

<b>Health and Safety Policy</b>		
Applicable to	All Trust employees, supply staff, pupils/students, contractors working on site, other users of the Trust's buildings and site, and visitors.	
Prepared by	Phil Jackson	
Role	Facilities Manager	
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## 1. Statement of Intent

Health and safety is an important consideration for EFAT. It covers the statutory health and safety requirements relating to the responsibilities of employers and landlords, fire safety and emergency evacuation, child protection and safeguarding, managing aggressive behaviour by parents/visitors, supporting children with medical conditions, arrangements for assessing risks related to trips out, PE, sport, and outdoor activities, the use of ICT, checks when recruiting staff, healthy eating and food safety and hygiene, business continuity planning and coping with emergencies, and some aspects of the curriculum e.g. anti-extremism, behaviour managements, and science activities.

The Trust will comply with all statutory requirements and take all reasonable steps to provide a healthy and safe environment for its employees, supply staff, pupils/students, and contractors working on site, other users of the Trust's buildings and site, and visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant Data Protection legislation.

This General Health and Safety policy and the effectiveness of its implementation throughout the trust will be monitored and reviewed by the Health & Safety Committee **annually** to ensure that the objectives are achieved. It will be revised in line with the review period as agreed by the Board, or earlier in light of legislation and/or organisational changes.

Name: <u>ANDREW COOPER</u>	Position: <u>CEO</u>
Signed: <u></u>	Date: <u>7/12/18</u>

## **2. Health & Safety Legislation and Statutory Guidance**

### **Overall Health and Safety Legislation**

This Health & Safety Policy has been formulated in accordance with the following legislation and statutory guidance:

- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Working Time Regulations 1998 (as amended)

### **Specific Health and Safety Legislation and Policies**

Separate policies have been written which cover specific aspects of health and safety. These are listed in section 6. The legislation specific to these policies is included within each policy.

## **3. Responsibilities**

The Trust Board has overall responsibility for health and safety.

The Board delegates to Local Governing Bodies (LGBs) responsibility for ensuring that Trust wide Health and Safety policies for its employees and for the buildings and site under its control are implemented, as well as responsibility for the approval and implementation of bespoke Health and Safety policies in each academy.

The Trust Board has delegated responsibility for ensuring that Health and Safety policies, as they relate to Support Services, are implemented to the MTD.

The Nursery Management Committee is responsible for ensuring that EFAT Health and Safety policies are adopted, where applicable, as well as being responsible for the approval and implementation of bespoke health and safety policies in the nursery.

Each Local Governing Body and the Nursery Management Committee should:

- Appoint a governor/ director with responsibility for Health and Safety
- Ensure that Health and Safety is given a high profile
- Ensure that adequate resources for Health and Safety are available
- Consult staff and provide training opportunities as necessary
- Monitor and review Health and Safety procedures

The MTD, Principal, Nursery Manager, as appropriate, is responsible for ensuring compliance with all health & safety policies as they apply to their establishment or service and should:

- Encourage a culture of Health and Safety throughout the establishment
- Take day to day operational decisions on H&S
- Ensure that staff are aware of their H&S responsibilities
- Update governors/ directors on any changes concerning H&S
- Draw up local Health and Safety procedures
- Monitor the operation and effectiveness of H&S procedures

All employees/ supply staff should:

- Support the implementation of Health and Safety arrangements
- Take reasonable care of themselves and others
- Explain/demonstrate H&S procedures and the importance of obeying health and safety notices displayed in and around buildings, and of following H&S instructions to children/pupils/students in their charge
- Ensure as far as is reasonably practicable that their classroom, learning space, learning zone or work area is safe
- Be familiar with specific Health and Safety policies- as listed in section 6- that apply to their role and responsibilities
- Report any shortcomings to the Estates Dept. by use of the 'Zen desk' ICT reporting tool, or to their line manager.

Parents/ carers, contractors working on site, volunteers including directors and governors, and other visitors should:

- Familiarise themselves with H&S procedures through such notices, as well as through their participation in simulated emergencies or any other appropriate training delivered to them from time to time by members of staff or other responsible persons.

#### **4. Designated Health & Safety Related Groups and Posts:**

Health & Safety Committee:	To establish, implement, monitor, review and report on H&S policy and procedures and incidents.
Health & Safety Officer:	To be responsible for ensuring health and safety requirements are met. The point of contact on the H&S Committee.
First-Aider:	To maintain adequate stocks of first-aid equipment, to administer first-aid treatment and to keep records of such equipment and treatments within their establishment or service.
Fire Safety Officer: Safety	To carry out periodic Fire Risk Assessments and to deliver Fire Training to employees.
Fire Marshall:	To ensure the safe evacuation of the buildings/site in the case of an emergency warranting such evacuation.
Director Social Capital	To ensure the implementation of Child protection / safeguarding procedures.
HR Director	To ensure safer recruitment checks are carried out on all employees and volunteers.
Catering Manager	To ensure food standards and food safety and hygiene practices.
ICT Manager	To ensure the implementation of the ICT user policy.
PE/ Sport lead	To ensure risk assessments are carried out on all PE/sport and

outdoor activities.

Principals/ Nursery Manager      To ensure risk assessments are carried out for all of site trips/ visits.

## **5. Health & Safety Training- requirements**

Health & Safety Committee: No requirement for formal training

Facilities Manager:              To keep up-to-date with current general health and safety legislation.

Principals:                      To keep up-to-date with all health and safety requirements as they relate to the day-to-day operation of the academy and the curriculum.

Nursery Manager:              To keep up-to-date with all health and safety requirements as they relate to the day-to-day operation of the nursery and the curriculum.

Health & Safety Officer:      To keep up to date with current general health and safety legislation.

First-Aider:                      Successfully complete an appropriate 1<sup>st</sup>-Aid training course through a recognised provider and undergo periodic 'refresher' training at intervals not exceeding 3 years. Training in the administration of medicine.

Fire Safety Officer:              Normally a professional firefighter who has attained the rank of 'Watch Commander' or above and who has either transferred from front line operational service into the Service's Fire Safety Department or into Private Practice.

Fire Marshall:                      Certified as a 'Fire Marshall' following training in emergency evacuation procedures and the use of portable fire-fighting equipment through a recognised training provider.

Director Social Capital:        Statutory safeguarding/ child protection training.

HR Director:                      Statutory safeguarding/child protection training as it relates to checks on employees/volunteers and potential employees/volunteers.

PE/ Sport lead:                      To keep up-to-date with PE/Sport related health and safety and risk assessments requirements.

Manual handling staff:        to be trained in safe manual handling.

Catering Manager:              Intermediate food hygiene certificate. HACCP food hazards. COSHH procedures.

Food preparation staff:        Basic food hygiene certificate. HACCP food hazards. COSHH procedures.

## 6 Specific Health and Safety Policies

There are a large number of specific Health and Safety policies and procedures.

**All employees** are expected to be familiar with and to act in accordance with the specific Health and Safety policies and procedures that apply to their particular role and responsibilities and to contact the lead person for advice if required.

**Policy leads** should ensure that the policy is made available, is fully implemented throughout the Trust, and staff are appropriately trained.

**Designated** Health and Safety persons **in each establishment or service**, e.g. **fire marshalls, first aiders**, should ensure that all required action is taken in line with the policy in their establishment or service.

The MTD, Principals, and the Nursery Manager are responsible for ensuring that good practice in Health and Safety is adhered to in their service or establishment.

	<b>Specific Health &amp; Safety Policies/ Procedures</b>	<b>Policy Author/ Trust- wide Lead Person</b>
	First-Aid Policy	Facilities Manager
	Supporting Children with Medical Conditions in School Policy	Director Social Capital/ Principal EPA
	Fire Safety Policy and Emergency Evacuation Procedure	Facilities Manager
	Work at Heights Policy	Facilities Manager
	Manual Handling Policy	Facilities Manager
	Lone Working Policy	Human Resources Manager
	Sharps Policy	Facilities Manager
	Science Health and Safety	Strand Leader for Science
	PE/ Sport/ Outside Activities Policy	Strand Leader for PE
	Off-site visits/ trips Policy	Director Social Capital
	Sex and Relationship Education Policy	Director Social Capital/ Principal EPA
	DBS Policy and Procedures	Human Resources Manager
	Continuous Provision in EYFS Policy	Principal EPA/ Nursery Manager
	Use of Visual Display Equipment	Facilities Manager
	Anti-extremism ("Prevent" and Promoting British Values) Policy	Director Social Capital
	Whistle blowing Policy	Finance Director
	School Food Standards Policy	Catering Manager

	Food Safety and Hygiene Policy for Academies	Catering Manager
	Managing Aggressive Behaviour ( by parents/ visitors)Policy	Director Social Capital
	Data Protection Act Policy	Data Manager
	Business Continuity/ Serious Incident Management /Armed Intruder Response Policy	Finance Director
	Safeguarding/Child Protection Policy	Director Social Capital
	Behaviour Management Policy	Nursery Manager, Primary Principal , Director Social Capital.
	ICT User Policy	ICT Manager
	Use of Reasonable Force Policy	Director Social Capital
	Missing or Uncollected Children Policy	Nursery Manager and Primary Principal
	Intimate Care Policy	Nursery Manager, Primary Principal , Director Social Capital
	Exclusions Policy	Principal EPA + Director Social Capital

## **7 General Health and Safety Arrangements- in buildings and on the site**

The Trust's Facilities Manager and the Health & Safety Officer are responsible for monitoring Health & Safety in all the Trust's buildings and on site on a day-to day basis and should carry out a full Health & Safety Inspection annually and prepare a Report to the Board , LGBs, and the NMC accordingly.

All new employees and supply staff should be made aware of Health & Safety procedures and given access to all current H&S Policies as a part of their induction programme by their line manager.

All contractors, volunteers- including directors and governors, and visitors with access beyond Reception should be made aware of current Health & Safety arrangements, including emergency evacuation procedures- by reception staff.

All contractors, volunteers- including directors and governors, and visitors with access beyond Reception should sign-in and be provided with, and asked to wear, an appropriate ID badge by reception staff.

Contractors working in any building or on the site should be made aware of, and asked to follow,



current Health & Safety arrangements, including emergency evacuation procedures, and their compliance with and conduct whilst on-site should be supervised by an appropriate manager or a member of the Estates Staff, as applicable.

**Emergency Evacuation** procedures should be displayed prominently in all Reception, Office, Circulation, Storage, Preparation, Catering and Teaching and Activity areas in each building. A full simulated emergency evacuation of each building should be carried out once each term with outcomes recorded by the Health & Safety Officer and reported to the designated lead director or governor, as appropriate.

**Evacuation Routes** should be clearly signposted by use of Statutory Signs, (refer to separate Fire Safety and Emergency Evacuation Policy)

**Emergency Lockdown Procedure-** all staff to be made aware of the **lockdown alarm** and actions to be taken to stay safe within the building in the event of an armed intruder in the building or on the site. Refer to the Business Continuity/ Serious Incident Management /Armed Intruder Response Policy.

**Fire fighting Equipment, Fire and Intruder Detection Systems** to be inspected and maintained at designated intervals through annual Service Level Agreements with specialist Contractors, (refer to separate Fire Safety and Emergency Evacuation Policy).

**Lone Working** should be avoided wherever possible, (refer to separate Lone Working Policy).

**Managing Aggressive Behaviour:** Staff should be aware of the risk of violence, (refer to separate Managing Aggressive Behaviour Policy).

**Work Environment:** Any employee who considers that their working environment is not conducive to their individual health or safety should, depending on the nature of their concern, in the first instance raise the matter with either the Health & Safety Officer or Human Resources Manager so that their need for appropriate support or adaptation may be assessed.

#### **Use of Equipment in buildings and on site:**

Staff must not operate any equipment unless they consider themselves to have received adequate instruction or training to do so.

All equipment in the Trust's buildings and on site should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled or disposed of accordingly.

No second hand equipment may be introduced to the nursery, academy or support services office without the agreement of the Nursery Manager, Principal, or MTD respectively.

Portable Electrical Appliances in all buildings will be PAT tested on a rolling programme at a maximum of 2-yearly intervals by specialist contractors. Associated electrical plugs, sockets and leads in all buildings will be visually checked regularly by Estates staff as part of their daily inspections.

Any electrical equipment used outside must be suitably IP rated and be attached to the electric supply through an RCD.

The use of extension leads is to be avoided wherever possible, but where trailing electrical leads over floors/ground are unavoidable each is to be covered by a purpose-made protective bridge so as to prevent any trip hazard.

Electrical sockets should be switched off before a plug is removed.

**Lifting Operations:** No employee should carry out any lifting operation or operate any equipment unless they consider themselves to have received adequate instruction or training to do so. (Refer to separate Manual Handling Policy). No child/young person should carry out any lifting operation unless trained and under supervision.

**Hazardous substances**, such as gases, chemicals and radioactive sources, (used for experimental purposes in Science), should be stored in appropriate locked storage facilities. (Refer to the separate Science Health & Safety Policy).

**Testing:** The following should be inspected and tested in accordance relevant Statutory Guidance:-

- Gas Installation – annually by Gas Safe registered engineer
- Mains Electrical Installation – every 5 years by certified electrical engineer
- Lifts – quarterly by lift engineer
- Fume cupboards – annually by manufacturer’s engineer
- Heating boilers – annually by competent heating engineer
- Pressure vessels- twice a year by insurance appointed engineer
- Restraining equipment to prevent falling from heights (Man-Safe systems) – annually by competent engineer

**Visual Display Equipment:** refer to the Use of Visual Display Equipment Policy.

**Vehicle access:** The MTD, Principal, Nursery Manager, as appropriate, should determine localised procedures for vehicular access, unloading and parking on the site.

**Smoking:** The smoking of tobacco or any other substance including the use of e-cigarettes is **prohibited by law in all the Trust’s buildings and everywhere on site.**

## **8. Monitoring and Reporting Arrangements**

The Trust’s Facilities Manager and the Health & Safety Officer are responsible for monitoring Health & Safety in all the Trust’s buildings and on site on a day-to day basis in line with this policy and should carry out a full Health & Safety Inspection annually.

The lead person for each specialist health and safety policy- see the list in section 6- should report regularly to the Health and Safety Committee on the implementation of the policy, any issues, and any accidents/incidents.

The designated health and safety governor/ director should review health and safety arrangements in their academy, nursery or support services annually.

An composite report on the implementation of **all** health and safety policies and procedures, issues,

accidents/incidents, and actions taken to improve health and safety throughout the Trust should be made to the Board, LGBs, and the NMC annually.