

HEALTH AND SAFETY POLICY

Tees Valley Education Trust

| | |
|----------------------------|---------------|
| Version: | 6.2 |
| Next review date: | August 2025 |
| Director Lead | Emma Chawner |
| Operational Lead/Reviewer | Carole Tonner |
| Statutory (Y/N) | Y |
| Published on website (Y/N) | N |
| Type of document: | Policy |
| Approved by: | Trust Board |

Contents

| | |
|--|----|
| 1. INTRODUCTION | 5 |
| 2. OBJECTIVES | 5 |
| 3. SAFETY MANAGEMENT SYSTEM | 5 |
| THE PLAN, DO, CHECK, ACT CYCLE | 6 |
| 4. PLANNING AND IMPLEMENTATION | 7 |
| 4.1 Health and Safety Policy Statement | 7 |
| 4.2 Organisation Structure | 8 |
| 4.3 Communication of Information to Employees | 8 |
| 4.4 Responsibilities | 8 |
| 4.4.1 Trust Board | 9 |
| 4.4.2 Senior Leadership Team | 9 |
| 4.4.3 Director of Finance, Operations and Resources (DFRO) and Academy Business Managers | 9 |
| 4.4.4. Employees | 10 |
| 4.4.5. Audit, Risk and Finance Committee | 11 |
| 4.4.6. Responsible People | 12 |
| 5. IMPLEMENTATION AND OPERATION | 12 |
| 5.1. Reporting and Investigating Accidents and Incidents at Work | 12 |
| 5.2. First Aid and Emergency Procedures | 13 |
| 5.3. First Aid Personnel | 14 |
| 5.4. First Aid Equipment | 14 |
| 5.5. Hazard Detection and Near Misses | 14 |
| 6. PLANNING AND SAFE SYSTEMS OF WORK | 15 |
| 6.1. Risk Assessments | 15 |
| 6.2. Construction, Design and Management (CDM) | 16 |
| 6.3. Method statement | 17 |
| 7. CONTROL OF PREMISES | 17 |
| 7.1. Access and Egress | 17 |
| 7.2. Windows, Doors and Stairs | 17 |
| 7.3. Welfare | 17 |
| 7.4. Fire Safety | 18 |
| 7.5. Emergency Plans | 19 |
| 7.6. Fire Procedures | 19 |
| 7.7. Gas Safety | 19 |
| 7.8. Signage | 20 |
| 7.9. Smoking | 20 |
| 7.10. Fixed Electrical Installation | 20 |
| 7.11. Housekeeping and Maintenance | 20 |

| | |
|---|-----------|
| 7.12. Storage of Goods..... | 20 |
| 7.13. Control of Asbestos on the Premises (Confirmed Asbestos) | 21 |
| 7.14. Control of Visitors..... | 21 |
| 7.15. Waste Disposal..... | 21 |
| 8. EMPLOYEE AND PUPIL SAFETY | 22 |
| 8.1. Training..... | 22 |
| 8.2. Alcohol and Substance Misuse | 22 |
| 8.3. Stress..... | 23 |
| 8.4. Violence..... | 23 |
| 8.5. Lone Working..... | 24 |
| 8.6. Use of Mobile Phones..... | 24 |
| 8.7. Young Persons (Non-Pupil)..... | 24 |
| 8.8. Home Workers | 24 |
| 8.9. New and Expectant Mothers | 25 |
| 8.10. Control of Contractors..... | 25 |
| 8.11. Personal Protective Equipment (PPE)..... | 25 |
| 8.12. Supporting Pupils with Medical Requirements..... | 26 |
| 8.13. Site Security..... | 26 |
| 8.14. Use of External Transport Companies..... | 26 |
| 9. OCCUPATIONAL HEALTH | 26 |
| 9.1. Manual Handling | 26 |
| 9.2. Control of Substances Hazardous to Health (COSHH)..... | 27 |
| 9.3. Noise..... | 28 |
| 9.4. Vibration..... | 28 |
| 9.5. Health Surveillance and Screening | 28 |
| 9.6. Asbestos Exposure during Work Activities (Non-active working)..... | 28 |
| 9.7. Skin Care..... | 29 |
| 9.8. Legionella | 29 |
| 10. WORK ACTIVITIES..... | 29 |
| 10.1. Educational Visits | 29 |
| 10.2. Loading and Unloading Vehicles..... | 29 |
| 10.3. Electricity..... | 29 |
| 10.4. Lifting Operations..... | 30 |
| 10.5. Work at Height..... | 30 |
| 10.6. Protection of Others not in Employment | 30 |
| 11. WORK EQUIPMENT | 30 |
| 11.1. Power Tools and Portable Appliances | 30 |
| 11.2. Equipment Safety | 31 |

| | |
|---|-----------|
| 11.3. Ladders and Stepladders..... | 31 |
| 11.4. Display Screen Equipment (DSE)..... | 31 |
| 11.5. Provision and Use of Workplace Equipment..... | 32 |
| 12. INSPECTIONS AND ENFORCEMENT | 32 |
| 12.1. Safety Inspections | 32 |
| 12.2. Enforcement Visits and Action | 32 |
| 13. MONITORING..... | 33 |
| 14. AUDIT..... | 33 |
| 15. RISK ASSESSMENT GUIDANCE | 35 |
| MUST include all SIGNIFICANT RISKS | 36 |
| 1. Staff name/date of assessment | 36 |
| Final risk | 36 |
| 1. 36 | |
| Incident/Near miss Report and Investigation form | 39 |

1. INTRODUCTION

Contained within this document is the policy, organisation details and arrangements for the health, safety and welfare of staff within Tees Valley Education Trust (the Trust).

This Health and Safety Policy has been developed to enable the Trust to comply with the statutory requirements of section 2(3) of the Health and Safety at Work Act 1974.

The Trust believes that health, safety and welfare issues rank equally with other Trust/academy objectives, and good health and safety performance is recognised across the Trust as being an integral part of the overall performance.

The Trust takes an active approach to integrate this Health and Safety Policy across the organisation and its academies, failing to do so could result in avoidable harm to people as well as the associated loss and damage to the Trust.

2. OBJECTIVES

The health and safety objectives for the Trust are:

- To maintain statutory standards of health and safety performance and ensure continuous improvement and compliance.
- To reduce, as far as reasonably practicable, accidents and ensure no one suffers ill health as a result of employment or attendance within the Trust, or due to any activities undertaken.
- To plan and manage activities so that foreseeable hazards are assessed and risks within our academies and across the organisation are managed, as far as reasonably practicable.
- To review and compare the findings from annual audits, local inspections and accident reporting (including near misses), on a regular basis and analyse the statistics to measure the effectiveness of controls and determine any further actions.

3. SAFETY MANAGEMENT SYSTEM

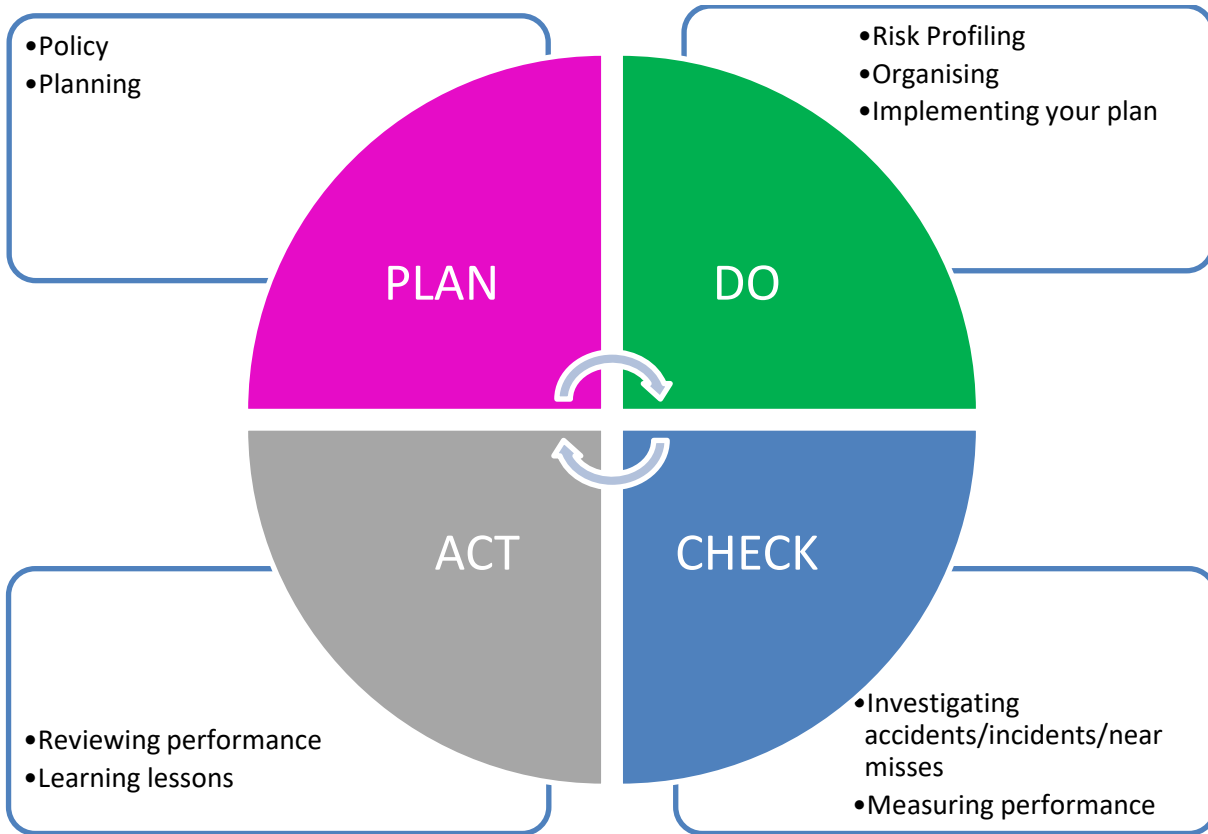
This policy forms part of the Trust's Safety Management System as the foundation document from which the management system can be developed and maintained. The Trusts commissioned health and safety provider, Redcar and Cleveland Council, will keep the Trust up to date with new health and safety developments, updates in legislation, case law and best practice. The Trust agrees to follow and implement recommendations and guidance provided by Redcar & Cleveland Health and Safety team, HSE and other H&S partners. Findings from accident reporting and near misses will be used to ensure compliance with health and safety.

The Trust's Safety Management System, this policy and all other associated procedures, will be reviewed in light of relevant information, following any significant change within the organisation or its academies and at least every 12 months.

To help maintain the highest standards of health and safety performance and ensure continuous improvement, the Trust will establish and review annual objectives for health and safety.

The key elements of the SMS are outlined in the following illustration:

THE PLAN, DO, CHECK, ACT CYCLE



4. PLANNING AND IMPLEMENTATION

4.1 Health and Safety Policy Statement

Tees Valley Education are committed to planning, controlling and reviewing activities in such a manner that, wherever practicable, no harm or ill health befalls employees, pupils or any other persons who may be affected by work activities.

Towards achieving this objective:

- Trustees and the CEO will ensure adequate resources are provided in terms of finance, time and people to meet the Trusts health and safety and operational needs.
- Avoidance of occupational injury and ill health will be given priority in methods of work and selection of suppliers, and will not be compromised.
- There will be full compliance with legal safety requirements.
- Work will only be undertaken, managed and supervised by those who are competent and training will be available to all employees concerned.
- In order to continually improve health and safety performance of the Trust, all accidents, incidents and near misses will be recorded; significant events reported, investigated and the findings shared.
- There will be an annual review and audit of Health and Safety Management Systems.
- All employees and suppliers are required to operate with Trust policies and with each other as a vital part of the strong health and safety culture.
- Both employees, contractors and suppliers are encouraged to contribute to the safest methods of working through consultation.
- Breach of safety rules will be corrected, investigated and appropriate disciplinary action taken against those who create or condone unnecessary risk.
- The Trustees and CEO recognise and value the importance of the Trust health and safety culture and ask everyone to play an enthusiastic part in maintaining and improving on it. The Trust must be vigilant, quickly reporting dangerous acts or situations and striving to make the workplace a safer and better place to work.
- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Name..... Head Teacher/Head of Academy

Signature.....

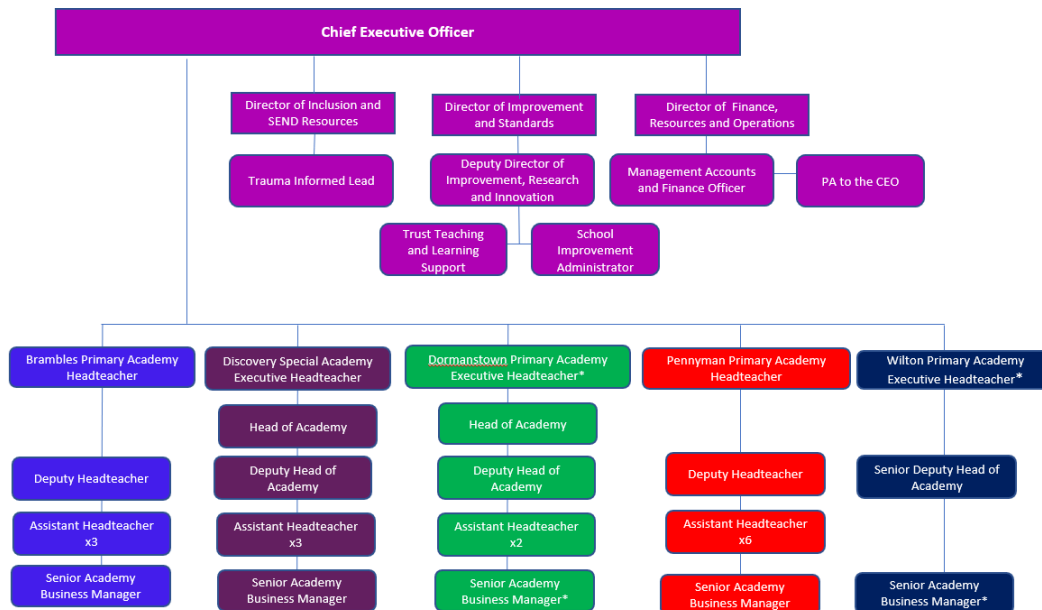
Date.....

Note: this page should be signed and dated, printed off and is displayed in a prominent location alongside your insurance document.

4.2 Organisation Structure

Below is the organisation structure of Tees Valley Education.

Tees Valley Education Structure Chart 2023/2024



* The Executive Headteacher and Senior Academy Business Manager work across both Dormanstown and Wilton Primary Academies

Correct as at 01/09/2023

4.3 Communication of Information to Employees

To ensure the effective communication of health and safety information to employees, the Trust uses the following systems:

- Verbal communication
- Senior Leadership Team/Team meetings
- Newsletters
- Emails
- Keeping in touch meetings/supervision
- Training
- Induction
- Return to work interviews

In addition, a health and safety law poster is displayed in a prominent location, and the Health & Safety Policy is made readily available to all employees.

Important communications will require receipt from employees to confirm they have read and acknowledged the information they contain.

Personnel with access to the Trust computer network may be sent this information electronically. Any electronic communications will be saved and any delivery/read receipts kept on file to ensure that they can be suitably monitored for compliance.

4.4 Responsibilities

Section 2 of the Health and Safety at Work Act 1974 places a duty on the Trust to prepare a written health and safety policy that includes details of responsibilities for ensuring the health, safety and

welfare of all employees and pupils. The following list of responsibilities has been collated to ensure compliance with legislation.

4.4.1 Trust Board

The Trust Board has ultimate responsibility for health, safety and welfare.

The Trust Board is responsible for ensuring that the Trust receives competent health and safety advice and assistance, staff and Trustees are sufficiently trained and competent in their health and safety responsibilities, and that systems are in place to ensure sensible control measures are established and maintained.

4.4.2 Senior Leadership Team

CEO/Executive Headteacher/Headteachers/Heads of Academy bring the policy to the attention of all management, employees, contractors and suppliers and ensure compliance through monitoring arrangements. To ensure all staff are trained and competent in their health and safety responsibilities. It is the responsibility of the CEO/DFRO/HT/HoA to assess the implications of new legislation and best practice, investigation/audit reports, monitoring system etc.

Throughout the Trust, the visible and active leadership of the SLT through to managers is necessary to develop and maintain a positive culture, supportive of health and safety management by promoting an interest in, and enthusiasm for, occupational health and safety matters throughout their employees by ensuring:

- Notwithstanding their individual executive functions, monitor the safety performance of their academy and take such steps as may be necessary to improve the performance of their academy.
- Those personnel, within their sphere of influence, are aware of their responsibilities as laid down by the Health and Safety Policy.
- That all personnel under their control receive adequate and appropriate training in health and safety matters and are provided with all necessary information and instructions to enable them to carry out their duties safely. Training is to be provided in accordance with the Trusts Induction policy. This will include suitable induction training at the start of employment before any work activities are undertaken such as:
 - Fire safety procedures are implemented and that all relevant checks are carried out.
 - Employees are aware of their individual health and safety responsibilities and how to report concerns to their management.
 - Familiarisation with the broad requirements of health and safety legislation.

This policy is a live document, which needs to be reviewed annually to ensure that it remains current with the Trust activities and changing legislation.

4.4.3 Director of Finance, Operations and Resources (DFRO) and Academy Business Managers

The DFRO and Academy Business Managers have delegated operational responsibility for health and safety and must ensure that:

- Risk control measures are identified and implemented in accordance with the 'general principles of prevention' which are;
 - (a) avoiding risks;

- (b) evaluating the risks which cannot be avoided;
 - (c) combating the risks at source;
 - (d) adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
 - (e) adapting to technical progress;
 - (f) replacing the dangerous by the non-dangerous or the less dangerous;
 - (g) developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
 - (h) giving collective protective measures priority over individual protective measures; and
 - (i) giving appropriate instructions to employees.
- Activities are planned and managed so that foreseeable hazards are assessed and risks within our academies and across the Trust are managed, as far as reasonably practicable.
 - Findings from the annual audits, local inspections and accident and incident reporting (including near misses) are reviewed and compared.
 - Health and safety standards are maintained with the aim of continual improvement.
 - Health and safety issues are given priority.
 - Health and safety performance within their area of responsibility is monitored and corrective action is taken if standards fall below academy expectations.
 - Appropriate resources are allocated to the planning of all activities and they are effectively managed and supervised.
 - Relevant persons are aware of their responsibilities concerning safety management and that they receive appropriate training.
 - Safety training and development needs of all employees under their control are appropriately met so they are competent to discharge their duties.
 - Reporting of accidents, occupational ill health and near miss incidents are in accordance with Trust procedures and ensure that investigations are carried out.
 - Relevant safety management systems are applied to all activities under their control.
 - They monitor health and safety performance of employees and suppliers through site visits and inspections, as per the requirements of the Safety Management System.
 - They keep up to date with changes in legislation, codes of practice and Trust procedures.
 - They set an example in safe behaviour, good management and positive leadership.
 - A positive health and safety culture is promoted.
 - The requirements for occupational health and sickness absence management are followed.

4.4.4. Employees

The Trust requires the full support of all employees to discharge required duties where necessary, under the Health and Safety at Work Act 1974.

Employees have the responsibility to:

- Look after their own safety and consider the safety of others.
- Co-operate with the Trust so far as necessary to enable successful implementation and compliance with health and safety legislation.

- Familiarise themselves with this document, in particular their individual responsibilities and all other relevant sections to their role to discharge duties safely and efficiently.
- Not intentionally or recklessly interfere with or misuse health and safety and welfare provisions.
- Report any accident, incidents, near misses or occurrences of ill health in line with the Trust's Safety Management System.
- Report any faults/defects in any equipment or any hazardous situations to the DFRO/ABM immediately.
- Work in accordance to any safety instructions provided, including risk assessments and any other safe systems of works created, and inform the Trust Board if they do not feel competent to undertake a task they have been set.
- Use and store any issued Personal Protective Equipment (PPE) correctly at all times, in line with risk assessments and training.
- Report any matters that may compromise the effectiveness of the health and safety management system.
- Raise any concerns relating to health, safety or welfare to the DFRO/ABM immediately.

4.4.5. Audit, Risk and Finance Committee

The Trust is committed to ensuring that health and safety matters are communicated correctly to all employees and, through its governance structure, will seek assurance that the health and safety practices are being upheld.

4.4.6. Responsible People

The following list will be held in each academy and updated as required. All 'responsible people' are nominated to undertake specific health and safety duties within the Trust.

| Duties | Responsible Person (Name) |
|---|---|
| Health and Safety Advice | Headteacher/Academy Business Manager (Include name(s)) |
| Fire Warden | SLT (Include name(s)) |
| Paediatric First Aider (first-aiders will hold a valid certificate of competence for children in a school or other childcare setting) | Welfare Officer/Teachers (name(s))/TA's (name(s)) |
| Emergency First Aider or First Aider at Work (first-aiders will hold a valid certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW). to give emergency first aid to someone who is injured or becomes ill whilst at work) | (name(s)) |
| Appointed First Aider (takes charge of first-aid arrangements) | Teachers (name(s)) |

5. IMPLEMENTATION AND OPERATION

5.1. Reporting and Investigating Accidents and Incidents at Work

It is Trust policy to record all incidents that occur due to workplace activities, including those of violence and aggression. All accidents that fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will be reported, these include:

- Fatalities
- If an employee suffers a specified injury, as defined by the HSE
- If an employee has been off work or unable to perform normal duties for over 7 days
- If a member of the public is injured due to workplace activities and taken directly to hospital for treatment
- If an employee suffers a work related disease defined by the HSE
- If there is a dangerous occurrence, as defined by the HSE.

Following an accident or incident the Trust will undertake the following steps:

- Ensure that the correct records have been completed
- Appropriate first aid treatment is administered
- In the event of an academy specific accident/incident, contact the DFRO who will advise and support the academy
- Report under RIDDOR, if required
- Inform next of kin, if appropriate
- Review relevant risk assessments and implement any additional control measures required to prevent reoccurrence

- Monitor controls to ensure they are suitable and sufficient

All accidents will undergo an initial investigation by suitable personnel and is recorded on the academies accident book for future analysis of patterns/themes. The accident form will be submitted to the DFRO immediately, if the incident is reportable under RIDDOR, or within seven days for any other incident.

Where the incident meets RIDDOR, the Trusts Health & Safety advisors will be informed and will formally investigate all reportable injuries, including major accidents, accidents where time has been lost in excess of seven days and accidents where a rising trend has been identified.

Findings from any formal investigations will be sent to the CEO with any recommendation to prevent a similar occurrence.

Redcar & Cleveland Council Health and Safety Team will liaise with the Trust in relation to reportable accidents to ensure that all control measures implemented are done so on a Trust wide basis to ensure that similar accidents are prevented in the future, as far as reasonably practicable.

- Incident reporting RIDDOR

This section lists HSE's approved forms to be used when reporting work related accidents, diseases, dangerous occurrences, and gas incidents.

- F2508 - Report of an injury
- F2508 - Report of a dangerous occurrence
- F2508A - Report of a case of disease
- F2508G1 - Report of flammable gas incidents
- F2508G2 - Report of a dangerous gas fitting
- F2533 - Safety representatives - report forms
- F2534 - Safety representatives - inspection forms
- F2533/F2534 - Safety representative - inspection/report form

- Incident reporting – internal lessons learnt

Not all incident will meet the RIDDOR criteria, however the importance is to reflect and learn from all incidents. Attached as appendix two is the Trust's Incident Report form/Internal Lessons Learnt (HSA001 form). This form is to be completed, reviewed by the headteacher to consider the learning for dissemination within the academy or more widely across the trust. All examples of learning are also report to Audit, Risk and Finance and may require the academy and/or Trust's risk register/s to be updated further as a result.

5.2. First Aid and Emergency Procedures

The Trust will ensure that adequate first aid provisions are identified and made available by completing the first aid requirements calculator. From this, it will identify:

- The number of first aiders and appointment persons required
- What first aid equipment is needed, and
- Further considerations required

All first aid personnel and equipment will be provided and maintained in accordance with the Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice L74, as a minimum standard.

A record will be made of any occasion where a member of staff, pupil or other person receives first aid treatment either on Trust premises or as part of academy-related activities.

The Trust will assess the first aid requirements, at minimum, on an annual basis to ensure that all requirements are suitably met.

5.3. First Aid Personnel

All first aid personnel are employees who have been assessed and deemed suitable to undertake the role. Consideration has been given to ensure that there is an adequate number of personnel available at all times, including cover for holidays and sickness.

Qualified first aiders and emergency first aiders will have undertaken appropriate training in line with health and safety executive requirements, and training is reviewed prior to expiration.

Appointed persons, First Aider at Work and/or Emergency First Aider are given clear indication of their roles and responsibilities and are suitably trained to undertake their duties.

All first aid personnel are aware of the Trust's emergency procedures.

The academies will ensure that all relevant first aid certification is kept up to date at all times.

5.4. First Aid Equipment

First aid equipment is held by the academies and is stocked with adequate supplies for the hazards present. All first aid kits contain at least the minimum supplies as required by law.

All first aid equipment and the details of the first aid personnel are clearly identified with the appropriate signage around the academy. It is the responsibility of the first aid personnel to ensure that:

- All first aid kits are maintained and replenished accordingly with checks not exceeding 3 months
- All first aid supplies are within their use by date, where necessary
- There are no unauthorised supplies kept in the first aid kits, for example creams, drugs etc.

5.5. Hazard Detection and Near Misses

Trust employees are encouraged to report any hazards or near misses to their line manager, either verbally or in writing, to ensure a safe working environment can be maintained.

The Trust follows a standard [Near Miss form, attached as appendix one](#).

Following notification of a hazard or a near miss, the line manager is to inform the DFRO where this is high risk. The academy will investigate to ensure suitable controls are identified and implemented to prevent harm. Controls will then be monitored by the Trust and the results documented to ensure they are suitable and sufficient.

In the event of a dangerous occurrence, the following steps will be taken:

- Ensure the area is cleared and made safe as a priority, to ensure that no persons are at risk of harm
- Notify the CEO and/or DFRO
- Complete the Accident Investigation Reporting Form - ACC4.pdf
- Reporting under RIDDOR, if required
- Review relevant risk assessment and implement any additional control measures require to prevent recurrence
- Monitor controls to ensure they are suitable and sufficient
- Report appropriate concerns to the Chair of the Trust Board and/or Chair of Audit, Risk and Finance

6. PLANNING AND SAFE SYSTEMS OF WORK

6.1. Risk Assessments

The Trust is committed to ensuring the safety of employees and those who may be affected by work activities. Through completing risk assessments, foreseeable hazards can be identified and the necessary controls that are required to eliminate or reduce risks as far as reasonably practicable.

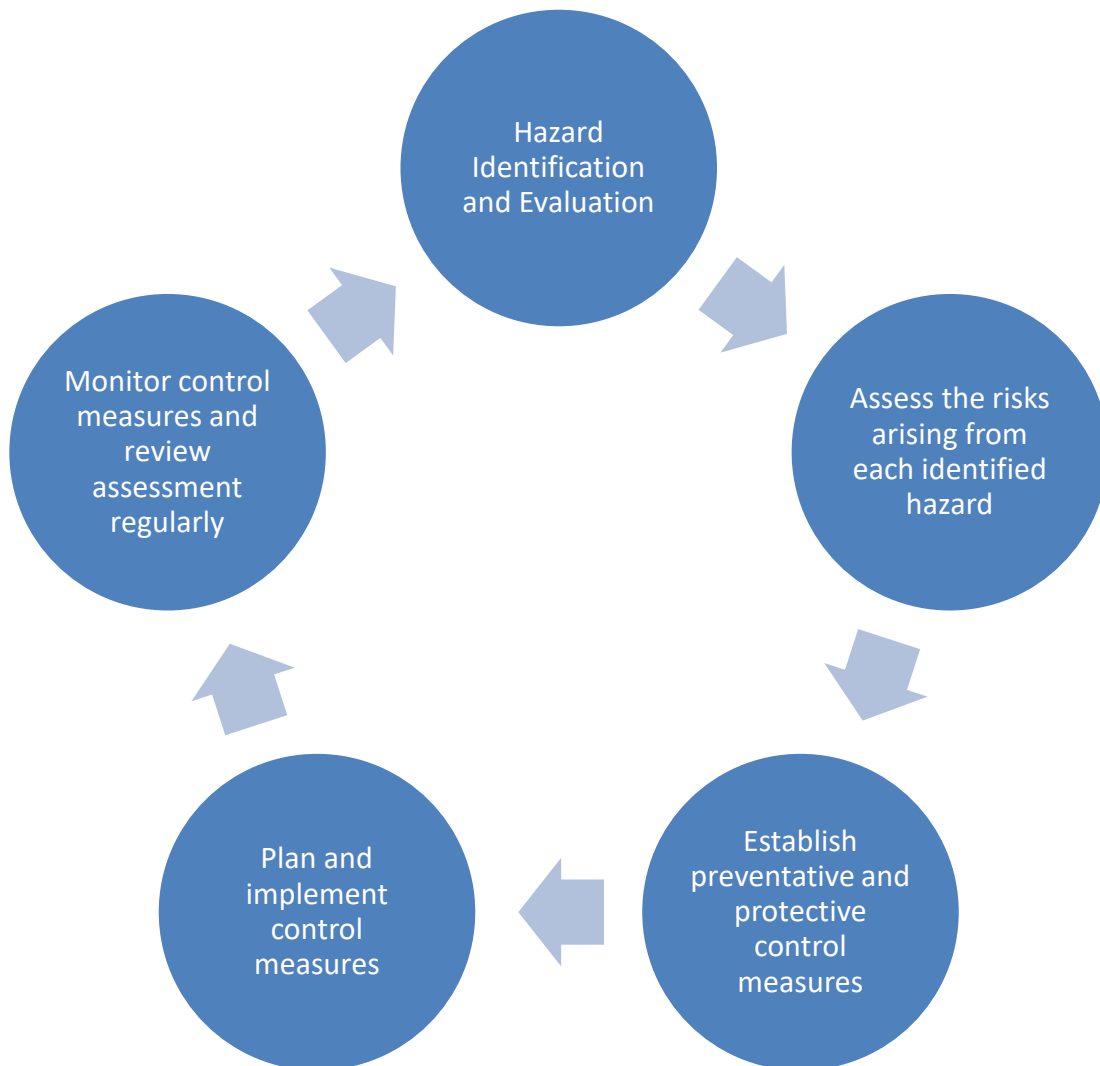
The Trust uses a quantitative and qualitative risk assessment template that relies upon the judgement of a competent person (or Risk Assessor). All employees appointed to undertake the role of risk assessor must have been deemed competent by management and have received the relevant training.

All of our risk assessments are documented, communicated to relevant employees and regularly reviewed, as per the requirements of the Management of Health and Safety at Work Regulations 1999.

The Trust follows a standard [risk assessment template](#).

Where certain other pieces of legislation require specific risk assessments to be completed, such as Control of Substances Hazardous to Health (COSHH) 2002 and the Manual Handling Operations Regulations 1992, the academy will conduct the relevant risk assessments. Further information is contained in the relevant arrangements within further sections of this policy and in the supporting guidance for those sections.

The cycle below illustrates the key steps for undertaking a risk assessment.



6.2. Construction, Design and Management (CDM)

In the case where a project becomes notifiable and the Trust is the client, in addition to general duties under Construction (Design and Management) Regulations 2015 ensure that:

- A competent Principle Designer will be appointed
- All relevant pre-construction information is provided as early as practicable to the Principal Designer
- Suitable welfare facilities are arranged prior to work commencing
- There is a completed construction phase plan in place prior to work commencing

The Trust will agree and receive the health and safety file from the Principal Designer following the works.

6.3. Method statement

Where identified by risk assessment or required by other parties to undertake works, the Trust will require the Principle Contractor/Designer to undertake a method statement, detailing how work activities will be undertaken and the controls used.

All method statements will be created and documented by competent persons and communicated to all relevant employees.

Where a method statement has been created for particular work activities, Trust employees/contractors will follow the method of work and ensure all control measures are implemented in a suitable manner.

7. CONTROL OF PREMISES

7.1. Access and Egress

All access and egress routes in Trust premises are:

- Safe and in well maintained condition to prevent harm
- Kept free of obstruction and subject to good housekeeping rules
- Have suitable handrails, floor covering, markings and lighting, as required
- Segregated, where appropriate, to separate people and vehicles/plant equipment
- Clearly identified with any restrictions (such as 'do not enter' signs for restricted areas) or other relevant information
- Continually monitored to ensure the above points are adhered to

7.2. Windows, Doors and Stairs

All windows, doors and stairs in the Trust are:

- Of suitable construction for the premises
- In a safe and well maintained condition to prevent harm
- Kept free of obstruction and subject to good housekeeping rules
- Have suitable safety devices, handrails, markings and lighting as required
- Clearly identified with any restrictions (such as 'fire door, keep shut' signage for fire doors) or other relevant information
- Continually monitored to ensure the above points are adhered to

7.3. Welfare

To comply with the Workplace (Health, Safety and Welfare) regulations the Trust has assessed the welfare requirements for all academies and implemented the necessary facilities and controls. Assessment has taken into consideration:

- Toilets and sanitary conveniences
- Workplace temperature and ventilation
- Lighting

- Washing and drinking facilities
- Rest and break facilities
- Desks, seating and workplace areas
- General workplace environment, layout and cleanline

7.4. Fire Safety

It is the policy of the Trust to take all necessary measures to prevent an outbreak of fire and to ensure the safety of all those on Trust premises, if a fire should occur.

To ensure steps are taken to comply with applicable fire safety legislation, a competent person will undertake and maintain a fire risk assessment, which identifies the fire hazards around the premises and the controls required to ensure that the risk of harm is eliminated or reduced as far as reasonably practicable.

The following are fire precautions we adhere to in our premises:

- All employees are suitably trained/instructed in the fire procedure for the premises
- Nominated employees, who have been deemed suitable, are chosen to undertake fire warden training and duties for the premises.
- There are sufficient number of fire wardens, considering cover for holidays and sickness
- An up to date register of employees is kept and used during fire drills to help identify if any employees are at risk of harm
- A register will be performed for pupils at the start of each day and again immediately following lunch
- Visitors and contractors are required to sign in and out of the premises and are given relevant information relating to fire procedures
- Fire wardens monitor fire escape routes and exits to ensure they are clearly marked, free from obstruction and not locked at any time during working hours
- The fire alarm system is tested weekly by choosing a different call point to activate and documents kept of the results, ensuring call points are checked in a single rotation
- The fire alarm system is maintained in a safe and suitable condition in line with manufacturer's instructions, if applicable
- All firefighting requirement is subject to regular inspection by a competent contractor
- Firefighting equipment must not be obstructed and is monitored by the fire wardens to ensure they are in the correct position and undamaged
- Damaged or missing firefighting equipment is repaired/replaced immediately
- Damaged fire detection units are repaired/replaced immediately
- Emergency lighting is subject to monthly and quarterly testing with all results documented and required actions undertaken
- Fire drills and evacuations are undertaken at least six monthly and the results documented
- Smoking is not permitted in or around the premises
- The assembly point is in a safe place away from the immediate vicinity of the premises, identified with the correct signage and its location communicated to all employees
- Sources of ignition are located away from flammable liquids or vapours
- All relevant checks, drills and inspections are recorded and kept on file for reference

7.5. Emergency Plans

In case of explosion, flooding, bomb threats, lockdown, cyber attacks or other emergencies, the CEO/HT/HoA will ensure all employees, pupils and visitors to the premises are informed of the emergency procedures and the designated assembly points.

Emergency plans will consider the measures required to save lives, prevent injury and minimise loss as far as possible.

Workplace activities that pose significant risks are risk assessed and any emergency plans required are created and documented specifically for those activities

7.6. Fire Procedures

- In the event of fire, do not panic and do not take any personal risk
- If a fire is discovered, immediately activate the nearest alarm call point and notify a responsible person
- If the fire alarm should sound, or if you are given instructions by a fire warden or other responsible person, evacuate the building immediately using the nearest safe fire exit route and go straight to the designated assembly point
- Ensure all doors and windows are closed on exit, if it is safe to do so. Do not stop to collect personal possessions under any circumstances
- Do not make any attempt to remove vehicles or property
- The responsible person will call the fire brigade by dialling 999 and informing them of the academy name and address to which they need to respond
- At the assembly point, the responsible person will ensure that all people who were on the premises are accounted for
- If you have any relevant information, such as the location of the fire or if any persons are trapped in the premises, inform the responsible person immediately
- Do not forget to help and guide visitors or suppliers who may be in the building at the time
- Do not leave the assembly point or re-enter the premises until informed to do so either by the responsible person or the fire officer
- Only use firefighting equipment if you are trained and if it is safe and necessary to do so to safely escape the premises. Always ensure that the alarm is raised first.
- Never take personal risks in the event of a fire. The safety of lives takes priority over a building or possessions
- A file containing information and drawings regarding service and dangerous areas/substances (e.g. gas bottles etc.) will be held in reception for perusal by the emergency services.

7.7. Gas Safety

All persons who install, maintain, inspect, repair or conduct any other works, including performing the annual gas safety check on any gas installations and appliances within the Trust, are required to be competent gas safety engineers holding the correct qualifications in line with the Gas Safety (installation and use) Regulations. Written records of all works are kept on file.

All safe systems of work and other relevant information is readily available to employees, contractors, clients and other required parties.

7.8. Signage

Where identified by risk assessment or legislation, the Trust will ensure that all required signage is:

- Placed in suitable areas and not obstructed
- Easily legible, including both pictogram and text
- Made of suitable material and complies with the appropriate standards.

7.9. Smoking

The Trust does not allow any person to smoke, vape or use e-cigarettes inside the premises. This policy is clearly communicated to all persons and appropriate 'No Smoking' signage has been placed around the premises (refer to the Trust's Smoking Policy).

7.10. Fixed Electrical Installation

The fixed electrical installation in the Trust premises is subject to effective monitoring, as well as periodic inspection and testing, to ensure it is in a safe and suitable condition in line with the Electricity at Work Regulations.

Any works, including installation, general maintenance and repair, are only conducted by competent and qualified electricians. Written records of works undertaken and monitoring are kept and provided, where required.

Fixed cabling is subject to a visual inspection on an annual basis.

7.11. Housekeeping and Maintenance

To reduce the risk of injury on our premises, the Trust ensures:

- A high standard of housekeeping is maintained and monitored around the premises
- Employees and pupils are trained and instructed to keep a high standard of housekeeping during their work and learning activities
- Suitable cleaning arrangements are in place
- Effective cable management when conducting work activities in or away from the premises
- An effective maintenance schedule is in place and any maintenance/repairs are carried out safely by competent persons.

7.12. Storage of Goods

Suitable storage facilities are provided for the materials stored on the premises, as far as reasonably practicable. All materials are clearly identifiable and stored in a way to reduce manual handling as far as possible, as well as aid housekeeping.

Hazardous substances or materials are stored in accordance with the requirements contained in relevant legislation and regulation.

Flammable and explosive materials are stored away from sources of ignition.

7.13. Control of Asbestos on the Premises (Confirmed Asbestos)

The Trust takes a proactive approach towards controlling asbestos within the premises and will ensure that:

- A survey of the premises conducted by a competent person is available to determine the location and condition of asbestos containing materials (ACM's)
- Information gathered from the survey will be documented in the asbestos register
- The risks from the asbestos are assessed and a plan is created to set out how the asbestos must be managed
- If asbestos is deemed to be in a condition, where it is beyond a state of being managed, it will be removed by a competent licensed contractor
- Corrective actions identified in the plan are implemented and both the ACM's and controls are monitored in accordance with the management plan. A documented record must be kept
- All ACM's will be clearly marked and information of the location and condition of asbestos will be given to all relevant persons, including employees and contractors
- Employees who are deemed to be at risk of being exposed to asbestos as part of their working duties will be given suitable instruction, training and supervision
- Only competent persons who hold the relevant training and qualifications will be permitted to work on asbestos in the Trust
- Contractors will be given induction training before they commence any works and are fully aware of the contents of the asbestos register. Signatures confirming induction will be obtained

7.14. Control of Visitors

Any special arrangements required by visitors are ascertained, where practicable, before arrival. This may include bringing vehicles or other machinery or substances onto the premises or personal need such as coping with disability or language barriers.

All visitors to the academies must make themselves known to reception and sign in to the visitor's system.

Visitors will then be provided with an identification label, which must be worn at all times. Visitors will remain accompanied at all times unless deemed unnecessary after induction training.

All visitors are provided with relevant information relating to safety and emergency procedures.

The person(s) from the Trust who the visitors are meeting take responsibility of the visitors in their care whilst they are on the premises.

7.15. Waste Disposal

It is Trust policy to identify waste that results from work activities. Adequate waste disposal measures will be implemented from the results of the assessment, including the provision of suitable waste containers, which will be emptied on a weekly basis.

The Trust will ensure that all waste is disposed of suitably and correctly. Hazardous waste will only be removed by authorised contractors.

All waste disposal companies contracted to remove waste will be subject to competency checks and must hold the appropriate certification. A hard copy of all waste transfer notes will be kept for a minimum of 2 years.

Where waste can be recycled, the Trust will ensure that it is separated from general waste and disposed of correctly.

All employees are informed of the policy regarding waste disposal and the correct waste disposal techniques that they must follow.

Sanitary disposal bins/nappy collection bins are serviced and collected.

8. EMPLOYEE AND PUPIL SAFETY

8.1. Training

It is Trust policy that employees undertake appropriate training to ensure the safety of themselves and others whilst at work, in line with the Health and Safety at Work Act 1974 (HASWA).

Induction training is given to all employees as a basic grounding, and from this additional training is provided considering each employee's position, work activities, working environment and requirements under law.

All training will be given by competent persons, whether internal or external.

Training records are kept for each employee and contain information on:

- What training the employee has completed
- Who conducted the training
- When the training was undertaken
- When the training expires/refresher training is required
- Training records in SIMS are continually updated and reviewed to ensure existing training is appropriate and if any further training is required

Training records will be reviewed:

- On a regular basis
- When there is a change to work activities
- When new plant/equipment/technology is introduced or existing plant/equipment/technology is changed
- When a safe system of work is changed, or a new one introduced

8.2. Alcohol and Substance Misuse

The Trust prohibits the possession of, or being under the influence of, alcohol or illegal substances whilst on the premises. This policy applies to both employees and non-employees, such as visitors and contractors.

Employees are additionally prohibited from being in possession of, or being under the influence of, alcohol or illegal substances when working away from our premises, such as on school trips and inducing when driving for business purposes.

Employees found to be under the influence of alcohol or illegal substances will be subject to disciplinary procedures for actions deemed as gross misconduct. Non-employees will be asked to leave the premises immediately and relevant persons notified.

Where an employee has been issued with medicine by a medical professional, which may affect their ability to work safely, they must inform their manager immediately.

The Trust will support and help employees who may have a dependency on alcohol/ other substances under the condition that the employee discloses the problem first. All matters relating to this will be discussed in confidence.

All employees are encouraged to report to their manager if they notice obvious signs of alcohol or substance abuse in a colleague.

8.3. Stress

The Trust is responsible for preventing psychological as well as physical injury by considering the possible risks to health arising from work-related stress.

The first step in the approach to stress management is to undertake a stress risk assessment with the employee and identify work activities that may impose unnecessarily high levels of stress upon the individual employees undertaking them, including how to reduce the impact of the stress. Where possible, such activities will be redesigned in order to eliminate or control the causes of the stress.

The second step is to educate employees identified as being at risk from work related stress as to the dangers to their health and to encourage them to reduce their stress levels, where possible, through participation and co-operative working. Where necessary, training will be provided in order for them to monitor and control their own stress levels.

Lastly, employees identified as needing rehabilitation due to work related stress may be provided with independent and confidential counselling.

The above measures will be subject to regular monitoring and review and employees and their representatives must be kept fully informed of developments.

The Trust encourages employees who feel that they, or other employees, are subject to levels of stress that are detrimental to their health to report this, in the strictest confidence to their manager.

8.4. Violence

The Trust assesses the risks of violent incidents to determine the appropriate preventive measures that must be introduced. Once introduced, the measures are subject to monitoring and review in order to gauge their effectiveness.

All employees are informed that they must report all incidents of a potentially violent nature to the Trust Board, in order that the scale of the problem can be determined and the employees or pupils at risk identified.

Employees who have been subject to violent assault will be provided with independent and confidential counselling. Employees will be trained in techniques for dealing with potentially violent situations, if identified as being particularly at risk.

All violent incidents are recorded and are notified to the Trust Board for review. Where necessary, the police will be informed of violent acts.

8.5. Lone Working

Where practicable it is the policy of the Trust to avoid lone working.

Where it is not practical to avoid, the Trust will identify all employees who undertake lone working activities. All lone working activities are risk assessed, considering the:

- Task the employee will be undertaking
- Environment the employee will be working in
- The health, capabilities and competence of the employee who will be lone working
- The equipment used for the task
- Identified control measures are implemented prior to lone working activities, and are monitored to ensure they remain effective
- All lone workers will be provided with a means of communication and instructed on its use
- All employees are suitably trained prior to lone working activities and are instructed in the correct procedures to follow in the event of an emergency or potentially violent situation

8.6. Use of Mobile Phones

The Trust permits use of mobile phones only in the event that it is necessary and safe to do so.

Employees are not permitted to use a mobile phone at any point whilst driving, including any hands-free devices.

8.7. Young Persons (Non-Pupil)

The Trust completes a young person risk assessment prior to a young person being permitted to start work. Where residual risk remains, that cannot be eliminated and has been controlled as far as is reasonably practicable, we will communicate this to the young person, young person's parents/guardian, young persons' training provider and written consent will be obtained.

Suppliers must notify the manager before allowing young persons to work on site.

8.8. Home Workers

Employees who work from home may be required to complete a home-work assessment that considers the following:

- Use of display screen equipment
- The workspace

- Work activities
- The assessment must be returned to the ABM/DFRO
- This also applies to persons who work from home as part of Planning, Preparation and Assessment time (PPA)

NOTE: The Trust may require access to the home to confirm the results of the risk assessment

8.9. New and Expectant Mothers

Trust employees must inform the Trust in writing when they know that they have become pregnant. They must follow the notification procedure, section 4, or the Trust Maternity Policy. Following written confirmation, a competent person will undertake a New and Expectant Mothers Risk Assessment to identify risks posed to mother and child resulting from work activities.

Risks will be controlled, as far as reasonably practicable, and the employee informed of the controls and any residual risk that remains. The assessment will be reviewed multiple times throughout the pregnancy and following the return to work after maternity leave to ensure the effectiveness of controls and to identify if further actions are required.

The Trust encourages all new and expectant mothers to inform the academy/Trust of any problems or concerns resulting from their work and or work activities.

8.10. Control of Contractors

The Trust requires all contractors to be vetted by completing an Authorisation to Work Form (HAS005 - AW3) (appendix 3) prior to starting any activities for, or on behalf of, the Trust to determine their competence. Completed questionnaires will be kept on file and repeated as necessary.

Following the assessment of the AW3, a further assessment may be required in the form of an audit undertaken by a Trust representative.

Only suppliers, vendors and contractors that have been vetted and have agreed to adhere to the minimum performance standards of the Trust will be permitted on site. Contractors will also be required to demonstrate that they have adequate insurance cover and that they are complying with health and safety law. This may include sight of risk assessment, records of test for electrical equipment, method statements etc.

Any contractors who fails to adhere to the required minimum performance standards of the Trust may be removed from the premises.

All contractors will be informed of the significant hazards that may be encountered during their induction training and, in return, are required to inform the Trust of any risks associated with their activities.

8.11. Personal Protective Equipment (PPE)

Where the requirement for PPE is identified, it will be provided to employees and pupils without charge.

The Trust only identifies PPE as a valid control measure as a last resort, after all other reasonable control measures have been implemented and a residual risk remains.

Our employees have the responsibility to maintain and store their PPE correctly, and inform the Trust if they lose their PPE or it is damaged.

For further PPE guidance related to Emerging Infections Diseases, employees should refer to the [Addendum to Staff handbook due to Emerging Infectious Diseases](#).

It may also be necessary to undertake new risk assessments for PPE to be used in teaching lessons. Teaching staff should carry out risk assessment for such cases to consider any mitigating factors. All Academy Business Managers have been trained to undertake risk assessment and must ensure they are involved in supporting staff with completing the risk assessments. For additional information regarding the use of PPE within classrooms, please refer to section 9.2 Control of Substances Hazardous to Health (COSHH).

8.12. Supporting Pupils with Medical Requirements

The Trust recognises that a considerable number of pupils will, at some time, have a medical condition that may affect their participation in academy activities. Staff in charge of pupils have a duty of care and, in an emergency, action will be taken to safeguard the welfare of the pupil. Teacher's Conditions of Employment do not include giving medication or supervising a pupil who is self-medicating.

The Trust has a procedure that outlines the academies arrangements for managing children with a medical needs, so that pupils remain safe and their education is not limited.

Any medical needs for pupils are discussed as part of the application process/induction process for new children. If necessary medical care plans are put into place in consultation with school nurses/other outside agencies, if appropriate.

8.13. Site Security

To maintain the safety of our employees and pupils during school hours, all persons must adhere to the academies Site Security Policy.

The Site Security Policy is available at all times to all employees from their Academy Business Manager.

8.14. Use of External Transport Companies

The Trust will only use previously approved coach/minibus providers.

9. OCCUPATIONAL HEALTH

9.1. Manual Handling

The Trust strives to eliminate or reduce the risk of manual handling injury, as far as reasonably practicable. Where a work activity includes manual handling and is appropriate, staff must ensure that an assessment has been carried out, taking into account the:

- Nature of the task
- Person's ability to undertake the task
- Nature of the load
- Environment in which the manual handling task will take place

From the assessment, it will be determined what the necessary control measures are and implemented where necessary.

All relevant employees will be trained in the correct manual handling techniques and receive relevant instruction/information before undertaking a task and be supervised, as deemed necessary.

If an employee is deemed unable to perform manual handling activities, reasonable arrangements will be made so not to cause injury or ill health.

9.2. Control of Substances Hazardous to Health (COSHH)

The Trust complies with the Control of Substances Hazardous to Health Regulations (COSHH) to prevent harm from chemicals and hazardous substances as far as reasonably practicable. This includes substances that are:

- Directly used in work activities
- Generated from work activities
- Naturally occurring
- Classed as biological agents

Hazardous substances within the Trust are identified and documented in a COSHH inventory before being assessed by a competent person to determine the level of risk and controls required when the substances are in use, being handled or are stored. All COSHH assessments are stored on file and are easily accessible.

All suppliers of materials are required to provide all relevant health and safety information, such as safety data sheets (SDS), relating to their products to form the basis of the COSHH assessment. This information is to be requested for each product before procurement stage, so that consideration can be made for the use, handling and storage of that substance. All COSHH assessments are reviewed on an annual basis, as a minimum.

Pupils may be required to handle hazardous substances within a classroom environment. In these cases, they must be supervised by a member of teaching staff at all times, and must be wearing all relevant PPE. In the case of misuse, the pupil will be removed from the class immediately.

All relevant persons, such as those who are at risk of exposure, are trained in the correct use, handling and storage of hazardous substances. First aid personnel are additionally given information about the recommended first aid treatments for each substance used or created in work activities.

In some cases, it may be necessary for the Trust to conduct health screening on employees. Please refer to the arrangement in the section below on health surveillance and screening for further information.

9.3. Noise

To ascertain the noise levels employees, pupils and other relevant persons are exposed to when at work, a risk assessment must be carried out by a competent person, using the correct specialist equipment. Where noise levels exceed the exposure action values, we will implement the necessary control measures to reduce the noise to the safest practicable level.

As per regulations, the Trust will:

- Reduce the noise level if it exceeds the First Action Level 80dB(A) to below this level and provide hearing protection, if required
- Reduce the noise level if it exceeds the Second Action Level 85dB(A) to below this level and create hearing protection zones where protection must be worn.
- Train and give information to employees regarding noise at work, where relevant

9.4. Vibration

To prevent injury caused by not effectively controlling vibrating equipment, such as 'vibration white finger' (VWF), exposure of employees and pupils to vibration is risk assessed.

All controls established must, as a minimum requirement, be provided in accordance with those specified in the Health and Safety Executive's guidance booklets HS(G)88 Hand-arm vibration and HS(G)170 Vibration solutions. Any vibratory tools will have their levels checked and trigger times identified to minimise the vibration risk.

9.5. Health Surveillance and Screening

Where health surveillance has been identified in regulation, risk assessments or COSHH assessments, the Trust will ensure that this is completed in line with the requirements and is subject to regular review.

All new employees must complete a health-screening online questionnaire sent by the ABM. The Trust vets all medical questionnaires, and any medical conditions identified are referred to the Trust's healthcare provider for assistance. Employees are required to inform their line manager of any new medical conditions. This will then enable the line manager to put appropriate support/adaptations in place for the employee whilst at work.

9.6. Asbestos Exposure during Work Activities (Non-active working)

It is our policy to prevent the exposure of employees and contractors to asbestos, as far as reasonably practicable, and to not actively work on asbestos containing materials (ACM).

All areas of asbestos have been identified and documented in the asbestos hazard register report that is updated annually. All contractors are shown the register and signposted to the area they will be working before any work is undertaken. They are then required to sign and date to confirm their acknowledgment of the file.

9.7. Skin Care

During hot weather, measures shall be taken to raise awareness of the risks from sun exposure and the precautions that should be taken by employees who conduct work outside. This includes sun protection and a reminder of the minimum standards of attire when on Trust or customer premises.

Other skin care measures may be implemented as a result of the COSHH risk assessment.

9.8. Legionella

The Trust is committed to assessing the risk of Legionella in our premises and implements the necessary control measures required to reduce risk.

The management plan, created by a competent person, is followed and all relevant documentation is maintained and updated.

10. WORK ACTIVITIES

10.1. Educational Visits

All educational visits must be approved by the EHT/HT/HoA and EVC before teaching staff are able to obtain permission from parents/carers of relevant pupils.

All visits are assessed to determine the level of supervision required and the risks posed to both employees and pupils. Control measures from this assessment must be in place prior to the visit commencing.

Staff use an online system (EVOLVE) for the planning, approval and management of education visits, sports fixtures and extra-curricular activities.

10.2. Loading and Unloading Vehicles

Only trained and competent Trust employees are permitted to load and unload goods from vehicles. The task will be assessed and identified controls implemented prior to the work being undertaken.

A competent company person will inspect all loads and pallets prior to them being loaded and unloaded to ensure they are safe and they are not likely to collapse or become unstable when being lifted.

If a load that is delivered to the premises is deemed unsafe then it will be rejected by the competent employee.

10.3. Electricity

Only competent, qualified and authorised employees are permitted to install, repair, service or alter any electrical appliance, plug, wiring configuration or any other relevant electrical item.

Safe systems of work are required to be in place and followed at all times when electrical work is being conducted, and only tools and equipment authorised by the Trust can be used.

The ABM will arrange for periodic inspections to be carried out in accordance with regulations.

10.4. Lifting Operations

All lifting operations shall be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER), the Approved Code of Practice and its guidance. All lifting operations will be assessed, controlled and correctly planned to reduce the risk of injury, as far as reasonably practicable.

All lifting equipment owned or controlled by the Trust is subject to statutory inspections and thorough examinations (as required by LOLER) inspection prior to use, and inspection in line with manufacturer's instructions. Copies of LOLER certifications/reports are stored and readily available for examination on request.

Only lifting equipment that is fit for purpose, safe and displaying the correct information (e.g. safe working loads) permitted to be used.

Only appointment and trained employees are permitted to operate lifting or plant equipment, and supervision must be in place where identified.

10.5. Work at Height

The Trust strives to avoid working at a height wherever practicable, however, on some occasions, this may not be a reasonable option and working at a height may be required. Working at a height is defined as any work above the level where a fall is likely to cause injury.

Where working at a height is required, it will be assessed to determine the correct control measures that need to be implemented to lower the risks as far as practicable.

Only trained employees are permitted to work at height, and can only do so when:

- The task, including the working environment and conditions, has been correctly planned, organised and assessed
- The required control measures have been implemented and have been deemed suitable by a competent person
- All work at height equipment has been suitably inspected
- The correct level of supervision is available, where required.

10.6. Protection of Others not in Employment

The Trust strives to protect not only employees from harm, but also those who may be affected by activities including pupils, visitors and members of the public. Work activities are risk assessed and take account of the controls required to protect persons who are not in our employment.

11. WORK EQUIPMENT

11.1. Power Tools and Portable Appliances

All employees are given suitable training and instruction prior to being permitted to use power tools. Employees are required to perform a visual check of power tools prior to use and reports any defects to the manager.

The Trust ensures that all portable electrical appliances are inspected and portable appliance tested (PAT) on an annual basis. An inventory of portable appliances is kept and regularly updated with new equipment and the most recent testing dates. The frequency of PAT testing is dependent on:

- The frequency of use
- Environmental conditions
- The persons using the equipment
- RCD's are tested on a 6 monthly basis

11.2. Equipment Safety

All equipment provided by the Trust will be in a suitable and safe condition in accordance with the Provision and Use of Work Equipment Regulations, manufacturer's guidance and the relevant British Standards.

Employees and pupils are not permitted to use any equipment unless they have received the appropriate training and hold the relevant qualification, where required. Employees are additionally restricted from removing any guards or fixed covers from machinery or equipment, unless they have been authorised to do so.

Pupils are supervised at all times by a competent member of staff whilst using any equipment.

Only competent persons are permitted to perform maintenance and repairs on equipment within the Trust, and all activity is kept in a service log. All machinery or equipment found to be defective is taken out of operation immediately, until either repaired or replaced.

11.3. Ladders and Stepladders

The use of ladders and stepladders is only permitted for short-term works where other access methods are not practicable for use. Domestic type ladders and steps (old class 3) are not allowed.

All employees are required to have completed appropriate training before being permitted to use ladders and stepladders. Employees are instructed that they must follow the safe systems of work relating to the task at all times.

The academy keeps a register of all ladders and stepladders and regularly inspects their condition. Where a defect is identified, the ladder/stepladder must be removed from use immediately and repaired/replaced.

All ladders must be:

- Stored in a correct manner to avoid damage
- Subject to regular maintenance
- Fit for purpose and free from defects which affect their safety and integrity

11.4. Display Screen Equipment (DSE)

All employees who use display screen equipment (DSE) for a large part of their working day are required to complete a DSE assessment. All issues raised in DSE assessments are investigated and necessary control measures are implemented to reduce the risk of harm, as far as reasonably practicable.

The Trust will meet up to £25 for the cost of an eye test for employees who are classed as a 'DSE user'. Further to this, if an employee requires a pair of corrective lenses for the sole purpose of using DSE equipment i.e the distance the screen is viewed, the Trust may contribute to the cost of a single basic pair of special glasses prescribed up to £75.

11.5. Provision and Use of Workplace Equipment

The Trust requires that all equipment within the academies be fit for purpose and compliant with all relevant guidance and standards. Therefore, any new equipment must be approved in the first instance. This includes ensuring equipment is:

- Well maintained and serviced
- Suitably inspected
- Not damaged or compromised in any way

As per arrangements on training, and the provision and use of workplace equipment regulations, all employees must be competent before using any equipment, and employees must only use equipment in line with manufacturer's instructions.

Additionally, all control measures identified by risk assessments must be implemented before use of any equipment is permitted.

All play equipment must conform to the relevant British Standards.

12. INSPECTIONS AND ENFORCEMENT

12.1. Safety Inspections

It is the policy of the Trust that formal safety inspections must take place on a regular basis, to identify hazards and risks and develop a management plan for timescales in dealing with remedial actions. The time scale for inspections will be annual, or sooner if required.

HD Play Equipment Inspections is contracted, through a Service Level Agreement to provide external playground safety inspections and provide management reports on an annual basis, or sooner if required.

12.2. Enforcement Visits and Action

In the event of an enforcement visit, including visits from the Health and Safety Executive (HSE), Local Authority, Environment Agency, Fire Authority and the Police, the Trust will endeavour to provide full co-operation.

If enforcement action is taken, such as Prohibition Notice or Improvement Notice issued, the manager/supervisor to whom it is issued must comply with any immediate requirements and notify the CEO/DFRO.

If, as part of an investigation by the enforcing authorities, an employee is required to make a statement or interview under caution, the Trust will appoint a solicitor to be present. Additionally,

the solicitor will be present if any employee is required to make a statement or interview under caution and the Police and Criminal Evidence Act (PACE) as part of an investigation.

13. MONITORING

As per our legal requirements, the Trust integrates active and reactive monitoring techniques. Monitoring is aimed primarily at the prevention of accidents, ill health and other forms of incident, which may present a potential loss to both employees and to the Trust.

Our monitoring techniques include, but are not limited to:

- Active monitoring – safety tours, safety inspections and safety audits.
- Reactive monitoring – accident and incident investigations, investigations into trends in accident and incident figures and investigations into trends in first-aid treatments.
- To achieve excellence in health and safety performance, the Trust regularly evaluates performance in order to maximise learning and take appropriate action to ensure continuous improvement.
- Health and safety is integrated into all formal review meetings such as staff meetings and management meetings. An agenda is set and minutes of the meeting are taken to record findings and actions. The agenda of each meeting includes the following items:
 - Health and safety performance (accident, incidents, near misses, enforcement actions etc.)
 - Significant issues raised from formal monitoring and auditing.

The Trust will ensure that a termly inspection of the premises, assessments of work and all academy-sponsored activities is undertaken to identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such inspections, along with the results of inspections undertaken by Redcar & Cleveland Council will be reported to the Trustees.

A safety management review is undertaken by Audit, Risk and Finance Committee and will be held at least annually. This will:

- Review overall Health and Safety performance against objectives
- Monitor implementation and effectiveness of the system

An agenda and supporting information is prepared prior to the meeting. Formal minutes of the meeting will be recorded.

14. AUDIT

The Health and Safety Policy and Safety Management Systems are audited and reviewed on an annual basis by our nominated Health and Safety Consultants (Redcar & Cleveland Council). The auditing procedure encompasses all elements of the policy and Safety Management System as part of a continuous drive to improve standards within the Trust.

Periodic inspections and audits of Trust operations, procedures and locations are undertaken with formal inspection documentation provided by Redcar & Cleveland Council or other H&S partners. Audits and inspections will be arranged by ABMs and undertaken by nominated academy personnel as well as being supplemented by visits for Redcar & Cleveland Council as and when required.

A written audit inspection will be prepared by Redcar & Cleveland Council detailing:

- The scope of the audit/inspection
- Findings and conclusions
- Recommendation and remedial actions

All audits/inspections will be communicated to the relevant persons to ensure that any remedial actions are undertaken within the prescribe timescales.

The frequency of audits and inspections will vary depending upon operations to ensure monitoring is undertaken on a regular basis as part of the risk management strategy.

15. RISK ASSESSMENT GUIDANCE

| Activities Covered: | | RISK ASSESSMENT REFERENCE NO: | |
|--------------------------|--------------------------|---|-------------|
| | | Review Date: | Version 1.0 |
| <u>Likelihood</u> | <u>Severity</u> | Calculating the Risk: Risk = LIKELIHOOD X SEVERITY (L X S) L = Likelihood, S = Severity, R = Risk Rating | |
| | | Risk Product:- 25 - 17 Unacceptable, 16 -10 Tolerable, 9 - 5 Adequate, 4 - 1 Acceptable | |
| Rating 1 = Very Unlikely | Rating 1 = Insignificant | | |
| Rating 2 = Unlikely | Rating 2 = Minor | | |
| Rating 3 = Fairly Likely | Rating 3 = Moderate | | |
| Rating 4 = Likely | Rating 4 = Major | Persons at risk: e.g. Employees, Visitors, Tenants, Contractors, Service Users, Public, customers etc. | |
| Rating 5 = Very Likely | Rating 5 = Catastrophic | | |

MUST include all SIGNIFICANT RISKS

| 1. Staff name/date of assessment | What is the risk | How can they be harmed and consequence | Risk Assessment | | | ADDITIONAL Control Measures | Final risk Assessment | | |
|----------------------------------|------------------|--|-----------------|---|---|-----------------------------|-----------------------|---|---|
| | | | L | S | R | | L | S | R |
| | | | | | | | | | |

HAZARD IDENTIFICATION PROMPT

| Design, Construction & Projects | Mechanical | Physical | Biological | Chemical | Environmental | Ergonomic | Access | Materials Management | Organisational | Individual |
|--|-------------------|-----------------|-------------------|-----------------|----------------------|------------------|---------------------------|-----------------------------|--|-------------------|
| Access | Shear | Electricity | Bacterial | Storage | Noise | Handling | Entrances | Storage | Maintenance | Selection |
| Heights | Cut | Explosion | Viral | Handling | Vibration | Lifting | Exit | Height | Supervision | Skills |
| Fragile Roofs | Trap | Flammable | Disease | Disposal | Humidity | Work Position | Vehicles | Pallets/Poly | Instruction | Competence |
| Maintenance | Entangle | Fire | Fungal | Use | Lighting | Carrying | Emergency | Packaging | Information | Unsafe Behaviour |
| Layout & Storage | Impact | Pressure | Water | Dust | Ventilation | Work Rate | Slips, Trips, Falls | Segregation | Training and Discipline | New Starters |
| Guarding | Stab | Vacuum | Waste | Vapour | Heat | Products | Obstructions / Projection | Transport | Inadequate Method Statement / Work Instruction | Lone Worker |
| Noise & Vibration | Friction | Radiation | Legionella | Fume | Cold | Sharps | Working at Heights | Fork Lifts | Unsuitable Equipment | First Aid |
| Materials & Handling | Crush | Welding | | Corrosive | Waste | VDU Work | Falling Objects | Disposal | Inadequate Monitoring | |
| Fire | Equipment | Laser | | Spillage | Housekeeping | | Confined Space | Fire | Contractor Control | |
| | Ejection | Water / wet | | | Windy Conditions | | Uneven ground | | | |
| | Nips | Dusts | | | Ice / Snow | | | | | |
| | Contact | Asbestos | | | Heavy Rain | | | | | |

| | | | | | Uneven ground | | | | | |
|---|--|-------------------------|--------------------------|---|---------------|--|-----------------------|----------------------|--------------------------------|-----------------|
| SPECIALISED ASSESSMENT | | | | | | | | | | |
| Risk Assessment by Designers | New Equipment Supplier`CE, Work Equipment Regulations | Pressure Systems | COSHH, Legionella | COSHH, CLP, Lead, Asbestos, P.P.E. | Noise | Manual Handling, Display Screen Equipment | Confined Space | Special Waste | Training and Competence | Hot Work |
| <p>Note: - Specific hazards not listed may be added by hand (Please inform Management for typed inclusion / future reference).</p> | | | | | | | | | | |

Incident/Near miss Report and Investigation form



The reason for investigating an incident or near miss is to determine: the cause or causes of the incident; to identify any risks, hazards, systems or procedures that contributed to the incident; and to recommend corrective action to prevent similar incidents.

Incidents should be investigated by people knowledgeable about the type of work involved at the time of the incident. Relevant workers should also be involved in the investigation.

An incident /near miss investigation report should answer the WHO, WHERE, WHEN, WHAT, WHY and HOW questions with regard to an incident.

| | | |
|--|--------------------------|--------------------------|
| Details of the incident/near miss: | Date of incident: | Time of incident: |
| Short description of incident / near miss: | | |
| Area where incident / near miss occurred: | | |

| | |
|--|---------------------------------|
| Details of the incident/near miss investigation | |
| Name of injured person (if relevant): | Injury sustained (if relevant): |
| Name of person who reported incident: | Date of report: |
| Name of person completing this form: | |
| Telephone number: | Date report completed: |

| | | |
|---|-------------------------|----------------|
| Witness details | | |
| Name/s | Job title (if relevant) | Contact number |
| | | |
| Name of person/s conducting investigation | Job title (if relevant) | Contact number |
| | | |

| | |
|--|--|
| Immediate causes / Contributing Causes that may have been a factor to the accident/incident | |
| What preventative action could have been taken? Why was this action not taken? | |
| How much experience did the employee have in the task/s that was being performed when the accident / incident occurred? What training has been provided? | |
| What is the chance of the accident / incident occurring again? | |

HAS002

Full description of events.

Who was involved: **Worker** **Student** **Visitor** **Contractor**

Briefly describe what happened including the sequence of events, investigate scene of incident or near miss; conditions present at time of incident; what was involved, what activity (if any) was taking place prior and at time of incident. What hazards was the worker exposed to? What hazards may have contributed to the incident occurring? (Attach photos if available)

| |
|--|
| |
|--|

INVESTIGATION RECOMMENDATIONS Outline recommended corrective action/s (i.e. solution/s) to prevent the recurrence of the incident **e.g. new equipment, re-engineer, re-design work area, re-design work practices, review training standards, etc**

| Investigators Recommendation | Person to Action | Completion date |
|------------------------------|------------------|-----------------|
| | | |
| | | |
| | | |

IMMEDIATE ACTIONS TAKEN

| Date implemented | Action taken | Responsible person | Review Date |
|------------------|--------------|--------------------|-------------|
| | | | |
| | | | |
| | | | |

IMPLEMENTATION DETAILS

| Date implemented | Action taken | Responsible person | Review Date |
|------------------|--------------|--------------------|-------------|
| | | | |
| | | | |

Investigators Name:
photos, instructions, SWP etc.

Date: Attachments: e.g.



Internal Lessons Learnt

This proforma is to support you in establishing any 'lessons to be learnt' following any 'near misses' or serious incidents that have occurred on your site or in relation to your staff or children.

| | | | |
|--|--|--|--|
| What and where did the incident occur? | | Time and date of the incident: | |
| Brief synopsis of the incident that has occurred: | | | |
| Actions that were taken immediately: | | Actions that did not occur: | |
| Outcome of the incident: | | | |
| What could/should have been done differently? | | | |
| What was the impact of this on the child involved? | | What was the impact of this on the adult involved? | |
| Any further outcomes: | | | |

Learning from the event

From the incident/event what needs to change using the bubbles of safeguarding

What policies and procedures need to be reviewed immediately?

What, if any is the immediate risk to the child? What intervention needs to occur to meet the individual needs of the child involved or for the rest of the pupils in the school/setting to secure their safety and well being? How will the child be supported going forward?

What, if any is the immediate risk to staff? What intervention needs to occur to secure the safety and well being of all staff? How will the staff member be supported going forward? How will staff be briefed of any intervention following the incident/event?

What intervention is required to reduce the risk to the site? Is a health and safety audit required? Do site risk assessments need reviewing? Is a new walk around with Headteacher and Safeguarding Governor/Chair of Governors required? Are any adaptations to site or policies required?

What information needs to be shared with children? How can we use the curriculum to improve safety messages to children in this area? How are we continuing to promote transferrable skills?

Finally:

How do we measure the impact of any changes we have made?

When will we review this circumstance?

What difference has this review made?



All sections of this form must be completed and signed by the responsible person and the contractor’s representative **BEFORE** any work commences. All comprehensive premises information relating to the part of the building being worked in including any emergency procedures should be passed onto the contractor before work starts.

If a DBS check (Previously CRB) is required the contractor warrants that all persons authorised by him to carry out work have at the time of carrying out the said work a current DBS. The DBS clearance is on the provision that it allows the contractor or any other persons as directed by him to reside and work in the same locality as children and vulnerable persons.

Tees Valley Education accept no liability as a result of errors or omissions made by the contractor when supplying this information. Any liability arising from that referred to above will be that of the contractor or authorising person.

| | | | | | |
|--|--|--|--|-----|----|
| Name of premises | | | | | |
| OVERVIEW OF WORK | | | | | |
| Planned Start Date | | Start Time | | | |
| Expected duration of project | | Is DBS clearance required for this task? Please Tick. | | YES | NO |
| What work will be carried out? Include exact location | | | | | |
| Will work affect any emergency procedures? (This will include evacuation, fire alarm, emergency services access etc) | | | | | |

| CONTRACTORS INFORMATION | | | | | | | |
|---|---|--|--|--|--------------|----|--|
| Name, address and telephone number of contracting company | Name of contractors representative | | | | | | |
| | Approximately how many personnel will be on site? | | If DBS is required, do all personnel have clearance? | <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table> | YES | NO | |
| YES | NO | | | | | | |
| | | | | | | | |
| ASBESTOS | | | | 1. YES | 2. NO | | |
| Has the asbestos register been consulted? <i>IF NO, WORK MUST NOT COMMENCE</i> | | | | | | | |
| Does the work area contain asbestos? If yes refer to your risk assessment or seek advice from your supervisor before commencing any work | | | | | | | |
| IF YOU ENCOUNTER ASBESTOS THAT IS NOT IDENTIFIED IN THE ASBESTOS REGISTER CEASE WORK IMMEDIATELY AND SEEK ADVICE OFF THE OFFICE STAFF. | | | | | | | |
| Is your company licensed for asbestos removal / disposal | | | | | | | |
| Licence number | | | | | | | |

The premises manager or headteacher are to ensure that the asbestos register has been consulted before any work commenc

| 3. COSHH | YES | NO |
|---|-----|----|
| Will you be using any substances covered under the current COSHH regulations? | | |
| If yes, has a COSHH assessment been carried out? | | |
| CONSIDERATION SHOULD BE GIVEN TO SUBSTANCES USED AND THE POSSIBLE ILL EFFECTS. (Eg ASTHMA) | | |

| 4. SAFE SYSTEMS OF WORK | YES | NO |
|---|-----|----|
| Does the task require a risk assessment? | | |
| Has a risk assessment been carried out? | | |
| If required, has a method statement been written to highlight how the task will be carried out? | | |
| If the contract company employs 5 people or less a written risk assessment is not required, however the hazards and risks associated with the task should be discussed before any work commences. | | |

| 5. PORTABLE ELECTRICAL EQUIPMENT | 6. YES | 7. NO |
|---|--------|-------|
| Is all portable electrical equipment powered by 110v or battery? | | |
| Does any portable electrical equipment require 240v? Equipment requiring 240v will not be allowed on site. | | |
| Consideration will be given to any equipment where it is deemed that no alternative can be used. | | |
| ALL PORTABLE ELECTRICAL EQUIPMENT SHALL BE IDENTIFIED AS HAVING CONFIRMATION OF A CURRENT PORTABLE APPLIANCE TEST | | |

| 8. ACCESS EQUIPMENT | YES | NO |
|---|-----|----|
| Will you be using access equipment? | | |
| If yes state type | | |
| Are all personnel trained in the use of access equipment? | | |

| 9. FIRE PRECAUTIONS | YES | NO |
|--|-----|----|
| <i>Will the task you are carrying out involve any type of hotwork?</i> | | |
| <i>If Yes has the Hotwork permit been completed?</i> | | |

I can confirm that all identified hazards and risks will be being adequately controlled.

Signed **Premises Representative**

I can confirm that all the information given on this form is true and accurate and we will abide by our company policies, procedures and guidance throughout the term of this project.

Signed..... **Contractors Representative**