Frank Field
Education Trust

Trust Health & Safety Policy

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Approved by CEO:

Cath Green

Approved by Chair of Trustees:

David Wooff

Frank Field
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Statement of Intent

Frank Field Education Trust recognises that people are a key resource and therefore fully accepts its responsibilities as an employer with regards to its Health, Safety and Well-being of its employees, pupils within its care, visitors to the premises and others who could be affected by its undertakings.

Frank Field Education Trust understands its responsibilities under the Health and Safety at Work Act 1974 (HASAWA) and that the effective management of Health and Safety plays an important role in its overall performance as an educational establishment by the reduction in injuries, ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Through this Policy Statement of Intent and the implementation of health and safety arrangements, Head of School/Head Teachers of our academies will ensure that they are meeting the policy aims and objectives and will actively strive for continual health and safety improvements by working in consultation with staff and other partners.

This policy will be reviewed as it is deemed appropriate, but no less frequently than every year by the Trustees'. The policy will be promoted and implemented within each academy. Each academy under the Frank Field Education Trust will ensure that a local Health and Safety Policy is implemented and communicated to all staff.

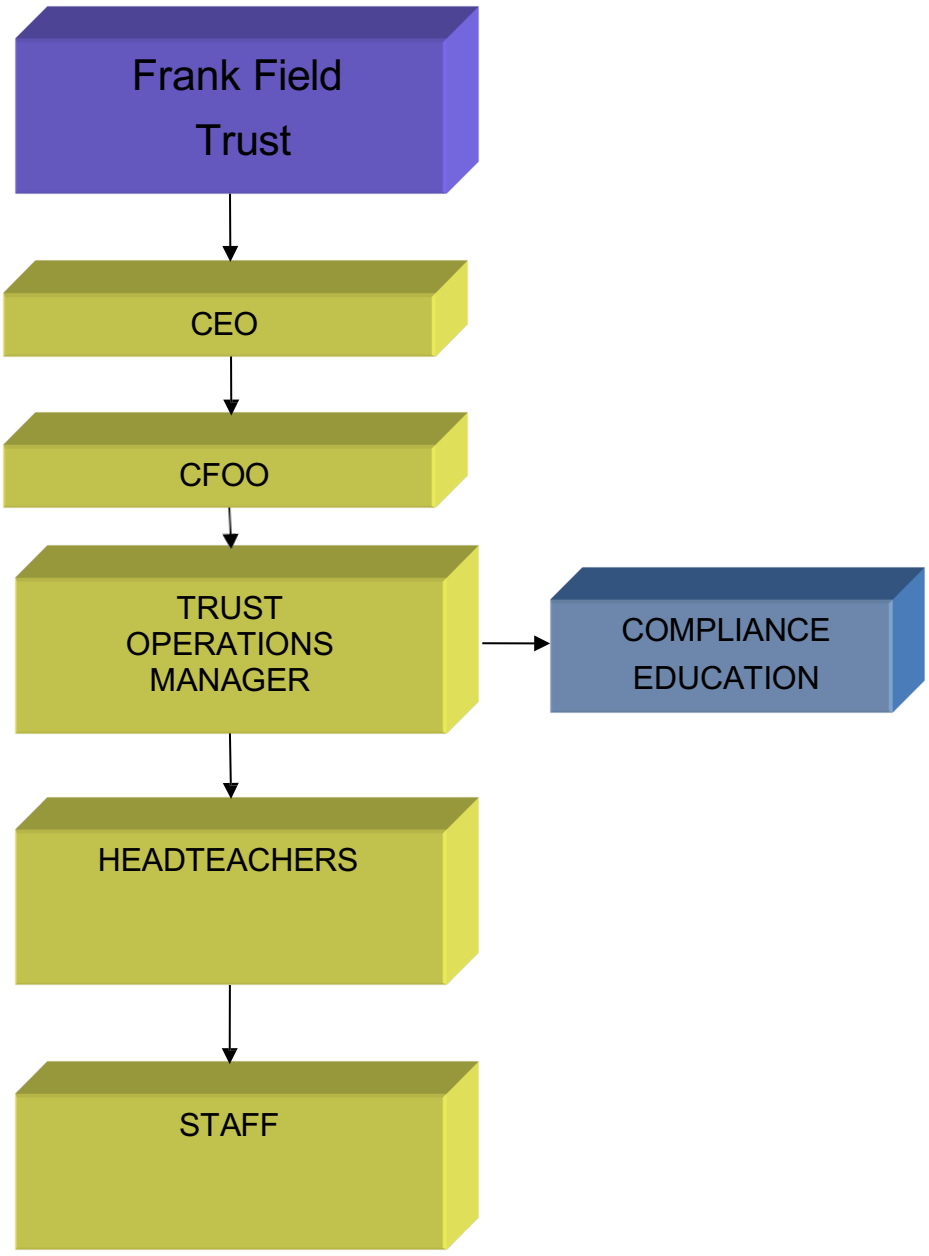
Our aims are to:

- Maintain control of health and safety risks arising from our activities
- Consult with all staff on matters affecting their health, safety & welfare
- Provide and maintain safe plant and equipment
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for staff/students/visitors
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
- Maintain a safe and healthy working environment ensuring the welfare of all persons
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies & procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements

Whilst day to day management of health and safety is delegated to individual academies, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the CEO and Frank Field Education Board of Trustees

Organisation Chart

The Trust have identified and included specific responsibilities in relation to Health and Safety, as they relate to each post in the organisation.



Frank Field Education Trust
Whitby Road
Whitby
Ellesmere Port
CH65 6EA

1 ORGANISATION

1.1 The Duties of the Employing Body

1.1.1 To produce and regularly review the Health & Safety Policy for the academy. This policy will reflect the requirements of the Health and Safety at Work etc. Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation

1.1.2 To monitor both compliance with, as well as the effectiveness of, this policy

1.1.3 To provide adequate resources to meet the academy's legal responsibilities as well as compliance with this policy

1.1.4 To assist the employing body in discharging its legal obligations, the academy has appointed the Health, Safety & Wellbeing Service as its

1.1.5 Appoint a 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999

1.1.6 The specific arrangements adopted will be guided by the Health, Safety & Wellbeing Service's Health & Safety Guidance Notes for Academies.

1.2 The Duties of the Head of School/Head Teacher (or equivalent postholder i.e. Head of School/Head Teacher Lead Head of School/Head Teacher)

1.2.1 The Head of School/Head Teacher has day-to-day responsibility for health and safety management and will take all reasonable practicable steps to secure the health and safety of students, staff and others using the academy premises or participating in academy sponsored activities. In particular, the Head of School/Head Teacher will:

1.2.2 To liaise with the Trust Operations Manager to ensure that suitable

and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review

1.2.3 Co-operate with the Trust to ensure that this policy and its associated arrangements are implemented and complied with

1.2.4 Communicate the policy and other appropriate health and safety information to all relevant people including staff and stakeholders

1.2.5 Report to the Trust Operations Manager on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy

1.2.6 Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition

1.2.7 Report to the Trust Operations Manager any significant risks or policy requirements which cannot be met within the establishment's budget

1.2.8 Identify the training needs of staff and ensure that they are competent to carry out their roles and are provided with adequate information, instruction and training

1.2.9 Ensure consultation arrangements are in place for staff and their trade union representatives

1.2.10 Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions

1.2.11 Promote a positive health and safety culture by leading by example

Whilst overall responsibility for health and safety cannot be delegated the Head of School/Head Teacher may choose to delegate certain tasks to a named competent person.

1.3 **The Duties of a designated competent person.**

The person has the delegated task of assisting the Trust Operations Manager to discharge their duties in relation to day-to-day health and

safety management at each academy.

To do this they will:

1.3.1 co-ordinate and manage the risk assessment process for the academy

1.3.2 co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Trust Operations Manager

1.3.3 coordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Trust Operations Manager

1.3.4 assist with the identification of training needs and training delivery across the Trust to ensure that staff are adequately instructed

1.3.5 collate accident and incident information and, when necessary, carry out accident and incident investigations

1.3.6 arrange periodic health and safety audits and liaise with the Trust Operations Manager and employing body in relation to findings and any associated remedial actions

1.4 **The Duties of the Supervisory Staff/Managers/Subject Leaders have specific delegated tasks in relation to health & safety management within their departments/subject areas.**

They must ensure that:

1.4.1 Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented

1.4.2 Appropriate safe working procedures are brought to the attention of all staff via appropriate instruction and training and are enforced effectively

1.4.3 They take appropriate action on health, safety and welfare issues referred to them, informing the Head of School/Head Teacher or

employing body of any problems they are unable to resolve within the resources available to them

1.4.4 They carry out regular inspections for the Head of School/Head Teacher or employing body

1.4.5 All accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated

1.5 The Duties of all Members of Staff

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the Academy.

Specifically, all employees have responsibility to:

1.5.1 Take reasonable care for the health and safety of themselves and others in undertaking their work

1.5.2 Comply with the Trust health and safety policy arrangements at all times

1.5.3 Report all accidents and incidents in line with the reporting procedure

1.5.4 Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare

1.5.5 Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager

1.5.6 Ensure that they only use equipment or machinery that they are competent / have been trained to use

1.5.7 Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

1.6 Pupils

Pupils, in accordance with their age and aptitude, are expected to:

1.6.1 To exercise personal responsibility for the health and safety of themselves and others

1.6.2 To observe standards of behaviour and dress consistent with safety and/or hygiene

1.6.3 To observe all the health and safety rules of the academy and, in particular, the instructions of staff given in an emergency

1.6.4 Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety

1.7 **Contractors**

1.7.1 All contractors who work on the academy premises are required to identify and control any risks arising from their activities and inform the Site Manager of any risk that may affect the staff, pupils and visitors. The Site Manager will then relay this information to the Trust Operations Manager

1.7.2 All contractors must be aware of this policy and the associated emergency procedures and comply with these requirements at all times.

1.7.3 In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the Head of School/Head Teacher will take such actions as are necessary to prevent staff, pupils and visitors being put at risk from injury.

1.8 **Staff/Union Safety Representatives**

1.8.1 Staff and/or Trade Union Safety Representatives will be encouraged to take part in consultation forums in the Academies regarding Health and Safety such as Health and Safety Committees.

2. ARRANGEMENTS:

RISK ASSESSMENT

- The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved by the Head of School/Head Teacher amending and adopting the model risk assessments provided by through the Trust Operations Manager and Health & Safety Competent Person.

- Risk assessments are available for all staff to view in each academy. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings and staff briefings.

- Risk assessment records will be reviewed annually or as needed due to change. This will be identified on the model risk assessments. Guidance notes on risk assessment arrangements can be accessed in each academy. Other arrangements in alphabetical order:

3. ACCIDENT/INCIDENT REPORTING

- All employee accidents must be reported to the Trust Operations Manager or CFOO in their absence. This will be achieved by entering accident details onto an accident report form.

- Accidents to pupils and other non-employees should be recorded in the accident book which is located in a designated area of each academy.

- Those accidents to students and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported to the Trust Operations Manager or CFOO in their absence

- Parents / carers will be notified immediately of all major injuries.

- The Head of School/Head Teacher, in conjunction with the competent person will investigate accidents and take remedial steps to avoid similar instances recurring.
- Incidents and Accidents will be monitored through the Trust central operations team.
- All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 will be reported to the HSE. This will be undertaken through direct liaison with the central operations team and the appointed competent person.

4. ASBESTOS

- The arrangements for the management of asbestos on individual sites post year 2000 are detailed in the Asbestos Management Plan (AMP). This is located in the Asbestos Register folder held at reception in each Academy. Please contact the caretaker/site manager in the first instance.

- The Asbestos Register will be made available to all staff and contractors prior to any work commencing on the fabric of the building or fixed equipment containing asbestos e.g. boilers. No work can commence until permission to work has been given by the authorising manager named in the AMP. The authorising manager shall ensure:

- The AMP is reviewed every 6 months and that any changes are approved by the employing body

- That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that all work on the fabric of the building or fixed equipment is approved via the completion of the relevant form

- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded in the Register according to the frequencies identified in the AMP. Any subsequent changes to asbestos containing materials on site will be recorded in the Register

- All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to the Site Manager at the earliest opportunity.

- Staff must not undertake any work that may disturb asbestos i.e. erecting displays etc without consultation with the asbestos register/site team first.

5. COMMUNICATION AND TRAINING

- Further guidance and information about health & safety issues can be found in the Guidance and Briefing notes which are located in the Trust share point.

- The Health and Safety Law poster is displayed in the staffroom at each academy.

6. HEALTH AND SAFETY TRAINING

- All employees will be provided with:
- induction training in the requirements of this policy
- updated training in response to any significant change
- training in specific skills needed for certain activities as identified by the relevant risk assessment
- refresher training where required
- Training records will be kept at each Academy and the co-ordination of health and safety training needs will take place with the Trust Operations Manager and the Academy competent person. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.
- Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

7. CONSULTATION

- Staff are represented at each Local Governing Body. Consultation of day to day matters will be achieved through the relevant staff briefings/meetings.
- Members of staff with concerns should raise them initially with their Head of School/Head Teacher. If required, requests for external advice should then be sought from the Trust Operations Manager for concerns of employees which cannot be resolved locally.
- Staff should feel free to contact the appropriate trade union appointed Safety Representative. The employing body welcome the support of trade unions in health and safety matters.

- Staff and/or Trade Union Safety Representatives will be encouraged to take part in consultation forums in the Academy regarding Health and Safety such as Health and Safety Committees.

8. CONTRACTORS

- All contractors must report to the main office/reception area where they will be asked to sign in vis the electronic system and wear an identification badge. Contractors will be issued with guidance and requirements for safe practice whilst on site by the Site Team. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register. Contractor competency checks prior to engaging any contractor will be undertaken.

9. CURRICULUM ACTIVITIES

- Risk assessments for the significant hazards within curriculum activities will be carried out by designated person/s or on their behalf i.e., Heads of Departments etc using appropriate model risk assessments.

10. FIRE AND EMERGENCIES

- The Trust Operations Manager is responsible for ensuring that a fire risk assessment is undertaken by a competent person. The fire risk assessment will be located in a nominated location in Academy and a copy retained by the Trust and will be reviewed annually.
- Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document. All staff will be briefed in the contents of this plan at induction and on an annual basis.
- Bespoke fire evacuation procedures will be displayed around each academy
- This will be augmented by fire drills which will be undertaken termly. Evacuation procedures are also made known to all contractors / visitors.
- The Head of School/Head Teacher or (nominated delegate) is responsible for ensuring that the academy's Fire Log is kept up to date.

- Each academy will ensure that any persons requiring assistance in the event of an emergency will have relevant documented plans in place for each individual.
- Procedures for other critical incidents and off-site emergencies are contained within the Academy's Critical Incident plan which is located at reception and will be reviewed annually. Emergency contact and key holder details are held in the main office of each academy and held centrally.

11. HAZARDOUS SUBSTANCES

- Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible.
- The Trust Operations Manager shall ensure that:
- an inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date
- Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials
- risk assessments are conducted by the Trust Operations Manager or competent person to identify the safe working method and appropriate emergency procedures
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and never decanted into unmarked containers.
- Appropriate training is provided to staff as identified in the individual academies training matrix.
- For full details relating to the control of hazardous chemicals, reference should be made to the HSA0010 COSHH Guidance Note.

12. LEGIONELLA

• A Legionella risk assessment for each academy has been completed by an external provider. The Academy Site Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book. This risk assessment will be reviewed where significant changes have occurred to the water system. All schools have regular checks and monitoring visits provider by a provider recommended through their competent person.

13. LETTINGS/SHARED USE OF PREMISES

- The employing body or lettings agency will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant information.
- The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.
- The hirer/tenant will be given a copy of the academies health and safety information/evacuation procedures and must abide by these at all times including the participation of fire drills if and when required.

14. LONE WORKING

- All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. Where lone working is unavoidable staff should ensure that all outside doors are secured.
- Fire doors must be unlocked when staff are working on the premises, e.g. out of Academy hours.
- Anyone lone working should ensure they have access to a personal mobile phone.
- When two or more people work late they should try to leave the building together.
- Cars should be parked as close to the access doors as possible.

- Where possible staff should let family or friends know if they will not be home at their usual time and what time they can be expected.
- Any persons identified as lone workers should have an appropriate risk assessment undertaken.

15. MAINTENANCE OF PLANT AND EQUIPMENT

- Regular inspection and testing of Academy equipment is conducted to ensure that work equipment is maintained in a safe and efficient state. Records of such monitoring will be kept by the Site Manager. All staff are required to report any problems found with plant/equipment to the Head of School/Head Teacher/site team. Defective equipment will be clearly marked and taken out of service or storing in a secure location pending repair/ disposal.
- A programme for the specific statutory inspections and tests will at each academy include:
- Annual gas appliance inspection and maintenance
- Electrical installation inspection every 5 years (3 years for sports hall lettings)
- Annual Boiler Pressure Vessel inspection and maintenance

16. PORTABLE ELECTRICAL APPLIANCES CHECKING AND TESTING

- All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site Manager.
- All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependent upon the level of risk associated with the particular appliance type following the approved code of practice.
- Personal items of equipment should not be brought into the academy without prior authorisation and must be subjected to the same inspection process as academy- owned equipment.

17. MEDICATION ARRANGEMENTS

- Arrangements for medication are detailed in the separate Medical Needs Policy, which is reviewed annually.

- Specific training will be given based on requirements i.e. EpiPen training etc.

18. MONITORING

- The Trust Operations Manager will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the annual Health & Safety Review process undertaken by the Trust Operations Manager.

- A general inspection of the site will be conducted at least twice per year and be undertaken by the local H&S representative and site manager. The Trust central operations team will undertake at least an annual visit to review the site.

19. MOVING AND HANDLING (PUPILS)

- The risk assessment of significant manual handling tasks is undertaken as described in the risk assessment section above. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

- All moving and handling of pupils will be risk assessed by Head of School/Head Teacher/SENCO and recorded in a specific Handling Plan for the individual concerned. All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use.

20. OFFSITE VISITS

- The Trust has confirmed that each Academy may adopt the relevant Local Authority document for Outdoor Education Visits and Off-site Activities Health & Safety Policy as its own policy. In order to support this process each Academy makes use of an online educational visits system (Evolve). In line with this

policy, the Evolve Educational Visit Adviser has been engaged to endorse arrangements for higher risk activities. The
Educational Visit Adviser will therefore be notified of all Category B and C visits (residential, overseas and hazardous activities) via the Evolve online system or equivalent.

- For lower risk Category A visits the Academy's Educational Visits Co-ordinator, will check the documentation and planning of the proposed activity and initially approve the visit before referring to the Head of School/Head Teacher for final approval. For full details relating to educational visits, reference should be made to the Outdoor Education, Visits and Off-site Activities Health & Safety Policy.

21. PERSONAL SAFETY AND SECURITY

- The Academy believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. A separate specific Behaviour Policy is in place. Staff will report any such incidents in accordance with agreed Academy accident/incident reporting procedures.

- Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the Head of School/Head Teacher (or representative) in order to identify and implement control measures. The requirement to undertake a lone working risk assessment will also extend to working alone off-site where staff conduct home visits.

- Staff working outside normal working hours must obtain permission of the Head of School/Head Teacher. For central staff the CEO or CFOO

22. ACADEMY SECURITY

- The Head of School/Head Teacher is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area.

23. SMOKING/DRUGS/ALCOHOL

- Smoking is not permitted anywhere across the academy estate, this includes all forms of e-cigarettes.
- Drugs are not permitted on the site unless it is prescribed.
- Alcohol is not permitted on the site
- Staff attending for work under the influence of drugs or alcohol will be treated as a case of gross misconduct.

24. STRESS/WELL-BEING

• The Academy is committed to promoting high levels of health and well-being and recognises the importance of identifying and safeguarding staff from work-related stress through risk assessment in line with the HSE's stress management standards. Arrangements for responding to individual concerns and monitoring staff workloads e.g. return to work procedures following absence the Academy offers occupational health support through Line Management and undertaking of relevant mental health risk assessments.

25. WORK AT HEIGHT

- Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs.

- Formal training on work at height will be undertaken where the need is identified in the risk assessment process described above. It will be ensured that:

- all work at height is risk assessed and properly planned and organised

- all those involved in work at height are trained and competent to do so

- the use of access equipment is restricted to authorised users

- access equipment is regularly inspected and maintained in a safe condition

- access to fragile surfaces is properly controlled

26. THE HEALTH & SAFETY (FIRST AID) REGULATION 1981

The Academy ensures that a sufficient number of employees are identified and trained in emergency aid and/or are First Aiders. The identity and location of the nominated First Aid employees will be included on notice boards and the specific First Aid signage. First Aid kits will be located throughout the premises and it is the responsibility of the First Aid personnel to ensure that the kits are checked on a regular basis and remain suitably stocked.

27. WORK EXPERIENCE

- If an Academy hosts a work experience placement, any significant hazards within the planned work tasks will be risk assessed and findings will be communicated to the student and their parents/guardians via the student's secondary Academy.
- A signed documented contract/job description will be in place between the academy and the work experience provider prior to any student commencing work based on the risks and limitations of any role i.e. working hours, restrictions of role (COSHH exposure etc)
- This policy should be implemented within the context of the vision, aims and values of each of our academies.
- Each academy within the Frank Field Education Multi Academy Trust collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the Academy. This information is gathered in order to enable it to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the Academy complies with its statutory obligations.

28. REFUSAL TO WORK ON THE GROUNDS OF HEALTH AND SAFETY

The Trust will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, contractors/consultants) are aware that their continued employment will not be affected in the event of any invoking of this policy.

The Trust will take all reasonable measures to prevent, so far as it is reasonably practical, any invocation placed on any person by this Policy by planning safe working conditions and taking all factors into account.

Employees, self-employed and contractors/consultants of the Trust will at all times exercise diligence in monitoring their safe working environment for themselves and other persons in the working area.

It is a condition that all employees, self-employed and contractors/consultants shall comply with the following:
If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all, they must bring their concern to the attention of their direct supervisor so it can be investigated and resolved to an acceptable conclusion, if possible.

- The employee must clearly describe what the concerns or issues actually are.
- If a member of the Academy Management Team cannot be immediately contacted the relevant work should stop.
- The most senior member of staff will check that there are no instructions or information available to resolve the issue.
- If the member of the Academy Management Team does not support the concern, a 'second opinion' is to be sought to either verify the findings or support the concerns.
- Providing the concern is genuine, even if it is ultimately seen to be unfounded, the employee will not be the subject of any detrimental action by the Trust.

29. VIOLENCE AND AGGRESSION

The Academy, both as an organisation and a Management Team, will not tolerate harassment and violence of any kind. This stance is followed throughout the Academy and includes the relationships between colleagues, employees and client staff, and between staff and any other third party.

Issues of harassment and violence will be treated as disciplinary offences (up to and including dismissal or, if appropriate, criminal action). The list below is an indicator as to what constitutes harassment or violent conduct. It is not an exhaustive list and other issues may be considered by the management team as equal to those listed below:

- Physical violence.
- Verbal violence and aggression (abusive language, swearing).
- Sexual innuendo.
- Intimidation.

- Invasion of personal privacy.
- Exclusion of individuals.
- Abusive or prank phone calls/emails.

False accusations of harassment or violence will not be tolerated by the Academy and may result in the accuser facing disciplinary action.

The Academy will provide support, via the Management Team, to anyone who has been subjected to harassment/violence. This support may include counselling by a health professional.

The Academy will ensure that training is provided to employees to prevent and deal with the risks of harassment and violence.

The Academy will conduct risk assessments for their work activities, and include/consider risks to employees from violence and aggression.

This process includes:

- Planning - thinking ahead and considering situations where violence and aggression could arise.
- Consideration as to who might be harmed and how - in particular, consideration is given to those working alone.
- Communication methods - Are employees in regular contact with the office? Can they call for help if problems arise? What are the client's processes?
- Recording the risk assessment and informing staff of the procedures and controls to follow.

If the risk assessment identifies a risk of violence or aggression, the Academy will develop a procedure which will clearly define the Academy's views and their stance on zero tolerance towards violence and aggression in the workplace

30. NEW AND EXPECTANT MOTHERS

The Trust is aware of the obligations placed upon them by legislation regarding an employee who has notified them in writing that she is a new or expectant mother. When an employee provides written notification (regulation 18 of MHSW) to the Academy stating that she is pregnant, or that she has given birth within the past six months, or that she is breastfeeding, the relevant member(s) of the Management Team will immediately review any risk assessments applicable to the work activity(s) being undertaken. In addition to this review, a member of the Management Team, assisted by the Competent Person, will conduct a specific assessment for the employee in question. If this risk assessment has identified any risks to the Health and Safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventative and protective measures under other relevant Health and Safety legislation, then the Academy will take action to remove, reduce or control the risk. If the risk cannot be removed, the Academy will take the following actions:

Action 1 - Temporarily adjusts the employee's working conditions and/or hours of work or, if that is not possible:
Action 2 - Offer her suitable alternative work (at the same rate of pay) if available or if that is not feasible:
Action 3 - Suspend her from work on paid leave for as long as necessary, to protect her Health and Safety, and that of her child.

31 THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS (L.O.L.E.R.) 1998

The Trust will ensure that lifting equipment will be subjected to an assessment to ensure that the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

- Strong and stable enough for its particular use and marked to indicate safe working loads.
- Positioned and installed to minimise any risks.
- Used safely, i.e. the work is planned, organised, and performed by competent people.
- Subject to on-going thorough examination and, where appropriate, inspection by competent people.

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting the equipment. A wide range of equipment is covered by these regulations including cranes, fork-lift trucks, lifts, hoists and mobile elevating work platforms. The definition also includes lifting accessories such as chains, slings, eyebolts, etc.

32 THE DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES REGULATIONS

The Trust will ensure that where a dangerous substance is, or **is liable** to be, present, a suitable and sufficient assessment of the risks will be completed by a competent person. The regulation imposes a duty to classify workplaces into hazardous and non-hazardous areas. These areas will be defined and signage indicating their location will be posted around the site.

Where elimination of a substance cannot be achieved, the Academy will:

- Reduce the amount of dangerous substances to a minimum.
- Avoid any minimal release.
- Control the release at source, i.e. by extraction systems.
- Prevent the formation of an explosive atmosphere.
- Following any release, the collection, containment, and removal will be done in a controlled and safe manner.
- Avoid ignition sources.

- Segregate incompatible substances.
- Ensure that containers of dangerous substances will be appropriately labelled that clearly identify the contents and any associated hazards.

Provide employees with suitable and sufficient information, instruction and training on the appropriate precautions and actions to be taken in order to safeguard themselves and other employees at the workplace, where a dangerous substance is present.

33. VULNERABLE PERSONS

The Trust recognise that some of our employees and pupils may require extra or different facilities or assistance and will take reasonable steps to ensure these needs are met. Records of known disability or special requirements in an emergency will be kept by the HR. Vulnerable persons will generally cover disabled people, pregnancy, young persons (from 0 to 18 year of age), lone workers, people working from home and members of the public where they are at risk or affected by work activities.

The Head Teacher is required to ensure that risk assessments are carried out and may in some circumstances be required to specify alternative procedures to meet specific needs of an individual.

Constant supervision of vulnerable employees and pupils is not always possible or necessary. It is still however, managements responsibility to provide appropriate guidance, training and overall control of employees and pupils at work.

Depending on the risks involved, the experience and competency of the employee will determine the extent of supervision of the vulnerable employee or pupil and this will always be a management decision.

34. PUBLIC HEALTH (Control of Disease) Act 1984 amended in 2020 to include The Health Protection (Coronavirus) Regulation 2020

The Trust will follow current UK Health Security Agency (UKHSA), NHS and Department for Education guidance regarding infectious diseases and outbreaks. The Trust will maintain appropriate infection prevention and control arrangements and will liaise with public health professionals where required.

35. MANUAL HANDLING REGULATIONS

The Trust is aware of the requirements placed upon it. In order to meet these legislative requirements and to protect those employees who may be affected by manual handling activity, the Trust will:

- So far as is reasonably practicable avoid the need for hazardous substance manual handling.
- Conduct a suitable risk assessment for any hazardous substance manual handling that cannot be avoided.
- So far as is reasonably practicable reduce the risk of injury from hazardous substance manual handling.

Manual handling risk assessments will be conducted by the Management Team, assisted by the Competent Person, and will take into account:

- The task being completed and how the risk(s) can be reduced.
- The individual(s) conducting the task and any training requirement.
- The load involved in the activity and any method that could be used to reduce it to a more manageable size.
- The work environment where the activity will take place.

Employees of each Academy are made aware of their responsibilities and duties during the induction process and via a manual handling guidance document. All employees will:

- Follow any implemented safe systems of work.
- Use any supplied equipment in the manner they have been trained to do.
- Co-operate with the School on Health and Safety matters.
- Tell their line manager/supervisor if they identify hazardous substance handling activities.
- Make sure that their work activities do not put others at risk.

36. DISPLAY SCREEN EQUIPMENT

Employees who use display screen equipment, e.g. PC/laptop users, are required to complete a workstation self-assessment form. Completed forms are reviewed by the Management Team, assisted by the Competent Person, and any issues or queries will be discussed with the DSE user. The assessments will consider factors such as the workstation set-up, equipment (chair, keyboard, screen, etc.), the environment (lighting, heating, etc.), and types of work being completed.

The Trust will ensure suitable DSE assessments are undertaken for employees working from home or in hybrid arrangements.

The Trust will ensure that free eye/eyesight testing and correction is available for those employees identified as using DSE via Medicash

The Management Team ensure that all relevant training and information is provided to an employee to enable them to undertake the work involving DSE in a safe manner.

37. CONSULTATION WITH EMPLOYEES

The Trust recognise that having, and maintaining, a mechanism for communicating relevant Health and Safety information is important in establishing an on-going positive Health and Safety culture. To this end, each Academy will consult with employees or their representatives on the following:

- The introduction of any work activity or issue which may substantially affect their Health and Safety at work, for example the introduction of new equipment or new systems of work.
- The contact details of the person nominated as the School competent person with regards to Health and Safety.
- Information on the risks and dangers arising from the work activities, measures implemented to reduce or get rid of these risks, and what employees should do if they are exposed to a risk.
- The planning/organisation for Health and Safety training.

Additional information is displayed via the HSE poster displayed in the workplace, safety posters, leaflets, safety pamphlets and verbal safety information.

The Trust encourages all employees to enter into the spirit of the regulations by taking part in discussions with their supervisor/line manager. Any required actions from the discussions are agreed with both parties and escalated through the Management Team for opinion and rectification where necessary. Any action taken as a result of the information given by an employee will be communicated directly to them.

The Trust fully involves, or will involve, non-English speaking employees, including labour only. The Management Team, assisted by the Competent Person, will utilise documents that are readily available on the HSE website in different languages. These documents and any specific site instructions will be aided by pictograms and interpreters if required.

38 ELECTRICITY

The Trust will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be visually checked by the user to spot early signs of damage or deterioration. The user's visual check will include:

- Switching off and unplugging the equipment before any checks.
- Checking that the plug is correctly wired (but only if they are competent to do so).
- Ensuring that the fuse is correctly rated by checking the equipment rating plate or instruction book.
- Checking that the plug is not damaged and that the cable is properly secured, with no internal wires visible.
- Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector (damaged cable will only be replaced with a new cable by a competent person).

- Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Checking for burn marks or staining that suggests the equipment is overheating.
- Ensuring any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.

If employees are concerned about the safety of equipment, they are advised to stop it from being used and report the matter to the Site Manager, who will arrange for the faulty equipment to be removed from service until a qualified electrician undertakes a more thorough check.

39. Personal Protective Equipment

The Trust recognises that Personal Protective Equipment (PPE) should only be used when risks cannot be avoided or sufficiently reduced by other preventative measures or through work re-organisation. Each Academy will ensure that there is sufficient supply of PPE when required and that all employees are suitably trained in its safe storage and use.
All PPE issued must be stored as per the manufacturer's specification.

It is the employee's and sub-contractor's duty to not misuse or interfere with any Health and Safety equipment, including PPE, supplied for their safety.

The Management Team, assisted by the Trust Operations Manager if appropriate, ensures that a suitable review is completed when more than one type of PPE is being worn, to confirm that each type of equipment is compatible with the other(s) and continues to provide suitable protection for the wearer.

40. REGULATORY REFORM (Fire Safety) ORDER 2005

The Trust will make a suitable and sufficient assessment of the risks to which relevant persons are exposed whilst working at the premises. This assessment will be used for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. The completed risk assessment will be reviewed regularly by the Trust Operations Manager to ensure it remains up to date and valid, and to reflect any significant changes that may have taken place.

Each Academy will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems, is completed. The Trust Operations Manager assisted by the Competent Person, will conduct regular tours/inspections of the premises and work activities to ensure that identified control measures have been implemented.

Fire Action signage will be placed in prominent positions throughout the premises to act as a reminder for all employees, visitors, contractors, etc. of the emergency evacuation procedure.

The fire procedures will be under the control of the Management Team, assisted by the Health and Safety Advisor.

Fire risk assessments will also be reviewed following significant changes to buildings, occupancy, activities, incidents of fire safety arrangements.

41. THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS

The Trust will ensure that suitable equipment is provided, and an assessment of risk is carried out. The assessment considers the current provision of protection and preventative measures. All users of Academy tools and equipment will be suitably trained in their use. The Trust Operations Manager ensures that all relevant information and instructions on the use of work equipment is readily available to all employees for review.

All tools and equipment purchased, and used by employees, will have suitable control measures to protect employees against risks associated with dangerous parts of machinery, e.g. fixed guards, interlocked guards, etc.

Equipment will be checked prior to use, ensuring that all controls, indicators, switches and displays are clear and free from obstruction, dirt, damage, etc.

All equipment will be maintained in good working order by the Academy. Employees are required to liaise with their Site Manager if they have any queries or concerns regarding a piece of equipment. The piece of equipment in question will be removed from service to prevent use and a suitable replacement acquired.

The Academy is aware that for larger pieces of equipment, for example a fixed piece of machinery, an immediate replacement is not practical. In this circumstance, the Site Manager will arrange for a suitable repair to be completed by a person with the relevant competency and skill set.

On occasions, the Academy may need to hire in equipment, due to specialised work or quantity of work. The equipment will only be obtained from approved hire companies which supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

42. VISITORS

Visitors to each Academy premises may not be aware of the risks associated with the site, therefore all visitors must:

- Proceed, on arrival, to the reception area.
- Be made aware of the Academy requirements and rules for visitors.
- Be accompanied by the person they are visiting, who in turn is responsible

for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to.

Site locations/work areas/premises

Any visitors to work locations that are under the control of the Trust may not be aware of the risks associated with the site, therefore all visitors must:

- Have authorisation from the Academy representative to be in the work area.
- Comply with the site rules that are communicated on arrival.
- Adhere to any designated traffic/pedestrian routes.
- Stay within the site area they have been nominated or instructed to visit.