

Eastern Learning Alliance

Academy Health and Safety Policy

March 2021

First adopted by Trust Board	March 2021
Review cycle	Every year (Next review March 2022)
Adopted by Trustees	March 2021

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Contents

Document Control.....	3
Statement of General Policy for Health, Safety and Wellbeing	4
Organisation and Responsibilities for Health, Safety and Wellbeing.....	5
1. Governing Body.....	5
2. Head of Academy.....	5
3. Head of Academy or those with delegated responsibility	5
4. Heads of Department/Curriculum Leads at Secondary or as Delegated at Primary	6
5. Teaching Staff	7
6. Site Team	7
8. All Employees - employed, supply and volunteers.....	7
Arrangements for Health, Safety and Wellbeing.....	9
Incident Reporting, Recording and Investigation	9
Asbestos.....	9
Contractors.....	9
Curriculum Safety.....	9
Driving for Work	10
Drugs and Medication	10
Electrical Equipment	10
Fire	10
First Aid	10
Hazardous Substances.....	11
Health and Safety Advice.....	11
Housekeeping, cleaning & waste disposal.....	11
Handling & Lifting	11
Lone Working.....	11
Maintenance / Inspection of Equipment.....	12
Personal Protective Equipment (PPE).....	12
Reporting Defects	12
Risk Assessments.....	12
Smoking	12
Staff Consultation.....	12
Staff Health & Safety Training and Development	12
Staff Well-being / Stress.....	13
Swimming Pool Operating Procedures.....	13
Use of VDU's / Display Screens	13
Vehicles on Site	13
Violence to Staff / School Security.....	13
Working at Height.....	14
Work Experience.....	14

Document Control

New Version Number	Key changes from previous version	Date of ratification by Trust Board

Statement of General Policy for Health, Safety and Wellbeing

Our Academies are committed to ensuring the health, safety and wellbeing (HSW) of all employees, students and visitors.

The Head of Academy and those with delegated authority aim to achieve this commitment by:

- Providing a healthy and safe school environment;
- Implementing policies, arrangements and procedures to promote effective HSW management;
- Taking a risk-based approach to school hazards so that sensible, realistic and effective control measures can be implemented;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of effective HSW;
- Ensuring the consultation, co-operation and involvement of all with measures that are put in place to protect their HSW;
- Providing adequate information, instruction, training and supervision so that everybody is aware of their HSW responsibilities and the hazards and risks posed by their work/working environment;
- Setting targets to ensure continuous improvement of HSW management;
- Regularly reviewing and auditing performance to identify any potential areas of non-compliance and to promote continuous improvement.

The Head of Academy is accountable for the management of HSW and for the implementation of this Policy.

Employees have a duty to protect themselves and others by working safely, co-operating with the Leadership Team/SLT, complying with schools HSW policy, guidance and risk controls, and reporting any HSW issues to their line managers.

Organisation and Responsibilities for Health, Safety and Wellbeing

In order to ensure that health, safety and wellbeing (HSW) issues are dealt with in accordance with this Policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

1. Governing Body

The Governing Body will comply with any HSW directives issued by Eastern Learning Alliance Trust. The Governing Body is responsible for HSW matters at a *local* level. They accept that the delegation of funds from the Eastern Learning Alliance Trust carries with it some power of control and hence accountability.

The Governing Body will establish arrangements for ensuring the requirements of this Policy are properly implemented and that the Policy remains effective and fit-for-purpose.

2. Head of Academy

Overall responsibility for the day-to-day management of HSW in the school sits with the Headteacher. The Headteacher will ensure that:

- 2.1 there is a system in place for undertaking risk assessments;
- 2.2 there is a system for monitoring the effectiveness of the HSW arrangements which form this policy;
- 2.3 there are adequate staffing levels for safe supervision;
- 2.4 responsibility for school maintenance is clearly defined and delegated;
- 2.5 equipment meets appropriate safety standards and is maintained, inspected and repaired as required;
- 2.6 protective clothing/safety equipment is provided where necessary;
- 2.7 first aid materials and fire equipment is adequate, and maintained;
- 2.8 the funding of necessary health and safety training for staff;
- 2.9 the arrangements for securing health and safety assistance from a competent source;
- 2.10 appropriate health and safety information is provided to Governors.

The Headteacher may choose to delegate to other members of staff any of the duties above. The delegation of duties will not relieve the Headteacher of their accountability and from the overall day-to-day responsibility for HSW within the school.

Additionally the Head of Academy will ensure that they:

- 2.11 investigate potential hazards and examine the causes of accidents in the workplace;
- 2.12 investigate complaints by any employee relating to that employee's health and safety at work;
- 2.13 make representations on general matters affecting the health, safety and wellbeing of employees;
- 2.14 carry out health, safety and welfare inspections;
- 2.15 work with the management team to promote health, safety and wellbeing.

3. Head of Academy or those with delegated responsibility

The Head of Academy will delegate the following duties:

- 3.1 ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and assessments are monitored and reviewed periodically;
- 3.2 periodically review this policy document, amend as necessary and circulate any changes to appropriate staff after Governing Body ratification;
- 3.3 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
- 3.4 formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.5 arrange for termly evacuation drills and weekly fire alarm tests;
- 3.6 Where necessary advise the Director of Estates of any defects which are identified as being unsafe and take local action to minimise the risk until repairs can be arranged;
- 3.7 arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 3.8 co-ordinate the termly health and safety inspection, ensuring all areas of the establishment and all activities are covered;
- 3.9 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.10 liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

4. Heads of Department/Curriculum Leads at Secondary or as Delegated at Primary

All Heads of Department/Curriculum Leads are responsible to the Head of Academy for ensuring the application of this policy to all activities undertaken by their department/area/class. They will:

- 4.1 ensure that risks assessments are undertaken within their areas and that control measures are implemented, and assessments are monitored and reviewed;
- 4.2 ensure that appropriate safe working rules and procedures exist within the area and that these are brought to the attention of everyone concerned;
- 4.3 ensure that all accidents (including near misses) occurring within their area are promptly reported, recorded and investigated where appropriate;
- 4.4 ensure that all staff within their area are aware of their specific roles in an emergency;
- 4.6 remove from use and inform management of any equipment which has been identified as being unsafe and which is in need of repair/disposal;
- 4.7 ensure that adequate levels of class supervision are available at all times;
- 4.8 identify specific staff health and safety training needs;
- 4.9 carry out departmental induction training including any specific information and training that may be necessary;
- 4.10 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.11 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to management;
- 4.12 ensure that all pupils are given the necessary health and safety information and instruction prior to commencing activities which involve risk;
- 4.13 ensure that good standards of housekeeping are maintained.

5. Teaching Staff

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site and off site. Class teachers shall:

- 5.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 be aware of the schools' health and safety policy and any local rules and arrangements;
- 5.3 ensure that safety instruction is given to all pupils prior to commencing and activity with an element of risk;
- 5.4 know the location of the nearest firefighting equipment and first aid box, and know the relevant emergency procedures;
- 5.5 ensure that pupils follow safety rules and that protective equipment is worn where required;
- 5.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.7 report accidents, near misses and defective equipment to management.

6. Site Team

The Site Team will::

- 6.1 arrange for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 6.2 take appropriate action when necessary to prevent injury to others on site;
- 6.3 participate in the termly health and safety inspections;
- 6.4 identify health and safety training/supervisory needs of site supervisory staff;
- 6.5 ensure that personal protective equipment is suitable for the task, worn when required, worn correctly and in good condition;
- 6.6 ensure that all staff work in accordance with safe working practices/risk assessments.

minimum.

8. All Employees - employed, supply and volunteers

All employees must take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Governing Body and school management and shall:

- 8.1 participate in the risk assessment process and comply with the control measures;
- 8.2 report any defects in the condition of the premises or equipment they become aware of;
- 8.3 report accidents, near misses and defective equipment to management.
- 8.4 be familiar with the procedure to be followed in the event of a fire or other emergency;
- 8.5 make use of all necessary personal protective equipment provided for safety or health reasons;
- 8.6 report any unsafe working practices to the Headteacher.

9. Health, Safety and Wellbeing Monitoring

The school will develop and implement measures to ensure the health, safety and wellbeing of all employees, pupils and others who may be affected by the school's activities.

Arrangements for Health, Safety and Wellbeing

The following arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Incident Reporting, Recording and Investigation

Schools must report incidents, dangerous occurrences, threats/verbal abuse and near misses in accordance with the CCC [Incident Reporting – guidance on what to report](#) document. Some incidents are reportable via the LGSS [online Incident Reporting Form](#) whilst other (minor) incidents can be logged locally.

Local logs e.g. first aid book records should be kept. Online incident reports will be held electronically on the LGSS incident database; hard copies can be printed and held in school if required.

School management must investigate incidents and take remedial steps to avoid the same/similar incidents recurring.

All deaths and major injuries must be reported immediately to the Health, Safety and Wellbeing Team by telephone on 01223 699122 or 699123.

Asbestos

[Asbestos Guidance](#)

The asbestos survey and associated plans are located in the contractor hazard file which is held in (*insert location*). Staff should familiarise themselves with the location of asbestos in school; this is also covered during induction.

Staff must not affix anything to walls/ceilings unless authorised to do so as some walls and ceilings may contain asbestos.

Staff must inform the Headteacher immediately of any damaged asbestos.

Contractors

[Contractor Management Guidance](#)

All contractors must sign in/out of the hazard file. The hazard file contains a register of hazards on site that contractors need to be aware of, site contact details and emergency instruction/information.

- When awarding contracts health and safety should appear in specifications and contract conditions
- Competency checks must be in place prior to engaging a contractor directly
- Contractors should provide RAMs prior to conducting works

Curriculum Safety

Staff must undertake suitable written risk assessments prior to commencing hazardous activities and ensure that health and safety precautions are written into lesson plans.

The school have access to curriculum safety advice and guidance for:

Science: [CLEAPSS Science Home](#)

D&T: [CLEAPSS - Technology](#)

BS 4163: BS 4163 sets out the health and safety requirements for design and technology in schools and other educational facilities

Art: [CLEAPSS - Technology](#)

PE: The guidance in the 'AfPE' booklet 'Safe Practice in Physical Education and School Sport' is used to help identify the measures to control the risks, the guidance issued by the relevant national governing body for any activity is followed to minimise risks

Please e-mail the HSW Team if you require the latest login details as these are changed yearly: health.andsafetyteam@cambridgeshire.gov.uk.

Driving for Work

If your role requires you to drive during your working day, please ensure you refer to driving for work risk assessment. The associated hazards with driving for work are:

- The driver: competency, training, fitness and health
- The vehicle: suitability, condition, safety equipment and ergonomic considerations
- The journey: routes, scheduling, time, distance, weather conditions
- Breakdowns and other emergencies

Drugs and Medication

The Head of Academy will ensure there is a formal procedure in place for the handling and disposal of drugs and medication.

Electrical Equipment

[Electricity Guidance](#)

- It is expected that users will visually check equipment before use
- PAT testing is conducted Annually
- Electrical personal items should not be used in the Academy without PAT testing
- Fixed wiring checks are regularly conducted either 20% annually or 100% every 5 years
- Defects should either be reported through the ICT help desk or Site ticketing system

Fire

[Fire Safety Guidance](#)

All staff must be provided with a copy of the Evacuation Procedure during induction and sign to indicate that they have read and understood it.

First Aid

[First Aid Guidance](#)

All staff must be provided with a copy of the First Aid Policy during induction and sign to indicate that they have read and understood it.

A first aid needs assessment has been undertaken and there are adequate staff who are either EFAW trained (1 day) or FAW trained (3 day).

Hazardous Substances

[COSHH Guidance](#)

COSHH (Control of Substance Hazardous to Health) risk assessments have been written for all hazardous substances stored on site. Copies of these can be requested.

Staff using Substance Hazardous to Health should be made aware of risk assessments and should contribute to these

Staff who use hazardous substances attend COSHH Awareness training which is updated periodically as determined by the Head of Academy.

Health and Safety Advice

Caoimhe Keenan, Health, Safety and Wellbeing Adviser, Cambridgeshire County Council, Caoimhe.Keenan@cambridgeshire.gov.uk, 01223 715309, 07881 945904

Housekeeping, cleaning & waste disposal

Please refer to local risk assessment, key points:

- Premises are kept clean, to minimise accumulation of rubbish
- Waste Transfer notes should be maintained for 2 years
- Local arrangements for wet floor cleaning to minimise risks of slips
- Academies have a gritting/ snow shifting risk assessments,

Handling & Lifting

[Manual Handling Guidance](#)

Please refer to local Risk assessment. You should consider the task, the load, the working environment and individual capability, for example:

- the postures adopted
- how far the load is lifted, lowered or carried
- the frequency of the task
- the weight of the load
- the nature of the load (for example hot, sharp or slippery)
- cramped work areas
- poor floor surfaces
- poor lighting, extremes of temperature
- your strength, fitness and underlying medical conditions (for example a history of back problems)

<https://www.hse.gov.uk/msd/manual-handling/index.htm>

Lone Working

[Lone working model RA](#)

Refer to local risk assessment, risks that particularly affect lone workers include:

- violence in the workplace
 - stress and mental health or wellbeing
 - a person's medical suitability to work alone
 - the workplace itself, for example if it's in a rural or isolated area
- <https://www.hse.gov.uk/lone-working/employer/index.htm>

Maintenance / Inspection of Equipment

[HSW Compliance Monitoring Checklist](#)

Inspection and maintenance of equipment should be in line with manuals and national guidelines. Examples of equipment that require *periodic inspection, examination/ testing: ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms* .

Personal Protective Equipment (PPE)

Arrangements for periodic checking and maintenance of equipment, ensuring proper use, supervision of PPE should be guided by the local risk assessment.

PPE to be provided free of charge where risk assessment determines to be necessary.

Reporting Defects

Defects should be reported to the local site teams via their platform. Where a hazard presents immediate risk this should be reported urgently to the Head of school.

Risk Assessments

[Risk Assessment Guidance](#)

Heads of Academies will ensure that appropriate risk assessments are undertaken, including when they are required for any employee and will ensure there are appropriate arrangements for periodic reviews.

Smoking

All school sites are non-smoking

Staff Consultation

Staff are able to raise concerns regarding health and safety or wellbeing issues at any point either through their line manager, Head of Academy or the Trust's Director of Estates.

Staff Health & Safety Training and Development

[H&S induction checklist](#)

Health and safety training is monitored and issued by the Head of centre.

Heads of department should track and highlight the need for specific training to the Head of centre

New staff induction should include the following:

- Accident and Hazzard reporting

- Asbestos Log
- COSHH
- DSE
- Fire and Emergency Procedures
- First Aid provision
- Health and safety policy
- House keeping
- Infection Control
- Job Specific training
- Lone working
- Offsite visits
- Personal Protective equipment
- Risk assessments
- Specific hazards (hazard register)
- Well being
- Working at height

Staff Well-being / Stress

As well as local arrangements that are in place to support staff well-being, all employees are able to access additional well-being support through the Schools Advisory Service (SAS).

Swimming Pool Operating Procedures

All pools operated across the Trust shall follow the guidance set out in the Health and Safety Executive's, HSG 179 documentation. For full operating procedures, please refer to the individual site's Normal Operating Procedure and Emergency Action Plan documents.

Use of VDU's / Display Screens

[DSE Guidance](#)

- All staff receive VDU training via the Citation platform
- VDU assessments can be performed by IT for high users
- Defects in workstations should be reported through the school ticketing system
- Please report any health concerns through your line manager

Vehicles on Site

[Management of Traffic on site guidance](#)

Please refer to local risk assessment. Key points include:

- Time for vehicle movement
- How to move around site
- Minibus driving procedure

Violence to Staff / School Security

[Violence and Aggression in schools guidance](#)

Refer to local risk assessment. Key points should include:

- keeping doors shut
- controlling visitor access
- signing in arrangements

- identifying staff who are at greater risk of injury,
- requirement for all staff to report all incidents of verbal & physical violence

Working at Height

[Working at Height Guidance](#)

Refer to local risk assessment. Key points include:

- Restrictions on staff using steps and ladders
- training required
- rules on using access equipment
- arrangements for inspecting and recording checks on access equipment,
- Restrictions on use by pupils, contractors etc.

Work Experience

Refer to local risk assessment and county guidance. This should include:

- *Arrangements for assessing potential work placements*
- *training requirements for work experience co-ordinators*
- *arrangements for induction and supervision of students on work placement within own establishment*