

The Olympus Academy Trust Health & Safety Policy

Document Summary

| | |
|--------------------------------------|------------------------------|
| Document Owner: | Head of Business Operations |
| Version: | 3.0 |
| Document Status: | Approved |
| Date Last Approved: | 1 st April 2021 |
| Date of Next Review: | 31 st March 2022 |
| Review Frequency: | Annual |
| Owner: (Olympus or School) | Olympus Academy Trust |
| Governing Committee: | Audit & Risk Committee (ARC) |
| Statutory or Optional policy: | Statutory |
| Appendices: | None |
| On Trust Website? | Yes |
| On School Websites? | Yes |

Amendment History

| Version | Amendment Date | Author | Amendment Summary |
|-------------|-----------------------------|--|---|
| v2.2 | 23 rd March 2020 | Head of Business Operations | <ul style="list-style-type: none"> Annual Review. No amendments |
| v2.2 | 31 st March 2020 | | <ul style="list-style-type: none"> Approved by the Olympus Board of Trustees Policy issued. |
| v2.3 | 1 st March 2021 | Health, Safety and Premises Compliance Officer | <ul style="list-style-type: none"> Annual Review No amendments. |
| v2.3 | 11 th March 2021 | | <ul style="list-style-type: none"> Approved by Audit & Risk Committee |
| v2.3 | 1 st April 2021 | | <ul style="list-style-type: none"> Approved by the Board of Trustees |
| v3.0 | 1 st April 2021 | | <ul style="list-style-type: none"> Policy Issued |

1. Statement of Intent

1.1 It is the policy of The Olympus Academy Trust to ensure so far as is reasonably practicable, the health, safety and welfare of its employees whilst they are at work, and the protection of others including members of the public and contractors who may be affected by the Trust's undertakings. The Trust fully accepts its responsibilities to comply with the Health and Safety at Work etc. Act 1974 and all other related and relevant legislation, and is totally committed to the creation and maintenance of a positive health and safety culture throughout the organisation. The Olympus Academy Trust and academies within the Trust will take every reasonable measure, including the provision of adequate resources, to discharge its responsibilities to achieve the following objectives:

- To set and maintain high standards for health and safety throughout the Trust;
- Provide a safe and healthy place of work and working environment, including access and egress, provision and maintenance of safe working systems, plant and equipment;
- Identify risk set in place programmes to remove or reduce those risks
- Provide information, instruction, training & supervision to enable employees and others to safely, to recognise and minimise hazards, and to contribute positively to health and safety at work
- Consult with employees either directly or via their representatives;
- Develop and deliver campaigns etc. to promote and encourage safety and health awareness of employees, learners, young persons and others;
- Ensure that the health and safety of the general public including contractors is protected when they are on the Trust's premises or affected by the Trust's activities, especially in relation to learners and young persons;
- To ensure that adequate consideration is given to the protection of the environment;
- This policy will be brought to the attention of all employees, associated company employees and contractors. This statement will be regularly reviewed, and any revision brought to the notice of employees and others.

Signed

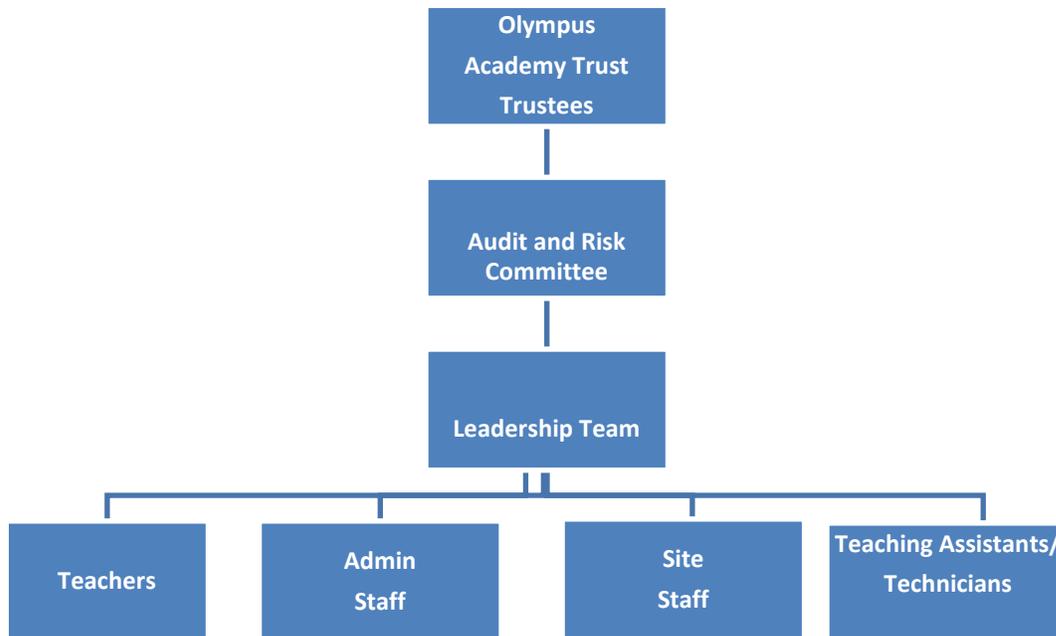


Dave Baker
Chief Executive Officer
1st March 2021

On Behalf of The Olympus Academy Trust

2. Organisation & Responsibilities

2.1 Organisation Structure



2.2 The Duties of the Board of Trustees (the employer)

The Board of Trustees has overall responsibility for ensuring compliance with this Safety Policy Document.

The Board of Trustees has the responsibility to ensure that:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.

- Sufficient funds and resources are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The Trust's health and safety policy along the individual school toolkits and performance are reviewed annually.

2.3 All Trust personnel and those who appoint others to carry out duties on behalf of The Olympus Academy Trust, are required to ensure that those persons are competent and have adequate resources with regard to health and safety. They are to ensure, so far as is reasonably practicable, the prevention of ill health and the avoidance of accidents.

2.4 In order to promote safe and healthy workplaces, the following responsibilities have been established:

- **Chief Executive Officer (CEO), The Olympus Academy Trust**

The CEO has established the overall Health and Safety Policy of The Olympus Academy Trust and has responsibility for ensuring that the policy is implemented and monitored at all levels.

- **All Members of the Senior Leadership Team, including the CEO**

All Trust and senior leaders are responsible for implementing The Olympus Academy Trust Health and Safety Policy along with any other subsidiary policies and procedures within their areas of control and must ensure that risks are identified and avoided or controlled within those areas. They must ensure that adequate resources are provided and that those specifying, purchasing or hiring equipment or materials give adequate consideration to health and safety.

Adequate information related to health and safety must be obtained and passed on to relevant staff, contractors, members of the public, statutory authorities and clients.

- **OAT Health & Safety Lead**

The OAT Health & Safety (H & S) Lead will provide health and safety advice to Head Teachers, Business Managers and others in the academies and will act as a central point for H&S coordination in the Trust. This role will be supported by SafetyMark, the Trust's external H&S advisors. The OAT H&S Lead will undertake appropriate H&S training, attend school H&S Committee Meetings and oversee the SafetyMark action plans for each school.

- **Head Teachers**

The Head Teacher has day-to-day responsibility for ensuring compliance with this Safety Policy Document. The Head Teacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the Academy, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Head Teacher will maintain the profile of health and safety within the Academy by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

- **Business Managers**

The Business Manager in each secondary academy organises and chairs a Health and Safety Committee and reports back to the Audit and Risk Committee. They carry out periodic health and safety audits to ensure that the Site Managers and departments are fulfilling their requirement to monitor, review and record safe systems of working within their Academies. They will seek support and professional advice from external advisors as necessary.

The Head Teacher, or Business Manager in each secondary academy, will assume day to day responsibility for health and safety matters and are responsible for ensuring that appropriate action is taken to mitigate/resolve any health and safety issues that arise. This may include referring issues to the Headteacher or other relevant Trust personnel.

- **Site Managers**

The Site Managers in each academy all hold relevant Health and Safety qualifications and have up to date training as necessary to carry out the role. They advise the relevant Head Teacher and/or Business Manager ensuring that details related to health and safety management are passed on. They provide support and advice to managers and staff.

The Site Managers will undertake periodic health and safety audits to ensure the site they are responsible for are following safe systems of work.

- **Line Management**

All Trust managers or Heads of Department where appointed, are responsible for:

- The practical implementation of the Health and Safety Policy and other subsidiary policies and procedures, and will abide by the requirements of the Health and Safety at Work Act 1974 and other relevant legislation.
- Ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees or others affected by their activities.

- Ensuring adherence to a safe system of work by employing competent employees and contractors.
- Ensuring that their area of responsibility is subject to risk assessment, regular inspections and adequate supervision.
- Ensuring that all accidents, incidents, dangerous occurrences and near misses within their area of responsibility, are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action is taken where necessary.
- Making adequate consideration to health and safety when specifying, purchasing or hiring equipment or materials and ensuring that contractors under their control do likewise where applicable.

- **Individual Responsibilities**

All employees are required to:

- Cooperate in the implementation of the requirements of all health and safety legislation, related codes of practice and safety procedures / instructions.
- Refrain from doing anything or omitting to do anything that causes danger to themselves or others.
- Immediately bring to the attention of their Line Manager or Site Health and Safety Representative, any situation or practice of which they are aware, which may lead to injury or ill health.
- Take responsibility for good housekeeping in the area within which they work.
- Report all accidents, incidents, dangerous occurrences and near misses in accordance with the Trust's guidelines.
- Follow the advice given in health and safety training in order to control workplace risks.
- Take responsibility for their own health and safety.

- **Contractors**

All Contractors working on The Olympus Academy Trust premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on The Olympus Academy Trust premises (or elsewhere on the Trust's behalf), the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

- **Communication**

The name of the person/s appointed with responsibility for health and safety on The Olympus Academy Trust or associated premises will be clearly communicated. The designated person with site responsibility will ensure that any relevant information, to ensure the control of risks at that premise, is communicated to all staff and visitors. All Trust and associated personnel should read the Site Health and Safety Arrangements Poster, wherever they work.

- **Consultation & Training**

The CEO of The Olympus Academy Trust along with Senior Leaders and Managers of each academy under its overall jurisdiction are committed to involving employees at all levels in the maintenance of Health and Safety standards. External Health and Safety Consultants will be used to provide professional health and safety advice, as required.

3. **Arrangements**

3.1 Our policy and organisational responsibilities are detailed in Parts 1 and 2 of our Health and Safety Management System, above. This section, Part 3, details our arrangements for planning, implementing, monitoring, auditing and reviewing our Health and Safety Management System.

3.2 **Health & Safety Policies**

Each academy within the Trust is to have its own health and safety policy toolkit clearly committing the academy to the introduction of safety strategies proportionate and commensurate to the risks presented to them. The Health and Safety Policy will be the overarching policy for the Trust with each school having its own toolkit underneath this policy.

The policy will include an organisation section detailing the duties of:

- The Governing Body
- The Head Teacher
- Employees
- Health and Safety Representatives
- Temporary Staff
- Teaching Staff
- Teaching Assistance
- External Visit Coordinators
- Site Manager
- Business Manager
- Volunteer and Parent Helpers
- Any other person with key health and safety duties.

Within the organisation section there should also be a statement explaining the level of personal responsibility expected from learners.

The third and final part of the policy should detail arrangements for implementing and maintaining the health and safety performance standards detailed in these arrangements, (Part 3).

To assist our academies with writing an effective safety policy, the Trust has developed a Health and Safety Toolkit. The toolkit consists of a set of documents that can be readily adapted to build a robust policy that reflects the standards required by the Trust's corporate health and safety policy.

3.3 Planning & Implementation

The Trust requires mechanisms to be in place to provide assurances that policy requirements are being introduced, maintained and effectively implemented to provide high standards of safety performance in all of our academies.

3.4 Planning to Achieve Performance.

Each academy shall adopt a systematic and planned approach to implementing safety management systems that meet the obligations placed on them. They shall demonstrate high standards of safety performance, based upon legislation, the requirements set by the Trust and safety objectives and targets set by capability requirements. The steps to achieve this are generic with the degree of rigour applied being proportionate to the risk.

3.5 Risk Management

Risk assessments are a critical and key component of effective health & safety management. The Trust's approach and policy for safety risk management shall be based on principles of:

- Clear ownership of risk.
- Clear delegation of authority.
- Proportionate risk management and control measures in accordance with a recognised standard.
- Appropriate monitoring, inspection and audit.
- Common policies and standards.
- Transparency of risks.
- Auditable trail of decisions.

Health and safety risk assessment is not to be confused with the Risk Management Policy which assesses corporate risk management.

The responsibility for completing assessments and implementing controls falls to our academies. They are to identify in their policy line managers to undertake this function as part of their normal duties.

Most risk assessments will be straightforward in nature, concerning workplace risk assessment. However, there will be instances of complex risk where it will be necessary to request assistance from our contract safety advisor. The outcome of the process shall be the identification and implementation of adequate control measures to minimise harm to people.

Significant residual risks, or where adequate control cannot be achieved, shall be reported up the management chain for action at the appropriate level. (Note; it may be necessary to stop the process until a satisfactory solution is implemented).

The degree of rigour applied by duty holders to the management of safety risks shall be proportionate to the magnitude and complexity of the individual situation.

The following approach shall be applied by duty holders to ensure effective risk management:

- Risk Identification – There must be a clear description of what the activity leading to the risk is and the threat it poses to the objectives and outputs.
- Risk Assessment – Identified risks shall be assessed in terms of likelihood of them occurring and the consequences should they occur. Consideration shall be given to all those people potentially affected. This shall be translated into an indication of the risk level e.g. low, medium, high.
- Risk Management – For effective management of the risk, an owner, with the authority to determine the degree of mitigation they wish to apply to ensure the tolerability of the risk, shall be identified.
- Risk Reporting – The risks identified; details of the owner and control measures in place shall be compiled to form a safety risk register. Risks requiring further mitigation shall be included in a risk reduction program.
- Risk Review – Mitigation measures must remain effective; if they become degraded the likelihood of the risk coming to fruition will increase. To prevent this, managers shall assure themselves periodically that mitigation measures remain proportionate and effective.
- The Trust shall be aware of the corporate risks from risk reports, health and safety group meetings and performance review activities which are reported to the Audit and Risk committee on a regular basis.

3.6 Objectives & Targets

Setting of objectives and targets is an integral part of all management systems. Consequently, the Trust's plan contains strategic objectives, including those for safety, together with targets for their implementation. They are directed at all our academies in order to help prevent accidents & incidents, and to ensure the provision of safe equipment and safe systems of work.

Safety objectives made to enable continuous improvement are aimed at our academies and shall be cascaded down the line management chain. In addition to the suite of safety related objectives and targets placed upon them, Managers shall additionally set objectives and targets to improve safety performance throughout their remit and include them in their management plans. The extent of this shall be driven by review of safety performance data and identified safety risks. There shall be proportionality and linkage of objectives and targets at all levels within the Trust.

3.7 Action Plans & Tasks

The achievement of objectives and targets shall be a key indicator of safety performance. Each academy will be expected to undertake a health and safety audit from the Trust's external health and safety advisors, SafetyMark within the first 3 months of joining the Trust and every 2 years thereafter. Each academy shall be committed to completing the actions identified in this audit.

Managers shall demonstrate that they adopt a planned approach to their achievement. This shall typically be in the form of a safety action plan which includes:

- Measures to be taken to achieve objectives and targets.
- Actions to manage risks identified in the risk registers.
- Actions to rectify deficiencies identified via performance measurement and audit.
- Any additional requirements the duty holder has identified.

All significant activities shall be included in an Action Plan published by each academy. The plan should reflect targets set by the Trust, but can be refined and supplemented as necessary to encompass local issues as well as detailing how the Trust's Action Plan will be achieved.

Plans will be reviewed at least annually. The Trust's current Action Plan is attached as Annex A to this document.

3.8 Measuring Performance

It is essential that effective mechanisms exist to feedback performance information for review in the continuous improvement cycle. Effective feedback is to be encouraged to ensure that safety policies, standards, arrangements and regulations remain effective and that opportunities for improvement are identified and taken.

All of our academies shall measure how effectively safety requirements have been implemented and risks are controlled across their area of responsibility. This shall include how well the safety culture is being developed and the currency of standards and best practice. There are a wide range of techniques that can be applied to measuring performance. These fall into two broad categories; active and reactive. The techniques outlined below shall be considered as the basic minimum for application.

3.9 Active Management

Active Measuring techniques give feed-back on performance before accidents, incidents or ill health occur and provide a firm basis for decisions to be made about improvements in risk control and the environment and safety management system. They are aimed at monitoring the design, development, installation and operation of management arrangements, risk control strategies and workplace precautions.

The key to effective active measuring is the quality of plans, performance standards and specifications that have been established to provide a yardstick against which performance can be measured. Techniques employed shall be proportionate to each academy's hazard and risk profile. Active measuring techniques employed by the Trust are to include:

- Routine procedures to monitor achievement of specific objectives and targets contained in management or action plans (e.g. quarterly or monthly reports or returns).
- Periodic examination of the Trust, supported by the health and safety advice from our appointed competent contractor to check that systems relating to the promotion of safety culture are complied with. Other periodic examinations will be through regular review of management performance; risk assessment and recording of training needs and delivery of suitable training.
- The systematic inspection of premises, plant and equipment by line managers, maintenance staff, specialist contractors (examples are legionella, pressure systems, corrosion inspections and asbestos) management, safety representatives or other employees to ensure the continued effective operation of workplace precautions and any operating constraints.
- Environmental monitoring and health surveillance to check the effectiveness of health control measures and to detect early signs of harm to health, such as stress.
- Systematic direct observation of work and behaviour by first line management to assess risk control strategies and associated procedures, rules and constraints, particularly those directly concerned with risk control using bespoke departmental checklists.
- The operation of audit systems (SafetyMark) relating to safety within Trust.
- Compilation and consideration of regular reports on safety performance by safety committees and the senior management team, to include progress against Academy risk registers.
- Safety culture/climate surveys and questionnaires undertaken by our safety contractor when directed to do by the Trust.

3.10 Reactive Measurement

Reactive measuring techniques and systems are triggered after an event and provide opportunities for the Trust to check performance, to learn from mistakes and to improve the environment and safety management system and risk control. Where appropriate, this feedback shall be reported to the relevant regulators.

Information relevant to claims against our academies shall be forwarded to the Audit and Risk Committee. Each academy within the Trust shall evaluate available information and data on accidents, incidents, occupational ill health and other evidence of deficient safety performance and report their finding through the safety committee and the senior management team to the Audit and Risk Committee.

The reporting of accidents via each academy to the Audit and Risk Committee is to include:

- Ill health data where related to occupational causes.
- Information related to potential civil claims.
- The outcomes of accident and incident investigations conducted to the standards detailed in our accident investigation policy.
- Inspection reporting.
- Details of enforcement action from external regulators, including enforcement notices and, where relevant, prosecutions.
- Accidents/incidents that have been reported to the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). The Head of Business Operations or the OAT Health and Safety Lead will report all RIDDOR reportable accidents/incidents for the Trust.

3.11 Audits

Audit is an essential part of the Trust's safety management system. A useful definition of audit in this context is "the structured process of collecting independent information on the efficiency, effectiveness and reliability of the safety management system and drawing up plans for corrective action". It, therefore involves making judgments about the adequacy of performance. Audits shall aim at establishing that:

- Appropriate management arrangements are in place and effective.
- Adequate risk control systems exist, are implemented, and consistent with the hazard profile of each academy.
- Appropriate precautions are in place and effective.
- Audits will be conducted independently by engaging SafetyMark.

3.12 Review

Reviewing is the process of making judgements about the adequacy of performance and taking decisions about the nature of the actions necessary to remedy deficiencies and maintain continuous improvement. Internal reviews of performance shall be undertaken at all levels within the Trust and its academies. Information may be taken from the activities undertaken to measure performance, including the outcomes of audits and more informal assurance.

Review of performance against targets, objectives and performance indicators must consider how well the Trust and its academies are achieving the performance levels that it has set itself at all levels.

Review shall also consider progress in management of corporate safety risks. The feedback of information on successes and failures shall be a continuous process, including identification of remedial actions, shortfalls in policies, standards, arrangements, etc. and for revision of objectives and targets.

3.13 General Arrangements

The Olympus Academy Trust academies are to ensure they have arrangements in place to cover First Aid, Fire and Emergencies, Accident Reporting, Health and Safety Monitoring and Liaison with the Enforcing Authorities. The names of those appointed with key health and safety responsibilities are to be clearly displayed on all of The Olympus Academy Trust premises.

3.14 Performance Standards

The Trust expects each of its academies to achieve the following standards:

- **Health & Safety Policy**

The Trust has an overarching health and safety policy consisting of three parts, statement of intent, organisational section and arrangements to assist compliance with these performance standards and any other significant hazard they become aware of and each academy is expected to have an individual health and safety policy (toolkit).

The Trust health and safety policy will be reviewed annually and the Statement of Intent will be signed by the CEO at least every 12 months and published on the Trust website.

The statement of intent is to be clearly displayed on safety notice boards in each academy in a location where employees frequently gather e.g. staff room

All staff, including those who do not have regular access to the school's intranet must be made aware of the location of the OAT health and safety policy and the individual academy health and safety toolkit.

- **Employer's/Public Liability Insurance**

Academies are to prominently display their current insurance certificate in an area where staff, visitors and parents have easy access to, such as the entrance or school reception. All academies are expected to join the Risk Protection Arrangement (RPA) as soon as is practicable after joining the Trust.

No out of date insurance policies are to be displayed.

- **Health and Safety Law Poster**

The health and safety law poster is to be clearly displayed on safety notice boards located where employees frequently gather.

The relevant details shall be filled in.

- **Local Health and Safety Assistance**

The names and places of work of union appointed safety representatives and non-union representatives of employee safety are to be made known to all staff if applicable.

- **Health and Safety Communication**

Health and safety is to appear as an agenda item for meetings where minutes are taken and health and safety is relevant to the area concerned e.g. high risk areas in schools.

- **Health and Safety Competence**

All new employees are to be given health and safety induction training by their line manager.

A record of all induction training is to be maintained by each academy.

Relevant health and safety competencies are to be written into job/role descriptions.

Refresher health and safety training will be provided to all staff, usually via inset day presentations.

- **Health and Safety Consultation**

Each academy is to be able to demonstrate it has fulfilled its legal duty to consult with workers on matters of health and safety by keeping records of:

- Health and Safety Committees
- Team Meetings where health and safety has been listed on the agenda.
- All health and safety briefings and toolbox talks etc.

- **Health and Safety Control**

Academies are to clearly identify people with specific responsibilities for health and safety and how they are held accountable through:

- Individual job descriptions containing references to health and safety responsibilities;
- Performance review and appraisal systems measuring and rewarding individual performance in health and safety activities;
- Procedures identifying and acting upon failures by any employee (including managers) to achieve adequate health and safety performance. These can be integrated with normal disciplinary arrangements and be invoked when justified by the seriousness of the failure to comply.

Academies are to give the same importance to health and safety performance standards and objectives as other aims. Good health and safety performance is to be seen as vital in career progression and personal development assessments.

- **Worker Involvement**

Our academies are to actively encourage worker involvement in health and safety. When receiving suggestions, always ensuring that the person making the suggestion receives feedback, even if the answer is “sorry and these are the reasons why”.

Academies are to publicise responses to employees’ suggestions by sharing minutes from health and safety committee meetings via email, health and safety noticeboard or shared drive

- **Hirers, Contractors and Others**

Our academies are to ensure that when their premises are used for purposes not under the direction of the academy, that the principal person in charge of the activities for which the premises is to be used bears responsibility for safe practices.

Our academies should seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all safety requirements are met at all times.

Each academy is to ensure that when our premises or facilities are being used out of normal school hours for a school-sponsored activity then, the organiser of that activity, even if an employee will be treated as a hirer and will comply with these arrangements.

When the premises are hired to persons outside the employ of each academy's governing body or Trust, it should be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body or Trust and that they will not, without the prior consent of the governing body:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire and safety notices or equipment or
- Take any action that may create hazards for persons using the premises or the staff or learners of the academy.

Academies are also to ensure:

- That the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence.
- A signed, written letting agreement is completed and copies are kept
- That the organiser of the activity has conducted a suitable and sufficient risk assessment. Copies of the assessment are to be kept.

- **School Trips/Offsite Visits**

Each academy is to ensure:

- They comply with Department for Education (DfE) guidance on offsite visits and school journeys
- All staff involved in Educational Visits have received appropriate training and are suitably experienced and supervised.
- Produce, and have ratified by the Trust, a detailed educational visits policy that explains how they will comply with DfE guidance. The policy's contents are to include:
 - The purpose of the policy
 - The consultation process undertaken in creating the policy.
 - The relationship of the policy to other academy and Trust policies.
 - Types of trip the policy covers.
 - Roles and responsibilities of persons expected to create, implement, put into action, maintain, review and approve the policy.
 - Actions expected by parents/carers.
 - How the policy will be monitored and reviewed.

- **Working at Height**

Each academy must identify all working at height activities undertaken by staff or contractors.

The school must undertake a suitable and sufficient risk assessment of working at height activities (based upon the model assessment provided).

The school must appropriate working at height training as determined by the risk assessment.

Staff or contractors using mobile scaffold towers must hold a suitable, in date PASMA certificate. Staff or contractors using mobile elevated work platforms, must hold a suitable, in date IPAF certificate.

- **Noise**

Our academies are to create a local policy that informs line managers and employees of the hazards from exposure to excessive noise and explains the control measures required to minimise the risks. This will be achieved by each academy:

- Ensuring early recognition and assessment of the risks to employees and others affected by their undertaking.
- Ensuring effective communication between management and their staff to raise awareness of the risks when working in noisy environments
- Establishing effective risk assessment and incorporating the process and assessment results into management activities i.e. supervision, performance management, team meeting agendas, management systems and procedures
- Putting in place suitable control measures to reduce those risks and establish effective monitoring of control measures.
- Encouraging individual responsibility to recognise and inform management of uncontrolled risks associated with noisy environments.

- **Violence to Staff**

Our academies are to ensure they have policies and procedures in place that inform all our staff on how to minimise risk from assault. The policies must also clearly set out what line managers must do in instances where they or their employees have been threatened or suffer violent assault, or experience intimidating behaviour in the course of, or as a consequence of their duties. To achieve this each academy policy should:

- Detail what measures are in place to assist early recognition of threats to employees.
- Describe how management will effectively raise their staff's awareness of violence and aggression issues and the threat they pose.
- Explain the process for conducting effective violence and aggression risk assessments.
- Explain how risk assessment outcomes will be processed into management activities such as, supervision, performance management, team meeting agendas.
- Explain what controls are to be put in place where unacceptable risk is identified and how those controls will be monitored.
- Describe how and when the policy will be reviewed.
- Lay down what training is needed to ensure all employees understand their individual responsibility to recognise and inform management of hazards and risks associated with violence and aggression.
- Detail post incident support.

- **Security Arrangements Including Dealing with Intruders**

Our academies are to undertake specific risk assessments of local security issues and identify their effective control.

- **Lone Working**

The Trust has a Lone Working Policy that all academies must follow. The policy sets out strategy, management responsibilities and implementation procedures for the management of risk from lone working in order to:

- Ensure early recognition and assessments of the risk to employees and others affected by the academy's undertakings.
- Ensure effective communication between management and their staff to raise awareness of Lone Working and the risks that it poses.
- Establish effective risk assessment and incorporate the process and assessment results into management activities i.e. supervision, performance management, team meeting agendas and other procedures/management systems.
- Where risks are identified, put in place suitable control measures to reduce those risks and establish effective monitoring of control measures.
- Set up effective assessment and monitoring tools to evaluate the effectiveness of local arrangements put in place to minimise the risks related to Lone Working.
- Identify training needs so that staff have the skills to recognise and inform management of hazards and risks associated with lone working.

Each academy should produce their own lone working risk assessment and home worker risk assessment that should be reviewed annually and shared with all staff.

- **Security of Persons and Premises**

Our academies are to ensure so far as is reasonably practicable that there are suitable and sufficient arrangements for the topics listed below and that all staff and learners are aware of the arrangements.

- Perimeter Fencing/Exterior lighting.
- Security Alarm (externally monitored).
- Use of toughened glass and safety glazing.
- Identification of visitors.
- Signing In/Out procedures.
- Control of Access.
- Security Personnel on duty.
- Reception/waiting areas.
- Security Assessments of premises.
- Installation and use of CCTV, neighbourhood watch schemes etc.

- **Hazardous Substances - Control of Substances Hazardous to Health (COSHH)**

Each academy is to introduce a hazardous substances policy that will identify and assist designated employees with regard to COSHH risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. The policy is to require each department to:

- Produce a list of the hazardous substances including cleaning materials used in their area.
- List activities where COSHH might apply e.g. Science Lab, Technology Rooms, use of pesticides, cleaning products.
- Undertake and complete COSHH Assessments.
- Comply with CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) requirements and guidance.
- Identify and supply appropriate Personal Protective Equipment (PPE) and Clothing and ensure employees use PPE when appropriate.
- Correctly store hazardous substances and display appropriate signage.

In addition, where flammable liquids and gases are used include checks and controls to ensure:

- Effective procedures are in place to contain flammables.
- Quantities stored are strictly controlled.
- Flammable liquids and gases are safely and securely stored away from sources of ignition.
- Record who is authorised to access and use flammable liquids and gases.

Where necessary this Health and Safety Policy Document is to be supplemented by a local departmental policy relating to the specific activities of the Department or area.

- **Personal Protective Equipment (PPE)**

Each academy is to create a policy that recognises that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly.

Where PPE has been identified as essential through risk assessment, the policy is to:

- Confirm employees are supplied PPE free of charge
- Explain how a PPE risk assessment will be undertaken to ensure that supplied PPE suitable, i.e. it reduces the identified risk as intended, it is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance.

- The policy is to require employees who are required to use or wear PPE be provided with training on the circumstances in which it is used, the hazards against it will give protection, the importance of correct use, how to wear it to obtain the right protection and any limitations of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements.
- Describe how and when PPE will be checked and how replacements can be sought.

Academies are to keep a record of PPE issues. The record is to include details of any expiry dates to ensure equipment is replaced as and when necessary.

- **School Transport**

Each academy is to:

- Introduce a school travel plan.
- Introduce and regularly review travel behaviour codes.

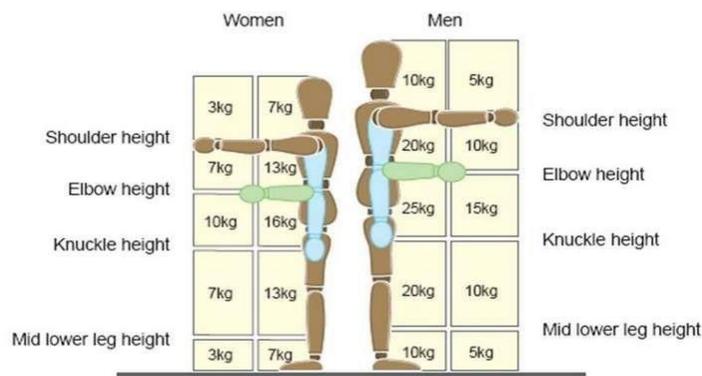
- **Manual Handling**

Our academies are to create a manual handling policy, the purpose of which is to provide advice and guidance to all line managers and employees in order to minimise the risk from manual handling activities in the workplace.

The policy must make clear, that before any manual handling task is assigned the department has done everything so far as is reasonably practicable to avoid the need for their employees to undertake a manual handling operations which involve a risk of being injured.

The policy must also make clear that where manual handling cannot be avoided every effort will be made to provide mechanical assistance to make handling the load less likely to cause injury, and that where aids have been supplied, employees will be encouraged to use them.

This will be achieved by requiring their departments to identify and communicate manual handling operations through general risk assessments and generic training when loads are within the significant manual handling load filter shown below.



Where lifting of loads above these weights cannot be avoided, specific risk assessments and formal training in the specific task will be required, such as training in undertaking a team lift.

All manual handling assessments must be recorded.

- **Curriculum Safety; (including extended school activity/study support)**

Our academies are to ensure they have policies and procedures in place that will require their heads of departments to ensure that risks related to curriculum areas are identified and controlled following National Guidelines such as CLEAPSS.

For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the Departmental Head and all tools/ equipment/ machinery are checked, maintained and stored correctly.

Our academies may use store and use low-level radioactive substances for Key Stage 4. However, department heads wishing to do this must ensure they have successfully completed the formal approval procedure and that they and their technicians have appropriate qualifications. Guidance on the process can be sought through our contracted safety consultancy or CLEAPSS.

- **Work Experience Placements**

Our academies are to ensure their policies and procedures clearly detail the duties of work experience co-ordinators. The policies should be very closely linked to the Work Experience advice provided by the Health and Safety Executive: <http://www.hse.gov.uk/youngpeople/workexperience/index.htm>

- **Display Screen Equipment (DSE)**

The majority of employees within the school are not considered to be DSE users. For employees that are considered DSE users the academy policy must stipulate that:

- DSE 'users' are identified.
- DSE self-risk assessments and full risk assessments are undertaken and reviewed annually.
- Eye testing is to be provided and explain recovery of costs for provision of basic corrective appliances.
- Information, instruction and training on the safe use of DSE equipment must be provided to all users.
- Training of all persons who use DSE, including those who are occasional users must be given on effective ergonomic considerations.
- For DSE users the relevant academy will pay for the cost of no more than one eye test annually and £50 towards the cost of work place eye wear such as spectacles required for computer work.

- **Parent Teacher Association**

Our academies should offer support to the Parent Teacher Association (PTA) and provide a forum through which parents can become more involved in the education of their learners. Our academies are to ensure all PTA run events are properly risk assessed and adequately insured.

- **Playground Supervision**

There are no regulations for the number of adults that should be in charge of learners during lunch and other breaks. Our academies, through using risk assessment, are best placed on behalf of the Trust, to assess the local risks and to put in place enough competent supervisors to manage the risks.

Our academies are also required to risk assesses the potential hazards in the playground and their likelihood to cause harm.

- **Mechanical and Electrical (fixed and portable)**

Each academy is to take appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. Each academy is to make clear in its policy that:

- All relevant persons are made aware of the hazards associated with electricity.
- Users of electrical equipment have in place working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.
- Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely.
- Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held.
- The interval for testing of fixed wiring and distribution boards will not exceed more than 5 years and may be more frequent if determined by a competent person and/or our insurer.
- Testing of distribution boards in mobile accommodation is to be annually.
- A schematic of supply route and primary distribution is updated annually.
- The frequency of Portable Appliance Testing (PAT) is determined through risk assessment.

- **Maintenance of Machinery, Equipment and Premises**

Each Academy is to ensure its policy stipulates inspections and maintenance of its equipment is carried out on a regular basis. The frequency of these inspections is dependent on the use and type of equipment. An inventory of scheduled service and inspection is to be maintained.

Examples are detailed below:

| Aspect | Service Requirement | Frequency | Reference Documents |
|--|---|---|---|
| Air Conditioning Systems | Statutory inspection | Not to exceed five years, ideally biannual. | The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007 |
| Asbestos Register | Statutory requirement if there is any asbestos in the building. | When circumstances dictate e.g. if changes to the premises have been made | Control of Asbestos Regulations 2012 |
| Car parking and vehicle/pedestrian segregation & organisation of traffic routes. | Risk Assessment | Annual review | The Workplace (Health, Safety and Welfare) Regulations 1992 (Regulation 17) |
| Compulsory display of notices and signage | The display of most Information is statutory | Checks made to ensure correct and up to date information is displayed | Various and The Health and Safety (Safety Signs and Signals) Regulations 1996 |
| Construction process on all construction projects, from concept to completion | Statutory | On letting of a construction project | Construction (Design and Management) Regulations 2015 |

| | | | |
|---|---|---|---|
| Contractor Qualification Check | Checks made on contractor's qualifications i.e. NICEIC, ECA. Statutory and good practice. | During tendering to appoint contractor | Where contractors are appointed directly by the premises manager then checks should be made to ensure that they have the appropriate qualifications to carry out the specified work. Various legislation. |
| Control of Substances Hazardous to Health (COSHH) Risk Assessment | Check on storage and use of hazardous materials. Statutory. | Annual (Best Practice) | The Control of Substance Hazardous to Health Regulations 2002 (as amended) |
| Disability Discrimination | Statutory inspection | Checks to be made Whenever alteration/ changes are made to the building or the external environment | Equality Act 2010 and BS8300 |
| Duct Hygiene (Air Conditioning) | Inspection and testing. Statutory; LEV systems not to exceed inspection interval of 14 months. | Annual inspection and testing – thorough cleaning routine determined from testing/ inspection results | Workplace (Health, Safety and Welfare Regulations) 1992 and COSHH LEV Testing, HSG258 |
| Electrical - PAT | Portable appliance testing | Variable, determined by risk assessment. | The Provision and Use of Work Equipment Regulations 1998 (PUWER) Electricity at Work Regulations 1989 |
| Electrical - Fixed Electrical Installations | Statutory testing of all fixed wiring and all distribution boards. | 5 yearly (or more frequently as determined by competent person) | Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations |

| | | | |
|---|---|--|--|
| Electrical Stage Lighting | Inspection and testing | Annually inspection and test by competent person | Electricity at Work Regulations 1989 |
| Electrical Stage Lighting | Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads | Every 3 months and after every alteration | Electricity at Work Regulations 1989 |
| Emergency Lighting | Statutory Inspection and testing of system | Variable but recommend monthly checks by premises manager to check functionality, RCD (Residual Current Device [Circuit Breaker]) test. To include stop button functional test. Every six months - 1 hour duration test Annual full duration test. | Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005 |
| Extraction Systems including Fume Cupboards | Statutory inspection and Testing of Extraction Equipment | Every 14 months, good practice every 12 months. | Control of Substance Hazardous to Health 2002 (as amended) Building Bulletin 88 Fume Cupboards, DfES applies to installation and maintenance of school fume cupboards There is a British Standard that applies to other fume cupboards |
| Fire Risk Assessment and Management Plan | Statutory fire risk assessment | Whenever any changes are made that will impact on the original assessment | Regulatory Reform (Fire Safety) Order 2005 |

| | | | |
|----------------------------------|--|--|--|
| Fire Detection and Alarm Systems | Best practice - Inspection and testing of system | Weekly test with formal quarterly and annual inspections by competent person | Regulatory Reform (Fire Safety) Order 2005 |
| Fire Doors | Inspection | Weekly | Regulatory Reform (Fire Safety) Order 2005 |
| Fire Fighting Equipment | Formal inspection and maintenance extinguishers. | Annual | Regulatory Reform (Fire Safety) Order 2005 |
| Fire Fighting Equipment | Inspection and testing of fire sprinkler system | Annual, although further checks may be necessary for specific insurance requirements | Regulatory Reform (Fire Safety) Order 2005 |
| First Aid Equipment | Inspection | Regular checks to ensure no equipment is outside of expiry date | Health and Safety (First Aid) Regulations 1981 |
| Gas Appliance | Gas safety inspections and certificates. Identification and location. Servicing for efficient operation, combustion | Annual Servicing/updating to include check on ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices working | The Gas Safety (Installations and Use) Regulations 1998 as amended |
| Gas Pipe Work | Visual condition inspection and testing if required | Recommended annually. | The Gas Safety (Installations and Use) Regulations 1998 as amended |

| | | | |
|--|---|---|--|
| Glazing | Statutory | Initial survey of building to identify areas where safety glazing should be in place. On-going checks that any glazing replacements are with safety glass as required. | Workplace (Health, Safety and Welfare Regulations 1992) and Building Regulation Part M |
| Lifts and Hoists | Statutory thorough examination, full maintenance and Inspection | Every 6 months minimum for passenger lifts Every 12 months for goods lifts. After substantial and significant changes have been made | Lift Operations and Lifting Equipment Regulations 1998 |
| Lightning Conductors | Inspection and testing – best practice. | Every 11 months full test to assess adequacy of earthing, evidence of corrosion, alterations to structure (by competent persons to BS 7430) | BS 6551, 1992 |
| Playground & Gymnasium equipment - Fixed | Inspection and Testing – Best practice | Annual | BS 5696, BS 7188, BS7044,BS 1892 Part 1 2003 |
| Radon | Risk Assessment | Annual | Ionising Radiation Regulations 2017. |
| Shared Premises | Risk Assessment | As required | Regulation 11 of the Management of Health and Safety at work Regulations 1999 |
| Slips and Trips | Risk Assessment | As required | The Workplace (Health and Safety and Welfare) Regulations 1992 |

| | | | |
|---|--|---|--|
| Tree Safety | Risk Assessment | Annual and following any works that could have caused damage and high winds | Health and Safety at Work etc Act 1974. Occupiers Liability Act 1957 and 1984 |
| Water Hygiene and Safety (Legionnaires' Disease) – Cold water systems. | Statutory Risk Assessment. Review of plan of pipework and main isolation points. Visual condition and compliance inspection. Statutory annual tank condition and compliance inspection. | Risk assessments reviewed regularly or in any case if there is a reason to believe original assessment is no longer valid. Recommended interval between formal inspections by competent person does not exceed 12 months. | Health and Safety Act Work Act 1974 Control of Substances Hazardous to Health Regulations 2002 (COSHH). The Notification of Cooling Towers and Evaporative Condensers Regulations Legionnaires' Disease – The Control of Legionella Bacteria in Water Systems Approved Code of Practice |
| Water quality | By exception from supply company | | |
| Water Hygiene and Safety Legionnaires' Disease Water Systems – Low pressure hot water systems | Visual condition inspection recommended annually. Maintenance checks on all pipe work devices (strainer, valves, blending valves, pumps etc. | Best practice - Annual updating | |
| Water and Surface Temperature | Statutory water and surface temperature | Determined by risk assessment. | Education (School Premises Regulations) 1999 |

| | | | |
|---|---|---|---|
| Workstation Assessment | Analysis of workstation to assess any health and safety risks | Change of employee or relocation of Workstation. Annual review recommended. | Health and Safety (Display Screen Equipment) Regulations 1992 |
| Working at Height | Risk assessment of each activity. | Before work at height task commences. | Working at Height Regulations 2005 |
| Working at Height – safety eyes bolts and cradles | Statutory inspection and testing | Annual | Lift Operations and Lifting Equipment Regulations 1998 |

- **Asbestos**

Academies that are free from the presence of asbestos must maintain asbestos free premises.

Academies that do have asbestos containing materials on site must:

- Undertake a suitable and sufficient asbestos survey.
- Implement a robust asbestos management plan.
- Check the condition of asbestos containing materials annually.
- Train members of staff appropriately.
- Ensure Contractors and others are made aware of the asbestos survey and management plan.

- **Service Contractors**

Service contractors have regular access to our sites as specified by a contract. Each academy is to ensure that service contracts they arrange specifies what work is expected of them and what they can expect from the school. Health and safety requirements should be written into any contract; however statutory responsibility cannot be discharged from one party to another by contract. Clients and contractors both have health and safety responsibilities and these should be clearly defined in the service contract.

Our academies are to ensure they check contractor's risk assessments, safe systems of work and their working methods to confirm they take into account how they will impact upon staff, learners and other visitors on site.

Academies are to prepare and provide service contractors with a policy describing the academy's safe systems of work for contractors.

All contractors are to be informed and consulted over emergency arrangements. A copy of the Fire Emergency Evacuation Plan is to be provided to them.

- **Major Building Works**

This involves work where part of the site is handed over to the contractor. Major works may not proceed until the Trust's Senior Management Team is satisfied that all aspects of Construction (Design and Management) Regulations 2015 have been complied with. For all major projects the Trust will ensure that:

Once major building works have been approved, each academy is to arrange on-site meetings with the contractor to ensure effect control and supervise of learners is maintained.

- **Small Scale Building Works**

This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.

Academies are not required to restrict their choice of contractors to those who are registered with Contractors Health and Safety Approval Scheme (CHAS) or a similar third party accreditation. If the contractor is registered to a third party scheme, the academy need only seek references to confirm the contractor has relevant experience of working in a school environment, the field of work they are applying for, appropriate safe child documentation and the method statement for the job being contracted. When a contractor is not registered with a scheme the academy's safety policy is to stipulate the following additional checks are to be made:

- Review the company's current safety policy, it must be signed and have been reviewed in the last 12 months.
- Determine the arrangements the company has for putting its safety arrangements into effect.
- Confirm the company has access to competent advice by asking for the name and competency details of the source of advice, for example a Safety Group, Trade Federation, or Consultant who provides health and safety information and advice. Review an example from the last 12 months of advice given and action taken.
- Seek evidence of a health and safety training culture including records, certificates of attendance and adequate health and safety induction training for site-based workforce.
- Examine qualifications and experience for the assigned tasks, unless they are under controlled and competent supervision.
- Ask for evidence of recent monitoring and management response. Copies of site inspection reports.
- Review accident records and action taken to prevent recurrence.
- Check HSE website to confirm no enforcement action has been recently taken against the company.
- Procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements.

All contractors must be issued with the academy's code of conduct for contractors.

Our academies safety policies must also detail how the contract is to be monitored and reviewed.

- **Slips and Trips**

Each academy is to recognise in its policy that slips, trips and falls are a significant cause of accidents. Safety policies are to make clear that it is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.

The policy should also identify who the responsible person is for ensuring regular inspection of communal areas including play & sport areas to remove all hazards, obstructions and spillages.

Each academy should also have a recognised reporting procedure so that defects or maintenance issues that could cause a person to slip, trip or fall can be promptly resolved.

The policy should also require all staff to be vigilant and report promptly possible slip and trip hazards where they cannot make safe the hazard.

- **Cleaning**

Each academy is to have in place a detailed cleaning schedule which is monitored by an appointed responsible person. All waste is to be disposed of according to appropriate health and safety guidelines. Where necessary; deep cleaning is to be undertaken on a regular basis. Academies are to ensure:

- Good standards of general cleanliness
- Appropriate waste disposal
- Safe stacking and storage and the correct storage of general equipment such as ladders etc.
- Compliance with COSHH including safe storage & use of substances.

- **Grounds Maintenance**

If grounds maintenance tasks are not undertaken by a service contractor, then the academy is to ensure all risk have been identified through implementing a robust risk assessment process. Staff employed on ground maintenance work must have received appropriate training on the use of plant and equipment.

- **Snow and Ice Gritting**

Each academy is to ensure there are adequate arrangements in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A detailed risk assessment is to have been carried out and an emergency plan developed to determine what type of action needs to be undertaken during adverse weather conditions.

If the task has not been contracted out, academies are to ensure gritting etc. is carried out by a competent person and there is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.

- **Infectious Diseases**

Each academy is to follow the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.

- **Dealing with Medical Conditions**

Each academy's policy is to make a commitment to make reference to DfE circular - Supporting Learners with Medical Needs in School which sets out the legal framework for the health and safety of learners and staff.

Responsibility for learners' safety is to be clearly defined within individual care plans where necessary and each person involved with learners with medical needs is aware of what is expected of them.

Each academy is to ensure there is close cooperation between the academy, parents, health professionals and other agencies. Raised priority is to be given to providing a suitably supportive environment for those learners with special needs.

- **Drug Administration**

It is the Trust's policy that our academies accommodate learners with medical needs wherever practicable.

Academies are to make clear in their policy that parents have prime responsibility for their child's health and are to provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed.

The policy should refer nominated staff to DfE Guidance Managing Medicines in Schools and Early Years Settings for detailed guidance.

- **First Aid**

Current first aid regulations recommend that learning environments treat their learners as employees for the purpose of first aid. Academies are to follow statutory requirements for first aid by providing suitably trained first aid staff, first aid equipment and first aid room in numbers deemed appropriate through careful risk assessment.

- **Fire Safety and Emergency Evacuation**

Each academy is to have its own fire policy. The policy must identify the responsible person and others with fire duties together with fire prevention and fire response arrangements. In addition to the policy, each Academy must have:

- A detailed fire risk assessment.
- A Fire Emergency Evacuation Plan
- Individual Personal Emergency Evacuation Plans for person with disabilities that could hinder their safe escape in the event of a fire.
- A schedule of maintenance for Fire Safety Systems and Fire Fighting Appliances

- **Crisis and Emergency Management**

Each academy is to have a Crisis Management Team in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident.

The function of the Team and responsibilities of the teams members are to be clearly laid out in an emergency planning policy.

The Team are to test their plans on a regular basis to ensure they are feasible and realistic. Outcomes of tests are to be submitted to the Trust on an annual basis for review.

- **Staff Health and Safety Training/Competence**

Each academy, within its safety policy, is to commit to ensuring that staff are competent to undertake the roles expected of them. Headteachers/Associate Headteachers together with their Heads of Department are to undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally.

The training need analysis is to be reviewed on an annual basis or on the introduction of new legislation.

Line managers conducting the Performance Management process are to consider health and safety performance and address areas of concern with employees.

- **Supply and Student Teachers**

Each academy's expectations are to be made clear to the Supply and Student Teacher through the provision of Supply/Student Teacher Handbook.

Teachers on supply and Student Teachers are to be given a copy of the Staff Handbook, Health and Safety Policy Document and other relevant Policies. Agency supply staff should be made aware of the academies emergency health and safety procedures such as fire evacuation.

Headteachers/Associate Headteachers are responsible for liaising with the Supply/Student Teacher on general school organisation and routines. When Supply and Student Teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.

- **Volunteers and Parent Helpers**

Our academies are to ensure volunteer and parent helpers are subject to their safeguarding arrangements.

Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to sign in and out, wear a visitors badge at all times and follow the school procedures.

The policy is to clearly state that the teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

- **Staff - New and Expectant Mother**

Our academies are to ensure their First Aid Room/Rest Room has rest facilities for expectant and nursing mothers.

Each academy's policy should make clear that it is the members of staff who are pregnant responsibility to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out.

The policy must make clear how a new and expectant mother's risk assessment is to be conducted, proposed frequencies of review and where records of the assessment/s are to be maintained.

- **Health and Well Being Including Absence Management**

Each of our academies is to undertake a risk assessment based on the Health and Safety Executive's Management Standards for Work-Related Stress. They are also to have a policy committing them to achieving high standards of health, safety and wellbeing throughout the organisation. In addition, the academies are to provide appropriate staff training so that both managers and staff are able to recognise and assess situations that may place them under excessive pressure which could lead to developing work related or non-work related stress.

Academy policies are also to discuss both proactive and reactive techniques to remove the stigma associated with stress or other mental health illnesses and set in place reasonable adjustments to develop resilient staff, with a view to developing productive and engaged staff and reducing sickness absence.

- **Environmental Compliance**

Our Academies are, as a minimum, to seek to fulfil the Trust's waste management objectives through:

- using only what is needed;
- seeking sustainable alternatives where possible;
- re-using as much as possible;
- re cycling as much as practicable; • disposing of as little as necessary.

- **Disposal of Waste**

Academies are to ensure all waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner. Appropriate records must be kept.

- **Catering and Food Hygiene**

Each of our academy's written policies and procedures must require all catering contractors to have in place:

- A food hygiene management system based on Hazard Analysis and Critical Control Point principles.
- Access to competent health and safety advice.
- A safety policy that explains how the following key topics are monitored, controlled and responsibilities for safety assigned:
 - Safety of learners/employees/kitchen staff.
 - Responsibility for maintenance of premises and equipment.
 - Restricted access.
 - First aid arrangements, including accident/incident reporting.
 - Emergency Evacuation Procedures.
 - Safe systems of work.
 - Lifting and handling of heavy and hot loads, liquids etc.
 - Safe use of machinery, equipment and appliances within the areas.
 - Removal of waste.
 - Pest control.
 - Use of knives.
 - Condition of workplace, including floors etc.

4. **Consultation Process**

This policy was developed in consultation with Staff, Trustees and Governors.

5. **Relationship to other policies**

Lone Working Policy
Academy Health and Safety Toolkit
Premises Management Policy
Lettings Policy
Educational Visits Policy

6. **Monitoring and Review**

The Trust will review this policy annually and assess its implementation and effectiveness.

Trustees/governors will oversee the internal audit arrangements; providing the appropriate level of support and challenge to ensure that the agreed practice and procedure has been implemented through:

- Scrutiny of all reporting information requested and received
- Identification of any associated risks, trends, underlying or contributory factors
- Assessing any opportunities for change to enhance existing practice and achievement of the trust's vision
- Making decisions in respect of any proactive and/or mitigating action to be taken
- Evaluating the impact and effectiveness of policy and practice in line with the agreed policy review schedule or as necessary.

Abbreviations:

| | |
|------|---------------------------------|
| ACS | Abbeywood Community School |
| BSCS | Bradley Stoke Community School |
| CPA | Callicroft Primary School |
| CRD | Charborough Road Primary School |
| FHL | Filton Hill Primary School |
| MBK | Meadowbrook Primary School |
| PCS | Patchway Community School |
| SLP | Stoke Lodge Primary School |
| OAT | Olympus Academy Trust |
| WA | Winterbourne Academy |