide safe plant, equipment ensuring that routine maintenance is conducted and appropriate records maintained.
- Provide information, instruction, training, and supervision for employees.
- Ensure all employees are 'competent' to perform their duties and responsibilities.
- Provide adequate welfare facilities for employees and pupils.
- Monitor the standards of health and safety performance across each academy and ensure continuous improvement in the management of health and safety.
- Review health and safety management systems and revise on an annual basis or as necessary.

This policy is based on advice from the Department for Education on health and safety in schools and the following, *but not limited to*, legislation:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Health and Safety (Display Screen Equipment) Regulations 1992
- Gas Safety (Installation and Use) Regulations 1998
- Regulatory Reform (Fire Safety) Order 2005
- Work at Height Regulations 2005
- Personal Protective Equipment at Work Regulations 1992 (as amended 2022)

- Manual Handling Operations Regulations 1992
- Health and Safety (First-Aid) Regulations 1981
- Equality Act 2010 (in relation to accessibility and reasonable adjustments)

The Trust follows national guidance published by the UK Health Security Agency (UKHSA) when responding to infection control issues.

This policy complies with the Trust Funding Agreement and Articles of Association.

This policy has been communicated to all employees and is easily accessible to all on the Trust and individual academy websites.

3. General Data Protection Regulations

The Trust complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Personal data is processed lawfully, fairly, and transparently, and is kept secure in line with Trust policies and procedures. Appropriate systems, processes, and controls are in place to ensure ongoing compliance with data protection legislation and best practice.

4. Responsibilities

5. Responsibilities of the Board of Trustees

The Board of Trustees acknowledge that as the employer, they are responsible for the health and safety of all employees of the Trust.

The Board of Trustees will:

- Lead an effective health and safety culture.
- Integrate good health and safety management with business decisions.
- Ensure that there is an effective and enforceable policy for the provision of health, safety, and welfare, and that it is reviewed annually.
- Ensure that the Trust have access to competent and professional health and safety advice.
- Ensure that employees or their representatives are involved in decisions that affect their health and safety.
- Undertake a formal health and safety inspection of all parts of the premises and site at least annually and ensure appropriate record keeping is maintained accurately.
- Ensure a safe place of work for employees and pupils, including safe means of access and egress to the site.
- Ensure that adequate resources are available to meet all health and safety requirements.
- Procurement standards for goods, equipment, and services to help prevent the introduction of expensive health and safety hazards.
- Ensure health and safety appears regularly on the agenda of appropriate meetings.
- Undertake immediate reviews of incidents in the light of major shortcomings being identified or events that have taken place.

6. Responsibilities of the Chief Executive Officer

In accordance with the Academies Financial Handbook, the Board of Trustees appoint the Chief Executive Officer as Accounting Officer for the Trust. The strategic responsibility for the management of Health and Safety is delegated to the Chief Executive Officer.

7. Responsibilities of the Principal/Head of School/Headteacher

The Principal/Head of School/Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors, and any other person using the premises or engaged in activities sponsored by the academy. The Principal/Head of School/Headteacher will take all reasonable steps to achieve this through the involvement of all employees at the academy.

However, the Principal/Head of School/Headteacher may delegate responsibility for health and safety matters to others who are of appropriate seniority and competent to undertake this responsibility.

The Principal/Head of School/Headteacher are responsible for (unless delegated to a senior member of staff):

- Demonstrating visible, active commitment to the improvement of health and safety.
- The overall maintenance and development of safe working practices and conditions for all employees, pupils, and others on site.
- Ensuring that the requirements of all relevant legislation, codes of practice and Trust/academy policies are met consistently.
- Ensuring safe working conditions and practices are provided for the health, safety and welfare of staff, pupils, and others.
- Consulting with employees, and safety representatives, on local health and safety issues.
- Ensuring effective methods of communication with staff on health, safety, and welfare issues.
- Ensuring that risk assessments are undertaken and reviewed annually or as necessary.
- Identify the training needs of employees, ensuring they are 'competent' to carry out their activities effectively and within the appropriate legislation or Trust policies and procedures.
- Ensuring that arrangements are made for defects in the premises, plant, equipment, or facilities are reported and made safe in a timely way.
- Ensuring that accidents, work-related ill health, and violent incidents are reported and investigated, as necessary.
- Monitoring the standard of health and safety throughout the academy.
- Ensuring that emergency evacuation procedures are in place and all employees are aware of their responsibilities.
- Ensure that employees involved in educational visits are aware of their responsibilities in accordance with the Off-Site Visits Policy.
- Authorise all off-site visits and inform the Scrutiny Board of all Category C off-site visits.

8. Responsibilities of the Director of Operations

The Director of Operations is responsible for:

- Reviewing termly health and safety reports from each academy and discussing remedial action/s as required.
- Ensuring that information received on health and safety matters is communicated to the appropriate people including reporting to the Board of Trustees.
- Seeking specialist advice on health and safety matters where appropriate.
- Liaising with appropriate regulatory bodies e.g., the Health and Safety Executive (HSE) should the need arise.
- Ensuring that employee health and safety training records are up to date through liaison with Human Resources.
- Promoting a positive health and safety culture across the Trust.
- Attending appropriate health and safety training courses to enable duties to be discharged effectively.

9. Responsibilities of the Premises Manager/Caretaker/Facilities Management provider

The Academy Premises Manager/Caretaker/Facilities Management provider is responsible for:

- Keeping the building(s) and site in good order and repair and free of waste/litter.
- Ensuring that all relevant health and safety inspections are carried out (e.g., Heating, LEV's, gas appliances, fire alarm systems, lifting equipment, ladders, play equipment).
- Ensuring that remedial action is taken following health and safety inspections if required.
- Ensuring that all statutory inspections are completed, and records kept of any remedial action to be provided to the Director of Operations.
- Ensuring that duties in accordance with legionella management are carried out and appropriate records maintained.
- Monitoring the provision and safe use of main services including water, gas, and electricity.
- Monitoring and maintaining effective security arrangements across the premises and site.
- Ensuring that risk assessments are completed and a record of all activities including those off-site which could constitute a significant risk to the health and safety of employees or other persons.
- Ensuring COSHH risk assessments are in place, and these are circulated to employees who work with hazardous substances. Ensure that employees handling hazardous substances wear suitable personal protective equipment.

- Ensuring safe storage of chemicals, hazardous substances, and equipment.
- Liaise with designated employees to ensure that all up-to-date departmental and area risk assessments are in place, including those off-site which could constitute a significant risk to the health and safety of employees or other persons.
- Ensuring that tri-annual fire risk assessments are completed, with internal annual checks documented in the fire logbook.
- Ensuring that an annual review of the academy's Emergency Plan is completed and relevant parties aware of their role within it.
- Ensuring that emergency evacuation procedures are completed each term, monitored for effectiveness and amendments made to procedures, as necessary.

10. Responsibilities of all Employees

All employees are instructed to:

- Take reasonable care of their own health and safety and others when undertaking their duties and responsibilities.
- Model safe and hygienic working practices for pupils.
- Check that classrooms/work areas are safe.
- Check that equipment is safe and all safety mechanisms are in place before use.
- Ensure safe working procedures are followed.
- Co-operate with the Board of Trustees/CEO and senior designated staff on all matters relating to health and safety by complying with this policy and associated policies.
- Ensure equipment or fittings are not interfered with either deliberately or accidentally in the interests of health, safety, and welfare for all.
- Report any serious issues or immediate danger to their line manager as a matter of urgency.
- Report any shortcomings in the arrangements for health and safety to their line manager
- Ensure that they only use equipment or machinery which they are competent to use and have undergone appropriate training.
- Participating in health and safety inspections and attend the Health and Safety Committee where appropriate.
- Be familiar with emergency evacuation procedures and feel confident in implementing them. Employees who are unsure of their role within this procedure should seek support from their line manager as a matter of urgency.

11. Responsibilities of 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.

12. Responsibilities of contractors

Contractors must agree on health and safety practices and share risk assessments and method statements (RAMS) with the Premises Manager/Caretaker/School Business Manager/Director of Operations/Facilities Management provider, as required before any works commence on site. The Trust operates a "No RAMS, no work" approach across all sites, for the safety of all stakeholders.

13. Trust Arrangements

All academies will follow the Trust policy which will be reviewed on at least a 2-yearly basis or in the event of a notable change in legislation or safe working practices. The policy will be approved by the Board of Trustees and made available on the Trust website with a link to each academy website.

14. Accident Reporting and Investigation

Accidents involving any person on an academy site will be reported and recorded locally, and where appropriate, a copy will be emailed to the Trust. All accident/incidents will be reported on the appropriate form/book as follows:

- Accident Book – minor accident/incident which do not require a full investigation, hospital treatment/s or which is RIDDOR reportable.
- HS2 (E) – Accident – employee
- HS2 (NE) – Accident/Incident – non-employee
- HS2 (V) – Report on Violence and Aggression (towards a member of staff)

The completion of the relevant accident reporting form must be undertaken as soon as possible after the accident occurs by an employee or first aider who deals with the incident. As much detail as possible must be supplied when reporting an accident so that an investigation can take place if appropriate.

Responsibilities in accordance with investigations, reporting and recording of accidents/incidents and dangerous occurrences must be carried out by the appropriate person at the academy. If necessary, an external provider of health and safety services will provide assistance as part of the investigation and preparation of reports in accordance with agreed procedures to meet statutory and civil law requirements.

The cause of an accident is investigated by the appropriate manager in each academy. Accident data and statistics are monitored termly, and a report is presented to the Board of Trustees.

The Trust will notify Ofsted of any serious accident, illness or injury, or the death of a pupil whilst in the Trust's care. A report will be made as soon as it is reasonably practicable and no later than 14 days after the incident.

The Trust will also notify the relevant child protection agencies of any serious accident or injury to or the death of a pupil while in the academy's care.

The Trust procures consultancy hours from the Local Authority Health, Safety and Emergency Resilience Unit, whereby trained H&S advisors are able to support with ensuring adequate accident reporting.

All information detailed in accident reports as required by legislation, including personal data such as names and contact details, will be held securely, and disposed of in line with the Trust's Information Retention Policy.

15. Asbestos Management

If materials containing asbestos are identified and pose a serious risk to the health of employees working in the academy and/or pupils of the academy, they will be removed safely, using specialist contractors and as soon as possible.

Where materials containing asbestos are present and do not pose a serious risk, the academy will take the opportunity to remove them progressively when it is safe and cost effective to do so. Whilst materials containing asbestos remain in situ the academy will ensure that they are managed in such a manner so that the risk to the health of employees, contractors, visitors, and other people using the premises is minimised.

All specified work on materials containing asbestos will be carried out in accordance with the current legal standards by licensed contractors.

The condition of the known asbestos in the building will be monitored by the Site Manager/Facilities Management Provider as appropriate monthly and recorded in the Asbestos logbook.

No destructive or potentially destructive work (however minor) will be undertaken in the academy without first reference to the asbestos survey and logbook.

The academy will identify areas that are not covered by an asbestos survey and thus may not be accessed without further sampling/air tests and these areas may be considered out of bounds.

The Asbestos Survey and logbook will be held in the academy and are made available to any contractors prior to their work on the premises.

Employees will be briefed on the hazards posed by asbestos, the location of any asbestos in the respective academies and the action to take if they suspect they have disturbed it.

16. Condition Surveys

The Trust will appoint a specialist contractor to conduct on its behalf, a building survey on a 5-yearly basis, for all academies across within the Trust. The Trust will arrange for any remedial works following the receipt of the survey findings, under the direction of the Director of Operations.

17. Construction and Capital works

All construction work is managed jointly by the academy School Business Manager and supported by the Director of Operations as required.

18. Consultation with employees

Employees are encouraged to report any health, safety, or welfare concerns to the Principal/Head of School/Headteacher or to a nominated person responsible for the day-to-day management of H&S.

The academy will consult with employees, providing adequate notice of:

- The introduction of any measures at the academy which may affect the health and safety of the employee.
- Information they must give their employees on risks to health and safety and preventive measures.
- The planning and organisation of any health and safety training.

19. Contractors

The Trust recognises the shared responsibility that any work undertaken by contractors is completed in a safe and secure manner. The contractors' health and safety compliance and past performance are considered as awarding factors during the tender process for all locally managed contract work.

Building/maintenance work undertaken by a contractor is managed by the academy where proper induction procedures and monitoring can take place.

20. Curriculum

Risk assessments will be undertaken in all lesson activities where there is a significant risk of injury or harm. The necessary precautions to mitigate any risk must be included in lesson plans, as necessary.

- Specialist guidance will be provided by:
- Design and Technology through the Design and Technology Association (DATA)
- Physical Education through The Association for Physical Education (AfPE)
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) (subscription paid for through the Trust)
- Science and Technology (ages 3-12) - "Be Safe!" Association for Science Education
- "Make it Safe," NAAIDT

21. Display Screen Equipment (DSE)

The Display Screen Equipment (DSE) regulations apply to employees who are classified as DSE users. A workstation assessment will be undertaken for all identified users. Employees who use DSE as a significant part of their normal work are entitled to an eyesight test upon request and at regular intervals thereafter. All employees are expected to follow good practice guidance to reduce the risks of musculoskeletal disorders, visual fatigue and other health issues associated with prolonged DSE use.

22. Electrical safety

All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules must be in place outlining when extra checks should take place.

When new equipment is purchased, it must be checked to ensure that it meets the appropriate educational standards.

All equipment is stored in appropriate storage containers and secure areas. All containers must be labelled with the correct hazard sign and contents.

23. Electrical equipment

- All employees are responsible for ensuring that they use and handle electrical equipment sensibly and safely in accordance with the manufacturer's instructions.
- 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 must be reported to the academy Site Manager immediately.
- All permanently installed electrical equipment is connected through a dedicated isolator switch and earthed.
- Only appropriately trained employees should check electrical plugs.
- Where necessary a portable appliance test (PAT) will be carried out by a competent person.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections must not be touched by wet hands and must only be used in dry conditions.
- Maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment must only be carried out by a competent person.

24. PE equipment

- Pupils are taught how to carry and set up PE equipment safely and efficiently. Employees must check that equipment is set up safely before use.
- Any concerns about the condition of the gym floor or other apparatus must be reported to the appropriate Site Manager at each academy.

25. Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. Each academy will promote the responsible and safe use of wheelchairs.

Oxygen cylinders are stored in a designated space, and employees are trained in the removal, storage, and replacement of oxygen cylinders.

All portable electrical appliances are checked by a 'competent' person appointed by the academy on an annual or basis. Records of PAT testing is held electronically.

All employees will be instructed to carry out a visual inspection prior to the use of electrical equipment to identify signs of damage or charring. Defects must be reported to the Premises Manager/Caretaker/Facilities Management provider, to ensure that the piece of equipment can be taken out of use. The electrical installation will be inspected at 5-yearly intervals by a competent person, for example an appropriately qualified electrical contractor/electrician. Remedial actions in the report will be undertaken by the academy.

26. Emergency procedures

The Trust is committed to delivering the requirements of relevant UK emergency planning legislation and guidance, including the Civil Contingencies Act 2004 and Local Resilience Forum arrangements.

The Principal/Head of School/Headteacher will ensure that an emergency plan is in place to cover all foreseeable major incidents, which could put the users of the academy premises at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save life.
- Prevent injury.
- Minimise loss.

The Emergency Plan for each academy will be agreed by the Trust and will be regularly rehearsed by employees and pupils. The result of all such rehearsals will form part of the regular risk assessment survey, and the outcome will be reported to the Trust.

Please refer to the separate Emergency Plan for details.

27. Fire Safety

Fire safety will be managed by each academy in accordance with the Health and Safety Policy.

Inspections and testing will be recorded manually in a dedicated fire logbook. Each academy must conduct and regularly review a fire risk assessment of the premises. This will identify what remedial action is required to prevent fire and keep people safe. A written record of the fire risk assessment must be kept by each academy and readily available should the Fire Service or HSE require a copy.

Academies will devise their own respective fire and emergency plans that clearly set out the key procedures for evacuations and frequency of fire alarm testing.

Emergency exits, assembly points and assembly point instructions must be clearly identified by safety signs and notices on prominent displays. Fire risk assessments of all academies will be reviewed regularly by the Director of Operations.

New employees will be trained in fire safety and associated policies and procedures. They should also be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures must begin immediately. Each academy must have an individual evacuation plan pertinent to their site.
- Fire extinguishers may be used by employees only if they have been trained in how to operate the equipment and where it is safe to do so. Employees must be confident in the use of the equipment to avoid putting themselves or others at risk.
- Employees and pupils will congregate at the assembly points (as detailed in the individual academy evacuation plan).
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register for that day.
- The nominated individual at each respective academy will take a register of all employees and visitors.
- Employees and pupils will remain outside the building until the emergency services confirm it is safe to return inside the premises.

Each academy has individual arrangements in place for the evacuation of people with mobility issues. Fire risk assessments must include arrangements for those with disabilities and/or additional needs. Pupils with disabilities should have an individual personal emergency evacuation plan (PEEP) in place.

28. First Aid

First Aid provision is managed by individual academies in accordance with the Trust First Aid Policy. Each academy must complete a first aid needs risk assessment based on their individual circumstances; staff numbers, pupil numbers, the age range of pupils, and the layout of the building.

The number of trained first aiders required will be in accordance with the academy first aid risk assessment.

Supplies of first aid equipment will be held at various locations throughout the academy. These locations will be prominently marked, and all staff will be advised of their position. The first aid kits will be checked on a half termly basis and supplies replenished or replaced without delay. Records for each first aid kit must be maintained.

First aid provision will form part of the arrangements for all off site activities/trips and including any out of hours' events and community use of facilities. Appropriate arrangements will be included in the risk assessment for the visit/trip.

A record will be made of each occasion any employee, student or other person receives first aid treatment on academy premises because of an accident whilst undertaking an academy related activity.

29. Gas equipment and appliances

Academies should ensure that:

- Installation, maintenance and repair of gas appliances and fittings are carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation and gas supplies are capable of being isolated and 'locked off' when not in use.

30. Hazardous substances

Where possible the use of hazardous substances should be avoided through the substitution of the hazardous substance for a less harmful one.

A COSHH risk assessment must be conducted before the use of any hazardous substances used or stored on site, including cleaning chemicals bearing a hazard warning symbol. A record of any COSHH risk assessments must be completed and managed by the academy.

Academies are required to manage control of hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

The Trust will process any request for a COSHH risk assessment and arrange for the substance/process to be assessed by specialist consultants. The assessment will be returned to the Principal/Head of School/Headteacher with recommendations for managing the substance including precautions for use and personal protective equipment required to be worn whilst using the substance.

The Premises Manager/Caretaker/Facilities Management provider and other representatives of the academy will ensure that COSHH assessments are made available to members of staff who will be using the hazardous substance.

Staff will also be provided with personal protective equipment, where necessary.

31. Health and safety advice

Competent advice, guidance, generic risk assessments and training is provided through:

- The National College (online)
- Trust Central Team
- Local Authority Health, Safety and Emergency Resilience Team – 01226 772261

32. Health surveillance

The Trust will offer occupational health provision for all employees. The service promotes and maintains the highest degree of physical, mental, and social well-being for employees in all occupations.

The Occupational Health Service will be responsible for providing adequate health surveillance for those employees who are exposed to hazards as required by the Management of Health and Safety at Work Regulations 1999. The Principal/Head of School/Headteacher will request that the Trust Human Resources Team to refer employees to the Occupational Health Service as required.

33. Home working

The Trust is committed to ensuring the health, safety, and welfare of all its employees and all those people who are affected by its activities. This applies to those people not only working within the academy environment but to those people who may work offsite or agile, for example, from home.

Requests for homeworking must be agreed in advance with the Principal/Head of School/Headteacher. The academy will ensure that an appropriate risk assessment is undertaken for employees working from home and guidance on home working is followed.

34. Housekeeping

All employees are responsible for ensuring their own workplace is in good order and any defects/potential risks are identified and reported to the appropriate designated person within each academy. This may include the environment being clean, tidy, and free of obstructions and any slip/trip hazards.

All employees are informed of their responsibilities in terms of health and safety during their induction programme.

35. Information

All employees are given adequate information on health and safety matters in relation to their work activities and given access to their occupational risk assessment. Any specific risks must also be identified, and access is given to operational risk assessments.

Health and safety information, instruction and training form an integral part of the overall training programme within the academy. The health and safety information, instruction, and training needs of all members of staff will be the subject of a periodic review and any necessary refresher training carried out. Employees should have sufficient knowledge, skills, and information to carry out their work in a safe and healthy manner.

A Health and Safety Executive (HSE) poster will be displayed in each academy. Details will be entered of the name of the H&S Governor and contact details for the H&S advisor.

36. Health and safety Inspections

A termly Health and Safety Inspection is undertaken by the Trust, with a report issued to the Principal/Head of School/Headteacher shortly afterwards, outlining any actions required to ensure the academy building/s and grounds are, as far as reasonably practicable, safe, and fit for purpose.

37. Infection prevention and control

The Trust follows national guidance published by the UK Health Security Agency (UKHSA) when responding to infection control issues.

38. Legionella

The respective academy Premises Manager/Caretaker/Facilities Management provider is responsible for ensuring that a documented water risk assessment has been completed in accordance with the legislation and that the identified operational control measures are conducted and recorded in the academy's legionella logbook.

This risk assessment will be reviewed annually or when any significant changes have occurred to the water system and/or building footprint or change to legislation.

The risks from legionella at each academy are mitigated by a system of monitoring and checks. Record keeping must also be in place and each check recorded appropriately.

39. Lettings and use of premises outside of academy hours

Contracts approved by the Trust setting out the conditions of hire will be completed, signed, and approved as necessary by the Principal/Head of School/Headteacher of each academy.

40. Lone working

Instances of lone work must be identified by the Principal/Head of School/Headteacher at each academy and risk assessments completed and agreed, as necessary.

Lone work may include:

- Working outside of normal hours
- Home or site visits

- Working at weekends
- 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, must not be undertaken when working alone. If there are any doubts about the task to be performed and the potential associated risks, then the task must be postponed until other employees are available.

If lone work is to be undertaken, a colleague, friend or family member must be informed about where the employee is and when they are likely to return. The lone worker must ensure that they are medically fit to work alone.

41. Maintenance and servicing of plant and equipment

Inspection/servicing contracts will be arranged by each individual academy, as necessary.

42. Manual Handling

The Trust will comply with the legislative requirements of the Manual Handling Operations Regulations 1992.

Named employees will be responsible for identifying all activities within the academy that involve manual handling and the employees who carry out these tasks as part of their normal duties and responsibilities. The Principal/Head of School/Headteacher must make provision for those employees who carry out manual handling activities on an occasional basis.

It is up to the individual employee to determine whether they are fit to lift or move equipment and furniture. If an individual feels that lifting an item could potentially result in injury or exacerbate an existing condition, they must ask for assistance. Employees who habitually carry out manual handling operations will be provided with training in safe kinetic lifting techniques.

43. Management of medical conditions

The management of medical conditions will be undertaken by each academy in line with the Medical Conditions Policy.

It is recognised that a considerable number of pupils will at some time have a medical condition that may affect their participation in academy activities. For many this will be short term for others their condition may be long term and potentially affect their access to elements of the curriculum.

It is acknowledged that the employees in charge of pupils have a duty of care and that in an emergency, action must be taken to safeguard the welfare of the child. Beyond the expectation that emergency action is taken by all employees should the need arise Teachers' Conditions of Employment do not include the provision for teaching staff to give medication or supervise a child who is self-medicating.

44. New and expectant mothers

New and expectant mothers are given special protection by health and safety legislation i.e., Management of Health and Safety at Work Regulations 1999 – regulation 16.

The Trust recognises the increased risks new and expectant mothers may face in the course of their employment. A risk assessment must be undertaken once it is known an employee is pregnant and regular reviews must also be planned as the pregnancy progresses. Additional supportive control measures must be agreed dependent upon the nature of the role and the environment to reduce the identified risks as far as is possible.

Additional control measures may be applied for six months after the birth of the baby or where necessary until the new mother is no longer breast-feeding.

Any personal information obtained during these risk assessments is retained for the required period as set out in our Information and Records Retention Policy and is held securely in line with the Trust Data Security Policy.

45. Off-site educational visits

The Trust will approve a policy for educational visits and journeys that complies with the guidance issued by the Local Authority.

Each academy must have an appointed Educational Visits Co-ordinator (EVC). The EVC is responsible to the Principal/Head of School/Headteacher, for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed prior to the trip taking place. The EVC will ensure that approval is obtained from the Local Authority for those visits requiring such approval.

When taking pupils on trips and visits the academy will ensure that:

- Risk assessments are completed where required.
- The appropriate numbers of employees are supervising pupils on the visit or trip.
- Employees will take an academy mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with parental contact details should these be required in an emergency.
- For Academies without early years foundation stage provision:
- There must always be at least one first aider on academy trips and visits.
- For academies with early years foundation stage provision:
- There must always be at least one first aider with a current paediatric first aid certificate on academy trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Any personal information that is collected regarding off-site visits must be retained for the required period as set out in the Trust Information and Records Retention Policy. Information must be held securely in line with the Trust Data Security Policy.

46. Personal Protective Equipment (PPE)

The Trust will comply with the legal requirements as stated within the Personal Protective Equipment at Work Regulations 1992 (as amended 2022).

The requirement for PPE will be assessed depending on the activity to be performed and this will be included in the relevant risk assessment.

Where the requirement for PPE has been identified, the employee must follow the guidance and implement the required control measures as referenced in the Safety Assurance System.

47. Personal Safety

The Trust recognises that there are potential risks for employees in the course of their duties. The Trust expects that people should be able to go about their duties without threat or fear of violence or aggressive intimidation resulting from their work.

The Principal/Head of School/Headteacher and the Facilities Management provider (in the case of premises) is responsible for people, premises and services and will assess the risk of aggression, violence, or potential violence to pupils and employees and take all practical measures to eliminate or reduce the level of risk for their health and safety at work.

Employees must assess the risks of a potentially dangerous situation and not put themselves in this position. This type of situation must be reported to the Principal/Head of School/Headteacher immediately and the appropriate form completed.

48. Playground safety

The Premises Manager/Caretaker/Facilities Management provider is responsible for ensuring that the playground is inspected prior to use and that potentially harmful items are removed e.g., broken glass etc.

Employees must report any identified defects or concerns directly to the Premises Manager, Caretaker or Facilities Management provider without delay. Everyone is responsible for Health and Safety.

Play equipment must be inspected at least annually by an appropriately qualified contractor.

49. Positive handling/using de-escalation techniques

The need for de-escalation and positive handling training will be assessed by each academy. Training of identified employees must be undertaken by an appropriately qualified provider. The academy must record all instances of handling pupils, the circumstances, and the outcomes of each event.

50. Reporting on defects, hazards and near misses

All employees have been instructed to report defects, hazards or near misses in accordance with the procedure set out at each academy. In some instances where the defect is serious, and an urgent response is required it may be appropriate to verbally report the issue to the Premises Manager, Caretaker or Facilities Management provider and follow this up by reporting the issue through the normal procedure set out by the academy. The Premises Manager/Caretaker/Facilities Management provider can then ensure that appropriate action is taken to avoid accidents or injuries.

51. Risk Assessments

A standard set of risk assessments will be provided to each academy by the Director of Operations. Each academy must adapt risk assessments to their setting and any individual circumstances. Risk assessments will be reviewed on at least an annual basis or as necessary dependent upon changes to legislation, working practices or because of an event e.g., an accident. Further risk assessments for individual events will be undertaken as required.

52. Site Inspections

The Principal/Head of School/Headteacher and nominated H&S personnel will undertake a health and safety inspection of the building(s) and site at least annually.

The report will identify all defects and deficiencies together with the necessary remedial action, risk control measures required and the timescale in which the actions should be completed. The results of all such inspections will be reported to the Governing Body via the governors responsible for Health and Safety.

53. Slips, Trips, and Falls

Slips, trips or fall hazards e.g., as a result of damaged carpets/floor tiles, raised paving slabs etc., must be reported immediately to ensure that appropriate action is taken to avoid accident and/or injury. Access routes and storage areas must be kept free of obstruction to minimise the risk of accidents occurring.

54. Smoking

Smoking is not permitted anywhere on the academy premises.

55. Storage arrangements

All employees are responsible for ensuring items are stored safely and to report any identified hazards to their line manager. This may include unsecured racking, defective lighting in storage areas, inappropriate or lack of access to equipment, where the use of step ladders may be required.

Employees have been advised that ‘heavy’ or bulky items should be stored at waist level to minimise the risk of injury.

56. Stress

The Trust is committed to promoting work life balance across all academies. Each academy is mindful of the importance of employee wellbeing and will put in place measures to reduce workplace stress through workload assessment, risk management and the completion of risk assessments where appropriate.

Wellbeing support for employees on an individual basis is provided across the Trust from the Human Resources Team and the Trust Occupational Health provider.

57. Supervision

Pupils are supervised during all activities throughout the school day. Each academy will implement supervision/duty arrangements as required for their setting.

58. Trainees, agency workers and seconded workers

The Trust recognises its responsibilities both as a sponsor and managing agents for all trainees and agency workers. Trainees and agency workers will be informed of the academy arrangements for health and safety through the induction process. All health and safety policies and procedures will apply to trainees and agency workers in the same way as an individual employed by the Trust.

The academy recognises its responsibilities to all those workers seconded to them or working under their direct or indirect control via a partnership or other such arrangement e.g., secondment arrangements. Seconded workers will be informed of the academy arrangements for health and safety through the induction process. All health and safety policies and procedures will apply to all workers in the same way as an individual employed by the Trust.

59. Training

All employees are given health and safety training as part of their induction programme. This includes basic skills training, specific on-the job training, an awareness of health and safety policies and where to find them, access to first aid, how to report an accident or incident, how to report any defects or issues which may cause an accident or injury and security arrangements for the site and building. All employees and workers will be given training in how to implement emergency procedures including their role in ensuring a safe and efficient evacuation of the building and the location of emergency assembly points.

A record of this training will be taken and kept in the employee's personal file.

Site management and employees with a responsibility for health and safety will attend general health and safety training on at least a five-yearly basis.

Additional training needs will be identified by risk assessments completed by each academy.

Any personal information obtained during health and safety training will be retained as set out in the Trust Information and Records Retention Policy. Personal information is secured in line with the Trust Data Security Policy.

60. Use of vehicles

The use of vehicles for transporting pupils is considered as part of the risk assessment process for off-site educational visits. This includes the use of taxis, minibuses, buses, and coaches.

If applicable, only employees who are authorised and appropriately qualified are permitted to drive the school minibus or a hired minibus. Employees are instructed not to use handheld mobile telephones whilst driving.

61. Violence

Violence, threatening behaviour and abuse against Trust employees or other members of the academy community will not be tolerated.

The Trust has adopted the Health & Safety Executive's (HSE) definition of violence: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence must be reported and investigated in line with the Trust Violent Incident Policy.

Training will be provided in de-escalation techniques and positive handling. The main purpose of such training is to avoid and/or minimise the risk of injury to either employees or pupils.

Further action may be taken dependent on the circumstances via the Police, Anti-Social Behaviour Team, or academy Legal Advisor as required.

Any personal information that is retained regarding such incidents is retained for the required period as set out in the Trust Information and Records Retention Policy. Personal information is secured in line with the Trust Data Security Policy.

62. Academy equipment

All equipment used at the academy must be suitable for its intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g., for damage and to ensure that safety devices are in place and working appropriately.

A risk assessment must be completed by the appropriate person in each academy, before the use of certain powered equipment, e.g., circular saws, chain saws, abrasive wheels, strimmer's, hedge cutters, pressure washers, mowing equipment, etc. The risk assessment must be reviewed on a regular basis and at least annually.

Training must be undertaken in the safe use of certain work equipment, e.g., abrasive wheels, circular saws, etc. prior to use. Records of the training taking place must be kept by each academy.

A statutory inspection of plant/equipment, e.g., local exhaust ventilation systems, fume cupboards, gas boilers / heating systems, lifting equipment (e.g., passenger lifts, hoists for disabled children etc.), pressure systems, etc., must be undertaken on a regular basis in accordance with the manufacturers' guidelines.

63. Working at a height

Employees should avoid working at height wherever possible, e.g., by arranging for stored items to be in reach of floor level, or by using contractors e.g., for changing lights in the Hall/Gym, window cleaning, putting up stage lighting etc.

Risk assessments are carried out were working at height cannot be avoided, e.g., for use of step ladders, ladders, access to roof areas by the Premises Manager/Caretaker/Facilities Management provider. Employees are instructed not to work at height whilst working alone.

Kick stools and sets of small stepladders have been provided for employees to access items stored at heights or to put up displays etc. Employees must not use chairs/desks/tables for this purpose. The larger stepladders are for use by the Premises Manager/Caretaker/Facilities Management provider only and are locked away when not in use.

Appropriate training has been provided in the use of access equipment.

64. Visitors and the public

The academy will conduct its undertakings in such a way as to ensure that, as far as is reasonably practicable, members of the public are not endangered by work carried out on the premises.

All reasonable action will be taken to ensure that visitors are accompanied by an employee in areas where risks are known to exist or that they are made aware of such risks prior to entering the area.

65. Work experience placements

The Principal/Head of School/Headteacher will ensure that they fulfil their statutory responsibilities in respect of the health and safety of students undertaking work experience placements.

The Principal/Head of School/Headteacher will ensure effective management, as far as is reasonably practicable, of all health and safety matters affecting the operations and activities of Key Stage 4 students on work experience. Staff responsible for arranging placements will undertake risk assessments in workplaces prior to students commencing work experience. The academy has effective systems in place to:

- Prepare students for work experience.
- Monitor students whilst on placement.
- Review the work experience placement following its completion by the student.

66. Consultation

The establishment of a Trust Health and Safety Committee will be considered if requested to do so by at least two safety representatives. Trust and academy policies with health and safety implications will be subject to consultation with employees and trade union representatives, where appropriate.

67. Meeting

A regular meeting is held between the Principal/Head of School/Headteacher and Chief Executive Officer. At this meeting there is the opportunity for the Principal, Head of School or Headteacher to raise any health and safety matters that need attention. Alternatively, the Principal, Head of School, Premises Manager, Caretaker, School Business Managers (or equivalent) must contact the Director of Operations to seek advice or discuss health and safety matters as required.

Each academy must ensure that employees are given the opportunity on at least a monthly basis to raise and discuss any health and safety concerns.

Appendix 1 – HCAT Organogram for Health and Safety

