

Academies Trust

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Health and Safety Policy

Approved by the Trust Board on 22 October 2020

Applicable from 23 October 2020

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1. Health and Safety Policy Statement of Intent

- 1.1 The Co-op Academies Trust (the Trust) recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the Health, Safety and well-being of its employees and students within its care, visitors to the premises and others who could be affected by its actions
- 1.2 The Trust recognises its responsibilities under the Health and Safety at Work Act 1974 (HSWA) and that the effective management of Health and Safety plays an important role in its overall performance as an educational establishment by the reduction in injuries, ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.
- 1.3 Through this Policy Statement of Intent, establishing a proactive and positive health and safety culture throughout the Trust and the implementation of Trust of Health and Safety arrangements. Academies will ensure that they are meeting the Policy aims and objectives and will actively strive for continual Health and Safety improvement by working in consultation with managers, employees and other partners.
- 1.4 This Policy Statement of Intent will be kept under review and any amendments made to it will be brought to the notice of all relevant parties.

2. Introduction to the Policy

- 2.1 The vision of Co-op Academies Trust is to create a world class education to enable every young person to reach their full potential, and in particular, their full academic potential. In order to ensure fairness, transparency and appropriate use of public funds; as well as compliance with national standards.
- 2.2 This policy details the Trust's approach under the Health and Safety at Work Act 1974 (HSWA) and how the effective management of Safety and Health plays an important role in its overall performance of its educational establishments by the reduction in injuries, ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

3. What is the Policy for?

- 3.1 The Trust is required, under the provision of the Health and Safety at Work etc. Act 1974, to write a statement of policy with respect to the health and safety of everyone who uses its premises. The Trust recognises the importance of its employees, learners and others each appreciating the extent of their individual responsibilities and co-operating fully in ensuring that the Health and Safety policy and procedures are observed.
- 3.2 This document is intended to bring the Trust's statement of policy to the attention of all employees and learners, providing details of the organisation and arrangements for carrying out that policy.
- 3.3 All employees must ensure they are aware of the safety precautions appropriate to the setting in which they work and study.
- 3.4 The maintenance of standards also includes exercising a duty of care as an organisation, individually and to each other, irrespective of status. It is, therefore, in the interest of all individuals to read and fully understand the Trust's Health and Safety Policies.
- 3.5 Each Academy is required to maintain Health and Safety procedures that take account of and adheres to the details laid out in this policy ensuring appropriate training is accessible.

4. Who is the Policy for?

- 4.1 The Policy applies to all staff employed by the educational establishments which form part of Co-op Academies Trust, as well as members of the Local Governing Bodies of those establishments, Trust Head Office staff, pupils, visitors, Members and Directors and any contractors or consultants undertaking work on behalf of the Trust.

5. Policy Standards

Policy Aims

5.1 This Policy will support our goal of being an organisation where everyone can fulfil their potential free from work related injury or ill health; this includes employees, students, contractors and others who may be affected by our work activities.

General Principles

5.2 The Trust acknowledges and accepts its statutory responsibilities to ensure, so far as is reasonably practicable, the health, safety and welfare for all who are employed or contracted to work within any trust establishment and that the following principles will be developed and introduced across the trust

- Control - those with management roles are responsible for the clear allocation of health and safety responsibilities and for monitoring that those responsibilities are implemented.
- Co-operation - we all have a responsibility to co-operate as individuals and as groups to make health and safety a collaborative effort.
- Communication - communication of health and safety information is essential and care must be taken to continually review and improve this.
- Competence - developing the health and safety competence of board members, managers, employees, and contractors is at the heart of successful health and safety management.

5.3 These guiding principles are interrelated and interdependent so that consistent activity in each area is needed to promote a climate in which a positive health and safety culture can develop.

6. Trust and Academy Organisation Structure

6.1 Structure

6.2 The Trust as the employer has overall responsibility for the policies and procedures in the Trust;

6.3 The Chief Executive Officer has overall responsibility as the Senior Responsible Officer (SRO) for Health and Safety within the Trust and for achieving the principals and objectives of the Health and Safety Policy,

- 6.4 Local Governing Bodies have overall responsibility for the localisation of the Trust's policies to their Academy, which should be done in conjunction with the Principal/Headteacher/Head of School.
- 6.5 The Principal/Headteacher/Head of School has been delegated 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 or hiring the premises or who are engaged in activities sponsored by the Academy, and reporting to the Local Governing Body.
- 6.6 The Trust's Property and Health and Safety Manager provides support and advice to each academy and monitors health & safety matters across the via Trust and reports directly to the Chief Operating Officer and local Academy Principals/Headteachers/Head of School on such matters.
- 6.7 Each Academy may appoint an appropriate Health & Safety representative who has been delegated some/part responsibility for the day-to-day management, co-ordination, and implementation of the policy by the Principal/Headteacher/Head of School and will report directly to the Principal/Headteacher/Head of School
- 6.8 Heads of Areas/Departments have responsibility for Health and Safety within their areas and for reporting to the Principal/headteacher/Head of School or the Health & Safety representative.
- 6.9 Each academy shall implement regular (at least termly) Department and Team meetings with reports and recommendations going to the Principal/Headteacher/Head of School.
- 6.10 Each academy may offer and provide consultation, communication, and collaboration with Union Safety Representatives to discuss all health and safety issues as required with the Principal/Headteacher/Academy Head or their health and safety representative.

7. Specific Standards: Roles and Responsibilities

The Trust Board

- 7.1 The Trust Board holds specific responsibilities throughout the Trust and assist in ensuring that the policy is implemented as appropriate and for ensuring that

academies comply with health and safety legislation and that the policy and its procedures are implemented accordingly

7.2 The board should review health and safety performance at least once a year. The review process should:

- examine whether the health and safety policy reflect the organisation's current priorities, plans and targets;
- examine whether risk management and other health and safety systems have been effectively reporting to the board;
- report health and safety shortcomings, and the effect of all relevant board and management decisions;
- decide actions to address any weaknesses and a system to monitor their implementation;
- consider immediate reviews in the light of major shortcomings or events.
- setting the direction for the trust for effective health and safety management

The Chief Executive Officer (CEO)

7.3 The CEO has overall responsibility as the Senior Responsible Officer (SRO) for Health and Safety within the Trust and for achieving the principals and objectives of the Trust's Health and Safety Policy, namely to:

- Inform and advise the Trust Board of the resources required to comply with statutory requirements and make adequate arrangements with the Chief Operating Officer to set the agreed budgets at academy level
- Ensure that arrangements for the monitoring and audit of Health and Safety are in place across the trust academies
- Provide termly updates to the Trust Board, on all matters affecting Health and Safety
- Receive termly reports from each academy regarding accident levels inclusive of any reportable accidents (RIDDOR), near misses, minor injuries
- Eliminate accident potential as far as is reasonably practicable across the Trust
- Ensure that Governing Bodies and Principals/Headteachers/Head of School know and understand their individual responsibilities regarding health and safety, and that health and safety legislation is met
- Ensure adequate communication and consultation between management, any specialist advisers, employees and employees' representatives prior to the introduction of any change which may affect health and safety
- Nominate a representative to act on his/her behalf to support the academies across the trust

- Ensure that all safety representatives who are appointed under statutory regulations can effectively carry out the duties required of them
- Ensure that each academy provides the correct level and standard of training to meet all aspects of health and safety
- The creation of a positive health and safety culture across the trust

Local Governing body (LGB) Chairs

7.4 Chair of LGBs are responsible to support the CEO and Principal/Headteacher/Head of School by establishing an oversight of the academy performance in its management of its health and safety policy to maintain a safe and healthy working environment at their academy by doing the following:

- Promoting an attitude of safety and safe working by adopting standards of best practice
- Liaising with the Principal/Headteacher/Head of School and the Trust to ensure that the Academy policies are carried out
- Participating in a site inspection at least once a year
- Receiving regular reports on health and safety performance and agree to any improvement actions required
- Participating in the working of the Health and Safety Working Group, where in existence
- Inspecting the accident/incidents books at least once a term; and reporting as appropriate

Principal / Headteacher / Head of School

7.5 The Principal/Headteacher/ Head of School has been delegated 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 or hiring the premises or who are engaged in activities sponsored by the Academy.

7.6 The Principal/Headteacher/Head of School will take an active leadership role in all aspects of safety management and take all reasonable steps to achieve this through the involvement of all staff at the Academy for all its activities, generally the Principal/Headteacher/Head of School is responsible for the following:

- Ensure that the Trust Health and Safety Policy and academy procedures are implemented and applied effectively within the academy
- Liaise with the Chief Executive Officer or their representative to inform that person of any health and safety issues or risks that arise
- To establish and implement any recommendations made by the Trust to improve standards in areas of low performance
- Provide a robust management structure for managing health and safety issues across the academy
- Ensure the provision of an appropriate number of specialist staff with responsibilities for health, safety, and welfare, ensuring appropriate contingency arrangements are in place during the absence of such staff to meet the relevant statutory requirements
- Ensure the development of a safe environment for all visitors to the academy
- Ensure that the information on health and safety good practice is available to academy staff and visitors, is up to date, easily accessible and promoted throughout the academy. This includes the academy health and safety policy and risk assessment templates
- Providing adequate resources to ensure compliance with legislative requirements the statutory Planned Preventive Maintenance (PPM) regime;
- Ensure that adequate ring-fenced funding is allocated to individual departments for their health and safety requirements
- Ensure that the health and safety training needs of all staff are identified, and appropriate training provided
- Ensure that staff are consulted appropriately on issues that affect them
- Ensure all new staff are provided with a full induction to the academy procedures and facilities
- Ensure that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on site or off site
- Delegate to the members of the Senior Leadership Team (SLT) appropriate tasks for the day-to-day implementation of the policy, in high risk areas such as Facilities, Science, PE etc
- Ensure that suitable personal protective equipment (PPE) is provided and used correctly
- Ensure that the circumstances of accidents are properly reported under Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013 and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence
- Ensure that first aid facilities are maintained, and accident reporting schemes are in place and comply with legal and trust policy requirements;

- Prepare and implementing the trust generic emergency policy and plan covering all foreseeable major incidents
- Ensure safe working practices and procedures throughout the Academy, including those relating to the provision and use of machinery and other apparatus; (Loler and Puger Regulations)
- Ensure that Health and Safety arrangements and performance are formally evaluated, monitored, and reviewed at least on an annual basis.
- Ensure accurate records are maintained and uploaded onto the Trust health and safety electronic platform Parago
- Ensuring that defects and damage to the site, premises, plant and equipment across the academy are properly and promptly identified and remedied in order to provide safe working conditions;
- Implementation of a Student behaviour policy that will ensure as far as is reasonably practicable the health and safety of Students on site and when engaged in Academy activities off-site;
- Ensure that liaison with contractors is maintained and that regular reports are obtained;
- Ensure that the trust property management & health and safety management systems are used effectively by relevant users, with sufficient training provided in a timely fashion, ensure that the Parago management system is used to record all data and evidence of health and safety provision and certification.
- All relevant dated evidence of certification will be uploaded to the Parago management system. This will be reviewed regularly and monitored at Central Trust level.
- Carrying out periodic safety reviews and audits;
- Ensure that the governing body is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision;
- Report to the Trust Board at least once per term on health and safety matters;
- Attend relevant health and safety briefings and training.

Chief Education Officers

- 7.7 Chief Education Officers hold specific responsibilities working in partnership with Principal/Headteacher/Head of School regarding supporting and the monitoring of pupils behaviour across the trust in relation to the possible risks of accidents and/or near misses and trends caused by pupil behaviour.

The Trust's Property and Health and Safety Manager

7.8 The Trust's Property and Health and Safety Manager is responsible for providing support and advice to each academy Principal/Headteacher/Head of School and monitoring health & safety matters across the Trust and reporting directly to the Chief Operating Officer and local Academy Principals/Headteachers/Head of School on such matters particularly the key functions listed below:

- Ensuring that the trust's Health and Safety Policy and systems and procedures are implemented and applied effectively across the Academies
- Meeting regularly/reporting to the CEO to review the status of Health & Safety matters within the Academies
- Maintaining the Parago system to ensure accurate reporting of Health and Safety issues
- Reviewing certification uploaded to the Parago system regularly, reporting any issues immediately to the COO
- Maintaining a suitable system in place for reporting accidents, near misses, and lessons learnt
- Ensuring that suitable and sufficient risk assessments are carried out, and appropriate controls are implemented
- Engaging external Health and Safety experts as appropriate, receiving their reports and taking any necessary action
- Advising and supporting on appropriate Health and Safety training
- Advising on all Health and Safety matters (including safety of buildings, plant and equipment used and operated by the trust)
- With the Facilities Manager (FM)/Caretaker at each Co-op Academies Trust sites, always ensure compliance with this policy and its associated procedures
- Ensuring that the CEO is informed of any breach of Health and Safety statutory requirements; and immediately when there is a Health and Safety Executive (HSE) involvement
- Developing an internal, practical and structured Health and Safety auditing and reporting process ensuring effective monitoring compliance with Health and Safety legislation at each Academy
- Provide, when requested, practical advice on complex matters related to Health and Safety at Work with the Academy Principals/Headteacher/Head of School in-line with legislation and best practice
- Promote an attitude of safety and safe working by adopting standards of best practice across the facilities management team

- Advise the members of the Health and Safety committee on changes to appropriate legislation and giving information on inspection/audit reports etc.
- Arrange Trust wide Health and Safety training, including induction training and specific training for specialist staff
- Arrange Trust Wide Health and Safety Audits and Inspections of the academy premises
- Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement
- Review new health and safety legislation and consider the impact of that legislation and consider the impact of that legislation on academy policies; revise health and safety and/or other policies as necessary to reflect the statutory position current at the time
- To be available to any member of facilities and estates team to discuss and to seek to resolve Health, Safety and Welfare problems not resolved at a lower level
- Ensure that Health and Safety arrangements and performance are formally evaluated, monitored, and reviewed at least on an annual basis in conjunction with the Trust Property and Health and Safety Manager
- Keep an up-to-date list of all safety representatives across the Trust both teaching and support staff and of their training
- Ensure that the circumstances of accidents are properly reported under Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013 and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence
- Be accountable for preserving, developing, promoting and maintaining the academy's Parago Premise Management System.

The Academy's Health and Safety Committee

7.9 Each academy should establish a Health and Safety Committee who will support the Principal/Headteacher/Head of School, if none is constituted then the Principal/Headteacher/Head of School must document the procedures by which all staff may raise Health and Safety concerns. In general, the committee should provide the following functions:

- Being involved in the monitoring and review process of reported, unsafe practices and conditions and making suggestions on methods of improving health and safety performance

- Take part in formulating health and safety, procedures, risk assessment, staff induction process, carry out safety audits and inspections, investigate accidents and analyse accident reports and statistics
- Review, all policies that relate to the health and safety of site users; submit those policies to the formal review procedure and amend if necessary
- Identify health and safety issues relating to behaviour of site users
- consider any other items raised by management or the staff representatives

7.10 The Health and Safety Committee shall meet termly and may consist of one representative from each of the following groups, appointed on an annual basis:

- Heads of Department;
- Senior First Aider;
- Union Representative;
- Science Technician;
- PE
- Technology (Heavy)
- Facilities
- Other Support Staff
- Two appointed employees

7.11 A member of Senior Leadership Team (SLT) may be the point of contact with regard to all items on the Health and Safety Committee agenda and a copy of the minutes will be circulated to the Principal/Headteacher/Head of School and SLT for comment after each H&S committee meeting to ensure Health and Safety issues are clarified and confirmed. The committee will meet at least termly, the minutes of each meeting will be published and made available to all members of staff by display in the staffroom.

7.12 Senior Leadership Team/Heads of Faculty /Department Heads will be responsible to the Principal/Headteacher/Head of School for supporting the managing of Health and Safety in their department or area of work, through the implementation of the Health and Safety Policy, procedures and arrangements.

7.13 Departmental procedures will specify the procedures to be followed by managers specific to the varying needs of each department and to ensure legal compliance and best practice. For their own area of responsibility managers will:

- Comply with the Health and Safety Policy and relevant departmental specific procedures

- Ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the academy
- Day to day maintenance and development of a safe environment for all
- Introducing health and safety as a classroom topic where appropriate
- Implementing, monitoring and reviewing procedures designed to minimise risk within their department
- Instructing their staff and pupils/students in safe working procedures
- Inspecting their departments and areas of responsibility and reporting unsafe conditions, damage and defects to premises, plant and equipment to the Site Team
- Taking all reasonable and practical steps to prevent unauthorised or improper use of equipment
- Ensure that all employees within their respective departments follow the requirements of the academy COSHH site specific documentation
- Ensuring that appropriate personal protective equipment (PPE) is available for all users within their department, storing and inspecting the equipment before and after use
- Ensuring that toxic, flammable and other harmful products are properly used, stored and labelled
- Ensuring that equipment provided for the health and safety of all site users is not misused or abused
- Ensure that risk assessments are undertaken in accordance with the Health and Safety procedures, for work activities and operations for which they are responsible and that appropriate reports / records are maintained
- Ensure that all volunteers are familiar with the department's specific Health and Safety Procedures, relevant risk assessment findings, control measures, safe systems of work, and local arrangements and accept their responsibilities for Health and Safety
- Ensure that students receive sufficient information, instruction, training and supervision to enable them to avoid hazards and contribute to their own Health and Safety
- Routinely and regularly undertake safety tours of the premises and activities in their respective control and audit and monitor safe working practices and procedures
- Managing their particular budgets to ensure that there are enough resources to cover health and safety maintenance, checks and provision for activities under their department

The Property and Health and Safety Manager

7.14 The Property and Health and Safety Manager is responsible for:

- Supporting the Principal/Headteacher/Head of School in the monitoring and reporting of Health and Safety issues as required by statutory bodies
- If requested by the Principal/Headteacher/Head of School agreeing to carry out the role of Academy Health and Safety Co-ordinator to support the implementation of the Health and Safety Policy, and its associated systems and processes. The Principal/Headteacher/Head of School may determine that some of the responsibilities may be delegated to other relevant post holders where appropriate
- Implementing the appropriate Academy policies and procedures in the areas for which they hold formal responsibility according to their job description
- Initiating day to day measures in order to ensure the general health and safety of all users as they move around the academy building and site
- Where appropriate dealing effectively with Health and Safety problems as they arise or seek advice from the Principal/Headteacher/Head of School or/and Trust Property and Health and Safety Manager for more complex issues
- Ensuring that the Trust Property and Health and Safety Manager is consulted, and that approval is granted on any planned structural works or change of use which may affect the Trusts estate, arrangements must be made with the Trust to ensure the appropriate level of permission is granted
- Identifying health and safety issues relating the condition of the site and submit proposals to resolve them to the principal/head of academy
- Ensuring the statutory display of information (Health and Safety Poster, Health and Safety Policy Statement, Certificate of Employer Liability Insurance etc.) are displayed
- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff in accordance with the academy Fire Safety Policy
- Working closely with the SLT to ensure that all departmental Health and Safety records are collated in a central base as organised by the Facility Manager and uploaded onto the Parago system
- Supporting the Principal/Headteacher/Head of School in the preparation of quarterly and annual reports on the Health and Safety performance of their

building services including all aspects of FM services and reportable accident which should be forwarded to the Trust

- Implementing whole site measures to ensure compliance with statutory requirements highlighted in the Academy Planned Preventative Planner (PPM) including contractor and end user activities as required by CIBSE technical guidance
- Implementing whole site measures to ensure compliance with facilities management service requirements highlighted in the academy facilities management activity planner, including all end user activities
- Managing the premises to comply with current legislative requirements and timescales including all of the following inspections:
 - ✓ Fire Risk Assessments (FRA)
 - ✓ Legionella Risk Assessments (LRA)
 - ✓ Asbestos Management Plan
 - ✓ Statutory Compliance Audit
 - ✓ Health and Safety Audit (including training)
 - ✓ Specialised Areas – Science, PE, Technology etc.

External Inspector

7.15 These inspections/audits will usually be carried out by an external consultant/supplier arranged by the Trust to ensure consistency across all academies (currently AJG Gallagher's). They will:

- Work closely with departmental leads to monitor them in fulfilling their department specific Health and Safety responsibilities particular high-risk areas
- Conduct generic risk assessments for areas of the Academy not addressed by specific activity or departmental risk assessments
- Make provision for the inspection and maintenance of Academy premises, plant, equipment and vehicles
- Advise the Principal/Headteacher/Head of School of situations or activities which are potentially hazardous to the Health and Safety of staff, students and visitors
- Advise the Trust Director of Science of situations or activities which are potentially hazardous to the Health and Safety of staff, students, and visitors

- Ensure the hirers, contractors and others carry out their activities in a safe and proper manner and their acts and omissions do not compromise the safety of the academy
- Take appropriate action to protect the trust and its members if hirers or contractors fail to work in a safe and proper manner
- Ensure that all site management activity including services provided by on-site contractors is carried out in accordance with the Health and Safety Policy
- Carry out daily checks of the outer perimeter and inner fencing and gates, and take appropriate remedial action to maintain security and safety for site users
- Maintain an appropriate cleaning, catering and waste management schedule and other activities to Trust wide tender specification requirements
- Provide the resources for remedial work when conditions are reported or created by use, misuse or abuse
- Provide equipment, facilities and services to promote health and safety throughout the academy
- Arrange for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe
- Take appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers

Employees

7.16 All employees have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations, whether they are agency, fixed term, contract, or permanent, all employees must take the responsibility of:

- Ensuring that they are familiar and up to date with the academy health and safety policy and standard procedures and the area in which they are employed and shall be familiar with sections of the policy and procedures which directly affect their activities
- Keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred
- Reporting all accidents, incidents (including incidents of violence, diseases and dangerous occurrence), near misses, as well as unsafe methods of work
- Following safe working practices and be aware of all risk assessments appropriate control measures relevant to their area of work and teaching

- Integrating all relevant aspects of Health and Safety into the teaching process, exercising effective supervision of their students and providing sufficient information to enable them to keep themselves safe and others whom may be affected by their activities
- Cooperating fully with the employer to enable them to fulfil their legal obligations
- Ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a head of facility/senior manager and that piece of equipment should not be used
- Avoiding introducing personal items of equipment (electrical or mechanical) into the Academy without prior permission
- Being aware of the First Aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required
- Attending such training and information opportunities as necessary to enact this policy and act in accordance with any safety training which has been provided to them, or any verbal safety instructions issued to them
- Making full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received
- Reporting any loss of, or obvious defect in, such PPE to their team leader or manager.
- Following any laid down emergency procedures in the event of serious imminent dangers, such as emergency evacuations
- Ensuring that all equipment is properly used, together with the appropriate equipment guards and personal protective equipment
- Ensuring that toxic, flammable and other harmful products are properly used, stored and labelled
- Taking part in health surveillance programs, as required

Volunteers, Temporary Staff and Agency Workers

7.17 All volunteers (Including Temporary Staff and Agency Workers) shall receive an academy induction briefing suitable for their role and will be provided with sufficient information, instruction and Training as appropriate, to ensure their Health and Safety, so far as reasonably practicable. They must:

- Observe and comply with all statutory Safety Rules and Regulations, Industry Guidance, Safe Working Procedures/Safe Systems of Work as set by the academy and those that are applicable to their job role

- Have a duty to keep themselves safe and anyone else that may be affected by their actions including employees, visitors, members of the public, contractors and other volunteers.
- Make themselves familiar and cooperate with the emergency arrangements whilst on site including evacuation and first aid procedures
- Wear, use and maintain all personal protective equipment and safety devices that are provided by the Academy for their protection.
- Only use machinery, equipment, dangerous substances, transport equipment or safety devices provided to them by the academy in accordance with any information, training and instructions provided by the academy.
- Report to the Principal/Headteacher/Head of School or nominated SLT member any work situation that represents a serious and immediate danger to Health and Safety or which represents a shortcoming in the academy's protection arrangements for Health and Safety.
- Report any accidents, incidents, near miss situations and undesirable circumstances to the Principal/Head of School or nominated SLT member. This includes participating in any subsequent investigation where required.

Pupils / Students

7.18 While academy staff carry the main responsibility for health and safety provision, and the correct implementation of academy policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the academy community, pupils take the responsibility of:

- Listening to and following instructions from staff
- Ensuring that their actions are safe for themselves and will not harm others in any way
- Being sensible around the academy site and when using any equipment
- Ensure the correct and appropriate use of protective clothing and appropriate safety equipment and devices provided
- Reporting health and safety concerns or incidents to a member of staff immediately
- Acting in line with the academy code of conduct

7.19 Pupils that are found to be a risk to health and safety should be assessed if they should not be allowed to partake in certain academy activities and may be dealt with under the academy's behaviour policy if the circumstances require it. We

expect pupils to follow the academy code of conduct, as this helps maintain good health and safety around the academy.

Union Representatives

- 7.20 Consultation and collaboration with Trade Union Safety Representatives is encouraged on matters affecting the health and safety of employees they represent at both Trust and Academy level using appropriate health and safety committees. Ensure that H&S matters are discussed in a formally documented meeting to which local H&S representatives / TU representatives are invited, at least annually. It is recommended that, as a minimum, this takes place when the report from the annual H&S is received and action planning is taking place. Ideally these meetings will take place termly. This could be a formal H&S Committee, or could be part of another meeting.

Contractors and Sub-Contractors

- 7.21 The Trust and each academy owe a duty of care under the Health and Safety at Work etc. Act 1974 to its employees or others who may be put at risk by its premises or activities, including contractors undertaking work on its premises. The trust wide Management of Contractors Policy sets out how the trust and associated academies will manage contractors whilst they are working on its premises.
- 7.22 For the purposes of this policy, a contractor is defined as a person/company who are under contract to provide materials or labour to perform a service or to do a job. This definition does not include temporary contracted office workers involved with office activities.

Catering, Cleaning, Waste Management & Washroom Services

- 7.23 The external services in addition to the above, will also be responsible for:
- Working in partnership with the academy in implementing the relevant academy policies
 - Applying and agreeing with the facility manager the appropriate isolation procedures in the event of fire and emergency evacuation of their areas of work;
 - Supervising and training staff appropriately

- Training and instructing all staff in the emergency procedures in conjunction with the facility manager
- Carrying out regular reviews of the procedures and informing the facility manager of any issues of concern
- Recording results of the monitoring and review of procedures to the facility manager
- Ensuring that all staff have opportunities for raising concerns about Health and Safety issues
- Assisting with the making of the annual status review

Visitors/Lettings/Hirers

7.24 All visitors are to be signed in and issued with a visitor's badge and accompanied by a member of the academy staff throughout their visit unless they are DBS/CRB checked and undertaking work or visiting within the Academy. Where visits require one-on-one interviews, arrangements are to be made to ensure their mutual safety.

7.25 All Visitors and Hirers shall:

- Comply with all academy policies, procedures and codes of practice
- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts, activities or omissions
- Comply with all safety related information, instruction and training issued by the academy and any instructions given by staff in the event of an emergency
- Not, intentionally or recklessly, interfere with or misuse anything provided by the academy in the interests of Health and Safety
- Report any occupational ill-health issues/accidents/incidents or any defects or dangerous occurrences, whether or not injury is sustained, and any unsafe practices which they consider may create risks to their own Health and Safety or damage to equipment and premises
- The use of gymnasium apparatus and other academy equipment will only be permitted after a formal induction and risk assessment and provided that the person in charge is suitably qualified by training and/or experience and subject to the approval of the academy

Fire Evacuation Marshals

7.26 The main duties and responsibilities of the fire marshal will depend on the Fire Risk Assessment but generally include:

- Identification and reporting of fire hazards in the workplace
- Ensuring that emergency escape routes are kept clear and exits are unlocked, free from obstruction and available for use at all times
- In the event of an emergency, checking that their designated area or zone is cleared (including toilets and storage areas) and that everyone is accounted for and provide information to the Evacuation Co-ordinator in relation to any persons that are left in the building, e.g. disabled persons in a refuge areas (Stair Well).
- If necessary, contacting the emergency fire and rescue services and liaising with the fire and rescue services on their arrival
- Take a roll call in the event of an evacuation (if appropriate)
- Assist with any subsequent investigations
- Confirm that the building is safe before anyone can re-enter

7.27 Fire Marshals are appointed and shall receive appropriate training. All fire marshals will be supplied with, and wear at such times as is required, a high visibility vest to indicate their role of authority.

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8. General Areas – Procedures

Health and Safety Training

- 8.1 Effective health and safety training are key to good health and safety practice. The trust takes health and safety training seriously and expects all employees and pupils to do the same. Training is part of induction for all employees, whether they are on fixed term or permanent contracts. Visitors and volunteers are also responsible for contributing to safe practice around academy.
- 8.2 Specific training in relation to use of equipment or substances may be given to staff and pupils relating to which department they will be working in. Employees and pupils who are not specifically trained for specialist equipment are not permitted to use it. More information on specific training for individual academy departments can be found in that department's health and safety document provided by the academy
- 8.3 Induction training will be provided for all new starters, further training will be provided that relate to competence and activities. Training may be delivered in any of the following formats:
- Individually from the supervisor
 - Instructor led training
 - E-Learning
- 8.4 The generic/standard training process and policy is the responsibility of the trust (Advisory Note will be provided) and the Individual training requirement and resource are the responsibility of each academy, who will be responsible for keeping training records and the prompting of refresher training.

Review and Update of Health and Safety Information

- 8.5 The Trust Board is responsible for the annual review and updating of the Health and Safety Policy and Codes of Practice. Academy Principals/Headteachers/Head of School are responsible for the review and updating of the Health and Safety Codes of Practice and Instruction Sheets related to their own academy.

Monitoring

- 8.6 It will be the responsibility of the COO to monitor the effectiveness of this policy by:
- Assessing the nature and frequency of accidents, complaints or cases and identifying any patterns which need to be addressed at each academy
 - Reviewing the annual overview of the statutory inspection and audit profile

Security

- 8.7 Academy security is a vital component of good health and safety, and we want pupils and staff to feel safe in academy. Each academy shall arrange a security audit highlighting area of risks including both coverage and lighting levels and provide details of all security systems benefits and shortfalls

Workplace safety

- 8.8 The academy will ensure that the academy environment and workplace is safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in academy and both contribute to good health and safety practice.
- 8.9 Any hazards around the academy site that are noticed by any member of the academy community should be reported to a senior leader.
- 8.10 Certain departments such as science labs, PE and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

Information, Communications and Consultation

- 8.11 The law states that if at least one person is employed either the health and safety law poster (What You Need to Know) should be displayed or each member of staff should be provided with a copy of the equivalent pocket card.

Premises Hire

8.12 Any hirers of academy premises are responsible for ensuring that they use them correctly. The CEO and principal recognise its duties as the responsible officer and delegated officer controlling the use of premises and will ensure that:

- Premises hired are in a safe condition for the purpose of hire.
- Arrangements for emergency evacuation are adequate.
- Fire-fighting equipment is in place and in operational condition
- Proper physical security arrangements are made.
- Insurance requirements are met.
- All hirers are provided with a copy of this policy.

Emergency procedures

8.13 In the case of an emergency, the trust and associated academies will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the academy. We have provisions in place to aid us in preventing certain emergencies but in some cases, such as extreme weather, major power failure, or flooding, they cannot be avoided. In these circumstances the academy will carry out the emergency procedures as highlighted in the academy Disaster and Critical Incident Policy.

Lone Workers Policy

Staff

8.14 There will be some situations where staff at the academy will be working alone or one on one with a pupil. Examples of this would be a staff member locking up the academy at the end of the day, or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and the academy has provisions in place to both identify and manage these risks.

8.15 Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognize the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

Risk of violence:

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during academy occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.

Communication

8.16 Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group
- Sign in and off the site
- Carry either a mobile phone or academy telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident

8.17 First aid:

- For those working on our premises, first aid kits should be provided to the individual

8.18 Emergency procedures:

- In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ academy phone to contact the Principal/Headteacher/Head of School, the staff member's nominated person, or the emergency services.
- The principal/Headteacher/Head of School will arrange for another staff member to contact by phone any lone worker regularly during any period of staff working alone.

8.18 Access and egress:

- Staff are required to consider weather conditions before coming into and while at work.

Guidance for key holders attending alarm calls after hours

- 8.20 In general, all academies should secure the services of the local security services who provide key holding services as an emergency incident response with the academy nominated a minimum of 3 additional key holder working in partnership with the incident response team
- 8.21 All keyholders must be logged and this information must be on record at the Central Trust Office for emergency access if required. This must be updated regularly and held within your Business Continuity Plan.
- 8.22 The academy advises that the nominated person:
- Does not attend an alarm call out alone, where reasonably practicable
 - Wait for incident response or fire service to attend
 - Does not enter the building if alone
 - Looks out for corroborative evidence of intruders
 - Take photographic evidence of damage where applicable
 - Takes necessary action, e.g., call police.
- 8.23 If at any stage there is evidence of an intruder, immediately withdraw and contact the police. Do not enter the building to use the telephone.

Unacceptable lone worker activities

- 8.24 The following activities are not to be carried out by lone workers under any circumstances:
- Working at height
 - Manual handling of heavy or bulky items
 - Transport of injured persons.
 - Working in Trenches or ducts

Working Time Directive (WTD)

- 8.25 Members of staff must not exceed an average of 48 hours worked per week over a 17 week period, although members of the SLT are exempt from the requirements of the WTD.

Occupational Health Services and Managing Work-Related Stress

- 8.26 The trust takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.
- 8.27 We urge all our employees who may be experiencing stress to talk to their manager or a member of the senior management team, and the trust and/or academy will do everything that it can to support them.

Manual Handling

- 8.28 Each academy operates in accordance with the *Manual Handling Operations Regulations (1992)*. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. Each academy will provide information, instruction, and training on safe manual handling for day to day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.
- 8.29 Risk assessments are to be carried out by the Principal/Headteacher/Head of School and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the academy takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and academy policy.

Risk Assessments

- 8.30 The Trust will develop a number of generic risk assessments that they are specific to all our academies. It is important that academies take time to read and amend the risk assessments written for use in academy due to the different levels of risk at each establishment 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 Trust. They are subject to annual review or where there are significant changes to working practices. Support is available via the AJG Gallagher's Schoolshare Health and Safety Portal.

Management of Asbestos

- 8.31 A copy of the Asbestos Register for each academy should be part of the Contractor Induction pack and be held on the individual reception points to enable staff to consult it for further information. Staff must not disturb asbestos containing materials and if you have any concerns you should report these to the Principal/Headteacher/Head of School.
- 8.32 The facility manager will make the register available to contractors by providing the contractor induction pack at the main reception points. Any contractor or any other person carrying out work in the academy must consult the Asbestos Register and act in accordance with the procedures therein before commencing work
- 8.33 All work involving asbestos must be carried out under the control of the Facility Manager and must be commissioned directly by the Trust

Accident Reporting

- 8.34 All accidents to employees, visitors and pupils must be reported on trust/academy accident report form. A photocopy is to be taken for the trust records. Those accidents which are "reportable" refer to RIDDOR guidance

Violence and Aggression: Reporting Procedures

- 8.35 The Trust and associated Academies are committed to reducing the incidence of verbal and physical abuse towards staff. Staff must report these incidents using a Violence at Work report held in the Principal/Headteacher/Head of School office. The Principal/Headteacher/Head of School will discuss the incident and any follow up action and support required with the member of staff.

Administration of Medication

8.36 Unauthorised medication is not allowed in any trust building. All authorised medication is to be kept securely in a locked cupboard in the medical room. Care plans should be signed by parents for all medication that the Principal/Head of School has agreed to be administered within academy time. Trained staff administer medication in line with the child's care plan, the time, amount and any reactions are recorded on the child's medication record sheet. Medication for asthma is kept in the numerous accessible locations within the building and pupils are supervised when taking their asthma medication.

First Aid Arrangements

8.37 The Academy First Aid Policy sets out how the academies will always provide adequate and appropriate first aid provision when there are people on the Academy premises and for staff and students. In general, the academy should ensure that there is:

- A Risk Assessment of the First Aid requirements of the academy undertaken by each academy
- A sufficient number of trained personnel as appointed persons and First Aiders to meet the needs of each academy - there will be at least one appointed person or First Aider person on the premises at any one time
- Sufficient and appropriate first aid resources and facilities are available in each Academy and their vehicles the numbers and locations of First Aid containers, defibrillators and evacuation chairs
- Priority given for First Aid training should be given to first aid coordinators, facilities managers, those members of staff working in high risk areas and those members of staff going on overnight trips.

Display Screen Equipment (DSE)

8.38 To comply with Health and Safety Legislation the academy will undertake the DSE training course. The academy will ensure that staff who use display screen equipment will undertake an online assessment for their workstation. Assessments will be monitored online, and any action needed to ensure Health and Safety requirements are met will be carried out.

Manual Handling of Inanimate Objects

8.39 Musculoskeletal injuries through unsafe lifting and handling cause many serious injuries each year in the UK. The Trust and associated academies aim 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. The facility manager will carry out the majority of manual handling and will have received specific health and safety training in this respect.

Fire: Precautions & Emergency Procedures

8.40 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.

8.41 The Principal/Headteacher/Head of School Facilities team will organise and monitor a fire drill every term. Any issues raised will be discussed with the Principal/Head of School. Key issues will be fed back to staff at weekly staff meeting and Governors at termly committee meetings. The academy will have Fire Emergency Procedures that are displayed in every classroom.

8.42 All staff should familiarise themselves with evacuation routes and notices. Any difficulties with fire doors should be reported to the facility manager 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 at the main entrance and all other emergency exit doors. Staff are asked to park in designated parking areas to assist with emergency vehicle access.

Control of Substances Hazardous to Health (COSHH)

8.43 The facility manager will support and manage all staff or contractor visiting site who use chemicals and substances classified under the COSHH Regulations. The facility manager will be ensuring that he provides/or is provided with specific COSHH Risk Assessments and training so that he knows how to control risks to his health.

Electricity at Work

- 8.44 The main electrical system is visual checked on an annual basis and is tested every 5 years by the PPM contractor in accordance with national standards.
- 8.45 A full asset list of the academy portable electrical equipment should be managed by the facility manager and all equipment is subject to Portable Appliance Testing (PAT testing) annually by the PPM contractor. Any electrical equipment brought from home by pupils or staff should not be used in trust unless it has been subject to satisfactory examination and test.

Prevention and Control of Legionella

- 8.46 Under general health and safety law, as an employer or person in control of a premises you have health and safety duties and need to take suitable precautions to prevent or control the risk of exposure to legionella. (Details of the specific law that applies can be found in part 1 of Legionnaires' disease the control of legionella bacteria in water systems)
- 8.47 Carrying out a LRA risk assessment is your responsibility and will help you to establish any potential risks and implement measures to either eliminate or control risks. The trust will arrange an external consultant to carry out the assessment to standardise the process across the trust.
- 8.48 As part of the PPM regime the approved contractor will carry out monthly water checks to determine temperatures and what cleaning and disinfection is required to the water system to meet the approved code of practice.

Work Permits

- 8.49 The academy management procedures must ensure that a contractor obtains a Permit to Work for either the isolation or 5 days prior to interruption of any systems, services or specific hazardous activities and must ensure the school facilities manager is aware of the PTW
- 8.50 Where isolation PTW is required there must be sufficient consultation, exchange of information and planning between all parties concerned to the work commencing (particular in term time) in order to facilitate the PTW process and minimise disruption to the building and its occupants A PTW will only be issued

if the appropriate control measures, identified by risk assessments, are put in place.

8.51 An Isolation PTW is required, for work on, or affecting, the following systems:

- Electrical Services
- Mechanical Services
- Lifts
- Fire Alarm Systems
- Water Supplies
- Building Management Systems

8.52 A "Hazardous Activities" PTW is required for and be issued before access can be granted and works commence, the areas are:

- Access to Roof
- Energy Centres
- Swimming Pool
- Confined Spaces (Under Floor Ducting Area)
- Asbestos
- Hot works
- Excavation and trench work

Boiler & Electrical Room Safety & Maintenance of Heating Plant

8.53 As part of the PPM regime the contractor will carry out all servicing and maintenance requirement for all plant (electrical and mechanical services) required to the heating plant. 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 accessed through a Permit to Work form.

Provision and Use of Work Equipment

8.54 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.

8.55 Specific risk assessment and appropriate training will be required on all work equipment which may present a significant risk including the use of step ladders by all staff and MEAPs and tower scaffold by the facilities services officer.

- 8.56 All stepladders used in academies must be of an industrial classification 1 and can only be purchased through the facility manager who will complete the register with the serial number.

Control of Noise Exposure

- 8.57 Exposure to excessive noise levels may occur from time to time and the appropriate PPE (ear defenders) should be provided to the facilities management officers. Exposure to excessive noise levels can result in temporary or permanent hearing damage. Where there is any reason to suspect that statutory limits of 85db(A) & 90db(A) may be exceeded the facility manager shall arrange the works to be carried out when the academy is closed.

Personal Protective Equipment (PPE)

- 8.58 Senior management will arrange for the academy to purchase PPE for any employee, if it is determined necessary as a result of a COSHH 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. PPE equipment is provided for pupils and staff to use in Science and Design and Technology lessons.

Playground Safety A Vehicle Movement on Premises

- 8.59 The academy should develop a risk assessment on its management of both playground and vehicular movement on its premise and site to ensure all pupils, staff and visitors have safe access in and out of the site A number of the areas will require staff supervision at key times of the school day

Educational Visits

- 8.60 Trips must be authorised by the Principal/Headteacher/Head of School and are subject to formal risk assessment, parental consent, and insurance arrangements. The Principal/Headteacher/Head of School and SLT have all completed relevant Educational Visits Co-ordinators training and are all Educational Visits Co-ordinators (EVC's) for the trust. Visits must not take place unless a booking form and risk assessment have been completed and authorised by the Principal/Headteacher/Head of School

Arrangements for New Staff

8.61 All new staff will be issued with a summary of the Health and Safety Guidelines for the academy. All staff new to the trust including supply teachers and students on work placement will be given a Health and Safety induction that includes a tour around the building. Any queries should be directed in the first instance to the Principal Representative.

Expectant Mothers

8.62 The Academy will carry out an individual risk assessment and offer advice for managing workloads for all expectant mothers to ensure they are not exposed to any significant risks.

Standards

8.63 Each academy will adopt the Trust's arrangements or, where necessary, establish its own arrangements, which may be set out in separate policies or a manual, for addressing the following areas.

- Reporting of Incidents/Injuries/Accidents
- Asbestos management (where applicable)
- Contractors on site
- Off-site activities
- Academy security
- Slips and trips
- Vehicle movements
- Fire safety & Fire Risk Assessments
- Electrical safety
- Minibus safety (where applicable)
- ICT use
- First aid
- Lifting/handling
- Infectious diseases
- Severe weather
- Administration of medicines
- Critical incidents
- Lone working
- Dignity at Work

- Stress management
- Water safety/legionella

Equal Opportunities

- 8.64 In making, reviewing and implementing this policy the Trust equal opportunities policies must be considered.
- 8.65 In particular each Academy must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, Students and visitors to use the Academy's facilities and curriculum as far as is reasonably practicable. The Disability Accessibility Plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, Students and visitors.

9. Review

- 9.1 The Co-op Academies Trust Board and Principal/Headteacher/Head of School will review this policy statement annually and update modify or amend it as it considers necessary to ensure the Health and Safety welfare of all individuals using the Site.
- 9.2 The Principal will ensure that risk assessments and related procedures are reviewed annually or sooner, especially if after an incident or accident.
- 9.3 The Trust Board and Principal/Headteacher/Head of School will implement all and any Health and Safety precautions required by law and those advised procedures required by Local government.

Monitoring, Evaluation and Review

- 9.4 The Trust Board will review this policy at least every three years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Date: 22 October 2020

Review date: October 2023