



ENHANCE ACADEMY TRUST

HEALTH AND SAFETY POLICY

2023 - 2024

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1. Introduction

This Enhance Academy Trust Health and Safety Policy is endorsed by the Trust Board, who accept responsibility for the Trust's management of health and safety and require all employees to help in complying with our legal and moral duties. The Trust Board accepts overall responsibility for all operational matters within the Trust and delegates these responsibilities and day to day management of health and safety to the Local Governing Boards and Headteachers.

This policy explains the care and responsibility that each of us must practise and the guidance we must follow, to ensure that neither our actions, nor our omissions at work adversely affect the health, safety, or well-being of ourselves, our colleagues, our pupils, visitors, volunteers, members of the public or anyone else who may be affected by Trust activities.

2. Scope

This policy applies to all parts of the Trust.

3. Statement of Intent

It is the policy of the Trust to ensure, so far as is reasonably practicable, the health, safety, and welfare at work of all its employees, pupils/students and others who may be affected by its activities.

In meeting this commitment, the Trust will, so far as is reasonably practicable:

- Provide adequate control of the health and safety risks arising from our work activities.
- Consult with our employees on matters affecting their health and safety.
- Provide and maintain safe plant and equipment.
- Ensure safe handling and use of substances.
- Provide safe systems of work.
- Provide information, instruction, and supervision for our employees.
- Ensure all employees are competent to perform their tasks safely and provide them with adequate training.
- Aim to prevent accidents and cases of work-related ill health.
- Maintain safe and healthy working conditions.
- Review and revise this policy at regular intervals.

It is the duty of all employees to co-operate with the organisation and arrangements that support this policy to provide a healthy and safe working environment. This includes pupils/students, contractors, visitors, volunteers and members of the public who may be affected by Trust work activities.

Contractors and others who work on the premises are required to operate within the framework of this policy so as not to harm their employees, Trust employees, pupils, visitors or members of the public.

Signed: 

Trust Board

Dated: 17 : 11 : 23

4. Legal Framework

The Health and Safety at Work etc. Act (1974), subsequent legislation and associated regulations, codes of practice, guidance notes etc., place legal responsibilities upon employers, employees, persons in control of premises, designers, manufacturers, suppliers, installers, self-employed persons and the occupiers of buildings.

A breach of those responsibilities is an offence criminally chargeable in law. Ignorance of the relevant legal duties is not an acceptable defence in law.

It is in the interests of each employer and employee to understand the potential severity of any failure to comply with health and safety legislation, standards, and codes of practice on a corporate and personal level. Failure to act within the law can lead to fines and/or imprisonment. Such a failure may also result in disciplinary action.

5. Roles and Responsibilities

Overall Responsibility

Whilst the responsibility for the implementation of this policy and the day-to-day management of health and safety at Academy level rests with the Local Governing Board and the Headteacher, the overall responsibility for ensuring a safe and healthy environment in all Trust Academy's lies with the Trust Board.

Responsibilities of the Trust Board:

- Recognise and accept overall responsibility for all health and safety matters.
- Ensure that a practical system is in place for the management of health and safety issues and that it is functioning effectively.
- Provide adequate resources for effective implementation of this policy.
- Provide the final authority on matters concerning health and safety at work, arising from business decisions and activities.
- Ensure that employees are provided with adequate information, instruction and training to fulfil their responsibilities.
- Ensure effective communication is provided and effectively disseminated on health and safety issues to all employees.
- Ensure all employees are aware of their contribution to health and safety issues and encourage active involvement.
- Require routine monitoring and reporting of compliance with statutory and policy requirements.
- Ensure that The Trust has access to competent advisors for health and safety matters.
- Ensure that there are processes for the internal and external auditing of systems, policies, and premises.
- Ensure that all decisions are made with knowledge of relevant health and safety legislation, guidance, standards, and codes of practice.
- Review this policy annually and arrange for any changes to be implemented and the policy document updated as necessary.

Individual Responsibility

In meeting the requirements of this policy, the Trust Board requires the Chief Executive Officer, Local Governing Boards, Headteachers, School Business Managers and all employees to acknowledge and accept their individual and collective responsibilities, and to ensure, so far as is reasonably practicable, their actions meet, or enhance, this Health and Safety Policy.

Responsibilities of the Chief Executive Officer

- Implement the Board of Trustees' decisions on health and safety issues.
- Administer the resources provided by the Board of Trustees for health and safety to meet legal duties and Trust standards and targets.
- Ensure responsibilities and authority are effectively assigned and delegated to nominated individuals.
- Liaise with the Trust's internal and external health and safety advisors as necessary.
- Ensure that health and safety standards and policies are regularly audited and reviewed.
- Receive and analyse termly accident and near-miss data from each Academy.
- Ensure that all relevant accidents, occupational diseases and dangerous occurrences are reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Ensure that accident details, information and statistics are reported to the Trust Board annually.
- Provide an annual update on health and safety performance to the Trust Board.

Responsibilities of Academy Local Governing Boards

- Appraise and review health, safety and welfare arrangements.
- Ensure all relevant health and safety issues are adequately addressed.
- Appoint a designated Health and Safety Governor.
- Receive and act upon reports provided by Headteachers.
- Ensure that any recommendations on the continued health and safety of employees are implemented.
- Consider accidents, near-misses and ill health records/statistics.
- Consider reports of internal or external health & safety inspections.
- Make recommendations with regards to health and safety training.
- Consider the effectiveness and relevance of emergency procedures.
- Consider any proposed changes that are likely to affect the management of health and safety.
- Provide Local Academy Board minutes and recommendations to the Trust Board as necessary.

Responsibilities of the Academy Health and Safety Governor

- Support the Headteacher in respect of day-to-day decisions on health and safety management.
- Carry out a health and safety inspection of the Academy at least annually, providing a written report to Governors.
- Act on concerns raised by the Headteacher, reporting these to Governors.
- Meet with the Headteacher, at least termly, to discuss health and safety performance.

Responsibilities of Headteachers

Actions can be delegated to School Business Managers/Premises Manager although the Headteacher retains overall responsibility and must ensure that the following actions are addressed.

- Accept day to day responsibility and management of all health and safety matters.
- Ensure that risk assessments for all relevant work activities and areas are carried out, documented and reviewed.
- Disseminate information and instruction on health and safety matters.
- Receive health and safety concerns, ensure these are documented and that practical improvements are implemented.
- Ensure all employees complete relevant health and safety E-Learning modules and any other training required to undertake their role and training records are maintained.
- Ensure an up-to-date register of hazardous substances is maintained and appropriate COSHH assessments are carried out and documented.
- Ensure that practical precautions and controls maintain acceptable standards as required by this policy.
- Ensure that working conditions are acceptable, compliant and safe working practices are followed.
- Ensure that all employees are aware of, understand and comply with the Trust Health and Safety policy, and any associated rules and procedures.
- Ensure any contractors engaged to carry out work on the premises are vetted and approved in accordance with Trust policies.
- Ensure that contractors, visitors and those hiring or using the premises are familiarised with site rules and procedures regarding accidents and emergencies.
- Facilitate regular discussion at all employee meetings/briefings on health and safety to allow all employees to contribute to health and safety in the workplace.
- Provide relevant feedback to the Local Governing Board and Chief Executive Officer where necessary.
- Ensure a register of those authorised to drive on Trust business is maintained up to date.
- Report any observed breaches of health and safety rules or policies to the Chief Executive Officer.

- Ensure that all accidents are recorded and reported under RIDDOR if they meet the reporting threshold.
- Investigate work related causes of absence through accident or sickness.
- Act on the findings of any accident investigation.
- Compile accident and near-miss statistics for presentation to the Chief Executive Officer and Trust Board on a termly basis.
- Ensure disciplinary action is enforced in cases of non-compliance.
- Ensure that all work equipment, including vehicles, is adequately maintained.

Responsibilities of the Academy Health and Safety/Compliance Officer

- Support the Academies in their management of health and safety liaise with the Trust's external health and safety advisors.
- Review and advise on complying with existing and new health and safety related legislation.
- Develop health and safety documentation.
- Assist the Academies in investigating accidents, near misses and cases of work-related ill-health.

Responsibilities of all Employees

- Co-operate with the Trust Board, Governors, Headteacher, School Business Managers and others on health and safety matters.
- Comply with all Trust rules, procedures, and reasonable requests.
- Complete all relevant E-Learning training as required.
- Not interfere with or misuse anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety and that of others.
- Warn others immediately of any known hazards or danger.
- Refrain from any task for which they are not trained, authorised and competent to undertake.
- Use the correct tools, plant or equipment, keep them in good order and ensure they are safe before, during and after use.
- Not to introduce any personal work or electrical equipment unless it has been inspected and approved by the Headteacher or School Business Manager as appropriate.
- Use as directed any personal protective equipment needed to protect against hazards to health and safety.
- Report promptly all health and safety concerns, accidents, injuries, incidents and near misses to his/her immediate manager.

6. Arrangements

Accident & Near Miss Response, Reporting and Investigation

An accident is defined as an undesired event that results in personal injury or damage to property. A near miss is an incident that did not result in injury but had the potential to do so, allowing the opportunity to prevent a serious event in future.

All accidents and near misses must be reported immediately to the relevant Headteacher/Principal and be recorded on the Academy's accident/near miss recording system.

It is the responsibility of the School Business/Premises Manager to ensure accidents and near misses are correctly recorded and an appropriate investigation is carried out, if identified as required.

Accidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), will be reported to the Health and Safety Executive by the School Business/Premises Manager on behalf of the Headteacher or by the Headteacher in their absence.

Accident statistics will be compiled and be provided to the Chief Executive Officer at the end of each term. The Chief Executive Officer will ensure that accident data is analysed with a view to preventing a recurrence, and that information and statistics are provided to the Trust Board.

Alcohol, Drugs and Medication

It is Trust policy to prohibit the misuse of all prescribed and non-prescribed drugs or alcohol at or before work to avoid the associated risks to those taking the substance and those who may be affected by the consequences. Any misuse or abuse of alcohol or drugs at work will be treated as gross misconduct and will be subject to disciplinary action. Any employee who is involved in taking such substances while not at work will be provided with advice and support in dealing with the situation, provided it does not put themselves or others at risk while at work. Any contractor found to be under the influence of alcohol or drugs will be asked to leave and will not be asked to carry out work for the Trust in future.

Parents have the prime responsibility for their child's health and should provide Academy's and settings with information about their child's medical condition. Parents, and the child if appropriate, should obtain details from their child's GP or paediatrician, if needed. The school nurse and specialist voluntary bodies will be approached to provide additional background information for staff.

There is no legal duty requiring Academy staff to administer medications. However, the Trust recognises that children with medical needs have the same rights of admission to an Academy or setting as other children. Our Academies comply with the Trust's Administering of Medicines Policy.

Asbestos

Asbestos is a naturally occurring mineral that has been used extensively in the construction of buildings and other products, particularly buildings constructed prior to the year 2000.

The Trust will seek to comply with all required legislation to protect our employees, pupils and others from exposure to asbestos as far as is reasonably practicable.

Asbestos surveys are carried out at all Trust premises in accordance with the Control of Asbestos Regulations to identify any asbestos in the building fabric. Where asbestos is

identified this is recorded on an Asbestos Register and is managed in accordance with an Asbestos Management Plan. The Asbestos Register is made available to all contractors and site staff who will carry out work at the premises.

Specialist contractors will be engaged if there is need to carry out work in any area involving asbestos and appropriate control measures/exclusion zones will be put in place.

If anyone suspects they have discovered or disturbed asbestos, they should:

- Not disturb it further.
- Ensure that access to the affected area is prevented.
- Report it immediately to the Headteacher, Health and Safety/Compliance Officer at Trust Offices and the Academy's specialist asbestos contractor.
- Ensure that any clothing that may have been covered in dust or debris is appropriately disposed of.
- Follow the advice and guidance provided by the Academy's specialist asbestos contractor.

Consultation

Consultation and communication on health and safety matters is via the supervisory chain of management, staff meetings and briefings and Local Governing Body Resources Committee Meetings.

Any health and safety concerns must be reported immediately to the Headteacher or School Business/Premises Manager as appropriate, who will ensure that appropriate action is taken. The Headteacher, in turn, will report these concerns upwards via the supervisory chain of management to Local Governing Boards and the Chief Executive Officer.

Health and safety will be a standing agenda item on all staff meeting/briefing agendas; these meetings will be used as a forum for the two-way communication of health and safety matters. When necessary, a meeting will be called to explain issues, consult with employees on realistic actions, agree practical improvements and to ask for help in making changes where necessary.

Health and Safety Law posters are displayed in all Trust premises and a Certificate of Employers Liability is displayed on the Trust website.

Control of Substances Hazardous to Health

Some Trust work activities involve the use of hazardous substances, e.g., cleaning, and this work may be done by employees or contractors but will be managed in the same way.

° All substances that fall under Control of Substances Hazardous to Health (COSHH) Regulations are identified, a Safety Data Sheet (SDS) sourced and a COSHH assessment undertaken before the substance is used. All control measures identified in each COSHH assessment will be implemented.

Only employees or contractors who are trained and authorised, may use these substances, following the safe systems of work and controls specified in the COSHH assessment. Storage, use and disposal of hazardous substances must be strictly controlled by each authorised person.

COSHH assessments and SDS will be kept available for reference at all times, with an up-to-date library set held by the School Business/Premises Manager. If an employee or

contractor suffers a reaction/ill-health during or after exposure to a hazardous substance, a copy of the SDS will be taken to hospital / doctor with the person.

Contractors on Trust Premises

A system for approval and control of contractors will be followed in all cases to ensure the safety of contractors, visitors, employees, pupils/students and the public.

All contractors must satisfy the Trust that they are:

- Competent to do the planned work safely.
- Routinely managing health and safety matters competently as part of their activities.
- Providing adequate resource to health and safety risk control, including training, documented safe working procedures, method statements, etc.
- Adequately insured for the planned work.

When it is planned to use contractors on site, a risk assessment and method statement will be agreed before work can start. It must identify hazards and an agreed safe method for the task to minimise the risk to employees, pupils, contractors, visitors and others who may be affected. The School Business/Premises Manager must ensure these documents are prepared, and then made available to all involved before work starts.

Copies of risk assessments and method statements will be held by the School Business/Premises Manager as appropriate. Contractors will be issued with site rules and safety procedures to adhere to whilst they are working at Trust premises. Only approved contractors are to be engaged at Trust premises. The School Business/premises Manager will maintain a register of approved contractors.

Site inductions will be provided by the School Business/Premises Manager or Headteacher and by the contractor for sub-contractors, as appropriate. Contractor personnel will be met when starting work on the first day and all operational points covered including task specific risk assessments and method statements, etc. Supervision of contractors will be by a nominated person. Specific high-risk work will be controlled using permit systems. This includes hot work, work at height, work on live electrical equipment, work underground and work in confined spaces.

The Trust will seek to comply with the requirements of the Construction, Design and Management (CDM) Regulations as far as is reasonably practicable.

Display Screen Equipment (DSE)

The Trust will take all reasonable steps to secure the health and safety of employees who work with DSE.

Employees are classed as DSE users if they meet the following criteria:

An employee who habitually uses display screen equipment as a significant part of their normal work, whether they are employed at their employer's workstation, at a workstation at home or another employer's workstation.

It is appropriate to classify a person as a DSE user if they:

- Normally use DSE for continuous or near-continuous spells of an hour or more at a time; and
- Have to transfer information quickly to or from the DSE;

- Need to apply high levels of attention and concentration; or
- Are highly dependent on DSE or have little choice about using it; or
- Need special training or skills to use the DSE.

The Trust will ensure that:

- Employees who meet the classification of DSE users under the DSE Regulation will be identified.
- A suitable and sufficient DSE assessment on DSE user's work stations and equipment will be undertaken.
- Any issues arising from the DSE assessment will be addressed.
- Provide users who so request it, with an appropriate eye and eyesight test.
- 'Special' corrective appliances (normally spectacles) will be provided to users, when identified as required by an eyesight test.
- Appropriate training on the setting up and use of DSE equipment will be provided to users.
- Provide information on the above to DSE users.

Driving at Work

Whether using their own or a Trust owned vehicle, only authorised persons may drive on Trust business and authorisation will be given by the Headteacher. Drivers must be in possession of a valid licence for the class of vehicle they will be driving. In the case of minibuses, the driver must also hold a current MIDAS certificate. Training can be arranged via your manager if required for business purposes.

Tax, and, where required MOT certification, for vehicles for which the Trust is responsible will be arranged by the Headteacher and the Trust will arrange motor insurance.

Where employees use their own vehicles for business purposes (e.g., to attend meetings at places other than the usual place of work) they must provide the following documents for approval prior to the journey being carried out:

- Driving licence.
- MOT certificate (where required due to the age of the vehicle).
- Motor insurance certificate confirming the existence of "Business Use" cover.

The Headteacher will require these documents to be supplied annually for inspection. Employees are required to disclose any changes to the validity of the documents immediately. Failure to comply with these requirements will be regarded as a formal disciplinary offence.

When driving on Trust business, drivers must comply with the requirements of the Highway Code at all times.

Electrical Equipment

Fixed Electrical Installation

All fixed electrical installations are inspected and tested every 5 years and records are kept of these inspections and tests. Any changes and repairs are carried out by NICEIC approved electricians to the same standard and are certified.

Employees are not to touch or open fuse boxes or electrical circuitry. Any damaged or defective items observed should be reported immediately to the Headteacher.

Portable Electrical Appliances

Portable Electrical Appliances includes any item that is electrically powered and used in the workplace, whether belonging to the Trust or to an employee, and includes ancillary equipment such as extension cables.

All portable electrical equipment is inspected and tested at least once a year, unless otherwise specified, by a competent person who is trained for the work they will undertake. Records will be kept of these inspections and tests.

Employees must visually inspect portable electrical appliances before using them. Damaged or defective items must be reported immediately to the school Business/Premises Manager and be removed from service until replaced/repaired by a competent person.

No personal items of electrical equipment are to be brought into a Trust premise without prior permission of the Headteacher and must be electrically tested by a designated person before use.

Fire Procedure

Please refer to each Academy's Fire Safety Policy/Procedures for full details on fire safety arrangements within each Academy. The following is a high-level summary of arrangements which are put in place:

The Trust will ensure all reasonable precautions are taken to ensure the safety of employees, pupils, visitors, contractors and any other persons in the event of a fire.

This will be done in Trust premises by:

- Conducting fire risk assessments.
- Implementing actions arising from the fire risk assessments
- Regular maintenance and testing of fire alarm and associated systems.
- Providing suitable and sufficient portable fire-fighting equipment at appropriate locations and maintaining any such equipment on a regular basis.
- Providing training on fire awareness and procedures to Trust staff.
- Ensuring all emergency escape routes are adequately signed to ensure safe egress in the event of an emergency.
- Having emergency procedures clearly displayed.
- Carrying out emergency evacuation drills and implementing improvements where identified.

First Aid

Each Trust Academy will ensure that adequate first aid provision is met by:

- Ensuring that there are sufficient numbers of trained and qualified First Aiders available, including paediatric trained first aiders for EYFS, (allowing for absenteeism) at all times whilst people are at work. First aid can only be given by a trained first aider or a medically qualified person.
- First aid kits and eye wash stations are provided.

- Names of appointed first aiders are displayed on staff notice boards.
- Ensuring the appointed person in a particular area is responsible for the upkeep of the first-aid boxes under his/her control and the contents are sufficient to meet the requirements of the Academy and HSE guidance.
- Ensuring any first aid administered due to an accident will be recorded on the respective Academy accident report form.
- Ensuring medical/clinical waste is disposed of in a yellow bag and placed in the appropriate waste bin marked medical/clinical waste and shall be collected by a contractor at regular intervals.

Food Safety

All employees who are to be involved in handling food are provided with independently accredited food hygiene training as soon as possible after commencing work.

Controls in place include:

- Ongoing cleaning regime in all work and storage areas.
- Temperature controlled food storage.
- Daily, recorded temperature checks.
- Segregated food storage.
- Food is marked with “use by” dates.
- Pest control points.
- Use of colour coded cutting boards.
- Use of separate knives for different types of food (meat, vegetables, etc.).
- Regular cleaning of all work equipment and surfaces.

Any employee whose role involves handling food who has suffered from diarrhoea or vomiting is required to phone in sick and remain away from the premises for at least 48 hours.

Gas & Oil Appliances

Gas and/or oil-fired boilers may be provided in some Trust premises for both heating and hot water. These are subject to regular maintenance by competent, approved contractors and should not be interfered with by employees. Isolation valves are provided that can be turned off in the event of an emergency (if safe to do so).

Health Surveillance

The Trust recognises that some work activities may lead to a requirement for health surveillance procedures to be implemented. Where this requirement is identified through risk assessments or medical referrals, the employee will be referred to the services of an Occupational Health Service and suitable records maintained.

Legionellosis

The Trust operates a wide number and variety of buildings and understands that air conditioning, heating and water storage systems present a legionellosis hazard.

To manage the hazard posed by legionellosis the Trust has developed a Control of Legionella Bacteria Policy, which sets out the measures that are undertaken to minimise these risks.

Lone Working

The Trust understands that there are occasions when teaching, support, administrative, or cleaning staff may be required, or choose, to work alone or in isolated situations. This, however, may introduce risks for a normally non-hazardous work activity.

Employees will require the permission of the Headteacher to work alone in the building outside of normal Academy hours and should not work alone if they have a medical condition or are taking medication, which might affect their ability to work safely.

It is the responsibility of the Headteacher, with the assistance of the School Business/Premises Manager, to undertake a risk assessment of identified lone work activities and to ensure the control measures are effectively implemented.

Manual Handling

The Trust acknowledges that due to the nature of work the Trust undertakes, moving and handling activities present a risk to Trust employees.

To manage the manual handling hazards each Trust Academy will:

- Eliminate or mechanise manual handling tasks where this is reasonably practicable to do so.
- Where this is not reasonably practicable, an assessment will be undertaken to identify control measures to minimise the risks involved.
- Provide lifting aides/equipment for lifting operations where the need has been identified by a risk assessment.
- Provide employees with manual handling training.
- Provide personal protective equipment for lifting operations where the need has been identified by a risk assessment.

Medical Screening

Before employment is offered, all potential employees will complete a medical questionnaire and, if necessary, attend a medical examination with an occupational health specialist to establish:

- Mental and physical capacity to do the required work.
- Medical history which could be aggravated by the planned work or environment.
- Any reason to believe they may be a hazard to themselves or others.
- Specialist considerations.

Potential employees with an existing medical condition will not be disqualified from employment unless the condition reduces their ability to do the required work to an unacceptable level, which will be defined by a risk assessment. Changes to an existing employee's health must be reported to the Headteacher for review. Records will be held on an employee's personnel file during employment and for at least a further 10 years. Concerns will be carefully considered to avoid discrimination on the grounds of race, gender, disability, age or religion.

Monitoring Health and Safety

Headteachers are responsible for ensuring that working conditions are acceptable and that Academy safe working practices are followed. The Headteacher will investigate work related causes of absence through accident or sickness and those workplaces are maintained in a safe condition. Routine premises inspections are carried out and recorded with any necessary improvements or changes made.

Musculoskeletal Injury

Tasks are varied and are managed to reduce the likelihood of exposure to musculoskeletal injury (also known as work related upper limb disorder or repetitive strain injury). Should an employee experience any symptoms (such as sore arms or swelling) they must report these immediately to their immediate manager.

New and Expectant Mothers

The Trust will take all reasonable steps to safeguard the health, safety and welfare of new and expectant mothers, and of their unborn children.

The Trust will:

Assess all risks to new and expectant mothers arising from their work activities and implement appropriate control measures. Regular monitoring and consultation will be undertaken.

Noise at Work

The Trust will take all reasonable steps to manage the risks posed to employees by noise at work.

The Trust will:

- Identify and assess activities where noise exposure poses a hazard to those employees undertaking the activity.
- Where identified as required, take action to reduce noise levels so far as is reasonably practicable.
- Ensure the legal limits on personal noise exposure are not exceeded.
- Maintain and ensure the use of equipment provided to control noise risks.
- Where identified as required, provide employees with information, instruction and training on noise safety.
- Provide suitable Personal Protective Equipment as a last resort control measure.

Personal Protective Equipment (PPE)

PPE is considered a temporary or last resort control measure.

The Trust will:

- Provide personal PPE when the risk presented by an activity cannot be adequately controlled by other means.
- Ensure the PPE provided is to the required standard to provide the level of protection required.
- Where required, provide appropriate information, instruction and training on the correct use, maintenance and storage of the PPE.

- Employees must wear correct and suitable clothing for the task being undertaken. For example, a cleaner using a floor cleaning machine should not wear open toed shoes but should always wear good strong shoes.
- If an employee is in doubt about the suitability of clothing for a particular task then he/she should consult his/her line manager for advice.
- If an employee is using or is issued with any form of safety equipment or Personal Protective Equipment (PPE) then it is their responsibility to use and look after the equipment as instructed. Employees must not use defective equipment and request a replacement.

Risk Assessment

Each Trust Academy will seek to ensure activities are assessed to ensure hazards and risks are identified and appropriate preventative and protective measures are taken. Specific risk assessments will be carried out in respect of higher risk areas, such as food technology areas and kitchens, and also for Academy trips and educational visits.

Risk assessments will be undertaken by or under the control of the Headteacher. Training will be provided, as necessary, to any person who is required to undertake a risk assessment. Control measures required to remove/control risks identified by the risk assessments will be approved by the Headteacher, who will ensure that responsibility for implementation is delegated, communicated, and implemented effectively. The Headteacher will check to ensure that control measures are implemented and that they are operating effectively.

Copies of risk assessments will be held by each School Business/Premises Manager and are available to all employees. All employees must ensure that they are fully conversant and comply fully with these documents. Any new hazards or circumstances, which render a risk assessment inadequate, will require a revised document to be agreed by the Headteacher before work continues.

Risk Assessments will be reviewed annually or following an accident, near miss, case of ill health related to a work activity or when the work activity changes, whichever is soonest.

Academy Trips/Off-site Activities

Each Trust Academy complies with appropriate external guidance on off-site visits.

Each Trust Academy will name a competent person who will be nominated as the Educational Visits Co-ordinator (EVC) who will be responsible for:

- Supporting the Headteacher and Governors with approval and other decisions.
- Assessing the competence of leaders and other adults proposed for a visit.
- Organise any required training for leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc.
- Organise thorough induction of leaders and other adults taking pupils on a specific visit.
- Organise the emergency arrangements and ensure there is an emergency contact for each visit.
- Review systems and, on occasion, monitor practice.

Security and Safeguarding

The Trust aims to provide a safe and secure environment for our employees, visitors, pupils/students and others who may visit our premises or use our facilities.

Each Trust Academy is required to undertake a security risk assessment and implement appropriate control measures to prevent unauthorised access to the premises.

Control measures will depend on the Academy location but will include a mixture of physical barriers such as security fencing and access control systems, CCTV systems, intruder alarms and employee training.

Each Trust Academy has Safeguarding/Child Protection Policies in place which are reviewed as required. Designated persons are responsible for managing the implementation of these policies.

Skin Conditions

Extended exposure to some cleaning products or food juices can lead to skin problems. To reduce this exposure, it is compulsory for all employees in kitchens and food technology departments, as well as cleaners, to wear the non-latex protective gloves provided whenever they are handling food or cleaning (including cleaning glasses, dishes, etc.).

The following general protective measures are to be followed:

- All hand jewellery, other than wedding rings, should be removed whilst at work.
- Tongs, etc. are provided for handling food and should be used wherever possible.
- Hands should be thoroughly dried after washing.
- Any skin rashes, itches, etc. must be reported immediately to the employee's immediate manager.

Slips, Trips and Falls

Slips and trips are one of the most common causes of injury at work. Each Trust Academy aims to reduce the likelihood of slips and trips by a combination of good housekeeping measures, including effective cleaning, and by enforcing the use of sensible footwear by employees. This includes the prohibition of high heeled shoes or "flip flops" at all times.

Lids must be used when transporting containers of liquid or food. Any spillages, flooring defects or obstructions observed must be removed or reported to the Headteacher. Warning signage must be placed by spillages until they have been removed and the area is thoroughly dry.

Smoking

The Trust operates a policy of no-smoking on any of its properties for employees, pupils/students, parents, contractors and visitors. Smoking by employees within the premises or grounds will be treated as gross misconduct and will be subject to disciplinary action.

Stress at Work

Although stress can be a significant concern, the Trust can only provide help and support when aware of any employee suffering with stress-related issues. Employees are informed at their induction and at routine briefings to report any such problems or concerns about themselves or others so that appropriate help can be provided. Any employee reporting a concern will be treated with respect, and care will be taken to investigate the issues,

approach the relevant person sympathetically and to develop a practical and realistic solution for immediate and longer-term needs in accordance with the HSE guidelines for managing stress.

Training

The Trust will ensure all new employees have induction training before starting work. This induction will include general safety rules and procedures together with specific hazards. The Trust will also ensure that employees are aware of their duties and responsibilities and are fully aware of the relevant safety issues. Academy risk assessments will be made available to all employees.

Most training will be provided to all employees via Gallagher ShareZone E-Learning training. All employees are expected to complete the E-Learning training relevant to their role on an annual basis (see Gallagher E-Learning Training Planner at the end of the policy). Those employees needing specific skills and knowledge will be identified and appropriate additional training will be given. Details of all training given will be recorded on personnel files, signed for by the recipient and reviewed/refreshed regularly.

Visitors

Visitors to Trust properties must report to the reception on their arrival and departure. Safety rules and emergency procedures will be communicated to the visitors and they will be escorted during their visit. Employees are encouraged to challenge when safe to do so, anyone seen unaccompanied or unidentified on their premises and to report them to their immediate manager.

Waste Management

Waste is to be placed in bins that are provided throughout our premises. These are emptied regularly by cleaners to external bins, which are in turn emptied at least weekly by registered waste carriers for disposal by registered waste processors or for transport to landfill sites. Materials are recycled where practical and hazardous waste is collected separately and disposed using suitably registered contractors. Waste management records are kept for at least 6+years including contracts, waste transfer notes, collection notes, copies of registration certificates and checks made on contractors.

Welfare

The Trust is committed to providing high quality welfare facilities for our employees in compliance with the Workplace (Health, Safety & Welfare) Regulations. This includes toilets and washing facilities, drinking water and changing facilities. These are maintained in good condition by means of cleaning and regular inspection. Employees should report any concerns with the facilities provided, to their immediate line manager or to the Headteacher.

Work at Height

It is the Trust's policy to avoid any work at height where it is reasonably practicable to do so. Where work at height is unavoidable, the Trust will:

- Take all reasonable steps to provide a safe working environment for staff required to carry out their trade or professional skills at height.
- Provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

Work Equipment

The Trust will ensure that work equipment provided by the Trust or by our employees is suitable, safe and meets any required health and safety standards before it is used.

Any manufacturers maintenance/inspection requirements will be implemented along with required statutory inspections such as those required by the Lifting Operations and Lifting Equipment (LOLER)

Employees are required to report any work equipment defects to the Headteacher and remove it from use immediately until it has been repaired/replaced.

Records of inspections and repairs will be held on the "Every System".

Working Hours

The Trust recognises the requirements of the Working Time Directive.

Employees are invited to work overtime, when necessary, but are not coerced and are at liberty to refuse and are not expected to work excessive hours. Employees who control their own diaries are reminded to avoid working excessive hours.

Young Employed Persons (16 to 18 years)

The Trust is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonably practicable.

If such a person is employed, a risk assessment will be recorded to identify and manage the additional risks to the employee and others nearby and any reasonably practical changes to be implemented. The parent, guardian or carer may also be involved in this process to ensure the precautions are suitable and adequate.

7. Monitoring & Auditing

This policy will be reviewed on annual basis or following any significant changes to health and safety legislation or changes to the Foundations' operations.

8. Related Documents

Strategies/Policies/Standards/Guidance

Document Reference	Document Title
HSPOL-02	Enhance Academy Trust Control of Legionella Bacteria Policy

Reference Documents

Document Reference	Document Title
HS(G) 65	Successful Health and Safety Management (Health and Safety Executive publication)

9. Appendix 1 – Employee Health and Safety e-Learning Requirements

	H&S Law Bi-Annually	H&S Management Bi-Annually	Risk Assessment Bi-Annually	Work at Heights Annually	Asbestos Management Annually	Chemical Safety Bi-Annually	Fire Safety Annually	Electricity Bi-Annually	Noise Bi-Annually	Manual Handling Bi-Annually	Slips and Trips Bi-Annually	Accident Reporting Bi-Annually	First Aid Annually	Confined Spaces Bi-Annually	Transport Annually
Headteacher	✓	✓	✓		✓		✓	✓		✓	✓	✓	?		?
Business Manager	✓	?	?		?		✓	✓		✓	✓	✓	?		?
Office Staff	✓					✓	✓	✓		✓	✓	✓	?		
Premises/Site Manager/Caretaker	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
H&S Leader	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Governors	✓	✓	?		?							?			
H&S Governor	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Teachers	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓		
Teaching Assistants	✓		✓		?	✓	✓	✓		✓	✓	✓	✓		
Cleaners (if employed by school)	✓					✓	✓	✓		✓	✓	✓	✓		
Fire Marshalls/Wardens							✓						✓		
First Aiders						✓							✓		
Drivers													✓		✓

Mandatory	✓
Optional	?