

Health and Safety Policy

Contents

1.	Statement of Intent.....	2
2.	Policy Statement	2
3.	General Summary	3
4.	Responsibilities	4
4.1	The Trust Board.....	4
4.2	The Chief Executive Officer / Chief Operating Officer	4
4.3	The Head of Estates and Facilities Management.....	4
4.4	The Headteacher.....	4
4.5	Teaching Staff.....	5
4.6	First Aid Personnel (see procedure).....	5
4.7	Estates and Facilities management staff	5
4.8	All staff	5
4.9	Health and Safety Committee.....	6
5.	General Practices applying to all staff.....	7
5.1	Students	7
5.2	Contractors (See procedure use of subcontractor)	7
5.3	Fire Safety	7
5.4	Arson	8
5.5	Bomb Alerts (critical incident)	8
5.6	First Aid and Illness	8
5.7	Accident Reporting and Recording	9
5.8	Housekeeping.....	9
5.9	Lifting and Handling	9
5.10	Control of Substances Hazardous to Health (COSHH)	9
5.11	Asbestos and Legionella.....	10
5.12	Sites and Equipment	10
5.13	Electrical Plant and Equipment.....	10
5.14	Risk assessments.....	10
5.15	Safe systems of work	11
5.16	Working at Height	11
5.17	Slips and Trips	11
5.18	Alcohol, Drugs and Substance Mis-use	12
5.19	Violence and Aggression	12
5.20	Training	12
5.21	Educational Visits	13
6.	Monitoring, Evaluation and Review.....	13

SECTION A Health and Safety Policy

1. Statement of Intent

- 1.1. It is the policy of Future Academies to comply with the terms of the Health and Safety at Work Act and any subsequent legislation and to provide and maintain a healthy and safe working environment for staff, students, visitors, and contractors.
- 1.2. Future Academies will strive to reduce the number of work related injuries and illnesses to as close to zero as possible.
- 1.3. All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy.
- 1.4. Future Academies recognise and accept their duty of care towards their staff, students and visitors.

2. Policy Statement

- 2.1 This document sets out the general Responsibilities, Organisation and Arrangements to support the Health & Safety Policy Statement of Future Academies, hereinafter referred to as The Trust. All personnel employed are to have this document brought to their attention and the signed policy statement is to be displayed in a prominent position for all to read. If any employees have any queries, or require further information, then they should contact their Supervisor.
- 2.2 This Health and Safety Policy shall be reviewed annually by the Chief Operating Officer , to reflect any changes in Health and Safety Legislation and Work Practice, and to provide an annual plan to review resources and actions necessary to develop an acceptable safety culture within the organisation. Any such changes to this document will be issued or posted as appropriate.

3. General Summary

3.1 The Trust shall, in order to fulfil its General Policy Statement:

- Provide all employees with safe working methods, equipment and procedures, together with an appropriate working environment to prevent accidents and injuries.
- Identify the health and safety hazards arising from its business and assess and manage the associated risks.
- Provide adequate information, procedures and consultation to achieve full co-operation of employees on matters relating to health, safety and welfare, including to others.
- Comply fully with the statutory requirements relating to health, safety and welfare at work.
- Ensure that the Trust and Academy objectives are fulfilled by reviewing and monitoring work activities.
- Ensure so far as is reasonably practicable that all visitors and contracted personnel, who are involved in work for the Trust, work to the Trust standards of health and safety.
- Provide an organisational structure that clearly identifies responsibilities for safety, as well as promoting health and safety throughout the organisation.
- Provide adequate funding and resources to allow staff to execute their own duties regarding health and safety.

Section B - Organisation

4. Responsibilities

4.1 The Trust Board

- 4.1.1 The Trust Board have a responsibility to ensure that the Trust staff and its estate comply with the H & S policy and procedures, and that H&S updates are provided to the Academy Governing Boards
- 4.1.2 The Trust Board is responsible for the approval of the Health and Safety Policy

4.2 The Chief Executive Officer / Chief Operating Officer

- 4.2.1 The Chief Executive Officer / Chief Operating Officer is responsible for:
 - a. Ensuring a Head of Estates and Facilities Management (EFM) is in place to whom they may delegate any estate and facilities management related operational and oversight responsibility.
 - b. Co-ordinating cross-Trust support to allow all obligations to be fulfilled in relation to health and safety.

4.3 The Head of Estates and Facilities Management (EFM)

- 4.3.1 The Head of Estates and Facilities Management is responsible for:
 - a. Reviewing the H & S policy and annually and checking that H & S requirements are implemented e.g. risk assessments and keeping a record of the periodic monitoring which is undertaken.
 - b. Ensuring that systems and processes are in place for all staff have read and understood the H & S Policy and any relevant supporting documents.
 - c. Carrying out regular Health and Safety Inspections and addressing any safety issue as necessary.
 - d. Receiving and dealing promptly with complaints about safety issues, and maintaining a log of reported incidents.
 - e. Seeing that emergency evacuation procedures are in place and that records are maintained.
 - f. Ensuring that requirements of any enforcing authorities (i.e Fire Prevention Officers, Health and Safety Executive (HSE) and Environmental Health Officers) are properly addressed.
 - g. Ensuring that they themselves are adequately trained and that staff receive any necessary training determined by a formal "training needs" analysis

4.4 The Headteacher

- 4.4.1 The Chief Executive Officer will appoint a person responsible for managing the local H & S arrangements for each Academy, including the arrangements for first aid, dealing with the medication for students etc. This will usually be the Headteacher.
- 4.4.2 The role of the Headteacher is to ensure that H&S statutory duties are acted on and that any necessary records are maintained.
- 4.4.3 Where appropriate the Headteacher may request assistance of competent persons to help with specific H & S issues

- 4.4.4 The Headteacher will ensure that the Academy's accident reporting procedures are followed and records maintained.
- 4.4.5 The Headteacher will ensure that first aid provision is made
- 4.4.6 The Headteacher will make staff aware of specific H & S training that may be beneficial for their function.

4.5 Teaching Staff

- 4.5.1 Teachers are responsible for the safety of students under their supervision and where provided, controls indicated by the risk assessments will be used to reduce harm.
- 4.5.2 In the event of fire or other serious emergency the Teacher's role is to lead their class to the designated assembly point or other agreed place of safety.

4.6 First Aid Personnel (see procedure)

- 4.6.1 The Trust will provide qualified First Aiders in each academy in line with statutory guidance and any site specific requirements.
- 4.6.2 The role of the First Aider is to administer immediate first aid to students, staff and visitors to the Academy who may have suffered injury or ill health.
- 4.6.3 Where appropriate the First Aider will request medical aid, (e.g. an ambulance)
- 4.6.4 The first aider will ensure that an accident record is completed and, where a staff student of visitor is concerned that the Academy First Aid log is also completed.

4.7 Estates and Facilities management staff

- 4.7.1 The management of the estates is the responsibility of the Head of EFM. They will be responsible for ensuring that all property matters are properly dealt with (if necessary by taking premises or fixed equipment out of use). Some aspects of this may be delegated further to the Academy's facilities management team.
- 4.7.2 The Estate and Facilities management staff are responsible for ensuring a safe environment where planned preventative maintenance is carried out and recorded
- 4.7.3 Contractors engaged by the Estate and facilities team will be suitably qualified and will support the EFM staff to achieve compliance.
- 4.7.4 The Facilities Management staff are responsible for ensuring that their activities are performed safely and with due regard to others who may be affected by them.
- 4.7.5 Risk Assessment and Method Statements (RAMs) shall be undertaken by competent persons for all higher risk activities, and made available to those staff who may be affected by the hazards identified.

4.8 All staff

- 4.8.1 All staff have a responsibility for the H & S of students, their colleagues, visitors and themselves. They also have a duty under the Management of Health and Safety Regulations 1999 to report to their line manager, any perceived shortcomings in the Trust's H & S arrangements. All staff are responsible for reporting any unsafe conditions or events that may lead to an unsafe environment.

- 4.8.2 Hazardous substances and the activities for which they are used have been assessed “control of substances hazardous to health (COSHH)” and where required suitable Personal Protective Equipment should be used.

4.9 Health and Safety Committee

- 4.9.1 The Trust will liaise with staff through regular Health and Safety Committee meetings at each Academy. Terms of reference for this committee will be set by the Health and Safety group, which may include representatives from external bodies from time to time. The committee will also include the Head of EFM.

Section C - Arrangements

5. General Practices applying to all staff

5.1 Students

- 5.1.1 The supervision policy must be followed in order to ensure the safety of student within the premises and /or if supervised by a member of staff outside the premises.
- 5.1.2 Risk assessments are required for hazards to which students may be exposed. Records of these will be maintained centrally / locally.

5.2 Contractors (See procedure use of subcontractor)

- 5.2.1 The Head of EFM is responsible for managing contractors. They will ensure that all contractors have access to all our relevant policies and are aware of current known hazards on the site, such as locations of asbestos.
- 5.2.2 Only contractors who have been approved by the Facilities Manager will be deemed suitable to work within the Academy.
- 5.2.3 Contractors must be able to produce a method statement and risk assessment addressing the hazards they will present to students, Trust staff and others, and they will detail the controls that will be adopted to protect them.
- 5.2.4 Contractors will not be allowed to carry out lone work, and will always be required to be DBS cleared.

5.3 Fire Safety

- 5.3.1 All students and staff will be provided with information on Fire Safety initially as part of their induction, and then through periodic fire drills.
- 5.3.2 On discovering an outbreak of fire
 - Raise the alarm
 - Ensure that the Fire Brigade is called.
 - If you are trained, and without risking your own safety, tackle the fire with the aid of suitable equipment from the fire point.
 - Do not go searching for a fire.
 - Leave the building by the nearest available safe route.
 - DO NOT RUN**
 - DO NOT USE THE LIFT**
 - DO NOT STOP TO COLLECT BELONGINGS**
 - Go directly to the Assembly Point.
- 5.3.3 On hearing the fire alarm
 - Leave the building by the nearest available safe route.
 - DO NOT RUN**
 - DO NOT USE THE LIFT**
 - DO NOT STOP TO COLLECT BELONGINGS**
 - Go directly to the Assembly Point.
- 5.3.4 A Chief Fire Marshall will be appointed in each Academy to manage the fire Drills and co-ordinate the Fire arrangements including risk assessment, drills, alarm tests, emergency lighting tests and all fire safety equipment maintenance. The Chief Fire Marshall will liaise

with the local Fire Brigade to ensure that they are familiar with the layout of the school, and have identified and made recommendations over access and egress issues.

- 5.3.5 The Fire co-ordinators will liaise with the fire marshalls
- 5.3.6 Fire Marshalls, who have had training in this role, are appointed in each Academy to assist the Fire Officer during drills and actual fire events. The role of the Fire Marshal is to ensure that the site buildings are clear of persons who may have been inadvertently left behind.
- 5.3.7 Periodic checks of the fire safety systems are made and records maintained. The following fire equipment will be tested. Maintenance of this equipment will be carried out only by a contractor deemed competent to do so. Records of checks and maintenance, including test certificates, will be retained in the "Fire Record" book.

5.4 Arson

- 5.4.1 Regular external inspection of the premises will be conducted to check for arson activities and potential arson risk.
- 5.4.2 Trespassers will be dissuaded from visiting the site by appropriate signage, outside illumination, fencing and a CCTV system.

5.5 Bomb Alerts (critical incident)

- 5.5.1 Our Academies will take appropriate action including evacuation on receipt of information regarding a bomb on site.
- 5.5.2 On notification of a bomb threat the Head of EFM will also be notified.
- 5.5.3 The general fire procedure will be followed and as with the fire procedure the location of the hazard or device will be avoided.
- 5.5.4 All students, staff and visitors to an Academy affected will assemble at the designated assembly point as shown on the fire plan.
- 5.5.5 No attempt should be made by Academy staff to handle potentially dangerous devices or objects.

5.6 First Aid and Illness

- 5.6.1 First Aid boxes are stocked as per the HSE guidelines and are located in the main office area and around the academy buildings.
- 5.6.2 Contents are regularly checked and maintained by an appointed person in each Academy.
- 5.6.3 First Aid instructions and lists of named First Aiders are held in each Academy and posted next to each first aid box.
- 5.6.4 The responsibilities of trained First Aiders are to ensure persons injured or ill at the Academy are adequately treated and where necessary make other appropriate special arrangement. Any accidents and communicable diseases must be reported to the appointed person and to the Estates and Facilities Management team.
- 5.6.5 Recording of all first aid treatments shall be maintained and held in the main Academy centrally.
- 5.6.6 First aiders will determine when parents, guardians or carers will be informed of any injury or illness to their child by their teacher, a first aider or the appointed person.

5.7 Accident Reporting and Recording

- 5.7.1 Accidents, injuries, near misses, reportable diseases or work related illness must be recorded. The RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reporting requirements of the HSE will be complied with.
- 5.7.2 Non-staff / student accidents must be recorded as well.
- 5.7.3 Accident and incident forms can be obtained from the Academy Office Manager, and need to be copied to the Head of Estates and Facilities Management.
- 5.7.4 Pupils and staff with medical conditions including allergies will be highlighted to the relevant staff teams (i.e. first aiders and catering staff).

5.8 Housekeeping

- 5.8.1 The buildings are cleaned regularly. The responsibility for ensuring the work environment is kept clean and tidy is applied to all staff and students.
- 5.8.2 The disposal of small amounts of waste can be treated as ordinary household waste, i.e. placed in appropriate bins within each Academy. Any excessive amounts of waste must be arranged in advance with the EFM team by request.
- 5.8.3 Stacking and storage of materials, equipment and any other items should be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure they are stacked tidily to a height which does not constitute a hazard and in such a way that they do not impede the movement of students, staff or visitors.
- 5.8.4 Stairs, cloakrooms and exits will be kept clear of obstructions (including electrical cables and other trip hazards).
- 5.8.5 All staff are requested to be vigilant with regard to identifying any potential hazards in this area as visitors are not so familiar with the surroundings and have a duty to report incidents such as spills to EFM via their helpdesk. If the potential hazard can be removed without risk to yourself or others you are expected to do so.

5.9 Lifting and Handling

- 5.9.1 Injuries can be caused by incorrect lifting and handling of objects (which are not necessarily heavy or large). Therefore any operation where excessive lifting or handling is involved should be avoided where possible.
- 5.9.2 Information on manual handling is provided to all staff on induction.
- 5.9.3 Both generic and where appropriate specific risk assessments are undertaken for all potentially hazardous handling activities, including objects and people. Manual handling training will be provided where this is identified by a risk assessment.
- 5.9.4 Only competent appointed persons may carry out these risk assessments.

5.10 Control of Substances Hazardous to Health (COSHH)

- 5.10.1 Any hazardous substances on Trust sites must be managed safely. All hazardous substances on Trust sites will be identified and recorded on the COSHH register. All identified substances will be stored in lockable cupboards to restrict access.
- 5.10.2 Activities which create or use hazardous substances will be assessed for risk to students and to staff and to any others who may be affected by them. The COSHH assessment

form is used for this. The assessment record will be located at the point of use, at the point of storage and on Academy sites. Trained personnel will carry out these assessments.

- 5.10.3 The Academy Head of Science will hold CLEAPPS records on all science related activities in order to record hazard and risk information on common laboratory chemicals and processes for use by pupils.

5.11 Asbestos and Legionella

- 5.11.1 Appropriate registers relating to the location of asbestos in Trust premises will be held by EFM. Specialist contractors will be engaged to identify, repair or remove asbestos in line with regulations. All employees or contractors who wish to work in areas affected by asbestos will be given adequate information and instruction.
- 5.11.2 Water systems will be tested on a regular basis for the presence of legionella or similar bacteria and managed appropriately

5.12 Sites and Equipment

- 5.12.1 The Head of EFM will periodically arrange for a visual inspection of the sites and equipment. Risk assessments and audits will have been carried out for sites and these may be reviewed during the visual inspection. Where immediate action is required to prevent injury, the Head of Facilities Management and Headteacher will be informed and arrangements made to address the hazard.

5.13 Electrical Plant and Equipment

- 5.13.1 The Head of EFM will arrange for all portable electrical equipment to be checked on a regular basis and a record kept. A schedule / checklist of inspection timescales will be maintained.
- 5.13.2 A competent person or organisation will be responsible for the testing of portable appliance testing (PAT) and ensuring that they are certified as safe.
- 5.13.3 All staff are required to report any damaged electrical equipment or wiring – including portable equipment and permanent wiring.
- 5.13.4 Staff must under no circumstances, attempt any repairs. They should alert the EFM team via the helpdesk.
- 5.13.5 Personal mains powered electrical equipment must not be brought into the Academy, unless it has been subjected to the same tests as Trust equipment.

5.14 Risk assessments

- 5.14.1 Risk assessments shall be undertaken for all activities which present a potential to cause harm.
- 5.14.2 The risk assessment will identify the hazard, the risk and the controls which are present, or remedial action planned to reduce the likelihood of injury or ill health.
- 5.14.3 Risk assessments must be pre-approved by the EFM team, unless it is a dynamic risk assessment implemented due to unforeseen circumstances.
- 5.14.4 Risk assessment results will be used to identify priorities for mitigation of potential injuries and shall be shared with staff

5.14.5 Areas where risk assessments shall be carried out include

- Premises slips and trips
- Areas on the site with specific hazards present
- Fire and Arson
- Technology Equipment
- Control of substances hazardous to health (COSHH) including the science and food technology departments, catering areas and cleaning.
- Estates and Facilities Management activities including working at height.
- PE activities
- Educational visits
- Manual handling
- Students working (16-18 years) i.e. on work experience
- Other educational enrichment areas.

This list is not exhaustive.

5.15 Safe systems of work

5.15.1 To ensure some types of work, such as working at height, are done safely it is necessary for the Trust Estates and Facilities Management to prepare a Safe Systems of Work, a procedure which details how the work shall be carried out.

5.15.2 This will be used with the risk assessment to ensure that all potential hazards are known about and how to conduct the work as safely as possible.

5.16 Working at Height

5.16.1 Staff are not to carry out work at height (anything above floor level) unless it is agreed by their line manager that it is necessary.

5.16.2 Working at height does pose a higher than normal risk of injury to those carrying out the work and to those below them. It is therefore necessary to consider carefully whether there is a real benefit or necessity to carry out this work before starting. Staff should ensure they have the correct equipment needed and risk assessments provided when working at height.

5.16.3 Risk assessment will be carried out by a competent person for all working at height activities. In some cases these will need to relate to specific activities though in most cases, such as display work, it may be acceptable to produce a generic assessment.

5.16.4 All staff that carry out work at height will have some training, appropriate to the task, which will be recorded in the Trust safety training records. This training will include the use of any risk assessments that may be available for the task.

5.16.5 Staff who are unhappy with carrying out any form of work at height are not expected to do so unless it explicitly forms a part of their terms of employment.

5.17 Slips and Trips

5.17.1 Trust sites internally and externally shall be assessed at least annually for potential hazards that that may cause slip or trip accidents. This assessment may be carried out by a competent person trained in risk assessment and others identified by the Head of EFM or the Headteacher and will be part of the regular auditing process.

5.17.2 The risk assessment should include areas such as

- Internal and External steps and stairways.

- Carpets and Floor coverings.
- Dining Hall cleanliness and spillages
- Facilities management and cleaning activities
- Outside paving, walkways and other hard surfaces.
- Grounds including pitches
- Effectiveness of external lighting

Any slips and trips should be reported using the normal accident reporting process. All colleagues have a duty of care to report any slip or trip hazards if observed around the premises so that action can be taken immediately to remove the risk. Please don't assume someone else has reported.

5.18 Alcohol, Drugs and Substance Miss-use

- 5.18.1 The abuse of alcohol, drugs or other substances is a safety hazard and if there is a suspicion that a member of staff or visitor is under the influence of either, then this must be reported to the Headteacher who will take immediate action to safeguard pupils. This may also result in disciplinary action.
- 5.18.2 For students, where a Headteacher has reasonable grounds for suspecting that the pupil may be in possession of or under the influence of alcohol or drugs, they have a statutory power to search pupils or their possessions, without consent, or to authorise another staff member to do so. This will be in line with the Trust's Search, Screening and Confiscation Policy. Further action may be taken in line with the Academy's Behaviour for Learning Policy or equivalent.
- 5.18.3 Smoking and electronic cigarettes (vaping) are prohibited within the Trust's sites and 50 metres away from academy entrances. Signs are posted at entrances.

5.19 Violence and Aggression

- 5.19.1 Violence and harassment in both physical and verbal forms will not be tolerated, either between staff or between staff and non-staff.
- 5.19.2 Staff shall report all incidents of this type to their line manager. Appropriate action will in the first instance be taken by the Trust. Where the report alleges a member of staff being the source of such behaviour, disciplinary investigations will be initiated.

5.20 Training

- 5.20.1 The Trust will ensure that staff with responsibilities for Health and Safety are competent. This will be reinforced by appropriate training.
- 5.20.2 The responsibility for safety training and/or refresher training rests with the Chief Operating Officer and the Headteacher(s).
- 5.20.3 Training records will be kept for all staff. Periodic examination of these will take place, and if needs are identified, then appropriate training shall be provided.
- 5.20.4 Information on Health and Safety Courses can be obtained from the Head of Estates and Facilities Management.

5.21 Educational Visits

- 5.21.1 The Trust recognises that educational visits, away from the safety of the Academy sites, can expose staff, students and non-employee volunteers to potentially unknown risk.
- 5.21.2 All visits require parental consent and risk assessments to be carried out. Residential, Adventurous and Overseas trips require the approval of the Academy Governing Board. Local and frequent trips can be authorised by the Headteacher of the Academy.
- 5.21.3 Injuries occurring during an offsite visit must be handled as those in an Academy. Information about injuries or incidents must be relayed back to the Academy as soon as possible.
- 5.21.4 There will always be at least one trained first aider per educational visit

6. Monitoring, Evaluation and Review

- 6.1 The Trust is subject to regular audits, at least annually, to ensure that the policies, organisation structure, planning and implementation, performance standards and performance review are in compliance with current legislation and reflect good industry practice.
- 6.2 The relevant duty holder (Safety Officer) will identify a topic or location for audit, with agreed terms of reference, so that each year the whole structure and facilities of the School is subject to an audit.
- 6.3 The Academy Governing Board will have a governor responsible for reviewing health and safety in the Academy.
- 6.4 The Head of Estates and Facilities Management will ensure audit and monitoring of all Academy sites and will report to the Chief Operating Officer. The responsibility for review of the Health and Safety policy will rest with the Chief Operating Officer.
- 6.5 The Head of EFM will ensure that current policy and practices are updated and communicated, where better practice, or changes in legislation has occurred. The policy will be reviewed annually and its implementation and effectiveness assessed. The Health and Safety committees will be involved in ongoing review of the policy and its effectiveness.
- 6.6 Health and Safety Risks will form part of the Trust's Risk Management procedures and be reviewed at Board level.

Document control table			
Document Suite:	Health and Safety	Document Title:	Health and Safety Policy
Document Type:	Policy	Version number:	V3 – Final
Author (name & job title):		Chief Operating Officer	
Staff responsibility: (name or post)		Chief Executive Officer	
Date Formally approved:	Approved by exchange of e-mails with the Trust Board in August 2019	Formal Approval by:	Trust Board
Review information:	Scheduled	Next Review Due By	August 2020
Internal Review	Annually	August 2020	
Formal Approval	Annually	August 2020	
Document History			
Version	Date	Reviewer	Note of revisions
v1	December 2018	RW / BC / Armadillo	Created
V2	April 2019	Rob Williams	Updated
V3	August 2019	Rob Williams	Updated after review with Craig Ellin from Located