



# HEALTH & SAFETY POLICY

<b>Approval Date</b>	June 2024
<b>Policy Owner</b>	Director of Operations
<b>Adopted by Executive</b>	June 2024
<b>Review Date</b>	June 2025

# CONTENTS

SECTION DESCRIPTION	PAGE NO.
<b>1. INTRODUCTION</b> .....	<b>4</b>
2. ENQUIRIES .....	4
<b>3. HEALTH AND SAFETY POLICY STATEMENT</b> .....	<b>5</b>
<b>4. ORGANISATION FOR HEALTH AND SAFETY</b> .....	<b>6</b>
4.1 Organisation Structure relative to health and safety.....	6
4.2 Roles and Responsibilities.....	6
4.3 All Employees (general duties).....	6
4.4 Chief Executive Officer .....	7
4.5 Trustees .....	7
4.6 Local Governing Bodies (LGB).....	7
4.7 Director of Operations.....	7
4.8 Executive Headteachers, Headteachers and Head of School .....	7
4.9 Deputy CEO, Directors and Heads of Department.....	8
4.10 Regional Site Managers/Site Managers/Site Assistants/Caretakers.....	8
4.11 Teachers .....	8
4.12 Kitchen Operatives .....	8
4.13 Cleaning Operatives .....	8
4.14 Internal Health and Safety Advisor .....	9
<b>5. ARRANGEMENTS</b> .....	<b>9</b>
5.1 Accident/Near Miss Reporting and Investigation .....	9
5.2 Alcohol and Drugs .....	10
5.3 Asbestos.....	10
5.4 Body Fluids - Cleaning up Body Fluids i.e. Urine, Faeces, Vomit and Blood .....	11
5.5 Cash Handling.....	12
5.6 Child Safeguarding.....	12
5.7 Competent Safety Advice.....	12
5.8 Consultation .....	12
5.9 Capabilities Assessment.....	13
5.10 Contractors Competency and Management .....	13
5.11 Display Screen Equipment.....	13
5.12 Dangerous Substances and Explosive Atmospheres.....	14
5.13 Electricity .....	14
5.14 Extreme Weather .....	14
5.15 Fire .....	15
5.16 First Aid .....	15
5.17 Food Provision .....	15

5.17.1 Allergies .....	16
5.18 Gas .....	16
5.19 Gas Cylinders (LPG) .....	17
5.20 Gas Tanks .....	17
5.21 Glass and Glazing .....	17
5.22 Hazardous Substances .....	18
5.23 Health Surveillance .....	18
5.24 Home Working.....	19
5.25 Legionella .....	19
5.26 Lettings .....	20
5.27 Lone Working .....	21
5.28 Manual Handling .....	21
5.29 Monitoring of Safety Systems .....	21
5.30 Missing Persons .....	22
5.31 Noise .....	22
5.32 Personal & Respiratory Protective Equipment (PPE/RPE).....	22
5.33 Contractor Authorisation .....	23
5.34 Pest Control.....	23
5.35 Portable Electrical Equipment .....	23
5.36 Risk Assessment.....	24
5.37 Security .....	24
5.38 Slips, Trips and Falls .....	25
5.39 Smoke Free Environment .....	25
5.40 Sunlight .....	26
5.41 The Construction (Design and Management) Regulations 2015 .....	26
5.42 Training .....	28
5.43 Tree Maintenance .....	28
5.44 Trips/Off-site Activities .....	28
5.45 Vibration .....	29
5.46 Violence and Harassment .....	29
5.47 Welfare Facilities .....	30
5.48 Work at Heights.....	30
5.48.1 Ladders and Step-ladders .....	30
5.48.2 Mobile Tower Scaffolds .....	31
5.48.3 Powered Access Equipment .....	31
5.49 Work Equipment.....	31
5.50 Work Related Road Safety.....	32
5.51 Waste .....	33
POLICY HISTORY .....	34

## 1. INTRODUCTION

The health, safety and welfare of employees, pupils and others is of prime importance to Reach South Academy Trust and its academies. It is essential to the efficient operation of all undertakings.

Reach South Academy Trust, also referred to as 'the Trust', will ensure that this policy is pursued throughout the academies.

The only acceptable standard of health and safety, and for welfare facilities will be full and proper compliance with the requirements of legislation. Where it is possible and sensible to do so, the Trust will exceed the minimum requirements of the legislation.

The Trust expects all employees to conform to this policy and comply with the relevant sections of the Health and Safety at Work Act 1974, and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.

Companies with which we contract are expected to have a similar high standard.

## 2. ENQUIRIES

Enquiries relating to the Trust's Safety Policy should be addressed to: -

Ian Carnwell – Director of Operations  
Reach South Academy Trust  
c/o UTC Plymouth  
Park Avenue  
Devonport  
Plymouth  
PL1 4RL

Email: [operations@reachsouth.org](mailto:operations@reachsouth.org)

### **3. HEALTH AND SAFETY POLICY STATEMENT**

Reach South Academy Trust, and all academies associated with the Trust, will comply with all its legal duties in pursuance of providing safe and healthy working conditions for all employees, and will take positive action to ensure that as far as is reasonably practicable, pupils, contractors, occupiers of buildings, or the public are not adversely affected by our activities.

The Trust will;

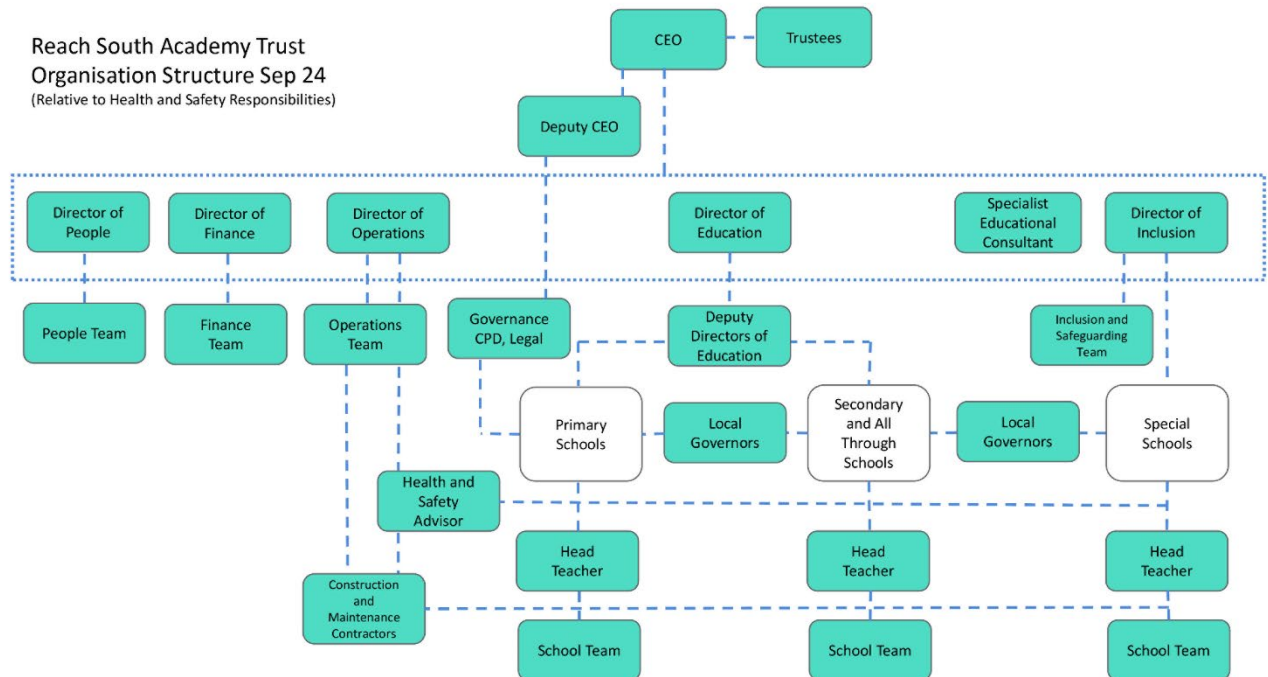
- co-operate with all those with an interest in health and safety, Department for Education, designers, contractors, the enforcing authorities and parents
- provide sufficient resources, including financial support for the full implementation of the policy
- ensure that all employees are competent to carry out the duties asked of them, and will provide all information, instruction, supervision and necessary training
- ensure all employees are consulted on matters of health and safety and will encourage positive employee participation
- ensure that all equipment owned, used or hired is safe to use and properly maintained
- ensure that all equipment, materials and substances used are stored, handled and used properly
- ensure that accident and ill health prevention is provided the highest priority, commensurate with business objectives, within all Trust operations

This policy will be kept up to date and will be amended to suit any changes in the size and nature of the Trust's activities, practices or legislation. In support of this intent, the policy will be reviewed annually.

The CEO has overall responsibility for health, safety and welfare matters and will monitor and operate this policy and will support all those who endeavour to carry it out.

## 4. ORGANISATION FOR HEALTH AND SAFETY

- **Organisation Structure relative to health and safety:**



- **Roles and Responsibilities**

Roles and responsibilities for all duty holders include those described within the arrangements of this policy, and as detailed within the Operational Safety Manual (henceforth described as the Manual) and other peripheral policies put in place by the Trust. The schedule of duties below is not exhaustive and is to be used as a reminder of key health and safety duties.

- **All Employees (general duties)**

- Take responsibility for own safety and that of others.
- Comply with the Trust's Safety Policy.
- Comply with all Health and Safety instructions, information or training given to ensure safe working practices are maintained at all times.
- Pay particular attention to fire precautions and emergency procedures.
- Report hazards and defects in equipment immediately or as soon as possible,
- Keep workplaces tidy, free from obstructions and fire risks.
- Suggest ways of eliminating hazards.
- Report any injuries or dangerous incidents immediately or as soon as possible.
- Use Personal Protective Equipment as required.
- Use tools and equipment safely, in compliance with any training given or instructions provided.
- Do not use equipment unless suitably trained to do so.
- Do not put yourself or others at risk.
- Co-operate on all matters regarding Health and Safety.

- **Chief Executive Officer**
  - Formulate, review and amend, as may be necessary from time to time, the Trust's Policy and Arrangements for Health, Safety and Welfare
  - Ensure that Health and Safety awareness is constantly at the forefront of the Trust's operations
  - Monitor the effectiveness of the Health and Safety Policy
  
- **Trustees**
  - Ensure that the Chief Executive Officer (CEO), Deputy CEO and Directors are fulfilling their obligations regarding the Trust's health and safety management
  
- **Local Governing Bodies (LGB)**
  - Ensure that Head Teachers and Academy Staff are fulfilling their obligations regarding the Trust's health and safety management
  
- **Director of Operations**
  - Ensure notification to the HSE of construction works when applicable
  - Ensure that all accidents are properly reported in compliance with RIDDOR and investigated where appropriate
  - To develop and communicate a framework of suitable guidance in relation to compliance training relevant to the estate
  - Ensure that the Trust has effective measures in place for the management of asbestos, electrical safety, gas safety, fire safety and water hygiene
  - Ensure current employers and public liability insurances are in place
  
- **Executive Headteachers, Headteachers and Heads of School**
  - Provide effective monitoring of Health and Safety matters at their academy
  - Ensure that the school can operate safely at all times in accordance with legal requirements such as staffing ratios and other sector specific guidance.
  - Ensure that risk and other assessments are carried out and reviewed at appropriate periods by the relevant persons.
  - Ensure that suitable provision for first aid is in place and maintained at their academy, including the training of all relevant staff.
  - Ensure that measures are in place at their academy for the appropriate cleaning up and disposal of bodily fluids.
  - Ensure that an effective system is in place and used for recording and reporting accidents.
  - Maintain fire precautions set out in the fire risk assessment.
  - Maintain water hygiene as set out in the legionella risk assessment
  - Maintain asbestos safety as set out in the asbestos risk register and asbestos management plan
  - Arrange for appropriate inspection and testing to ensure that portable and fixed electrical equipment is safe to use

- Ensure tree safety is effectively managed within school grounds
  - Ensure that site staff coordinate the activities as defined in the Trust's compliance software
  - Ensure current employers and public liability are in place
  - Ensure that all work equipment is suitable for the use it is intended for, is safe to use, is maintained in a safe condition, only to be used by people who are trained to use it and is equipped with suitable safety measures
  - Ensure that the relevant safe working practices and processes are implemented for identified high risk areas (i.e. Science labs) and regularly review their effectiveness with relevant staff.
- **Deputy CEO, Directors and Heads of Department**
    - Consult employees on health and safety matters (have an open-door policy)
    - Ensure that all work equipment is suitable for the use it is intended for, is safe to use, is maintained in a safe condition, only to be used by people who are trained to use it and is equipped with suitable safety measures
- **Regional Site Managers / Site Managers / Site Assistants / Caretakers**
    - Wear the appropriate Personal Protective Equipment as required by the task
    - Implement day-to-day Health and Safety Procedures
    - To carry out all tasks as defined by the Trust's compliance software
    - Promote Health and Safety, and good working practices
    - Monitor waste disposal procedures
    - Implement method statements and risk assessments and put into place any preventative measures required
- **Teaching Staff**
    - Report to direct line manager any Health and Safety issues that may occur
    - Inform colleagues of any hazards or risks to safety
    - Do not improvise; use the equipment and methods for their intended use and in line with equipment guidance and training
    - Keep equipment in good condition and report any concerns immediately or as soon as possible
    - Report any accidents or dangerous occurrences immediately or as soon as possible
    - Do not misuse anything provided for Health, Safety or Welfare
    - Always maintain safe working practices
    - Complete the Health and Safety training relevant to their role and the equipment they use
    - Ensure the equipment in their area is maintained, in accordance with compliance regulations and other guidance such as maintenance schedules
    - Ensure that any chemicals are stored correctly and securely in accordance with the guidelines and prevent any unauthorised use
    - Ensure that any high-risk equipment/tools/materials are stored securely when not in use or are secured to prevent any unauthorised use.
    - Maintain own subject specific Health and Safety knowledge
    - Design and implement robust safe working practices for own area, including the review and update of risk assessments, development and review of local procedures to support a safe environment at all times.
    - Effectively communicate to other staff and pupils the safe working practices in their



- working areas and ensure these are understood and followed
- Ensure that staff and pupils in their area are using the correct Personal Protective Equipment when required
- Report any concerns to their line manager immediately or as soon as possible
- Review the effectiveness of the safe working practices in their area
- **Kitchen Operatives**
  - Maintain food hygiene at all times in accordance to legislative regulations
  - Wear the appropriate Personal Protective Equipment as required by the task
  - Keep canteen areas clean, tidy and free from obstructions and fire risks
  - Ensure food allergens are clearly labelled and the legislation regarding food allergens is adhered to at all times
- **Cleaning Operatives**
  - Ensure cleaning materials are safely stored in accordance with COSHH regulations
  - Wear the appropriate Personal Protective Equipment as required by the task
- **Health and Safety Advisor**
  - To act as the Trust's source of competent health and safety advice
  - To undertake work as specified by the Director of Operations

## 5. ARRANGEMENTS

### 5.1 Accident/Near Miss Reporting and Investigation

The Trust shall implement procedures in accordance to the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), and shall report;

- Fatalities and specified injuries
- Injuries resulting in incapacity for more than 7 days
- Specified occupational diseases
- Dangerous occurrences

All employees, pupils, self-employed, trainees and other persons injured in or on the premises, are included within the above arrangements. The HSE education information sheet No. 1 will be referred to when the incidents relate to pupils or other persons who are not at work.

Dangerous occurrences, industrial diseases, injuries to members of the public (which result in the person being taken to hospital from the site for treatment), fatalities and specified injuries will be reported immediately to the Trust's health and safety advisor, who will then independently advise of the next required steps.

Records must be kept of all accidents, incidents and dangerous occurrences.

All accidents on site shall be reported to the Headteacher or line manager, who shall ensure an entry is made in the accident book. The Headteacher will nominate persons who are authorised to record incidents in the accident book. The Trust's Health and Safety Advisor must be advised of all accidents where it involves time away from the school for either the

pupil or employee, or the injured party requires professional medical attention (other than basic first aid). Where appropriate, the Trust's Health and Safety Advisor will report the accident to the HSE in compliance with RIDDOR.

All RIDDOR reportable incidents will be investigated thoroughly by the Trust's Health and Safety Advisor and the evidence clearly recorded. The health and safety advisor may choose to investigate non-reportable incidents. The injured party and witnesses shall be interviewed, and statements documented. The sequence of events shall be established and a root cause for the incident determined. Corrective measures shall be identified and implemented to prevent recurrence. A formal investigation report shall be produced and distributed to the Director of Operations. The record in the accident book shall be updated as necessary.

The systems and procedures documented within this safety policy have been developed to actively reduce or eliminate accidents and dangerous occurrences. The Trust firmly believes accident prevention is the primary objective.

A near miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work related injuries. The Trust requires all employees to report (and where possible correct) these potential accidents/incidents immediately. Significant near miss events should be reported to the Trust's Health and Safety Advisor.

## **5.2 Alcohol and Drugs**

The consumption of alcoholic beverages or the use of recreational drugs is prohibited during working hours and at all times on the Trust's estate. Any employee or contractor found contravening this requirement is liable to disciplinary action.

Any employee or contractor found or suspected of being under the influence of alcohol or drugs may be sent home and not permitted to return to work until fit to carry out their duties accordingly and given permission to do so by the Headteacher or the Director of People.

For guidance on the administering of prescribed drugs and medicines, the Trust requirements are outlined in Supporting Pupils with Medical Needs policy, which can be found [here](#).

The Trust has a clear policy in respect of substance misuse, which can be found [here](#).

## **5.3 Asbestos**

The Trust is aware of the duties imposed by the Control of Asbestos Regulations 2012 and will take reasonable steps to identify whether asbestos containing materials are present in any non-domestic premises owned or operated by the Trust. The Trust will ensure that any building built before the year 2000, has been subject to a Management Asbestos Survey by a UKAS accredited surveyor. Prior to commencement of building works in pre 2000 buildings, a more detailed Refurbishment & Demolition Survey will be carried out for the affected areas.

Records shall be kept about the location and condition of such materials, on an Asbestos Register. Where the materials have been assessed as representing a risk to health, an Asbestos Management Plan will be developed, and control measures shall be put into place in accordance with the plan. Following any asbestos works, the Asbestos Register is to be updated.

The condition of known asbestos containing materials should be re-inspected at periods not exceeding 12 months. This shall be carried out by competent external contractors employed by the Trust. Any changes of condition shall be noted on the Asbestos Register, and the Asbestos Management Plan shall be amended to detail the appropriate corrective action.

Any persons or organisations who are to carry out work on Trust premises and are likely to disturb asbestos containing materials shall be provided with information specifying the location and condition of such materials prior to commencement. The Trust also requires that such contractors employed directly by the academies have in-date (evidence of training within the last 12 months) Asbestos Awareness training.

All work on Asbestos Containing Materials must be carried out by a HSE licensed contractor (this includes work defined as non-licensed). A suitable plan of work developed by the contractor must be approved by the Trust's Health and Safety Advisor.

The Trust commits to provide suitable asbestos awareness training, at an appropriate level, to all employees who are likely to come across asbestos containing materials during their normal work activities or may be involved in emergency evacuation procedures (please refer to the Training Schedule within the Trust's Operational Safety Manual).

The Operational Safety Manual section '001 – Asbestos' provides an easy reference to compliance requirements.

#### **5.4 Body Fluids - Cleaning up Body Fluids i.e. Urine, Faeces, Vomit and Blood**

The Headteacher/Line Manager will ensure the following arrangements for body fluids are followed:

- All hazardous products in use for cleaning up body fluids will have a COSHH risk assessment completed
- Manufacturer's instructions will be followed when using these products. Should contact with the skin or mucous membranes occur, the area will be immediately irrigated with plenty of water and medical assistance sought as appropriate
- The use of bleach on site will be managed so that it does not react with other substances when in use (i.e. bleach and other toilet cleaning substances or urine). Bleach will be kept in a locked cupboard that is not readily accessible to all
- All body fluids will be cleaned up as quickly as possible after spillage
- Appropriate disposable gloves will be provided and worn
- To ensure bacteria are removed, any spillage of body fluids will first be cleaned with a detergent. (If spillage kits have been used, detergent to be used following initial clear up of absorbent material)
- Following an initial clean with detergent, any disinfectant, or liquid bleach can be used to clean and disinfect
- The dilution of the bleach solution depends on the product being used as contents vary; the material safety data sheet (MSDS) will be consulted along with the COSHH risk assessment. Solutions will be made up fresh as required
- Urine spillages will be cleared up using paper towels before washing the area with a detergent solution. NaDCC granules/bleach will NOT be used, as a chemical reaction can take place which gives off a potentially harmful gas
- Blood spillages will be cleaned up by gently pouring diluted bleach or granules over the blood spill, covered with disposable towels and cleaned up after 2 minutes with more disposable towels. The towels should be disposed of as clinical waste
- Once the spillage has been completely cleaned, gloves will be removed and suitably disposed of, and hands will be thoroughly washed using hot water and detergent

- For guidance on health protection in educational settings, please visit DfE guidance [here](#)

## 5.5 Cash Handling

Cash handling is to be kept to a minimum (the Trust operates generally a no petty cash policy, and cash payments are to be banked as soon as possible).

Refer to the Trust's 'Financial Procedures Policy' for full details of approved financial compliance [here](#).

Emphasis is on personal safety; no employee is to place themselves or others in danger.

## 5.6 Child Safeguarding

Safeguarding is considered of the highest importance within all parts of Reach South Academy Trust. Every pupil should feel safe and protected from any form of abuse. The Reach South Academy Trust documents its commitment to safeguarding of children within its 'Child Protection and Safeguarding Policies'. These can be found [here](#).

## 5.7 Competent Safety Advice

The Trust has appointed a Health and Safety Advisor to act as the competent source of general and construction related health and safety advice, to fulfil the needs of Regulation 7 of the Management of Health and Safety at Work Regulations 1999. The Trust Health and Safety Advisor is:

Gary Musson PgCert, CMIOSH, FIIRSM, CMaPS  
Email: [gary.musson@reachsouth.org](mailto:gary.musson@reachsouth.org)  
Mobile: 07721 518048

## 5.8 Consultation

The Trust commits to involve the workforce in the implementation and development of the safety management system and will fully embrace the letter and the spirit of current legal requirements for consulting with employees. Due to the nature of the workforce, the Trust is required to comply with both sets of principal consultation regulations, namely;

- The Health and Safety (Consultation with Employees) Regulations 1996 (as amended) for non-unionised employees.
- The Safety Representatives and Safety Committees Regulations 1977 (as amended) for unionised employees.

All leaders and managers will also operate an open-door policy and will treat all concerns raised by workers on health and safety matters with the importance they merit.

Where language becomes a barrier to effective communication, the Trust commits to assess each situation on an individual basis and provide the resources necessary to overcome the obstacle. Arrangements may include the provision of own language or graphical information or translation services.

## 5.9 Capabilities Assessment

The Management of Health and Safety at Work Regulations 1999 requires that the Trust, in entrusting tasks to employees, shall take into account their capabilities in regard to health and safety. The Trust will undertake special capability assessments for new and expectant mothers, young employees (e.g. work experience students) and employees returning to work after injury/illness. Findings from the assessment may lead to provisions being made to accommodate the employee, which may include, but is not limited to, changes in working hours or conditions, changes in tasks assigned until the employee is deemed fit and/or capable of returning to normal duties. Further information can be found in the relevant Trust People policy.

Line Managers must work with People Team colleagues to provide appropriate support mechanisms.

Employees who suffer in the course of their work duties with work-related illnesses (e.g. back pain from manual handling activities or posture problems) should be referred immediately to their Line Manager.

## 5.10 Contractors Competency and Management

Contractors will only be afforded access on to the premises by prior arrangement with the relevant Regional Site Manager / Site Manager / Site Assistant / Caretaker. Contractors are required to sign in and out of the premises, and in addition may depending on the works to be undertaken, may be subject to a permit to work system managed by the Trust.

All relevant personnel and other contractors working on site must be made aware of any works taking place (if any) and the extent to which these works may affect them. Contractors are to comply with the Trust's health and safety procedures and any other house rules at all times.

Schools/colleges must consult with the Trust to ensure appropriate contractor appointment.

In accordance with Keeping Children Safe in Education, contractor's staff are required to have the required safe recruitment checks in place to work on academy premises. In certain circumstances the school/college may permit entry to site if accompanied and supervised by another person with an Enhanced DBS check. Please contact the People Team for further guidance.

If the Regional Site Manager / Site Manager / Site Assistant / Caretaker is unsure as to the suitability of a contractor both regards to safety and keeping children safe, they are to contact the Headteacher and/or the Health and Safety Advisor for advice prior to the contractor being permitted on site.

## 5.11 Display Screen Equipment

In accordance with The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) the Trust will;

- Analyse workstations to assess and reduce risks
- Ensure workstations meet specified minimum requirements
- Plan work activities so that they include breaks or changes of activity
- Contribute to eye and eyesight tests on request, and special spectacles if needed

- Provide information and training

The Trust's Head of ICT Services and Infrastructure will assume overall responsibility for this compliance area.

### **5.12 Dangerous Substances and Explosive Atmospheres**

The Trust will adhere to the Dangerous Substances and Explosive Atmospheres (DSEAR) Regulations 2002 and undertake a risk assessment covering processes that may involve the use of materials that could cause a risk of harm to employees from fire, explosion or energetic releases. This covers flammable gases, solvents, vapours, dusts, incompatible chemicals and self-heating (spontaneous ignition).

The Trust will ensure:

- That the risks from dangerous substances and explosive atmospheres are assessed, then eliminated or reduced
- That procedures and equipment are available to deal with accidents and emergencies
- That employees are provided with the appropriate information and training
- That places where explosive atmospheres are likely to occur are classified into hazardous zones and suitably protected and marked
- That hazardous contents of containers and pipes are identified

### **5.13 Electricity**

If not properly managed, electricity can kill or severely injure people and cause damage to property. The Trust will:

- Ensure that all works involving electricity are assessed for risk
- Only permit competent persons (NICEIC, BESCA, Blue Flame Certification, ELECSA, NAPIT or OFTEC accredited) to undertake electrical works
- Use electrical equipment that meets the relevant standard
- Avoid overloading socket outlets
- Use appropriate safety devices, such as Residual Current Devices (RCDs)
- Use low voltage or battery-operated tools (see Portable Electrical Equipment arrangements)
- Ensure that an Electrical Installation/Wiring Inspection / an Electrical Installation Condition Report (EICR), is carried out by a competent person at periods not exceeding 5 years. This will be commissioned centrally by the Trust.
- Ensure that Electrical Installation / Wiring Routine Checks are carried on a 6 monthly basis by the Regional Site Manager / Site Manager / Site Assistant / Caretaker.

Refer to Operational Safety Manual section '006 – Electrical Safety' for further compliance guidance.

### **5.14 Extreme Weather**

Extreme weather conditions, such as storms, floods and heatwaves are likely to become more common. In the event of an extreme weather scenario being forecast, the Director of Operations will provide specific guidance appropriate to safely manage the extreme weather event.

### **5.15 Fire**

The Trust shall hold the duty as the responsible persons for the Trust on fire safety issues.

The Trust shall risk assess any and all business premises, owned or occupied, in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. From that risk assessment, appropriate fire precautionary and protection measures shall be implemented, and a fire evacuation plan shall be maintained. Fire risk assessments will be reviewed annually.

Appropriate instruction and training relating to basic fire safety, including safe evacuation and emergency procedures will be provided to staff as part of their induction (including agency, temporary, peripatetic, work placements and work experience) and recorded. Basic fire training will be refreshed at three-year intervals. Employees given the duty of Fire Warden/Marshall will undertake Fire Warden/Marshall training. This will also be refreshed at three-year intervals. At each academy a Fire Warden will be nominated to co-ordinate the Fire Marshals and will liaise with the emergency services in the event of a fire incident. Appropriate information/instruction will be provided to students/visitors/contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

Refer to Operational Safety Manual section '003 – Fire Safety' for further guidance.

### **5.16 First Aid**

The Trust shall ensure first aid facilities at the Trust's premises and work vehicles in accordance with the Health and Safety (First-Aid) Regulations 1981. Provision shall account for the number of persons at the workplace and the inherent risk of the work activities carried out. Assessments made for academy premises should also consider non-employees (e.g. pupils).

The names of the designated first aider(s) and the location of the first aid box shall be clearly displayed in the workplace and will also be communicated during new employee induction.

First aiders hold the responsibility for checking and maintaining the stock levels in the first aid boxes. Boxes must remain correctly stocked and the contents must not be beyond their expiry date. Boxes should be checked at least monthly or more frequently depending on usage.

Refer to Operational Safety Manual section '016 – First Aid' for further guidance.

### **5.17 Food Provision**

The Food Safety Act 1990 applies to all types of food businesses.

In order to comply the Trust, or caterers acting on its behalf, will:

- Ensure that we will not include anything in food, remove anything from food or treat food in any way which means it would be damaging to the health of people eating it
- Ensure that the food served or sold is of the nature, substance or quality which consumers would expect
- Ensure that the food is labelled, advertised and presented in a way that is not false or

misleading

- Ensure all new temperature monitoring instruments used in the storage of food complies with European standards (EN12830, EN13485 and EN13486)
- Ensure we provide allergy information on food sold unpackaged, to the best of our ability or disclose products with potentially harmful allergens
- Follow best practice guidance on cross-contamination controls for pre-packed foods and loose foods
- Provide appropriate supervision, instruction and training in food hygiene to all food handlers. The standard set by the Trust is Level 2 Food Safety – Catering. This will be satisfied by online training, and will be refreshed at 3-year intervals
- Register with the environmental health service as a food business within 28 days before opening and be subject to any necessary inspections/audits
- Keep written records of all food suppliers that provide food or food ingredients
- Establish food safety management procedures and keep up to date records of these

### **5.17.1 Allergies**

The Trust has a duty to support pupils at their schools with medical conditions. This includes ensuring a child with an allergy is able to eat a school lunch.

School caterers have a duty under law to show the allergen ingredients' information for the food they serve. This makes it easier for the school to identify the food that pupils with allergies can and cannot eat.

From 1<sup>st</sup> October 2021 a change in requirements, called Natasha's Law, was made in regard to labelling Pre-Packed for Direct Sale (PPDS) foods. The Trust will ensure that all PPDS foods that it produces are labelled appropriately with a full list of ingredients, and those ingredients that are allergens will be highlighted.

Details of known allergies of individuals should be requested and recorded by the Trust and passed to the relevant departments. If any individual has a severe allergy or anaphylaxis, avoid any games or activities that bring that person into contact with the triggering allergen.

### **5.18 Gas**

The Trust will ensure that all gas appliances, fixtures and fittings satisfy safety standards under Gas Appliances (Safety Regulations) 1995. All work on appliances will comply with the Gas Safety (Installation and Use) Regulations 1998. This will be provided by regular inspection, maintenance and servicing by a competent registered 'Gas Safety Engineer'. Checks are made at least annually by a competent person on all gas equipment and fittings and records of these checks are made available for inspection where necessary. No work should be allowed until proof of gas safe registration is supplied. Operational Safety Manual section '007 Gas Safety' gives more detail on how to access the Gas Safety Register.

Any appliance judged to be unsafe will be prohibited from use until repaired by a registered gas safety engineer or where necessary replaced by new equipment. All gas appliances must be accompanied by full instructions. Notices must be posted indicating the position of the cut off control for the gas. Employees are to receive training on actions to be taken in the event of smelling gas and are familiar with the location of gas, water and electricity cut off points in the building. Any gas safety incident which is brought to the attention of the Director of Operations and/or the Trust's health and safety advisor is reported to the HSE, via the incident reporting line, where required.



### **5.19 Gas Cylinders (LPG)**

All gas cylinders must be designed and manufactured to an approved standard to withstand everyday use and to prevent danger. Any unwanted cylinders should be returned to the supplier. Academies should try to keep quantities of LPG cylinders stored on site to a minimum.

Academies should ensure that the Trust Health and Safety Advisor is aware of LPG cylinder usage, to ensure appropriate guidance is given with regards to fire risk and DSEAR considerations.

The technical publication 'Code of Guidance for the Storage of Full and Empty LPG Cylinders and Cartridges' should be referred to in order to establish LPG cylinder storage at academies is safe and appropriate. This can be accessed [here](#).

### **5.20 Gas Tanks**

All gas tanks must be designed, manufactured and installed to an approved standard to withstand everyday use and to prevent danger. The Trust will ensure the tanks, associated pipework and valves are initially inspected before they are put into service to ensure they conform to the approved standard, and be periodically examined at appropriate intervals to ensure that they remain safe while in service.

'No smoking' and other relevant signage should be clearly displayed and maintained. Ignition sources, e.g. bonfires and barbecues should not be allowed near the tank. Long grass, rubbish and any other combustible material should be kept clear of the tank. The tank should be protected from unauthorised access to reduce the chance of intentional or accidental interference.

### **5.21 Glass and Glazing**

The Workplace (Health, Safety and Welfare) Regulations 1992 require that every window or other transparent or translucent surface in a wall, partition, door or gate should, where necessary for reasons of health and safety should;

- Be made of a safety material or be protected against breakage of the transparent or translucent material; and
- Be appropriately marked or incorporate marked features so as, in either case, to make it apparent

A glazing survey will to be carried where necessary, and these will be organised centrally by the Trust.

Headteachers – be aware of the content of any glazing survey, particularly in reference to any corrective actions required.

Regional Site Managers / Site Managers / Site Assistants / Caretakers - be aware of the content of any glazing survey, particularly in reference to any corrective actions required. Be involved in any ongoing programme of inspection, risk assessment and remedial works.

Refer to Operational Safety Manual section '004 – Glazing' for guidance on compliance.

## **5.22 Hazardous Substances**

The Trust will adhere to the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and will control hazardous substances at work so they do not cause ill health.

The Trust will, in order of priority:

1. Eliminate the use of a harmful product or substance and use a safer one
2. Use a safer form of the product
3. Change the process to emit less of the substance
4. Enclose the process so that the product does not escape
5. Extract emissions of the substance near the source
6. Have as few workers in harm's way as possible
7. Provide personal protective equipment (PPE)

COSHH awareness training should be undertaken by users of hazardous substances, first aiders, fire wardens / marshals and Headteachers.

Employees must not use a hazardous substance before a COSHH assessment has been carried out.

It is the responsibility of the Headteacher and Regional Site Manager / Site Manager / Site Assistant / Caretaker to brief colleagues about the safe use of a substance prior to the substance being put into use. The findings of the COSHH assessment will be communicated to colleagues in the form of a briefing.

## **5.23 Health Surveillance**

The Trust is aware that health can be adversely affected in some workplaces. Having assessed the activities undertaken in and around Trust premises, it has been concluded that no work activities would expose employees (or others) to harmful agents at levels where health may be affected.

The Trust will always primarily aim to control hazards in the workplace and avoid the need for health surveillance.

Colleagues should discuss any concerns with their line manager. Further support can be provided via the Trust's occupational health providers as appropriate.

## **5.24 Home Working**

The Trust may require certain members of staff to work from home at times.

The line manager will carry out a risk assessment as appropriate to check whether the proposed work environment, work equipment, mental wellbeing, travelling arrangements and fire precautions are suitable for the tasks the homeworker will be carrying out. The Trust is only responsible for the equipment it supplies, but it is the employee's responsibility to rectify any flaws in the home highlighted by the assessment. Once the home workplace has passed the assessment, it is the employee who is responsible for keeping it that way.

## 5.25 Legionella

The Trust as the employer, and therefore in the eyes of the law, is the Principal Duty Holder. Headteachers shall hold the duty as the responsible person for the Trust on the control of legionella bacteria in water systems, in their respective schools. The Headteachers will also be required to nominate a Deputy responsible for their school. Day to day responsibility for Legionella management and emergency action will fall to an Appointed Person, which will generally be the Regional Site Manager / Site Manager / Site Assistant / Caretaker for the school.

The Trust will adhere to the requirements of The Control of Legionella Bacteria in Water Systems (ACOP L8) and the Control of Substances Hazardous to Health Regulations 2002 (as amended).

To comply with its legal duties, the Trust will:

- Identify and assess sources of risk (a Legionella Risk Assessment will be organised centrally for each academy, and will be subject to review every 2 years)
- Prepare a written scheme or water safety plan for preventing or controlling the risk (a Written Scheme of Control/Water Safety Plan for each academy will be commissioned centrally by the Trust, and will be subject to review every 2 years)
- Ensure suitable and sufficient resources are available
- Implement, manage and monitor all precautionary control measures identified (the Written Scheme of Control or Water Safety Plan may well require testing and maintenance to be carried out by competent third parties)
- Keep records of all such measures (tailored record forms are issued to all academies for the purpose of recording monitoring activities)
- Provide employees with information, instruction and training (all duty holders will require basic Legionella management training)

Refer to Operational Safety Manual section '002 – Legionella' for further details on compliance requirements.

## 5.26 Lettings

All hirers are to be made fully aware of, and are responsible for compliance with, the Trust's health and safety policy. Hirers will be instructed that good housekeeping within the school must be maintained and all areas used by the hirer must be left as found. Hirers will be responsible for any damages to the premises, fixtures, fittings and displays of work and are required to have appropriate indemnity insurance in place to cover any losses or damage incurred.

Prior to the initial hire session, the Trust will ensure that the hirer will meet with the academy representative or Site Manager / Site Assistant / Caretaker who will acquaint the hirer with the following:

- The school's fire and emergency plan and fire evacuation procedures
- The location of fire-fighting equipment
- Accident, incident and assault reporting procedures
- Arrangements that need to be made for out of hours security

Hirers will be instructed that they must nominate one responsible person to be in charge of proceedings. This nominated person will be responsible for initiating and organising any

emergency actions, including:

- Contacting the emergency services, the academy representative or Site Manager / Site Assistant / Caretaker in the event of an emergency. The responsible person must also be in possession of a mobile phone in the event of a communications failure or being unable to access a landline
- Providing sufficient first aid equipment and qualified first aiders for the people attending their classes/events
- Informing the Head Teacher of all emergencies at the earliest opportunity ideally no later than the next working day

Hirers will also be expected to provide evidence of Public Liability insurance cover to a value of £10M (unless previously agreed otherwise with the Director of Operations).

Hirers will be instructed that they ensure adequate security controls remain in place during occupancy. Should intruders be sighted on school premises, hirers are instructed not to attempt to intercept or challenge them, but to inform the Emergency Services and Regional Site Manager / Site Manager / Site Assistant / Caretaker, however all fire exits and escape routes must be accessible and operable (without the use of a key) at all times during building occupation.

Hirers are also required to ensure that the premises is used and accessed in a way considerate to neighbouring properties, particularly with reference to noise.

Where the letting of academy premises involves the participation of pupils, the academy will require users to prepare and submit, prior to the hiring commencing, and a system of work for the following:

- The safe arrival and departure of pupils to/from the activity.
- Responsibility for transferring pupils from class to the activity and from the activity to parents / guardians.
- The security of pupils during the activity.

Hirers may also be required to provide Disclosure Barring Service (DBS) information as appropriate prior to the letting commencing.

Hirers will be instructed not to obstruct the academy entrances with vehicles etc. in the event that emergency access to the school is required by emergency services and the entrance to the site or access to fire hydrants remains available.

A strict no smoking and alcohol policy exists in academy buildings and on the academy site. Hirers will be instructed that this must be adhered to at all times.

When activities are concluded the Regional Site Manager / Site Manager / Site Assistant / Caretaker will be informed in order that the buildings can be secured. At no time must the building be unsecured and unoccupied.

## **5.27 Lone Working**

Employees may be required to undertake lone working.

- Lone working should only take place when all other options have been exhausted and should be subject to prior risk assessment
- Control measures in the risk assessment must be adhered to and be appropriate to

the activity being undertaken

### **5.28 Manual Handling**

The Trust will follow the hierarchy of measures as defined within The Manual Handling Operations Regulations 1992 (as amended) to reduce the risks arising from manual handling activities.

The Trust will avoid manual handling operations so far as is reasonably practicable.

The Trust will assess any hazardous manual handling operations that cannot be avoided; and reduce the risk of injury so far as is reasonably practicable.

Regional Site Managers / Site Managers / Site Assistants / Caretakers are required to undertake online Manual Handling training.

Refer to Operational Safety Manual section '009 – Manual Handling' for further details on basic compliance requirements.

### **5.29 Monitoring of Safety Systems**

To ensure the effectiveness of the safety management system a range of procedures shall be maintained;

- Regular discussions of health and safety matters between Line Management and their Teams. Time will be set aside where concerns may be raised
- A schedule of regular checks will be carried out by Regional Site Managers/Site Managers/Site Assistants/Caretakers
- Annual review of accident statistics by school leaders and Trust management

### **5.30 Missing Persons**

If an adult was reported to be missing, the Trust would carry out the following actions:

- Note the name and time of the person who went missing or was last seen
- Establish who last saw the missing person, where and when
- If applicable to a Trust setting, ensure academy entrance is supervised and access or egress is managed
- If applicable to a Trust setting, a complete sweep of the setting is to be carried out by a member of staff
- Contact the police immediately if person not found

If a pupil was reported missing, actions should be followed as described within the Trust's 'Missing Pupil Policy'.

### **5.31 Noise**

It is the aim of the Trust to protect workers from excessive noise in their place of work and avoid the possibility of hearing damage being inflicted. As directed by the Control of Noise at Work Regulations 2005 the Trust will;

- Assess the risk to employees from noise at work
- Take action to reduce the noise exposure that produces those risks

- Provide employees with hearing protection if the noise exposure cannot be reduced by other methods
- Make sure the legal limits on noise exposure are not exceeded
- Provide employees with information, instruction and training
- Carry out health surveillance where there is a risk to health

### **5.32 Personal & Respiratory Protective Equipment (PPE/RPE)**

The Trust will provide PPE/RPE to employees and limb (b) workers (can be understood as dependent contractors) in situations where hazards cannot be adequately controlled by other means. In accordance with the Personal Protective Equipment at Work Regulations 1992 (as amended) the Trust will ensure that PPE:

- Is properly assessed before use to ensure it is suitable;
- Is maintained and stored properly;
- Is provided with instructions on how to use it safely; and
- Is correctly used by employees.

Face fit testing may be provided where necessary. Refer to Operational Safety Manual section '014 – Personal Protective Equipment (PPE)' for further details on basic compliance requirements.

### **5.33 Contractor Authorisation**

The Trust has introduced a contractor authorisation process for all construction work. This authorisation considers, but is not limited to, contractor competency, insurance, Construction Phased Plans (CPPs), Risk Assessment and Method Statements (RAMS), etc.

Refer to Operational Safety Manual section '011 – Contractors' for further details on basic compliance requirements.

### **5.34 Pest Control**

The Trust recognises the importance of protecting the public from the threats to public health associated with pests. Rodents and other pests can cause serious damage to buildings, destroying insulation, causing electrical fires and damage to other structural components of buildings.

Regional Site Manager / Site Manager / Site Assistant / Caretaker and kitchen staff working within the Trust's premises must keep alert to any signs of infestation. In addition, they should:

- Regularly inspect the premises for signs of pests on a weekly basis, including storerooms; food stores; kitchens and waste retention areas
- Regularly inspect the premises also for any situation that may encourage or support pest infestations
- Remedy any situation found through inspection as soon as possible to minimise the impact and spread of the infestation
- Employ a pest control specialist service

Data sheets and method statements must be obtained from the pest control company prior to commencement of any works, in order that risk assessments can be carried out to minimise the effects of any harmful process/substance used during pest extermination, in liaison with the Trust Health and Safety Advisor.

Any chemicals used as part of a pest control strategy must be appropriate for a school environment and ensure the safety of building occupants, particularly young children or people with learning difficulties.

### **5.35 Portable Electrical Equipment**

Portable electrical equipment should be subject to routine testing, which will be coordinated by the Regional Site Manager / Site Manager / Site Assistant / Caretaker.

Emphasis is on appropriate inspection and testing to ensure portable electrical equipment is safe to use, and arrangements should reflect the nature of the activities carried out with the equipment and the environment in which it is operated.

Equipment users should be given appropriate guidance on the daily user checks to be carried out as appropriate.

- Portable Electrical Tools Pre-Use Checks – pre-use checks should be carried out on portable electrical tools by the user. This will generally relate to the Regional Site Manager/Site Manager/Site Assistant/Caretaker (and not users of low-risk office type equipment).

### **5.36 Risk Assessment**

In accordance with The Management of Health and Safety at Work Regulations 1999, the Trust and its schools will carry out suitable and sufficient risk assessments for its activities. From these risk assessments, suitable controls will be established, and a safe system of work produced.

To facilitate uniformity of risk assessment throughout the Trust, a software package called Pegasus Pro has been made available to all schools. All persons that are required to carry out risk assessments will receive familiarisation training on Pegasus Pro and further training on the principles of risk assessment.

All risk assessments shall be done in liaison with our health and safety advisor.

All risk assessments shall form part of a risk register, which will be subject to regular review.

Refer to Operational Safety Manual section '013 – Risk Assessment' for further details on basic compliance requirements.

### **5.37 Security**

The Trust and Headteachers will ensure that procedures are in place to ensure the security of its staff, pupils and visitors.

Academies must undertake an annual review of security risk assessments (in conjunction with our health and safety advisor) and undertake regular routine security checks. All crimes or security concerns are to be reported to the police and to the Trust. The Headteacher will also report regularly to the Governing Body.

The Headteacher is responsible for the security of the premises during the school day; in their absence a person will be nominated to assume this responsibility.

All staff are to be made aware of the security procedures and know how to:

- Ensure safeguarding
- Lockdown
- Guard against assault
- Safeguard property
- Contact the police/emergency services

New staff are to be informed of the academy's security arrangements and of their responsibilities when taking up their post.

The Regional Site Manager / Site Manager / Site Assistant / Caretaker is responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week and pre-arranged out of hours community use.

As pupils progress through the school, they are made increasingly aware of the security arrangements. They will be encouraged to assist with these when possible. The pupils will be taught about personal safety and social responsibilities.

The Headteacher will be aware of any special concerns regarding pupils (e.g. pupils on the Child Protection Register/looked after children/those who may be abducted/ those who may run away and any who are subject to Care Orders) and parents, carers and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any pupils who require special care and sensitivity.

The parents and carers of pupils are kept fully informed of security procedures as appropriate.

Detailed reference should be made to the Trust's Child Protection and Safeguarding policy.

### **5.38 Slips, Trips and Falls**

Slips, trips and falls will be minimised by the Trust by:

- Ensuring surfaces are clean and dry
- Ensuring any leaks from machinery or buildings are repaired
- Ensuring any loose, damaged or worn flooring is replaced as necessary
- Ensuring lighting is sufficient
- Ensuring any slopes or steps are clearly visible

Employees should assist by:

- Maintaining good standards of general housekeeping and keeping walkways and work areas clear of obstructions
- Quickly cleaning up any spillages
- Wearing appropriate footwear
- Avoiding rushing

Refer to Operational Safety Manual section '008 – Slips, Trips and Falls' for further details on basic compliance requirements.



### **5.39 Smoke Free Environment**

The Trust will ensure that all employees and the public are protected from the harmful effects of second-hand smoke by providing a smoke free workplace. This is inclusive of all work vehicles, where provided, and client premises. Vaping is also prohibited.

### **5.40 Sunlight**

Too much sunlight is harmful to your skin. A tan is a sign that the skin has been damaged. The damage is caused by ultraviolet (UV) rays in sunlight. You should take particular care if you have:

- Fair or freckled skin that doesn't tan, or goes red or burns before it tans
- Red or fair hair and light-coloured eyes
- A large number of moles

People of all skin colours should take care to avoid damage to the eyes, overheating, dehydration and sunburn.

To protect yourself or those in your care, you, and those in your care, should:

- Keep your top on
- Wear a hat with a brim or a flap that covers the ears and the back of the neck
- Stay in the shade whenever possible, during your breaks and especially at lunch time
- Consider use of a high factor sunscreen on any exposed skin
- Drink plenty of water to avoid dehydration

Employees should check their skin regularly for any unusual moles or spots. See a doctor promptly if you find anything that is changing in shape, size or colour, itching or bleeding.

### **5.41 The Construction (Design and Management) Regulations 2015**

Some of the Trust's core activities are construction related and CDM (2015) will form the cornerstone of the Trusts arrangements from a health, safety and welfare standpoint. The Trust, during its activities, will at times hold various duties. A summary of duties is scheduled as follows:

When assuming principal designer duties, The Trust will ensure that it:

- Plans, manages and monitors the pre-construction phase
- Coordinate matters relating to health and safety in the pre-construction phase of a project
- Identifies, eliminates or controls foreseeable risks
- Ensures designers carry out their duties
- Prepares and provides relevant information to other duty holders
- Provides relevant information to the principal contractor to help them plan, manage and monitor and coordinate health and safety in the construction phase

When assuming principal contractor duties, The Trust will ensure that it:

- Plans, manages and monitors the construction phase.
- Coordinates matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health and safety
- Takes into account the general principles of prevention (see Appendix 1 of HSE publication L153)
- Draws up a construction phase plan prior to setting up the site
- Organises cooperation between contractors
- Provides suitable site inductions
- Takes steps to prevent access by unauthorised persons to the construction site
- Provides facilities that comply with the requirements of Schedule 2 throughout the construction phase
- Liaises with the principal designer for the duration of their appointment and share with them information required during the pre-construction phase
- Consults workers or their representatives in good time on matters connected with the project which may affect their health, safety or welfare

When assuming contractor duties, the Trust will ensure that it:

- Does not carry out construction work in relation to a project unless satisfied that the client is aware of their duties under the Regulations
- Plans, manages and monitors construction work carried out by our workers or workers under our control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- Complies with directions given by the principal designer or principal contractor, or parts of the construction phase plan that are relevant to the works, where more than one contractor is working on a project
- Takes account of the general principles of prevention and draws up a construction phase plan prior to setting up the site, where a sole contractor is working on a project
- Appoints persons appointed to work on the site who have the necessary skills, knowledge, training and experience to carry out the tasks allocated
- Provides the appropriate supervision, instructions and information so that work can be carried out, so far as is reasonably practicable, without risks to health and safety
- Will not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
- So far as reasonably practicable meets the requirements of Schedule 2 are complied with so far as they affect us or any worker under our control.

When assuming designer duties, The Trust will ensure that:

- The client is aware of their duties (unless there is a Principal Designer on the project who would assume this duty)
- When producing or modifying designs it shall take account of the general principles of prevention
- Designs comply with the Workplace (Health, Safety and Welfare) Regulations 1992
- Designs consider other factors such as cost, fitness for purpose, aesthetics and environmental impact
- The level of information provided to those that need it is proportionate to the risks remaining
- It will take account of any/all pre-construction information provided by the Client or Principal Designer

- It cooperates fully with other duty holders

## **5.42 Training**

The Trust recognises the value of having a skilled and motivated workforce and will develop a training culture within the organisation to maximise the potential of its workforce. It also acknowledges that suitable health and safety training is a positive step to reduce the number of accidents that could possibly occur. To comply with the law, employees need to have the skills, knowledge and experience to carry out their duties safely.

New employees will undergo training applicable to their role. Details of the Trust's structure and general procedures will be communicated by the line manager. In addition, the induction will outline the organisation's general health and safety policy and how it affects the employee, as well as the responsibilities placed on the employee in respect of health and safety within their employment.

General training direction and co-ordination will be given by the Trust's Health and Safety Advisor and will be recorded on a Training Schedule document. Suitable courses, updates, and refresher courses will be given to employees from time to time as required. The Trust's Head of Professional Development will also have a responsibility to identify training needs of employees with assistance from the Trust's Health and Safety Advisor when required.

## **5.43 Tree Maintenance**

The Trust will follow the guidelines as laid down by the National Tree Safety Group and the Arboriculture and Forestry Advisory Group (AFAG) and will take a balanced and proportionate approach to tree safety management.

Tree climbing operations shall be limited to contractors who have demonstrated appropriate levels of competence and are able to provide evidence that the work is properly planned, organised and supervised.

Each school/college should initially carry out a suitable and sufficient risk assessment of their grounds, in liaison with the Trust Health and Safety Advisor, to determine the level of risk present. The conclusion of the risk assessment will help to determine the level of tree inspections to be carried out, and whether the risk is high enough to warrant the need to bring in external competent help.

Refer to Reach South Operational Safety Manual Section 005 'Tree Management' for further details.

## **5.44 Trips/Off-site Activities**

All off-site activities must only proceed with the prior approval of the Headteacher and Trust, following the production of a risk assessment in liaison with the Trust's Health and Safety Advisor. Parental/carer's consent will be required for all off-site activities.

To enable parents and carers to make informed decisions about their child's participation in adventurous activities, the school must provide parents and carers with sufficient detail of the planned activity.

All adventurous activities must be overseen by suitably qualified professionals in accordance with the requirements of the Trust's policy and activity risk assessment.

Teachers must ensure that emergency contact details always accompany any off-site party and that a home contact is appointed. There must always be adequate first aid provision with appropriately qualified first aiders for all off-site activities.

When external providers are used for the delivery of activities for the Trust, the external provider must hold a relevant accreditation or qualification for the activity they are delivering (e.g. AALA Licence, Adventure Mark Accredited Provider, Government Agency, National Governing Body qualifications) as well as adequate insurance cover.

For further guidance please see the Trust Educational Visits policy [here](#).

#### **5.45 Vibration**

The Trust will assess risk of exposure to harmful vibration and will identify measures to eliminate or reduce the risk accordingly. Where a residual risk remains, the Trust will, when required by the Control of Vibration at Work Regulations 2005, provide the necessary health surveillance.

All workers who will use vibrating equipment as part of their duties will receive information and training on the potential risks from harmful vibration.

#### **5.46 Violence and Harassment**

The Trust will safeguard so far as is reasonably practicable all employees, students and visiting public, and contractors against all forms of violence and harassment from other employee's and members of the public. This will include:

- Physical
- Verbal
- Mental abuse
- Discrimination
- Harassment and bullying
- Racial
- Threat: verbal or written
- Sexual assault or harassment

To achieve this, the Trust:

- Ensures, so far as it is reasonably practicable, the health, safety and welfare at work of its workers
- Assesses risks to workers (including the risk of reasonably foreseeable violence), decide how significant these risks are, and decide what to do to prevent or control the risks
- Establishes clear grievance and disciplinary procedures
- Consults with the workforce and their representatives about risk assessments and action arising from them

Reference can also be made to the Trust's suite of policies with regards to safety in school and the workplace.

If any injury or absence from work of more than seven days results from any form of abuse or violence this must be reported to the HSE via the Trust's Health and Safety Advisor under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, and in some instances reported to the police.

#### **5.47 Welfare Facilities**

The Trust will ensure that adequate welfare facilities are provided in the Trust's premises and will be guided by the Workplace (Health, Safety and Welfare) Regulations 1992.

These facilities shall include:

- Suitable and sufficient sanitary conveniences
- Suitable and sufficient washing facilities
- Adequate ventilation
- Suitable temperatures in indoor places (minimum 16 degrees Celsius where the activity is mainly sedentary and 13 degrees Celsius if the work involves physical effort).  
*Note that classroom temperatures should be a minimum of 18 degrees Celsius*
- Sufficient lighting to enable people to work and move about safely
- Suitable cleaning and the removal of waste
- Enough free space to allow people to move about with ease
- Suitable workstations and seating
- An adequate supply of wholesome drinking water
- Suitable facilities for changing and storage of clothes where necessary
- Suitable and sufficient facilities for rest

#### **5.48 Work at Heights**

The Trust will reduce the potential for injuries from work at height by compliance with the requirements of The Work at Height Regulations 2005 and will ensure that such work is;

- Avoided if it is reasonably practicable to do the job another way
- Carried out using appropriate equipment to prevent falls
- Organised so that the distance and possible consequences of any fall are minimised
- Risk-assessment based
- Properly planned and supervised by a competent person(s)
- Carried out by competent operatives

No working at height is to take place without prior consent of the Trust's Health and Safety Advisor.

##### **5.48.1 Ladders and Stepladders**

The use of ladders and stepladders will be limited to access provision and short-term working where other methods are not practicable. It is the Trust's policy that all ladders/stepladders shall be EN131 Professional. Under EN131 Professional standards, any leaning ladder over 3 metres will require a stabiliser bar. Ladders/stepladders shall be subject to pre-use checks and shall be formally inspected at six monthly periods.

##### **5.48.2 Mobile Tower Scaffolds**

Tower scaffolds shall be erected, altered and dismantled by a competent person. The Trust shall adopt the PASMA training scheme as its appropriate qualification.

The relevant components show no signs of rust or damage. The mobile tower scaffold must be subject to the appropriate formal inspections prior to the first use after erection, after every seven days of being erected, following adverse weather conditions and after any alterations.

A suitable means of access to be provided inside the tower.

Toe boards and guardrails must be provided at suitable heights (toe board 150mm, intermediate guard rail 470mm and top guard rail 950mm). Pre-use checks to be carried out that consider the weather and ground conditions. Guidelines are to be followed in relation to the height to base width ratio.

### **5.48.3 Powered Access Equipment**

All contractors must ensure that only a competent person shall only use powered access equipment. No direct employee of the Trust is permitted to use powered access equipment without express authorisation from the Director of Operations.

### **5.49 Work Equipment**

The Trust will ensure that equipment provided for use at work is:

- Suitable for the intended use
- Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure that this remains the case
- Used only by people who have received adequate information, instruction and training
- Accompanied by suitable safety measures, e.g. protective devices, markings, warnings

The Trust will also ensure that:

- Adequate measures are taken to control the risks from 'kickback', such measures would include ensuring that cutting tools and blades are kept in good condition
- No tool should be run at speeds greater than the safe working speed marked on the tool itself or specified in information supplied by the manufacturer or supplier of the tool
- Guarding present on machinery provides a sufficient degree of protection in the event of the cutter or tool disintegrating or the cutter being ejected.
- Braking devices are fitted to reduce the rundown time of cutting tools on woodworking machinery, preferably within ten seconds of the machine being shut down, where risk assessment shows that this is necessary.
- There are suitable means for dealing with dust at source should be fitted and used where appropriate (local exhaust ventilation, on tool extraction, dust suppression)

The Headteacher is responsible for ensuring the proper maintenance for all work equipment is carried out in accordance with regulations or the manufacturer's guidance. They will also ensure that all safety devices on existing and new equipment if present are in working order.

They will also ensure that all new equipment purchased shall have reduced noise and vibration output where practicable.

It is the responsibility of the Headteacher to ensure employees have had the appropriate information, instruction and training to operate specialist equipment in the workplace.

Trust procedures will reflect the requirements of The Provision and Use of Work Equipment Regulations 1998 (as amended).

All equipment owned or used by the Trust for lifting or lowering loads, will;

- Be strong or stable enough for particular use and will be marked to indicate safe working loads
- Be used safely by competent persons
- Be subject to thorough ongoing examination and, where appropriate, inspection by competent people.

The Trust will comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998.

Any hired equipment shall be subject to the same scrutiny and procedures as owned equipment.

Any equipment deemed unsafe for use must be withdrawn from use and brought to the attention of Headteacher.

### **5.50 Work Related Road Safety**

Some of the Trust's work activities involve driving on the public highway. All employees are expected to comply with road traffic legislation, which is managed by the Department for Transport.

The Trust also allows the use of privately-owned vehicles, and they will ensure that drivers are:

- Communicating to the Trust if they have any issues that could foreseeably affect their ability to drive safely
- Licensed to drive the vehicle to be driven
- Carrying insurance for their them and their vehicle to cover any work activities they undertake

The Trust will ensure that vehicles it owns or leases are:

- Fit for the purpose for which they are used
- Maintained in a safe and fit condition

Journey planning shall:

- Take account of appropriate routes
- Incorporate realistic work schedules
- Not put drivers at risk from fatigue
- Take sufficient account of adverse weather conditions

Mobile phones whilst driving:

- Never use or hold a hand-held mobile phone when driving or when the engine is running (also applies to sat nav, tablet, or any device that can send or receive data).
- Drivers who wish to use a mobile phone to make a call should safely stop and park before making a call (unless you need to call 999 or 112 in an emergency and it is unsafe or impractical to stop)
- Where a call is received on a hands-free mobile phone whilst driving, the driver should ensure that the call is as brief as possible
- Office-based staff should avoid making calls to staff who they know are driving

Smoking and vaping is prohibited in Trust owned vehicles at all times, and privately owned vehicles at times when they carry passengers and are on Trust business.

Refer to the Trust's 'School Vehicle Policy' for further guidance.

#### **5.51 Waste**

The Trust will dispose of waste properly and in an acceptable manner that complies with current legislation.

The Trust mainly generates 'domestic' waste i.e. paper, cardboard and food etc. However, disposal of non-domestic, hazardous waste should be referred to the Headteacher responsible for safety and or our appointed safety consultants, who will advise on suitable collection and disposal.

The Trust and its schools will endeavour to recycle materials wherever possible.



## POLICY HISTORY

Date	Summary of change	Contact	Policy Implementation Date	Review Date
June 2019	Version 1 created	Operations	June 2019	October 2022
September 2022	5.14 Extreme Weather 5.26 Violence and Harassment 5.48.1 Ladders and Step-ladders 5.48.2 Mobile Tower Scaffolds 5.48.3 Powered Access Equipment	Operations	October 2022	October 2023
June 2023	Throughout policy – general amendments to role and document titles 5.25 Legionella – added new document title 5.28 Manual Handling – cross referenced to Operational Safety Manual 5.32 Personal & Respiratory Protective Equipment (PPE/RPE) - cross referenced to Operational Safety Manual 5.33 Permit to Work – cross referenced to Operational Safety Manual. Changed to ‘Contractor Authorisation’ 5.36 Risk Assessment - cross referenced to Operational Safety Manual 5.38 Slips, Trips and Falls - cross referenced to Operational Safety Manual 5.48.1 Ladders and step-ladders – change to standards reference	Operations	September 2023	June 2024
June 2024	Amendments to policy: 4. Organisation for health and safety 5.2 Alcohol and Drugs 5.8 Consultation 5.10 Contractors Competency and Management 5.16 First Aid 5.33 Contractor Authorisation 5.44	Operations	September 2024	June 2025