



Support  
Tenacity  
Responsibility  
Innovation  
Voice  
Equity

## Health and Safety Policy

Date or Review	September 2023
Next Review Date	September 2024
CEO	Sam Coy
Chair of the Trust	Sarah Richards
Signed	Signed Copy held centrally
Date	27/06/2023

## **Statement of Intent**

As a responsible employer, Scholars Academy Trust, which incorporates Launde Primary School, Glenfield Primary School and Foxbridge Primary School, will honour their legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.

Scholars Academy Trust recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students and visitors so far as is reasonably practicable.

In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.

Scholars Academy Trust is committed to the prevention of accidents and ill health.

Scholars Academy Trust will work towards continual health and safety improvement.

To achieve these objectives, we will:

- Conduct all our activities safely and in compliance with legislation and where possible, best practice
- Provide safe working conditions and safe equipment
- Ensure a systematic approach to identify risks is developed and implemented and sufficient resources are allocated to control them
- Provide suitable information, instruction, training and supervision
- Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- Promote the principles of sensible risk management
- Monitor, review and modify this policy and any arrangements as required.

All of Scholars Academy Trust employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

## **Roles and Responsibilities**

### **Scholars Academy Trust**

The MAT is a charitable organisation operating under Articles of Association and Memorandum of Association signed by the members.

The members have appointed Trustees who are to ensure that the charitable objectives of the Trust are carried out. The Board of Trustees is the corporate body accountable for the overall health and safety performance of all the academies within the Trust.

The Board has appointed the Chief Executive Officer (CEO) who has been delegated responsibility for the executive management and the performance of the Trust and academies. The Board will determine the overarching H and S objectives for the organisation that are aligned to the vision and aims of the MAT.

The responsibilities are delegated by the Board in line with the Articles of Association and are

outlined in the trust's Scheme of Delegation and/or Controls Matrix and Terms of Reference.

The CEO leads the Trust Executive Leadership team and will delegate executive management functions to the members of the leadership team. The CEO retains accountability to the Trust Board for the performance of the leadership team.

The Board has delegated some areas of governance to each academy of the MAT that will be overseen by a Local Governing Body

Each local governing body comprises of parents, staff, community governors along with ex-officio senior leaders

The Trust Chief Operating Officer holds a shared responsibility with the Headteachers for the health and safety performance of the academies within the Trust.

### **Chief Executive Officer**

The Trust Board has appointed the Chief Executive Officer (CEO) who has been delegated responsibility for the executive management and the performance of the Trust and all member Academies for health and safety. The CEO will be responsible for:

- Providing termly health and safety reports to the MAT Board for review.
- Ensuring adequate resource is provided for health and safety.
- Setting clear health and safety values and standards throughout the MAT.
- Establishing clear and measurable health and safety aims and objectives.
- Ensuring the provision of competent health and safety advice.
- Ensuring any health and safety shortcomings are identified and rectified in a timely manner.
- Consult with staff, union representatives, safety committees and stakeholders on health and safety matters.
- Ensure the health and safety policy and arrangements are reviewed and implemented throughout the MAT.
- Ensure that all plant and work equipment provided is selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations.
- Ensure that risk assessments are undertaken by competent persons and that adequate control measures are implemented to reduce risks so far as is reasonably practicable.
- Ensure that accidents and incidents (including near misses and violence and aggression) are properly reported and investigated and the findings acted upon without delay.
- The Chief Executive Officer may delegate specific responsibilities to other members of Scholars staff, however the CEO will still be accountable for ensuring the responsibilities are fulfilled.

### **Chief Financial Officer**

- Establish an annual budget for health and safety for all academies within the MAT.
- Report any shortcomings in health and safety budget to the CEO/Trust Board.

- To produce annual health and safety budget forecast reports and communicate them to the Trust board and CEO.

### **Local Governing Body**

The Trust Board has delegated governance responsibility for holding each individual member academy Headteacher to account for H&S management and operational matters relating to the academic work of each individual academy (lesson risk assessments, trips, use of the building for teaching and learning, etc.).

The Local Governing Body is responsible for governance is responsible for:

- Monitoring the implementation of the MAT's health and safety policy (with regards to academic matters – where this is the case)
- establishing clear lines of local accountability for health and safety
- periodically assessing the effectiveness of its implementation of the MAT policy and ensuring that the need for any necessary changes are communicated to the Board and Executive Leadership Team
- ensuring that responsible staff have access to competent health and safety advice
- ensuring the provision of a business continuity plan and SEMT (Senior Emergency Management Team) for each school within (Name of MAT)
- ensuring that the school allocates sufficient funds for health and safety

### **Chief Operations Officer**

- Have a strategic overview of the health and safety management system within the MAT.
- Ensure health and safety responsibilities are included in job descriptions
- Assist where necessary in facilitating clear lines of communication between management and employees across the Trust.
- Cooperate and communicate with the CEO to ensure the MAT health and safety policy aligns with HR policies.
- Seek recommendations in relation to Occupation Health referrals to the CEO/Head Teachers.
- overseeing premises management and as it relates to the buildings and other assets ensuring health and safety compliance across Scholars Academy Trust and is responsible for;
- Establishing a system for the maintenance of the MAT assets both building and plant including premises compliance checks across the MAT.
- Devising, reviewing and communicating the MAT contractor management policy.
- Implementing the contractor management policy and ensuring systems are in place for implementing the policy.

- Ensuring all accidents, incidents and near misses are investigated and reported to the CEO.
- Facilitate health and safety audits.
- Implement an internal health and safety auditing program to ensure premise compliance.
- Implement an external health and safety audit program to ensure premises compliance.
- Undertake termly premises inspections within all academies within the MAT and provide the reports to the CEO.
- Review relevant risk assessments within the premises department.
- Implement a system for retaining premises compliance documentation to ensure it is readily accessible.
- Establish a contractor procurement system that ensure contractors are competent to carry out their duties and carry out and record contractor inductions.
- Conducting, reviewing, implementing and communicating risk assessments in relation to the activities the staff under their control.

## **Headteacher**

The Headteacher has been delegated the responsibility of the management of safety and implementation of this policy within each academy school. The Headteacher will implement an occupational health and safety management system to comply with The Management of Health and Safety at Work Regulations 1999. To help achieve this the Headteacher will:

- ensure compliance with the academy health and safety policy.
- Make clear any duties in respect of health and safety, which are delegated, to members of staff.
- make themselves familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of the academy school and maintain an up to date system of policies, procedures and risk assessments.
- co-operate and communicate with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties set out in Appendix 1.
- in the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk.
- ensure the health and safety policy, procedures and risk management programme are implemented as an integral part of business operational planning and service delivery.
- Co-operate and communicate with the Governing Body/Academy Trust/SLT/CEO
- Undertake regular monitoring and ensure the provision of adequate resources to achieve compliance.
- Provide a termly health and safety performance report to the CEO
- ensure that local procedures for the selection and monitoring of contractors are in place.
- take appropriate action under the academy school's disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures.

- ensure the school has access to competent health and safety advice.
- Ensure there is a clear system for reporting accidents and incidents.
- Facilitate health and safety audits.

Headteachers may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively and efficiently implemented. Specific duties and responsibilities in relation to specific job roles are set out in appendix 1 of this policy.

In addition to their statutory duties, the Headteacher and teachers have a common law duty of care for pupils which stems from their position in law 'in loco parentis'.

### **Senior Leadership Team**

The leadership team at our school will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher. Any member of staff with supervisory responsibilities will:

- make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work
- identify new and existing hazards, initiate risk assessments, record the significant findings, implement any necessary control measures and review these to ensure that they remain relevant
- Monitor the effectiveness of this policy, identify any shortcomings within the policy and communicate them to the Governing Body.
- Provide a documented process for reporting and investigating all incidents, accidents and near misses
- check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely;
- complete a health and safety induction checklist for all new employees at the commencement of their employment
- report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- be responsible for aspects of health and safety included in their job description
- organise risk assessments where significant risks are identified and ensure as far as is reasonably practicable the implementation of any control measures
- ensure that all statutory registers and records are adequately kept
- ensure the reporting and investigation of all accidents
- ensure all persons under their control are aware of the reporting procedure

### **Business / Office Manager (where applicable in each school)**

- Will be responsible for ensuring the day to day operational requirements of the health and safety policy are implemented.

- Will maintain an up to date copy of the health and safety policy together with all associated documentation relevant to the academy.
- Notify the Site Manager/Premises Officer and/or Head Teacher of any health and safety concerns and any financial implications identified by the risk assessment process.
- Liaise with and report directly to the Governors, Head Teacher and SLT on matters of Health and Safety.
- Liaise with the Site Manager to ensure that all certification and statutory inspections are kept up to date.
- To investigate accidents, dangerous occurrences and near misses, complete accident reports.
- Ensure the Academy has a Management of Medications Policy.
- Ensure the Academy has an Off-Sites Visits Policy.
- Ensuring resource is allocated to enable statutory inspections, risk assessments, property maintenance and equipment maintenance to take place at the correct intervals and when necessary.
- Ensuring there is a system in place for contractor procurement that identifies contractor competency, in liaison with the Chief Operating Officer.
- Ensure the provision of resources for staff health and safety training.
- Liaise with the Chief Operating Officer to ensure there is a health and safety training plan and matrix to identify staff training needs.

### **Site Manager / Premises Officers**

The Premises Officer is responsible for day to day management of property maintenance and compliance checks. The Premises Officer will be responsible for:

- Have a general responsibility for the application of the school's health and safety policy to their own area of work and are directly responsible to the Business Manager and or Head Teacher.
- Will establish and maintain safe working procedures including (referring to relevant legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- Carry out regular health and safety assessments of the activities for which they are responsible, and report to the Chief Operating Officer/Head Teacher any defects, which need attention. Monitor their effective implementation by staff under their control.
- where appropriate, ensure relevant advice and guidance on health and safety matters is sought.

- advise the Head Teacher and/or Chief Operating Officer on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.
- Carry out compliance checks in accordance with Appendix 1 and job description.
- Liaise and co-operate with The Head Teacher, Business Manager & Chief Operating Officer on property related matters
- Provide a termly health and safety report for the SLT.
- Retain and maintain compliance and health and safety related documentation and ensuring this documentation is backed up digitally.
- Ensuring statutory surveys, risk assessments and reports are organised with competent contractors and completing.
- Conducting contractor induction and recording the process.
- Reporting incidents, accidents, dangerous occurrences and near misses to the Head Teacher, Business manager or Chief Operating Officer.
- Undertaking any training identified by the Head Teacher/Chief Operating Officer to enable them to perform their duties at the level of responsibility allocated to them.

## **All Staff**

All employees, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All staff are required to:

- take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- cooperate with their line manager and senior management to work safely
- comply with health and safety instructions and information and undertake appropriate health and safety training as required
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements and/or workplace
- support the school's in embedding a positive safety culture that extends to pupils and any visitors to the site
- undertake any training identified by the headteacher to enable them to perform their duties at the level of responsibility allocated to them

## **Pupils**

All pupils are expected to behave in a manner that reflects the school's behaviour policy and in particular are expected to:



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

### **Shared site users (where applicable)**

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

All users of the shared site must agree to:

- co-operate and co-ordinate with school on health and safety matters
- provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities
- maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by the school so as to ensure the health, safety and welfare of all school staff and users
- meet the insurance requirements of the school and the school's insurance provider
- familiarise themselves with and communicate to their employees/users the school's health and safety arrangements

Each academy school will ensure that:

- the premises are in a safe condition for the purpose of use
- adequate arrangements for emergency evacuation are in place and communicated
- users are consulted on health and safety matters
- the school's health and safety arrangements are made available to shared users

### **Lettings**

The Trust has a lettings policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- co-operate and co-ordinate with the school on health and safety matters
- agree to the terms of the lettings policy in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities

The School will ensure that:

- the premises are in a safe condition for the purpose of use
- the health and safety arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises
- adequate arrangements for emergency evacuation are in place and communicated

## **Trust Organisational Arrangements for Health And Safety**

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

### **Setting health and safety objectives**

The Trust Board, Governing Body, CEO, COO and the Headteachers will specifically review progress of health and safety objectives at the termly meetings. Where necessary health and safety improvements will be identified and included within the school's action plan.

### **Provision of effective health and safety training**

The Trust Board, Governing Body, CEO, COO and the Head Teacher will consider health and safety training on an annual basis in line with the Trust Board and school's health and safety training matrix focussing on mandatory training as a priority.

### **Provision of an effective joint consultative process**

The schools' health and safety committee will meet at least once per term. This committee will report to the Governing Body and the Headteacher, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) a member of the senior leadership team, a member of teaching staff, a member of support staff, a member of the site management team, a member of the Governing Body and trade union representatives (where applicable shared site users)

### **Establishing adequate health and safety communication channels**

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

- senior leadership team meetings and staff meetings
- site health and safety committee
- provision of information relating to safe systems of work and risk assessments
- training provided
- communications with relevant specialist advisors and bodies

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

### **Financial resources**

The Trust Board, Governing Body along with the CEO and Headteachers will review the school's budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

### **Specialist advice/support**

Scholars Trust will ensure that access to competent technical advice on health and safety matters is procured to assist the Trust in complying with statutory duties and meeting health and safety objectives; the Trust will do this by;

- Accessing the services of a competent Health and Safety Advisor through Leicestershire County Council Health, Safety and Wellbeing Service

## **Audit**

Each Scholars Academy Trust member academy's health and safety management system will be audited by Leicestershire Traded Services Health, Safety and Wellbeing Service every two years. Scholars Academy Trust reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety within Scholars Academy Trust.

- External health and safety audit reports will be delivered to the MAT CEO and each individual academy's Headteacher for review.

## **Local Organisational Arrangements**

### **Accident and assaults**

- All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Information Sheet (EDIS1), will be reported to the HSE within the required timescales.
- All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.
- Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.
- Accident records will be retained for the following periods; Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years).

### **Contractor management**

Schools within Scholars Academy Trust comply with the HSE's approved code of practice Construction (Design and Management) Regulations 2015' (L153) relating to the management and control of contractors. The schools ensure that:

- roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated
- competent contractors are used
- clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.
- pre-start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
- key contacts are identified
- regular update meetings take place throughout any works/projects

- works are visually monitored and any concerns immediately reported
- works are signed off and any associated certification and documentation is obtained
- all staff/ pupils and other users of site remain in a safe environment for the duration of the works.
- all contractors are given access to the asbestos register
- all contractors to complete a contractor site induction sheet before work can proceed

### **Control of hazardous substances**

The schools within Scholars Academy Trust comply with the HSE's approved code of practice Control of Substances Hazardous to Health (L5) relating to the management and control of hazardous substances on site. The schools will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any requirement for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided
- training records are maintained for those who receive training
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- only substances purchased through the schools' procurement systems can be used on site
- substances are stored correctly and those that are no longer used are disposed of as per the substances safety data sheet
- COSHH risk assessments are monitored quarterly and reviewed annually

### **Dealing with health and safety emergencies - procedures and contacts**

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

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Details are in emergency procedures – including lockdown and evacuation.

### **Defect reporting**

The school's within Scholars Academy Trust have a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported. Defective equipment is

isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

### **Display screen equipment (DSE)**

The schools within Scholars Academy Trust acknowledges that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. The schools ensure that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health

### **Driving**

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. 6 monthly licence and insurance checks are undertaken and documented.

### **Electrical systems and equipment**

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

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in low risk environments*' (INDG236), by a competent contractor with records maintained.

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The schools' defect reporting procedure is followed as required.

### **Fire safety**

The school's within Scholars Academy Trust are committed to providing a safe environment for both staff and pupils. The schools manage the risk of fire by ensuring:

- a detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation.
- an annual type 1 and a 5 yearly type 2 fire risk assessment must be in place and reviewed on a regular basis. Actions highlighted in the risk assessments will be completed in order of priority highlighted by the assessors within the assessments.

- statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff
- all staff receive fire awareness training that is regularly updated and fire marshals receive role specific instruction
- a fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
- A fire log book is kept and maintained

### **First-aid and supporting pupils' medical conditions**

Adequate first aid arrangements are assessed, maintained and monitored at the schools within the Trust and for all activities that the schools lead. The schools ensure that:

- the number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences
- all first aiders and appointed persons hold a valid certificate of competence, the school maintains a register of all qualified staff and will arrange re-training as necessary
- first aid notices are clearly displayed around the school
- sufficient numbers of suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked
- a suitable area is available for the provision of first aid
- staff are regularly informed of first aid arrangements at the schools, through induction, teacher training days and the staff handbook which is issued annually
- where first aid has been administered this is recorded in the first aid treatment book
- correct reporting procedures are followed including those required under RIDDOR regulations
- individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of an emergency
- children with medical conditions will be cared for in line with the medical conditions policy
- medication shall be kept securely in line with the medical conditions policy

### **Glass & Glazing**

The school will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing

The school will survey its glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect

### **Grounds - Safety/Security**

#### **Safety**

The schools within Scholars Academy Trust will ensure that there is safe access and exit from the buildings and grounds including balancing the need for security with the need for emergency escape. The school will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g. outdoor play equipment

## **Security**

**The schools within the Trust will ensure the school sites are secure and have clear arrangements.**

- doors and gates around the school perimeter are kept shut
- visitor access controlled through buzzer access linked to school office
- signing in arrangements are electronic and insisted upon
- identifying staff who are at greater risk of injury and completing personal risk assessments
- special training requirements carried out as appropriate.

## **Housekeeping – storage, cleaning & waste disposal**

The schools will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for safety.

The schools will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimise the risk of slips. The school will ensure that there are suitable and sufficient external waste bins secured from the risks of arson and tampering.

Where applicable and to accommodate the requirements of environmental legislation the school will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.

Suitable arrangements will be made for the clearing of snow as part of winter preparedness.

## **Jewellery**

The individual school's instructions to pupils relating to jewellery are detailed in the school prospectus / information booklets for new starters.

## **Lone working**

The schools will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working e.g. work at height.

## **Management of asbestos (where applicable)**

The schools comply with the HSE's approved code of practice *'Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143)*. The school is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The school has a whole site asbestos 'management survey' (previously known as Type 2 survey) from which a local asbestos management plan (Lamp) has been developed. The Lamp along with the asbestos register will be kept up to date.

A minimum six monthly visual inspections of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented; where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the school's LAMP.

Prior to any works that will or has the potential to alter the fabric of the building; a 'refurbishment and demolition survey' (previously known as a Type 3 survey) will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid

disturbance (re-routed) or the asbestos will be removed by competent licensed contractors prior to building works commencing.

Any changes to the building where asbestos any work on or the removal of asbestos has been carried out will be recorded in the asbestos register and kept with the school's LAMP.

The Asbestos register will be maintained and review regularly.

### **Moving and handling**

The school complies with the HSE's approved code of practice *'Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23)*.

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

- moving and handling is avoided whenever possible
- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted
- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

### **Noise**

The schools will make arrangements for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005

### **Occupational health services and work-related stress**

The schools acknowledge that there are many factors both work related and personal that may contribute to staff being absent from work through injury and ill health including stress.

The schools will follow the principles of the HSE guidance *'Managing the causes of work-related stress' (HS(G) 218)*. The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the Headteacher or another member of the senior leadership team of any ill health issues
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.



- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

### **Off-site visits including school-led adventure activities**

The school adopts the National Guidance for the Management of Off-site visits and LOtC activities.

The schools have created an Off-Sites visits policy which should be followed by the EVC (Educational Visits Coordinator) and Visit Leaders.

- Risk assessments will be created for all off-site visits by trained and delegated visit leaders.
- The schools' staff will follow the Off-Site visits policy and adopt OEAP National guidance when creating risk assessments for off-site visits. <https://oeapng.info/>
- All residential, overseas and adventurous activity visits will be logged on the EVOLVE system. The LTS Health Safety and Wellbeing team duty officer at Leicestershire Traded Services will provide advice via the EVOLVE system.
- [https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=LeicestershireCounty Council](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=LeicestershireCountyCouncil) This link directs to the EVOLVE website. For login enquiries please contact 0116 305 5515.
- Governors will be provided details of all off-site visits.
- Visit Leaders will create risk assessments for visits, the EVC will review the visit forms and risk assessments and the Head Teacher will approve the visit.
- All approvals for off-site visits will be done by the Headteacher or designated and trained deputy.

### **Risk assessment**

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

- A system for the development and upkeep of risk assessments will be devised by each Academy in the MAT. This system will be documented and reported to the MAT Trust.
- Within the school various persons are tasked with the development of risk assessments based on their knowledge, experience and competence. Relevant staff will develop the risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times in the office.
- New and expectant mothers risk assessments will be conducted in line with HSE Guidance.
- Young person's risk assessments will be carried out for staff working on site falling within this age range, as applicable.

## **Smoking**

The schools comply with UK law on smoking in both indoor and external spaces. The school have a no smoking policy which extends to the limits of the curtilage of the site. The policy extends to the used of substitute inhalers and all types of vaping devices including e-cigarettes. The schools have signage on site and will ensure that persons seen smoking onsite are instructed not to do so.

## **Statutory Inspections**

The schools ensure that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed which is implemented by the Premises Officers and monitored by the health and safety committee.

## **Preventing workplace harassment and violence**

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific lone working risk assessment, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible
- withdraw from a situation or escalating situation
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- contact emergency services, as appropriate.
- inform the Headteacher or a member of the senior management team if confrontation has taken place

The schools will:

- ensure the Headteacher or member of the senior leadership team to attend the site of an incident on being informed of an incident, if considered necessary
- have in place procedures for the reporting of incidents
- offer counselling/ support through Occupational Health
- debrief individuals following any incident
- provide training on how to manage conflict and aggression as required
- review the appropriate risk assessments following any incident.

## **Vehicles on Site**

- Vehicles on site are limited to designated parking areas
- Restrictions are put in place on vehicle movement at certain times of the day i.e. when children are outside special

## **Water hygiene management**

The schools will comply with the HSE approved code of practice '*Legionnaires' disease - The control of legionella bacteria in water systems*' (L8).

The schools will:

- employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions
- employ a competent external contractor to provide a suitable survey/risk assessment periodically as below:
  - changes to the water system or its use
  - changes to the use of the building in which the water system is installed
  - the availability of new information about risks or control measures
  - the results of checks indicating that control measures are no longer effective
  - changes to key personnel
  - a case of legionnaires' disease/legionellosis associated with the system
  - If none of the above situations apply a new water hygiene survey/risk assessment will be conducted by a competent contractor regularly.
- Address any remedial actions identified by the survey including dead leg removal or drain down in order of priority determined by the survey/risk assessment.
- employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable. TMV's will be serviced in accordance with the manufacturer's instructions or as advised by a competent contractor.
- ensure regular flushing of little used outlets is completed by a competent individual on a weekly basis
- employ a competent person to undertake monthly monitoring of water systems including temperature readings

## **Working at height**

The schools will follow the principles of the HSE guidance *'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401)*. The schools use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. The schools ensure that:

- work at height is avoided whenever possible
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking work at height have received appropriate training and training records are maintained
- all access equipment (ladders, step ladders, tower scaffolds etc.) is identifiable and inspected as required
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted

- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

### **Workplace inspections**

The schools recognise the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken between senior leadership, the site manager and a member of the Governing Body with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the schools' defect reporting procedure.

### **Monitoring and review**

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Trust, Governing Body and the Headteacher on a regular basis (every two years as a minimum), or as required.

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

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

#### **Active monitoring systems**

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

#### **Reactive monitoring systems**

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

#### **Reporting and response systems**

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

#### **Investigation systems**

- investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and the underlying causes of events
- analysing data to identify common features or trends and initiate improvements
- where cases of occupational ill-health are to be investigated

- where complaints relating to occupational health and safety are to be recorded and investigated
- where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated

### **Third Party Monitoring/ Inspection**

- The schools will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

### **Business Continuity**

The schools will create a business continuity plan, this plan will be used during events which have the potential to cause major disruption to our services. Although such events are rare, it is important that we have in place plans to help us manage and recover from these situations as they arise.

In the event of a major emergency or disruption, co-ordination and implementation of the business continuity plan is the responsibility of the Senior Leadership Team overseen by the CEO. This group of employees will form the SEMT (Senior Emergency Management Team) in the event of a major emergency or major disruption.

A copy of the Trust business continuity plan will be distributed to all members of the SEMT and they will ensure that pre-planning is carried out.

In the unlikely event of major disruption or disaster the SEMT will arrange to meet to co-ordinate and implement the business continuity plan.

The business continuity plan will be reviewed annually, when there is a change in staff, when there is a change in arrangements, following an incident, when there is a significant change to the premises. These reviews will be conducted by The SEMT / School Governors / Head Teacher / Senior Leadership Team / Business Manager.

### **Retaining and Maintaining Documentation**

The schools will store all health and safety related documentation in the school's office area.

Health and safety related documentation will be backed up/scanned in and stored within the Academies computer system for future reference.

### **Occupational Health**

Scholars has ensured provision of occupational health services through Local Authority

The Academy will follow HR guidance to determine when an occupational Health referral or health surveillance is required.

### **Automatic Gates and Doors (where applicable)**

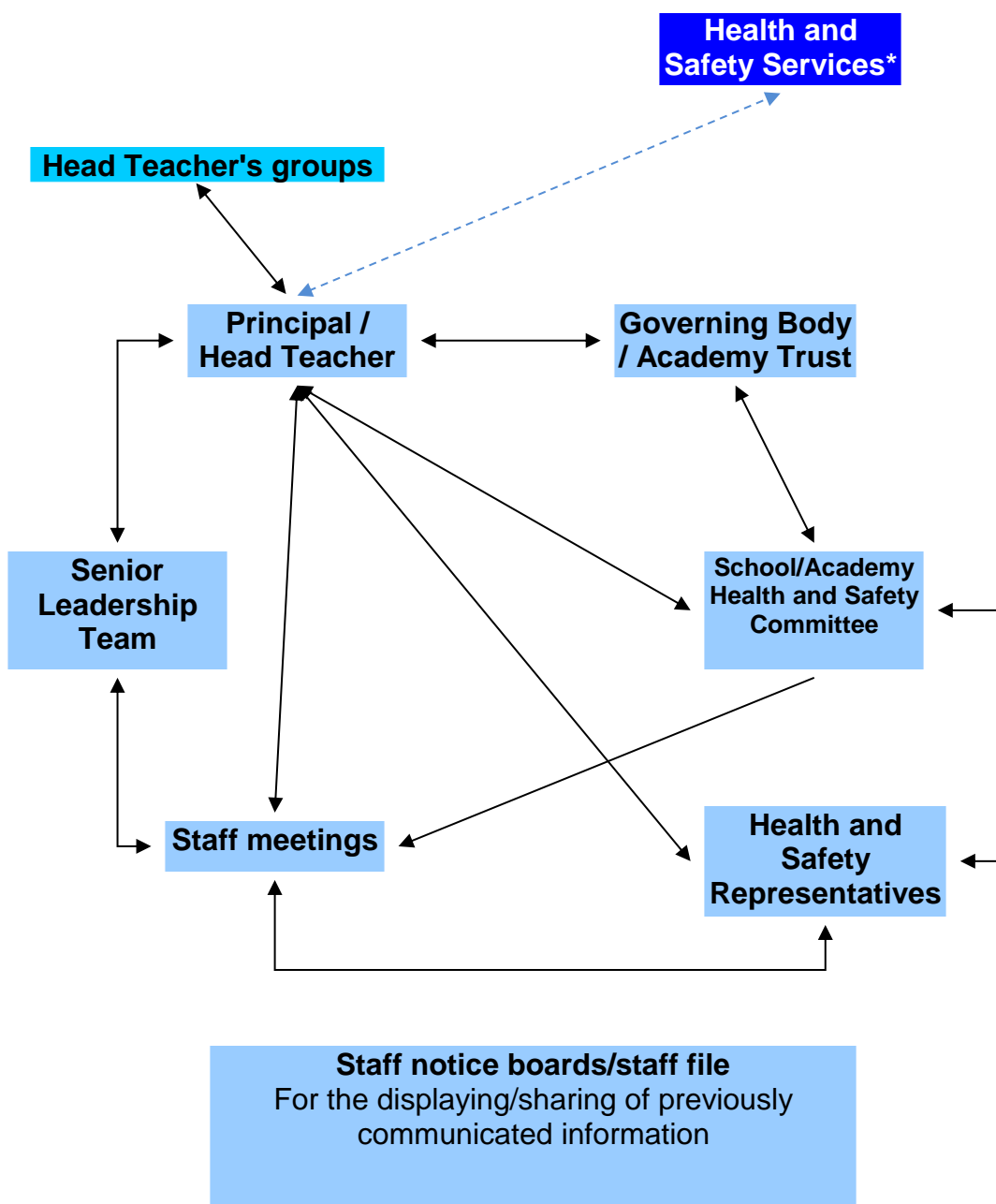
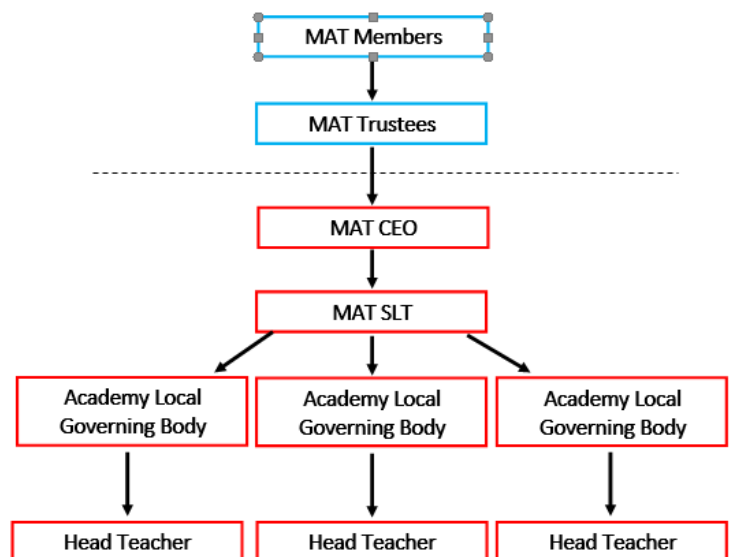
Automatic Doors and Gates will be serviced, maintained and inspected in line with manufacturer's recommendations (Usually 6 Monthly).

The Academy will complete documented inhouse inspections of automatic doors and gates to ensure their safe operation.

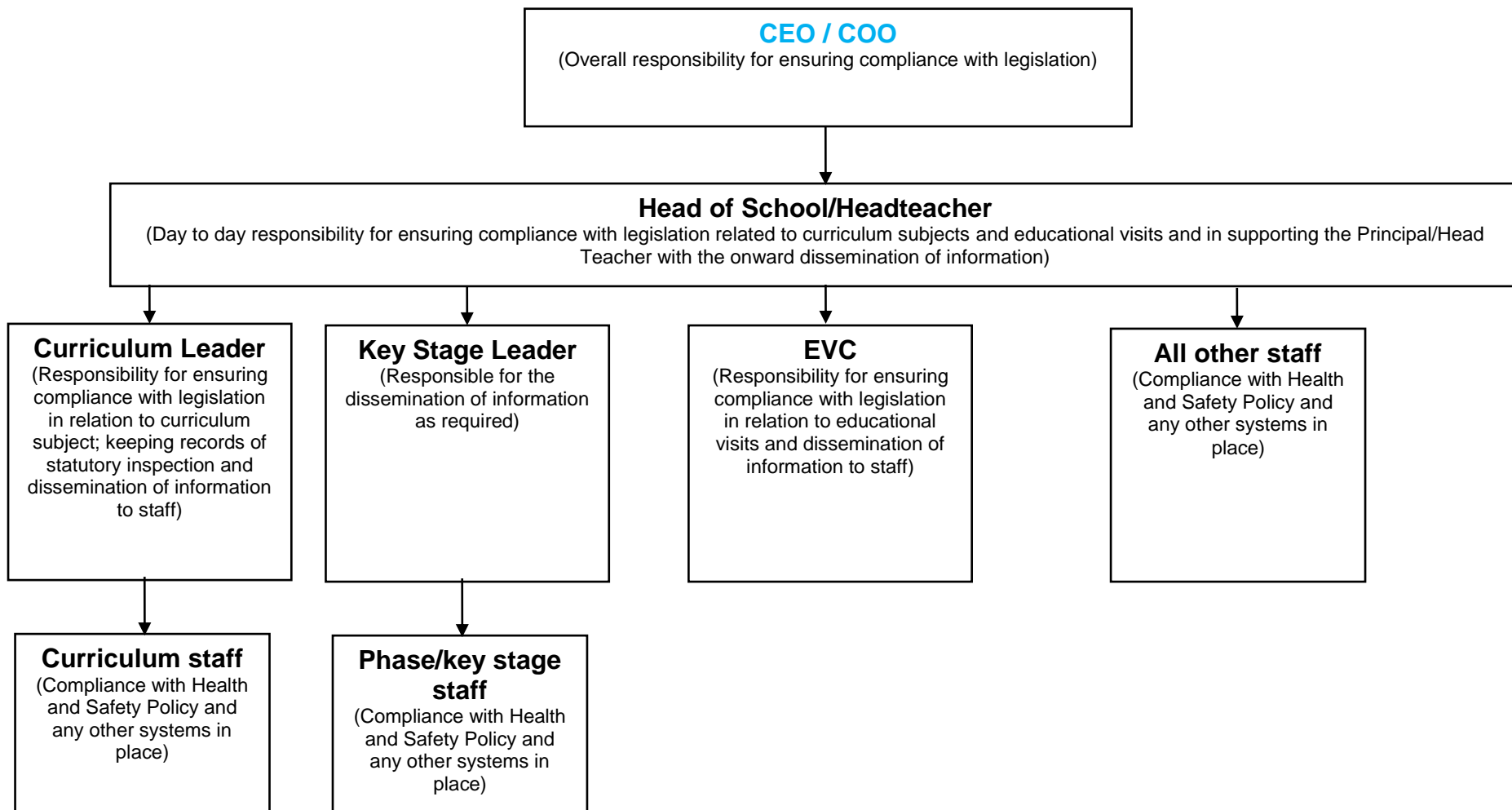
Defects will be reported immediately, and a contractor will be procured to make the relevant assessment and repairs.

## Organisation and Arrangements

### MAT Organisational Structure

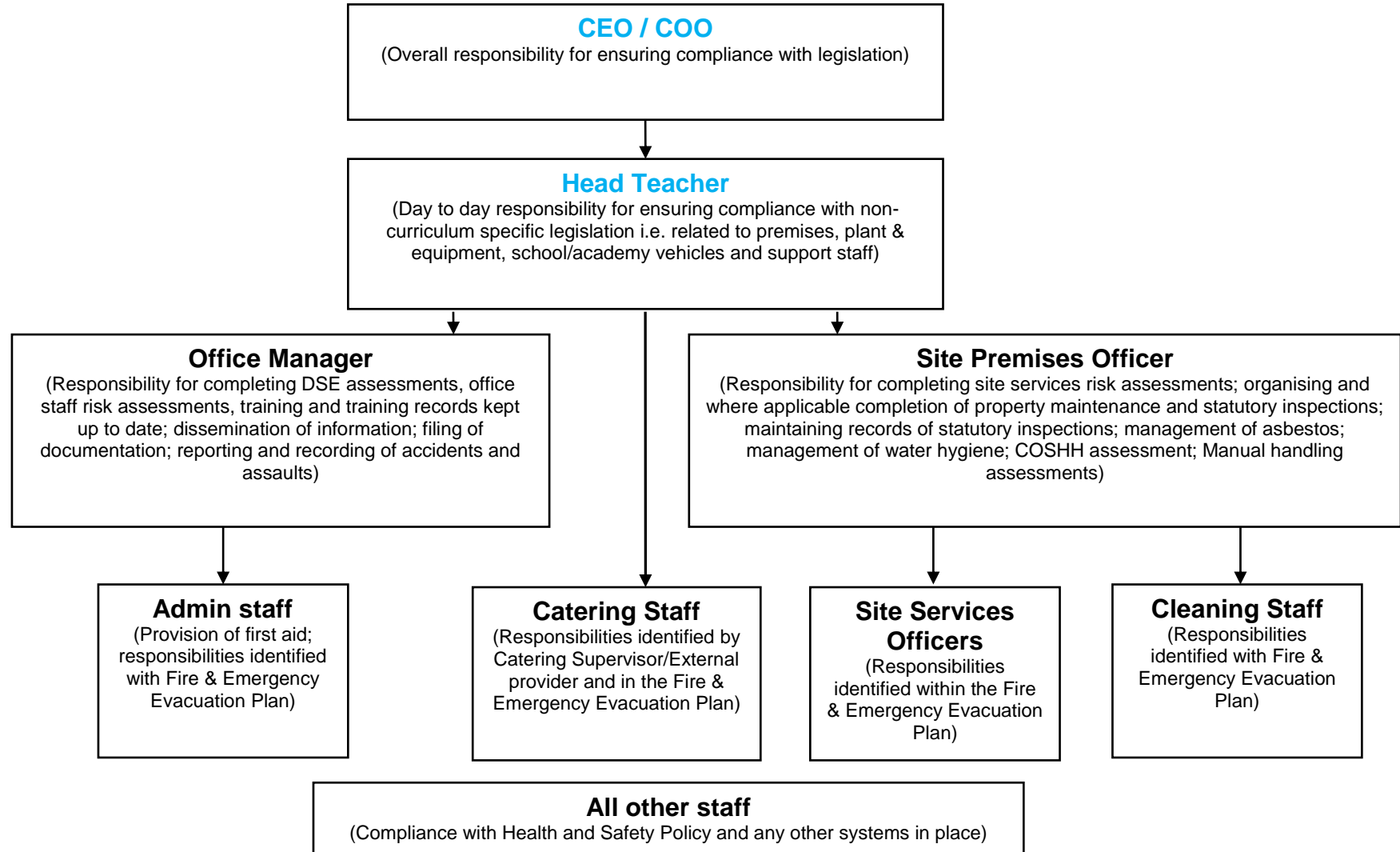


**Scholars Academy Trust Health and Safety Organisation and Arrangements – Academic Staff**





## Scholars Academy Trust Health and Safety Organisation and Arrangements – Support Staff



## Appendix 1 Table of Delegation of Specific Duties:

Responsibility	Frequency	Delegated to Job Role
Reviewing Health and Safety Policy	Annually	CEO
Digitally Backing up Compliance and Safety Documents	When Created or Received	IT
Allocating Budget for Health and Safety	Annually	CEO, CFO, Headteachers
Display Energy Certificate Renewal	As Instructed on Current Certificate	Headteachers
Organising Type 2 Fire Risk Assessment	Every 5 Years	COO
Conducting and reviewing Type 1 Fire Risk Assessment	Annually	Premises, COO
Internal Checking of the Fire Alarm Panel	Daily	Premises, COO
Internal Fire Evacuation Drill Organisation	Termly	Premises, COO
Internal Manual Call Point Checks	Weekly on Rotation	Premises, COO
Internal Emergency Lighting Checks	Monthly	Premises, COO
Internal Extinguisher Checks	Monthly	Premises, COO
Internal Sprinkler System Checks	Weekly	Premises, COO
Internal Fire Door Checks	Monthly	Premises, COO
Organising Service of The Fire Alarm System	Six Monthly	Premises, COO
Organising Service of Fire Extinguishers	Annually	Premises, COO
Organising Service and Maintenance of Emergency Lighting	Annually	Premises, COO
Organising Service and Maintenance of Air Conditioning Units	6 Monthly	Premises, COO
Organising Service and Maintenance of Air Handling Units	Annually	Premises, COO
Reviewing the Emergency Evacuation Plan	Annually	CEO, Headteachers
Creating and Reviewing PEEP (Personal Emergency Evacuation Plans)	When Necessary	CEO, Headteachers
Creating and Reviewing the Winter Gritting Plan	Annually	Premises, COO
Winter Gritting Pavements and Carparks	Consult Weather Forecast	Premises, COO
Reviewing the Business Continuity Plan and Emergency Procedures	Annually	Premises, COO
Reviewing the LAMP (Local Asbestos Management Plan)	Annually	Premises, COO
Organising Asbestos Management Surveys	5 Yearly	Premises, COO
Monitoring the Condition of Asbestos on the Premises	Termly	Premises, COO
Organising Water Hygiene Surveys	Yearly	Premises, COO
Flushing of Little Used Outlets	Weekly	Premises, COO
Organising Service of TMV	annual	Premises, COO
Organising Water Tank Cleans	When Necessary	Premises, COO
Water Temperature Monitoring	Monthly	Premises, COO

Signing Off Water Temperature Monitoring	Monthly	Premises, COO
Organising Water Heater Service and Maintenance	Annually	Premises, COO
Organising Water Tank Inspections	Annually	Premises, COO
Organising Electrical Installations Condition Reports	5 Yearly	Premises, COO
Organising PAT (Portable Appliance Testing)	Annually	Premises, COO
Organising Service of Stage Lighting	Annually	Premises, COO
Organising Servicing of Gas Boilers	Annually	Premises, COO
Organising Gas Risk Assessment	Annually	Premises, COO
Conducting Workplace Inspections	Weekly	Premises, COO
Conducting Workplace Inspections	Termly	Governors, H and S staff rep, Headteachers, COO
Organising Building Condition Surveys	5 Yearly	COO
Internal Inspections of Playing Fields and Playground Equipment	Weekly	Premises, COO
Organising RPII Inspections of Outdoor Play Equipment	Annually	Premises, COO
Inspecting PE Equipment	Before Use	Premises, COO
Organising External Inspections of PE Equipment	Annually	Premises, COO
Organising Glazing Surveys	10 Yearly	Premises, COO
Procuring and Commissioning Contractors	When Necessary	Premises, COO
Managing and Supervising Contractors	When Necessary	Premises, COO
Contractor Inductions	When Necessary	Premises, COO
Organising Service and Maintenance of The Kiln	Annually	Premises, COO
Organising the Service and Maintenance of Local Extract Ventilation (LEV) Systems e.g. fume cupboards, dust extraction in D&T	14 months	Premises, COO
Organising the Service and Maintenance of Work Equipment	Follow Manufacturer's Instructions	Premises, COO
Organising the Service and Maintenance of The Kitchen Equipment	Follow Manufacturer's Instructions	Premises, COO
Creating and Reviewing Classroom Risk Assessments	Annually	Premises, Headteachers, CEO
Creating and Reviewing Premises Related Risk Assessments	Annually	Premises, Headteachers
Creating and Reviewing PE Risk Assessments	Annually	Premises, Headteachers
Creating and Reviewing Design Technology Risk Assessments	Annually	Premises, Headteachers
Creating and Reviewing Science Risk Assessments	Annually	Premises, Headteachers
Creating and Reviewing Other Risk Assessments	Annually	Premises, Headteachers
Conducting Pregnancy Risk Assessments	When Necessary	COO
Conducting Return to Work Risk Assessments	When Necessary	COO
Selecting Staff Health and Safety Training	Review Termly	Admin Manager, Headteachers

Recording Staff Health and Safety Training in a Central Record	When Necessary	Admin Manager
Creating and Reviewing COSHH Risk Assessments for Premises	Annually	Premises, COO
Creating and Reviewing COSHH Risk Assessments for Substances Used in Classrooms and Offices.	When Necessary	Premises, COO
Creating and Reviewing COSHH Risk Assessments for Substances Used by Cleaning Staff	Annually	Premises, COO
Logging Accidents onto the AssessNet system	When Necessary	Admin Manager, Headteachers
Reporting RIDDOR	When Necessary	Admin Manager, Headteachers
Reviewing Accident Statistics	Termly	Headteachers
Reviewing the Management of Medications Policy	Annually	Headteachers
Reviewing the First Aid Needs Assessment	Annually	Headteachers
Checking First Aid Kit Contents	Monthly	Premises
Checking the Condition of First Aid Facilities	Weekly	Premises
Reviewing Pupil Individual Care Plans	When Necessary	SENCo, class teacher
Reviewing Individual Behaviour Plans	When Necessary	SENCo, class teacher
Creating and Reviewing Off-Site Visit Risk Assessments	When Necessary	Headteacher, EVC
Approving Off-Site Visits	When Necessary	Headteacher, EVC
Creating a Health & Safety Report for Governors	Termly	Premises
Communicating Emergency Procedures to Lettings	When Necessary	COO
Emergency Contact during Lettings	When Necessary	Premises
Work Experience Co-ordination	When Necessary	Admin Manager, Headteachers
Driving for Work Drivers Licence and Insurance Checks	6 Monthly	COO
Organising Tree Surveys	3 Yearly	Premises, COO
Organising Service/Inspection of The Lightening Protection Rod	11 Monthly	Premises, COO

## 6.0 Appendix 2 Scholars Academy Trust's Additional Policies and Guidance for Reference:

The schools within the trust will in addition to this health and safety policy, follow the policies and guidance set out in the table below.

<b>Policy Documents</b>
Off-Site Visits Policy
Management of Medications Policy
Supporting Pupils with Medical Conditions Policy
Lettings Policy
Contractor Management Policy

<b>Guidance Documents</b>
Accident, Incident and Near Miss Guidance
Asbestos - Information and Guidance
(Name of Academy)'s LAMP Local Asbestos Management Plan
Schools Gate Safety Guidance
Blood Borne Viruses & Needle Stick Injury
Notification of Construction Works in Academies & Schools
CDM Guidance
Challenging Behaviour and Violence at Work
Contractor Management
COSHH Guidance
Door Safety in Schools
Driver and Vehicle Safety Guidance
Display Screen Equipment Guidance
Electrical Safety Guidance
Excavations Guidance
Fire Safety Guidance
First Aid Guidance
Food Safety Information and Guidance
Glazing - Information and Guidance
Growing Plants and Vegetables in Schools Guidance

Intimate Care Guidance
Lettings Guidance
Lone Working
Use of LPG Heaters in Schools
Manual Handling
Moving and Handling of People Guidance
Pregnancy and Breastfeeding
Noise at Work
Guidance and Information
Outdoor Play Equipment, Outdoor Gyms and Playing Fields Guidance
Risk Assessment Procedure Guidance
Stress Management in Schools Guidance
Supervision of Pupils by Others Guidance
Violence at Work Guidance
Water Hygiene Procedure Guidance
Winter Gritting & Snow Clearing Guidance
Work at Height Guidance
Work Equipment Guidance