



Fosse Multi Academy Trust

Health and Safety Policy

Date created: October 2023
Review date: October2024

Introduction

All schools' employees have a duty to look after their own and others' health and safety and have a duty under common law to take care of pupils in the same way as a prudent parent would do so.

Employees must also cooperate with their employer on health and safety matters, carry out their work in accordance with training and instructions, and inform their employer of any work situation representing a serious and imminent danger so that remedial action can be taken in a timely manner.

This Policy has been produced in recognition and acceptance of our legal responsibilities as an employer and aims to protect the health, safety, welfare and wellbeing of our employees and others who may be affected by our activities.

This Policy will therefore set out how the Fosse Multi Academy Trust will manage occupational health and safety.

1. Statement of Intent

The Fosse Multi Academy Trust recognises the importance of effective health and safety management and will demonstrate our commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives. This Policy provides a practical framework for the compliance and implementation of The Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation within this school.

It also demonstrates our obligation to the duty of care we owe to employees and non-employees (such as pupils, visitors, contractors, peripatetic staff and members of the public) by ensuring that our activities are undertaken in such a way as to not put them at risk.

The main aim of our policy is preventing occupational accidents, incidents and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment and a safe and healthy workforce. This will enable the Fosse Multi Academy Trust to develop a positive health and safety culture through the implementation of the following objectives:

- Providing strong and visible leadership and management and involving employees;
- Having an occupational health and safety management system which sets clear health and safety standards, roles and responsibilities;
- Identifying significant risks to health, safety and wellbeing as part of our risk assessment process, and implementing adequate measures to prevent, reduce or protect against those risks;
- Promoting the principles of sensible and proportionate risk management;
- Having a competent workforce through the provision of information, instruction, training and supervision;
- Effectively communicating, consulting and cooperating with employees on all relevant health and safety matters;
- Providing a safe and healthy place to work;
- Providing access to competent health and safety advice, guidance and support;
- Requiring our contractors to cooperate with us;

- Ensuring resources are available to ensure the successful management and implementation of health, safety and wellbeing; and
- Making continuous improvements in health and safety performance.

Through this statement of intent and the implementation of our health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the Policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that the health and safety related policies are complied with by having school, documents, safe systems of work and arrangements that ensure the implementation of health and safety locally.
- Identifying, assessing and eliminating, reducing or managing the risks that arise out of activities, processes or operations through the risk assessment process.
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our performance management, employee appraisal and supervision process.
- Ensuring that health and safety is included as a standing agenda item at all staff meetings.
- Ensuring that all employees within the school are made aware of this Statement of Intent and our arrangements.

Signed

Name Lindsey Oscroft

CEO

Date: October 2023

Signed

Name Michael Glover

Chair of MAT

Date: October 2023

2. Organisation

This Policy formulates our school occupational health and safety management system. It outlines how we will plan, organise/arrange, implement, monitor/review and audit for health and safety. Whereby, legal compliance is the minimum standard the Fosse Multi Academy Trust wishes to achieve. Our health and safety management framework will strive for higher standards (good practice) where possible so that continuous improvement can be achieved.

2.1 Health & Safety Roles and Responsibilities

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

Successful health and safety management depends on a systematic approach throughout the school so that health and safety becomes fully integrated with all other aspects of school management. A proactive health and safety culture will require strategic leadership from the MAT and CEO with support from all staff.

2.2 Chair of Trustees and MAT

The Chair of Trustees and MAT has overall responsibility throughout the schools for:

- Implementing and achieving the objectives of the health and safety policy.
- The preservation, development, promotion and maintenance of the school's health and safety management system.
- Ensuring health and safety matters receive appropriate priority and are considered within the school's decision making process.
- Having awareness and maintaining attention on the significant health and safety issues.
- Ensuring the school has appointed competent people to provide health and safety assistance/advice to assist with the implementation of relevant health and safety measures to meet legal requirements.
- Applying health and safety legislation and making decisions that conform to legislation and this policy.
- Promoting a positive health and safety culture.
- Ensuring adequate resources are made available to implement successful health and safety management and to conform to all relevant health and safety statutes.
- Ensuring health and safety matters will be considered and accounted for when making organisational decisions.

The MAT will delegate much of the day-to-day health and safety monitoring, reviewing and auditing of health and safety to the Headteacher in each school.

2.3 CEO and Headteachers

The CEO has been appointed by the MAT as the '**Accountable Person**' for health and safety within the trust.

The CEO has overall accountability for ensuring effective health and safety within the trust, and must ensure that all employees are aware of, and are held accountable for, the specific application of their health and safety duties to employees and any other person.

The CEO has delegated daily responsibilities to each school Headteacher ; however, they must ensure that those nominated are competent and understand and accept the responsibilities being delegated to them. The CEO will remain accountable for those activities.

Where the CEO has chosen to delegate their operational responsibilities to other members of senior leadership; the CEO must ensure that those nominated are competent and understand and accept their delegated responsibilities.

The Headteacher of each school will be the '**Responsible Person**' in their school and:

- Demonstrate visible management commitment to health and safety and lead by example.
- Strive for continuous improvements and promote a positive health and safety culture.
- Promote the adequate and proper consideration of health and safety to all employees within the school.
- Attend, as directed or required, appropriate health and safety management/leadership training and subsequent refresher training.
- Present a report to the Local Governing Body (LGC) termly on the health and safety performance of the school, which will include:
 - Accident statistics
 - Setting performance related targets and objectives
 - Measuring health and safety performance
 - Provision of an effective Health and Safety Committee process
 - Monitoring of Health and Safety to include:
 - Auditing
 - Inspection
 - Accident recording and investigation
 - Review of performance
 - Training
- Be aware and maintain attention on the significant risks within their school and ensure they are being properly risk assessed, controlled and managed through effective and sensible risk management.
- Ensure that when making decision/arranging new projects for the service area, health, safety, welfare and wellbeing issues are considered and dealt with fully;
- Ensure that adequate health and safety communication channels exist within their area of control;
- Ensure that adequate resources are provided to maintain health, safety and welfare, and manage these resources on a risk priority basis;
- Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure health and safety;

- Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales;
- 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;
- Ensure that their senior managers and all employees (including agency staff) under their control are made aware of, understand and accept their individual and specific responsibilities regarding health and safety and are adequately trained to carry out their responsibilities;
- In conjunction with all staff, monitor and review the health and safety targets and priorities in line with the overall school objectives; and ensure the provision of adequate resources to achieve compliance;
- Ensure that health and safety management and performance is formally evaluated, monitored and reviewed at least on an annual basis;
- Ensure that the **competent health and safety person** is consulted, along with employees' representatives, prior to changes in working practices;
- Ensure that the MAT is informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement; and, where the MAT has assigned responsibility to the CEO, respond to any legal notice received by the HSE or other enforcing body.
- Ensure that a formalised health and safety workplace inspections and audits are undertaken and appropriate action implemented;
- Ensure consultation takes place between managers from other employers, organisations and appropriate employees' safety representatives, when sharing premises.

2.4 Senior Management (i.e. Deputy Headteachers, Associate Heads, Department Heads)

All senior managers are responsible for managing health and safety in their area of responsibility. Departmental policies will specify the roles and responsibilities required by departmental to ensure legal compliance and best practice.

In general, all senior management must:

- Comply with the school's health and safety policy and relevant departmental policies;
- Ensure that risk assessments are undertaken and recorded for work activities, processes and operations. They must identify significant risk(s) and controls that will eliminate the risk or reduce it to the lowest possible level through sensible and proportionate risk management. They must involve employees as part of this process, and implement controls as necessary in compliance with legislative or school policy requirements;
- Ensure that all employees are made aware of and understand the relevant risk assessment findings for their work activities and the control measures, safe systems of work, and arrangements in place;
- Provide and maintain healthy and safe working conditions, plant/equipment, access/egress and welfare provision, e.g. provision of drinking water, adequate toilets and washing facilities, etc.
- Provide all new starters with a health and safety induction upon commencement of employment;

- As necessary, ensure that arrangements are in place detailing their responsibilities for the health and safety of agency workers (as the host employer) and detailing the responsibilities of the agency as employer. Similarly, arrangements must be in place for volunteers.
- Ensure that relevant information, instruction, training and supervision programmes are in place, provided, maintained and monitored to help secure the competence of all employees.
- Consider health and safety at the planning stage of any new plant/equipment purchase or design or change in processes or activities.
- Ensure that accidents, incidents, near misses and occupational ill health are reported and investigated where necessary, so that appropriate action can be taken to prevent a recurrence.
- Ensure that contractors' and other peoples' activities in their area are monitored and issues of concern are raised to the appropriate person in a timely manner.
- Ensure that all employees, including safety representatives, are able to carry out their responsibilities, and encourage them to work with senior management to promote a positive health and safety culture.
- Ensure that the formalised health and safety workplace inspection and audit regime is in place to check and document that the work environment is safe or requires appropriate action.
- Ensure that communication arrangements are in place to brief and inform employees on health and safety matters as required.
- Ensure cooperation and consultation takes place between other organisations and appropriate employees' safety representatives, when sharing premises.
- Take appropriate action following external audits or inspections and own observations.
- Consult and seek competent advice where necessary.

2.5 Employees

All employees have an important role to play in effective health and safety management. For the purpose of this policy, 'employees' will include work placement/experience students, volunteers, agency workers and contract workers.

The responsibilities below relate to all employees. If an employee has additional responsibilities for health and safety, for example Head of Department, then they must comply with those responsibilities in addition to these.

All employees have a responsibility to:

- Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- Cooperate fully with their employer or other person (line manager, senior management) in respect of their health and safety duties and follow all relevant arrangements, instructions, control measures, training, procedures, etc. (written and verbal) to protect their own and other people's health and safety; and consult with their line manager on any areas of concern.
- Not misuse or interfere with anything that has been provided in the interest of their health, safety and welfare (such as safety equipment and/or protective clothing provided).

- Check that any equipment, plant or substances used at work are in a safe condition prior to use and acquaint themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager via the defect reporting system.
- Inform their manager, without delay, about any work situation that might present a serious or imminent danger to themselves or others, or about any other problems in the health and safety arrangements.
- Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- Behave appropriately at all times in the workplace and not get involved in any horseplay.
- Avoid taking short cuts, improvising or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided.
- Report all work related accidents, incidents (including incidents of violence, diseases and dangerous occurrence) and near misses.
- Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all induction, information, instruction and training provided (whether verbal or written).
- Be 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.
- Take part in health and safety training and development as necessary.
- Cooperate with health surveillance programmes and other control strategies for the protection of their health and wellbeing, as required.
- Set a good personal example in respect of health and safety.
- Make suggestions to improve health and safety.
- Be appropriately dressed for their working environment and activity.

2.6 Pupils

All pupils are expected to behave in a manner that reflect the Fosse Multi Academy Trust Behaviour Policies and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

2.7 Shared site users

Where two or more employers share a workplace, each employer shall cooperate with the other employer(s) concerned to enable them to comply with their duties under health and safety legislation. The school as the primary site user will have the lead responsibility.

All shared users of site must agree to:

- Cooperate, communicate and coordinate with the school on health and safety matters.
- Provide information relating to any additional risks or procedures, which will be new or unusual to those of the school, which may arise from their work activities.
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standards maintained by the school so as to ensure the health, safety, welfare and wellbeing of all school employees, pupils and others who may be affected.
- Meet the insurance requirements stated by the school and its insurer.
- Familiarise themselves with and communicate, to their employees and service users, the school's health and safety arrangements.

The school will ensure that, where not forming part of the shared site users hire contract or lease:

- Premises are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Shared site users are consulted, cooperated and communicated with on health and safety matters.
- The school's health and safety arrangements are made available for dissemination.

3.Arrangements

The following arrangements will be adopted to ensure that the MAT, Academy's Governing Body and the Headteacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

Setting health and safety objectives

The MAT, Governing Body and the Headteacher will specifically review progress of health and safety objectives at the termly meeting of the Governing Body. Where necessary health and safety improvements will be identified and included within the Academy Health and Safety Management Action Plan.

Provision of effective health and safety training

The Local Governing Body and the Headteacher will consider health and safety training on an annual basis in line with the Academy appraisal system for school staff.

Provision of an effective joint consultative process

The Academy Health & Safety Committee will meet on a regular basis. The committee will ensure that Health and Safety concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include a member of the Senior Leadership team (ideally Headteacher, Business Manager or both),

Site Manager, a teaching member of staff, a support member of staff (admin/teaching assistant) and a Governor (as a minimum).

Establishing adequate health and safety communication channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- Senior leadership team meetings and staff meetings.
- Academy health and safety committee.
- Provision of information relating to safe systems of work and risk assessments.
- Provision of Training.
- Communications with relevant specialist advisors and bodies.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate and to Governors and the MAT as applicable.

Financial resources

The MAT, Governing Body along with the Headteacher and Business Manager will review the Academy budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

Specialist advice/support

The MAT will ensure that it has access to competent technical advice on health and safety matters to assist in meeting the MAT and Governing Body objectives; this will be achieved by accessing the services of a competent Health and Safety Advisor through YMD Boon Ltd, Health and Safety Service, 6b Anson House, Compass Point Business Park, Market Harborough, Leicestershire, LE16 9HW.

Other Arrangements

Accident and assaults

All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence.

Reportable incidents, as per the HSE's Information Sheet edis1 (rev3), will be reported to the HSE within the required timescale as determined under the [Reportable Injuries, Diseases and Dangerous Occurrences Regulations](#).

All incidents will be investigated in an attempt identify the root cause and prevent reoccurrence: relevant local policies, procedures and risk assessments will be reviewed and revised as required. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Accident, assaults and near miss incidents will be monitored at least termly as part of the Health & Safety Committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.

Pupil forms/records are retained until the pupil reaches the age of 24 years, employee forms for six years and forms relating to work related ill health for 6 years or longer, (40 years where there has been potential exposure to radiation or asbestos; further guidance is obtained from YMD Boon Ltd Health and Safety Service).

All premises related issues will be addressed in a timely manner.

Audit

The Academy health and safety management will be audited by YMD Boon Ltd Health and Safety Service every 2 years. The Academy reviews this process as a positive assessment of health and safety management system and takes appropriate action to continually improve health and safety across the school.

Contractor management

The Academy will ensure that the highest levels of safety are achieved by all contractors on site and will comply with [HSE guidance on Managing Contractors](#). The Academy will ensure through ensuring that:

- Competent contractors are used and are adequately vetted before being appointed.
- Clear specifications of works are drawn up by a competent person.
- Prestart meetings take place to discuss how works will be managed, key responsibilities, codes of conduct and assess new hazards that may be introduced to the site.
- Key contacts are identified, and details exchanged.
- Regular update meetings take place throughout any works/projects.
- Works are visually monitored where required and any concerns immediately reported.
- Works are signed off and any associated certification and documentation is obtained.
- All staff pupils and other users of site remain in a safe environment for the duration of the works.

Where The Academy appoint contractors directly, they will be subjected to an adequate vetting process before being appointed.

Control of hazardous substances

The Academy will ensure it complies with the [HSE's approved code of practice 'Control of substances hazardous to health' \(L5\)](#) relating to the management and control of hazardous substances on site.

The Academy will ensure:

- A register of all hazardous substances is kept on site and updated regularly.
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used.
- A COSHH risk assessment will be completed, and control measures implemented for all hazardous substances used and shared with relevant staff.
- COSHH risk assessments are monitored regularly and reviewed at least annually.
- Where identified as part of the risk assessment, appropriate personal protective equipment (PPE) and respiratory protective equipment (RPE) will be provided relevant staff.
- Any need for exposure monitoring or health surveillance will be carried out.
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided.
- Training records are maintained for those who receive training.
- Information will also be given to others who may be affected, such as contractors, temporary staff, and visitors.
- Only substances purchased through the school's procurement systems can be used on site.
- Substances are stored correctly and those that are no longer used disposed of properly.

Dealing with health and safety emergencies - procedures and contacts

In the event of an emergency situation/ Bomb threat the Academy will undertake necessary action to maintain the safety of staff, pupils, and other persons on site. This may require emergency evacuation or lockdown of the school. The fire alarm will not be sounded in these circumstances, but the Headteacher will coordinate a response with the assistance of staff based on the academy's detailed arrangements for evacuation and lockdown. As soon as is practicable the Police or other relevant emergency services will be contacted to provide advice and support.

Any suspicious objects will be reported to the Headteacher, but under no circumstances will they be disturbed.

All emergencies will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner.

Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

Maintenance and Repair/ Reporting

The Academy has a defect reporting procedure whereby any damage or defect to the premises/ equipment or fixtures and fittings is reported to the Head Teacher/Business Manager/Site Manager. Defective equipment is isolated, removed from use and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

Display screen equipment (DSE)

The Academy acknowledges that staff that 'habitually' use DSE should have suitable equipment to undertake the tasks that they are required to carry out, know how to use the software applicable to their role and complete a DSE self-assessment and will ensure that:

- All static workstations used by staff meet the minimum standards required.
- Equipment is maintained in good working condition.
- Staff are aware of best practice in using DSE and issued with relevant information.
- Staff whose roles require significant use of DSE complete a self-assessment which is reviewed at suitable intervals by a competent person.
- Assessments are reviewed if there are significant changes to equipment/layout individual health.
- DSE users are made aware that an appropriate eye and vision test is available to them on request.

Driving

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition in line [DVLA requirements](#). Annual licence, insurance and where applicable MOT checks are undertaken and documented by Business Manager.

All staff must comply with the [Highway Code](#) at all times.

Where staff are required to drive a minibus as part of their duties the Academy will ensure they hold the correct classification on their driving license, meet specific driving criteria, and will be provided with formal driver training.

For staff that transport pupils either in academy or their own transport, licence checks will be completed 6 monthly.

Risk assessments will be documented for all situations where pupils are transported off site either as part of the off-site visit or separately as necessary.

Electrical systems and equipment

The Academy maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) are periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance ['Maintaining portable electrical equipment in offices and other low environments' \(INDG236\)](#), by a competent contractor with records maintained.

Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective with the Academy defect reporting procedure followed as required.

Staff are not permitted to bring in any electrical items from home without written consent from the Headteacher.

Fire safety

The Academy is committed to providing a safe environment for both staff, pupils and those that visit the site and manages the risk of fire by ensuring the requirements of the Regulatory Reform (Fire Safety) Order are met by:

- Having a comprehensive Fire Risk Assessment in place, which is reviewed regularly with any actions/improvements identified progressed given consideration to risk and cost.
- Documenting a detailed fire and emergency plan that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation.
- Ensuring service, maintenance and statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff.
- Providing all staff with fire awareness training that is regularly updated and fire marshals with role specific instruction.
- Undertaking a fire drill at least termly to practice evacuation arrangements and ensure working correctly.

First Aid

Adequate first aid arrangements are assessed and maintained at the Academy in line with current First Aid guidance and for all activities that we lead we will ensure that:

- The number of first aiders meets recommendations and adequate cover is available to cover for annual leave and unexpected absences during all school operating hours.
- All first aiders hold a valid certificate of competence, the Academy maintains a register of all qualified staff and will arrange re-training as required.
- First aid notices are clearly displayed around the school.
- Sufficient numbers of suitably stocked first aid boxes are available and checked regularly to ensure they are adequately stocked, and contents are in date.
- A suitable area is available for provision of first aid.
- Staff are regularly informed of first aid arrangements within school, through induction, teacher training days and the staff handbook which is issued annually.
- Where first aid has been administered this is recorded in the first aid treatment book.
- Correct reporting procedures are followed.
- Information, instruction, and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency.

Medication administration

The Academy will ensure that it complies with the [Department for Education Supporting Pupils at School with Medical Conditions](#) and will manage this by:

- Having a dedicate Medication Policy and Management Procedure in place which details local arrangements which is communicated to all relevant staff.
- Only administering medication whereby written consent has been received.
- Ensuring all medication is clearly labelled and in original packaging/container with pupil details and, where necessary, kept in secure safe place and be accessible where required.
- Recording all medication administered to pupils using the Department for Education Supporting Pupils with Medical Conditions templates.
- Ensuring all staff who undertake assistance with the administration of medication do so on a voluntary basis with specific training provided where identified as required.

Occupational Health services and work-related stress

The Academy acknowledges that there are many factors both works related and personal that may contribute to staff ill health including stress.

The Academy will follow the principles of the HSE guidance '[Managing the causes of work-related stress](#)' (HSG 218). The following arrangements are in place to locally manage staff health issues:

- Employees are advised that they have a responsibility to inform their line manager, the Headteacher or another member of the senior leadership team of any ill health issues.

- An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels. An individual risk assessment will be undertaken taking in account the HSE Management standards. This assessment will then be reviewed with the member of staff to monitor progress.
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g., counselling, etc.
- The member of staff will be advised that support can also be provided through their trade union.
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified.

If it is identified that there is a high occurrence of staff ill health or stress within the school, the Headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

New and Expectant Mothers

The Academy recognises that the general precautions taken to protect the health and safety of the staff and visitors as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the Academy will ensure that:

- Employees are instructed at induction to inform their relevant manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times.
- Risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained.
- Necessary control measures and reasonable adjustments identified by the risk assessment are implemented, followed, monitored, regularly reviewed and, if necessary, revised.
- New and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them.
- Any adverse incidents are immediately reported and investigated.
- Appropriate training and support are provided where suitable alternative work is offered and accepted.
- Provision is made to support new and expectant mothers who need to take time off work for

medical reasons associated with their condition.

- Where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm.
- Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary, providing suitable alternative work or suspension with pay.

Security

The Academy actively ensure that the security of the site is assessed, and adequate arrangements are in place to control access into the Academy/ Academy grounds. All visitors are required to sign in at reception and required to wear a visitor's badge.

Preventing Workplace Harassment and Violence

The Academy is committed to providing a safe and secure working and educational environment for staff, pupils, and any other persons on its site. Where applicable, in addition to the control measures identified in an individual pupil's physical intervention the following procedures are in place:

Staff are advised to:

- Avoid confrontation if possible.
- Withdraw from situation if safe to do so to get support.
- Arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door or use a room with two doors.
- Follow measures/ procedures identified in violence/ assaults and lone working risk assessments.
- Contact emergency services, as appropriate.
- Inform the Headteacher or a member of the senior leadership team if confrontation has taken place.

The Academy will:

- Ensure the Headteacher or member of the senior leadership team attend site on being informed of an incident, if considered necessary.
- Have in place procedures for the reporting of incidents.
- Offer counselling/ support through Occupational Health.
- Debrief individuals following any incident.
- Provision of training on how to manage conflict and aggression as required.
- Review specific risk assessment following any incident.

Management of Asbestos

The Academy will ensure that it complies with the [HSE's approved code of practice L143 Managing and working with asbestos Control of Asbestos Regulations 2012](#). The Academy is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises and manages this by:

- Having a whole site asbestos management survey from which a Local Asbestos Management Plan (LAMP) has been developed.
- Completing an annual visual inspection of all identified Asbestos containing materials (ACMs) that are not encapsulated, or in restricted access areas, are undertaken and documented. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the Academy LAMP. Where necessary, more frequent checks of ACMs are undertaken.
- Procuring a refurbishment or demolition survey prior to any works that will or have the potential to alter the fabric of the building; in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing.
- Ensuring that staff and contractors are to be made aware of locations of asbestos in areas that are relevant to their work.

Water hygiene management

The Academy will ensure it complies with the HSE approved code of practice '[Legionnaires' disease - The control of legionella bacteria in water systems' \(L8\)](#). The Academy is committed to preventing exposure to legionella bacteria to all persons that enter onto its premises and manages this by:

- Commissioning a bi-annual Legionella risk assessment and ensure actions identified are acted upon.
- Commissioning a competent external contractor to undertake water sampling and routine cleaning and disinfection of water systems as required.
- Ensuring that relevant staff are suitably trained / competent to undertake monitoring/testing activities required by the Legionella risk assessment to include:
 - Monthly temperature checks
 - Weekly flushing of little used outlets

Outdoor Play Equipment

The Academy will ensure all outdoor fixed play equipment and associated safety surfaces will conform to BS EN 1176 and BS EN 1177.

The Academy will manage the risk associated with the fixed outdoor play equipment by ensuring that:

- Pre use checks on play equipment will be undertaken by a staff before equipment is used by pupils.
- Daily or weekly checks are undertaken and recorded.
- An annual inspection/maintenance of fixed outdoor play equipment and safety surfaces will be undertaken by competent accredited contractors.
- An up-to-date risk assessment will be kept ensuring the equipment and pupil activities are appropriately supervised and remain safe.

Outdoor play equipment not governed by the above standards will be visually checked pre use to ensure safe for pupils.

Where any equipment is determined damaged or unsafe it will be taken out in line with the Academy defect reporting procedure.

Glazing

The Academy will ensure that it complies with the Workplace (Health, Safety and Wellbeing) Regulations 1992 in existing buildings and Document N of the Building Regulations 2000 (as amended) which covers new buildings. All identified critical glazing will conform with EN12600.

The Academy will manage the risks associated with glazing safety by ensuring that:

- An up-to-date glazing audit and risk assessment conducted by a competent person has been completed.
- Any remedial actions identified are actioned as appropriate.
- Any broken glazing is made safe and repaired.

Statutory Inspections

The Academy ensures that statutory inspections are undertaken at required intervals for all plant and equipment. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed and this is monitored by the Headteacher/Business Manager to ensure inspections are completed on time and YMD are contracted to manage this service on behalf of the trust.

Workplace inspections

The Academy recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils.

A formal annual workplace inspection is undertaken with findings documented and any actions allocated with remedial actions.

The annual inspection findings are reviewed with actions monitored at the Health and Safety Committee. It is recognised that annual inspections alone will not keep a premise's safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the Academy defect reporting procedure.

Risk Assessment

Risk assessments are undertaken for tasks/ activities/ substances where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.

The Academy risk assessment process follows the [HSE Controlling Risk in the Workplace INDG163 \(Rev 4\) published 08/14.](#)

Within the Academy various members of staff are tasked with the development of risk assessments based on their knowledge, experience, and competence. Staff that undertake risk assessments on behalf of the school will be trained in hazard/ risk reduction techniques to ensure they fully understand the risk assessment process.

Relevant staff are involved in the development of risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are communicated to relevant staff and are accessible to staff at all times.

Risk assessments are reviewed on a regular basis and following any significant change or incident that may impact on the findings.

Moving and handling

The Academy will ensure that it complies with the HSE's approved code of practice ['Manual handling. Manual Handling Operations Regulations 1992 \(as amended\). Guidance on Regulations \(L23\).](#)

Within the Academy there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The Academy manages the risk associated with moving and handling tasks by ensuring that:

- Moving and handling is avoided whenever possible.
- If it cannot be avoided, moving and handling is properly risk assessed and completed by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking specific moving and handling tasks have received appropriate training and training records are maintained.
- Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until repaired or is replaced.

- An individual risk assessment will be completed for staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted.
- Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

Working at height

The Academy will follow the principles of the HSE guidance [*'The Work at Height Regulations 2005 \(as amended\) A brief guide' \(INDG401\)*](#).

The Academy may use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access to step ladders and ladders for short duration works and will ensure that:

- Working at height is avoided whenever possible.
- If it cannot be avoided, working at height is properly risk assessed and is completed by competent staff and carried out in a planned manner which is, so far as is reasonably practicable, safe.
- Those undertaking work at height have received appropriate training and training records are maintained.
- All access equipment (ladders & step ladders) is identified and inspected annually.
- Any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until repaired or is replaced.
- An individual risk assessment will be completed for all staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted.
- Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

Working alone

The Academy acknowledges that there will be times that some staff work either alone or in what is considered an isolated environment. To manage the risk to staff of working alone the following arrangements are in place:

The Academy will ensure that:

- The premises and grounds have robust security systems in place to prevent unauthorised persons from gaining access to the site or premises.
- Local arrangements are in place for staff who are working alone so that they have regular monitoring visit/communication dependent on the situation.
- Staff advised to alert senior leadership team of any medical conditions that have the potential to increase the risks of working alone.
- Only tasks considered low risk will be undertaken when working alone.

- If lone working is required off site e.g., Home Visits specific risk assessments will be undertaken.

Off-site visits including school-led adventure activities.

The Academy adopts the [National Guidance of The Outdoor Education Advisers' Panel for the Management of Off-site visits and Learning Outside the Classroom \(LOtC\) activities.](#) and manages off-site visits by:

- Having an Academy specific Educational Visits Policy detailing local arrangements
- Having a trained Educational Visits Coordinator to oversee visits.
- Ensuring only competent staff lead visits.
- Having access to an independent Educational Visits Advisor to support the Academy.

In-House Catering and Food hygiene

The Academy recognise the importance of maintaining a high standard of Food Safety and Hygiene within the kitchen along with the provision of nutritious food for pupils. The Academy manages this by ensuring:

- All staff who work in the academy kitchen must have attended a level 2 award in food safety in catering.
- Catering equipment is regularly maintained and inspected, and ventilation systems is inspected every 14 months and subject to a regular cleaning regime.
- A Hazard Analysis Critical Control Points (HACPP) management system as identified in the Food safety and hygiene (England) Regulations 2013 is in place and documented.
- The [Food Standards Agency safer food better business guidance](#) is followed.

Monitoring and Review

This Health and Safety Policy together with the associated procedures and health and safety audits, accident statistics will be reviewed by the Resources Committee on a regular basis (every year as a minimum), or sooner if required.

In order to substantiate that health and safety standards are being achieved, the Academy will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The Academy will use different types of systems to measure health and safety performance:

Active monitoring systems

- Spot checks and termly site inspections will be undertaken.
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed.
- Appropriate statutory inspections on premises, plant and equipment will be undertaken.
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

Reactive monitoring systems

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc.

Reporting and response systems

- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken.
- Resources Committee, Governing Body and Senior Leadership team will all receive and consider reports on health and safety performance.

Investigation systems

- Prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events.
- Analysing data to identify common features or trends and initiate improvements.
- Where cases of occupational ill-health are to be investigated.
- Complaints relating to occupational health and safety are to be recorded and investigated.
- Accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded, and appropriately investigated.

Third Party Monitoring/ Inspection

The Academy will be subject to third party inspection and monitoring such as, Ofsted requirements, HSE inspection regime, Fire Service Inspection regime. Actions arising from third party audit/inspection will be incorporated within the school/academy action plan with appropriate target dates for completion.