



Unity Schools Trust

*'Excellence through collaboration'*

# Health & Safety Policy

This Health and Safety Policy incorporates

- a) The Statement of Intent (Part 1) - the declared commitment by the Unity Schools Trust to the health, safety and welfare of employees, students and of other users of their premises
- b) The Organisation (Part 2) - the roles and responsibilities of those entrusted with the management of health and safety
- c) The Arrangements (Part 3) - the means by which the management of health and safety is achieved

Policy Reviewed:	June 2020
Next Review:	December 2020
Approved by Trust	December 2019

This policy has been read, contents acknowledged and responsibilities accepted

<b>Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>
Mr Chris Howorth	Chair of Trustees	<i>Chris Howorth</i>	02.03.20
Mr Tim Smith	Chief Executive Officer	<i>Tim Smith</i>	14.01.20
Dr Kathy Janzan	Head of School The Magna Carta School	<i>Kathy Janzan</i>	20.01.20
Mr James Rodgers	Head of School Bishop David Brown School	<i>James Rodgers</i>	24.01.20

## Part 1

### Statement of Intent

As the employer of staff, the Unity Schools Trust (“the Trust”) has overall responsibility for the health, safety and welfare of staff and students in its schools. The Trust recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

The Trust will support its academies in putting in place clear policies which focus on key risks and in checking that control measures have been implemented and remain appropriate and effective. This model policy will be adopted by all schools within the Trust.

In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, each local governing body will report termly to the Trust. The local governing bodies of schools within the Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Heads of School and senior leadership team of each school and relevant staff of the Trust to support good health and safety management.

The local governing body of each school undertakes to meet fully its responsibilities under the ‘persons in control of premises’ section of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other health and safety legislation, to provide a safe and healthy working environment for employees and others, such as students, visitors and contractors.

The local governing body will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, the local governing body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them. The local governing body will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

Although overall accountability for health and safety lies with the Trust, day-to-day responsibility for the health and safety of staff and students in individual schools is delegated to the Heads of School, who in turn will delegate particular functions to other staff.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all school activities.

## Part 2

### The Organisation

#### 1. Role of the Unity Schools Trust Board

- To accept its collective role in providing health and safety leadership
- To ensure all relevant Board decisions reflect its health and safety intentions as articulated in the Statement of Intent
- Health & Safety will be a standing item on every Board agenda
- As the employer the Trust reserves the right to conduct periodic health and safety audits and inspections of all Academies in the Trust

#### 2. Role of the Unity Schools Trust Trustees

- To provide health and safety leadership, explain expectations and determine how the organisation and procedures will be delivered throughout the network
- To ensure all relevant network decisions reflect the Trust board's health and safety intentions as articulated in the Statement of Intent
- To ensure that the necessary advice, resources and support are available to academy Heads of School
- To receive a consolidated annual report from local governing bodies on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan, where necessary, for their resolution to the Trust Board
- To ensure that health and safety risk management systems are in place and remain effective
- To ensure that all academies are adequately funded to meet their statutory health and safety obligations
- To appoint a Fire Safety Officer and Health and Safety Coordinator for the Trust who will be designated as the "responsible person" for fire safety and ensuring compliance and enforcement of statutory H&S inspections. This person must be competent to carry out the role and have sufficient authority and powers to be able to perform the role properly and must be a staff member. For the purposes of fire safety "competent" can be regarded as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a role safely
- To review the Unity Schools Trust Health and Safety Policy annually

#### 3. Role of the Local Governing Body

- To accept its collective role in providing health and safety leadership, explain expectations and how the organisation and procedures will deliver them at the school
- To ensure all relevant local governing body decisions reflect the Trust's health and safety intentions as articulated in the Policy statement
- To receive reports from the Heads of School (or their designate) of significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To be informed by the Heads of School (or their designate) of relevant health and safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate

- To review the Trust's Health and Safety Policy annually and advise changes and amendments
- The Local Governing body of each Academy is required to develop a policy to cover the needs of children who have additional health needs and may require medicines, adaptations or support to keep well. The policy must address emergency procedures, training, supervision, record-keeping, storage and disposal, and must establish a named staff member to coordinate health care needs and to link with parent/carers

A governor may be appointed to maintain, on behalf of the local governing body, oversight of the management of health, safety and welfare of staff and other persons on school premises.

#### 4. Role of the Heads of School in all Schools

- To provide health and safety leadership, explain expectations and determine how the organisation and procedures will be delivered at their school
- To ensure all relevant academy decisions reflect the Trust's health and safety intentions as articulated in the Statement of Intent
- To ensure suitable instruction, training and information is available to staff within their school
- To consult with staff in accordance with the Health and Safety (Consultation with Employee) Regulations 1996
- To receive reports from the health and safety manager of significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To present termly summary reports to the local governing body on significant health and safety issues, outcomes of investigations (e.g. accidents, near misses), completed actions to resolve previous issues
- To review the Trust's Health and Safety Policy annually
- The Heads of School may choose to appoint a competent person to oversee all arrangements for educational visits and Academy journeys. If work experience is undertaken by students at the Academy, the Heads of School may choose to appoint a competent person to oversee all work experience arrangements

#### 5. Role of the Health and Safety Committee

The aim of the Committee will be promotion of co-operation between management and all employees in schools in achieving and maintaining a safe and healthy workplace for all users of the premises.

Within that aim the Committee will consider certain specific matters:

- Accidents which have occurred since the previous meeting, and remedial action taken to prevent a recurrence
- Arrangements for the next inspection of the premises, and matters arising from the previous inspection
- Implementation within the school of safety instructions/advice issued by the Health and Safety Adviser
- Progress on remedying any specific hazards which may have been identified
- Review, on an annual basis, of the content of the Health and Safety Policy and the monitoring of its implementation

The exact composition of the Health and Safety Committee/Safety Team will be determined by each individual school but would include members of the senior leadership team and staff representatives.

## 6. Role of the Site Manager

- To adhere to the procedures outlined in the Health & Safety Policy
- To bring any health and safety concerns to the attention of the designated health and safety co-ordinator
- To ensure that all staff adhere to the procedures relating to working at height, lifting and carrying, use of towers and manual handling
- To ensure that all staff adhere to the procedures related to the management of asbestos
- To ensure that all regulatory inspections relating to his areas of responsibility, including portable electrical testing, gas, legionella, asbestos and electrical are completed and recorded
- To ensure that all site staff use relevant protective equipment for tasks
- To ensure that all external contractors adhere to the health and safety requirements of the school
- To set maintenance priorities and undertake repairs to ensure health and safety regulations are met
- To ensure that the site is a safe, secure and clean environment
- To ensure that the site team undertake all relevant training to safely complete their role
- To ensure that site vehicles and lifts are appropriately maintained and safety procedures adhered to
- To manage the completion of appropriate risk assessments for the safe use of tools to undertake the maintenance of the site
- To ensure that fire exits are kept clear and working

## 7. Notification of Safety Representative Appointments

Recognised trade unions should notify the Heads of School of the details of all safety representative appointments and a record of this will be maintained by the school, where appropriate.

The school will grant reasonable paid time off to enable safety representatives to carry out the duties set out above (safety representative of each recognised trade union and staff elected safety representatives). It will also grant reasonable paid time off, subject to its Trade Unions Facilities Agreement and the 1996 Regulations, to enable safety representatives to receive health and safety training.

## 8. Role of the Health and Safety Manager - Appointed Competent Person

The Competent Person will:

- Carry out a full regular inspection of the academy and submit a full written report to the Heads of School and Business Director of the Trust, prioritising the issues identified
- Provide health and safety advice and support to all Academy Governors
- Review written procedures (audit)

- Provide the Trust with up-to-date health and safety information
- Lead the Health and Safety Committee
- Obtain advice and guidance on maintaining the most effective health and safety environment for the academy
- The 'competent person' will ensure that standards of fire safety in the Academy are maintained and regulatory inspections and tests are carried out
- The 'competent person' will be responsible for the following
  - Asbestos management
  - Legionella
  - Electrical Safety
  - Risk Assessments for all contractors on site and individual site team activities
  - Ensuring all regulatory checks as detailed in the DfE Essential School Maintenance guide for schools January 2016 are followed and recorded

#### 9. First Aid Co-ordinator

- Responsibility for the management of situations in the Academy relating to injured or ill persons who need medical assistance
- The First Aid Coordinator is also required to take charge of the equipment and facilities provided for first aid in the Academy and in addition ensure that:
  - First aid facilities are maintained in a proper effective condition
  - First aid boxes are checked and the contents maintained in a suitable condition.

#### 10. Educational Visits Co-ordinator

- The Coordinator is responsible for ensuring that the Academy procedures for educational visits are implemented
- Must ensure that off-site activities are properly planned and supervised and that the students' safety is paramount
- Telephone contact lists and medical information is up to date and is responsible for checking competency of all supervising staff and any volunteers
- Must ensure that the careful planning and preparation of the school trip includes a suitable and sufficient assessment of the risks and benefits of all activities
- Must provide full written details of all overseas or high risk adventurous educational visits to the Head of School for prior approval at least one term before the visit is due to commence.

#### 11. Work Experience Co-ordinator

- The Coordinator is responsible for the provision of safe work experience placements. This includes liaising with any external bodies appointed to organise the practical arrangements
- The duties of the Work Experience Co-ordinator include, but are not limited to liaising closely with the Heads of School to decide the appropriate process for organising work experience placements, including the use of external bodies
- Ensuring that all placements are risk assessed (by the Employer) and risk assessments are completed for members of staff that visit such employers during the work placements.
- That the employers hold Employer's Liability Insurance for a minimum of £5m and Public Liability for a minimum of £2m.
- That there are strict H&S regulations relating to placing young people in the workplace.

- Students and parents are provided with all relevant information regarding work experience placements, including risk assessments
- Employers providing placements have full relevant information regarding students undertaking a placement with them, including details of additional educational or special needs
- Where possible students are visited during their placement.

## 12. All Employees with Management of Supervisory Responsibilities

- All managers and supervisors are responsible to the Heads of School, or their immediate line manager, for ensuring the application of this policy to all activities undertaken by their department or area of management responsibility.
- They will also have responsibilities for ensuring that all relevant parts of the Health and Safety Policy are observed and implemented by all colleagues they supervise in their respective workplaces.
- Ensure that suitable and sufficient risk assessments are undertaken within their areas of responsibility, that control measures are implemented and those assessments are monitored, reviewed and documented
- Ensure that all accidents and incidents (including near misses) occurring within their areas of responsibility are promptly reported and recorded using the appropriate system in the Academy
- Ensure that all reported accidents and incidents within their areas of responsibility are fully investigated with a view to preventing a recurrence
- Ensure that all staff within their areas of responsibility are aware of their specific roles in case of fire and/or emergency
- Remove from use and report any equipment/appliance which has been identified as being unsafe and which is in need of repair
- Ensure that levels of class and staff supervision are adequate at all times
- Carry out (in conjunction with other members of staff) daily housekeeping health and safety checks within their areas of responsibility and report or rectify any issues as appropriate
- Maintain, or have access to, an up to date library of sector specific relevant health and safety guidance from suitable sources, e.g. HSE, DfE, CLEAPSS, DATA etc. and ensure that all colleagues they supervise are aware of and make use of such guidance
- Identify specific staff health and safety training needs and arrange for training to be completed so far as is reasonably practicable
- Consult with appropriate staff on any matters which may affect their health or safety whilst at work
- Carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to a department
- Ensure that levels of first aid provision are in place for the activities being undertaken
- Ensure (via subordinate staff) that all students are given the necessary health and safety information and instruction prior to commencing activities which may involve some risk
- Consult the Trusts Health and Safety Advisor, or other appropriate bodies (including Trade Union Health and Safety Representatives and Representatives of Employee Safety), when additional assistance becomes necessary
- All employees with teaching or pupil supervisory responsibilities are responsible for the health and safety of their environment

### 13. All Employees with Teaching or Student Supervisory Responsibilities

- Teachers and student supervisors are responsible for the health and safety of all students under their control
- Teachers and student supervisors must ensure effective supervision, only permitting activities to be undertaken by students following an assessment if there are real risks associated with the activity
- Be aware of the Trust's health and safety policy and any local policy arrangements that apply specifically to a department are followed e.g. Science, cookery, PE, DT
- Ensure that safety instructions are given to all students prior to commencing any activities that may involve some risk
- Make sure any protective equipment needed is supplied and is working order
- Know the location of the nearest fire-fighting equipment and first aid box
- Know the emergency procedures in respect of fire/first aid/lockdown
- Ensure that students follow Academy and School safety rules
- Ensure safety devices e.g. machinery guards are in good condition and are used
- Report any defective equipment to their manager/supervisor
- Under the direction of management assist in the investigation of all accidents, incidents, near misses (in conjunction with relevant staff involved)
- Propose for consideration by their manager or supervisor any improvements which they consider would improve health or safety standards within a department
- Ensure that an agreed adequate level of supervision is provided and that appropriate health and safety arrangements, including a suitable and sufficient risk assessment, exist prior to taking Academy parties off site on educational visits

### 14. All employees including Trust, Supply and Temporary

- All employees have general health and safety responsibilities both under criminal and civil law.
- Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions or omissions
- Employees must also co-operate with the local governing body, Unity Schools Trust and senior management of the Academy so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.
- Participate in the risk assessment process and comply with findings
- Report all defects in the condition of the premises or equipment to which they become aware
- Report all accidents, incidents and near misses according to the procedures included in the H&S policy
- Know the procedure to be followed in the event of a fire or other serious emergency
- Know the location and condition of any asbestos containing materials identified in the school asbestos register and know what to do should these be damaged, disturbed, or if they discover new or potential asbestos containing materials.

- Take part in any health and safety training, provided by the employer, that the employer considers necessary to maintain the employee's health and safety
- Make use of all necessary personal protective equipment provided for safety or health reasons
- Where necessary, make use of all control measures made available to them, e.g. fume cupboards
- Follow all relevant safe practice and local rules
- Report any unsafe practices to their manager or Heads of School, or if necessary the Governor responsible for health and safety
- Where in the presence of students, as a 'reasonable person', ensure students follow safe practices and observe all Academy safety rules, and as far as is reasonably practicable ensure that students follow all instructions issued by any member of staff in the case of an emergency, or a risk to safety
- To not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers
- Are encouraged to inform any member of staff of any situation which may affect their safety

#### 15. Students

- All students are expected to follow their respective Academy Behaviour Policy in order to maintain a safe environment for all
- Instances of unsafe conduct or behaviour should be managed effectively by Academies in accordance with their Behaviour Policy
- Any serious breach of safety rules must be recorded and dealt with immediately

#### 16. Dissemination of Health and Safety Information

- All relevant information and reports will be made available to staff via email and notices in the staff room, through Head of Department meetings and SLT as appropriate.
- Each term a reminder of procedures for fire evacuation and H&S reporting will be sent to all staff.
- Responsibility for inducting new members of staff will rest with the line manager.

## Part 3

### The Arrangements

The following procedures and arrangements have been established within our Trust to eliminate or reduce health and safety risks to an acceptable level and to comply with legal requirements.

#### 1. Accident Reporting, Recording and Investigation

In order to avoid misunderstanding, the Trust deem an accident and incident to be defined as:

- Accident: - any unplanned event that results in personnel injury or damage to property, plant or equipment.
- Incident: - an unplanned event which does not cause injury or damage, but could have done so.

In the event of an accident all local emergency procedures appropriate to that accident must be put into action, including, but not limited to ensuring, where possible, that the scene of the accident is as safe as is reasonably practicable and poses no substantial risk to others (see Appendix 1).

Where possible, providing first aid, by a first-aider, to any person who is injured obtaining further medical aid where appropriate.

All accidents must be recorded in the Academy accident book and online system OSHENS (Local Authority's health & safety management system) (where appropriate) as soon as possible.

All incidents must be investigated by the person delegated with managing accidents and incidents, as soon as possible and a record kept of the incident

The level of investigation should be determined by the potential consequences of the adverse event and the likelihood of it reoccurring.

Investigations should be carried out by an Academy manager, nominated by the Heads of School, and/or a Health and Safety co-ordinator or appropriate person in the Academy. Any member of an investigation team can request additional health and safety support from the Trust Health and Safety Advisor.

All documents relating to any accident or incident investigation are retained for a period of five years and disposed of in accordance with confidential waste arrangements.

#### 2. Asbestos

In compliance with Regulation 4 of the Control of Asbestos Regulations 2012, where premises were built before the year 2000 Heads of Schools must ensure that the following obligations are carried out by a competent person, or persons:

- Asbestos register is held by the site team and made available to all contractors, staff and HSE personnel who may require it.

- Prepare a plan to manage any risk (the Asbestos Management Plan) and put it into effect to ensure that any material known or presumed to contain asbestos is kept in a good state of repair. Any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary removed.
- All staff through induction process, to be made aware how to report any damage to the building as a priority, using the EVERY system.
- A demolition survey is carried out before any major renovations to make sure asbestos is not present

Where necessary obtain independent expert advice from an independent regulated contractor.

### **3. Contractors**

Anyone entering Unity Schools Trust premises for the purpose of carrying out work, or who provides a good or a service, specialised or otherwise, must be regarded as a “contractor” - to whom duties are owed and who, in turn, owes duties in respect of health and safety. A “contractor” includes all sub-contractors and their employees.

When children, young persons, or other vulnerable persons are present on the premises contractors without a valid DBS check must never be left unaccompanied whilst on site

The academy must ensure the proper vetting and selection of contractors regardless of what work they may be required to carry out. It is important to ensure checks are made to ensure that contractors are properly qualified, have the necessary skills to carry out the work and are competent in assessing risks and applying effective health and safety practices.

All contractors must receive Health and Safety induction training from the Academy concerned before being allowed to work on site. This will constitute familiarisation of the site layout within the area of their work, including; access and egress, the location of all relevant health and H&S Policies, asbestos register, safety items (e.g. fire exits), all local arrangements and comfort areas. A copy of this Health and Safety Policy and relevant local policies and supporting procedures will be made available if requested by the contractor.

Visitor badges and or ID badges to be worn at all times while on site.

The Academy asbestos risk register shall be brought to the attention of a contractor and no contractor may undertake maintenance or construction work without having signed the register.

### **4. Curriculum Safety**

Each department has its own scheme of work which incorporates individual activity risk assessments.

All curriculum equipment is visually checked for safety before the start of each lesson.

Any safety equipment is checked and replaced/repared as necessary.

Each head of department is responsible for making sure schemes of work are available for inspection and are being followed.

## **5. Drugs & Medication**

Parental requests for medicines to be administered, are kept in accordance with the individual school's policy 'Students Health and the Administration of Medicines.' Staff with specialist training are kept up to date and any changes in advice and guidance from any regulated body e.g NHS, DfE.

Medical storage arrangements and general administration should be maintained and checked by the nominated competent person and stored according to the individual schools need and hearing to data protection policy.

## **6. Electrical Equipment (fixed and portable)**

The Trust will ensure that each school has a fixed electrical testing report every 5 years and the main record is to be kept with the 'competent person' and available to the Trust and contractors as necessary. Records to be updated when any changes take place within the school.

Any recommendations under the heading H&S or category 1 to be actioned as soon as possible. Other recommendations to be brought to the attention of the H&S Manager and where appropriate the local governing body and the Trust.

Portable testing to take place every two years for low risk items, annually for high risk items e.g hoovers, buffers, and every 5 years for computer equipment. All staff are responsible for visual checks before they start working with any electrical items.

## **7. Fire Precautions & Lockdown Procedures (and other emergencies)**

The Trust will ensure that each school conforms to The Regulatory Reform (Fire Safety) Order 2005. The "responsible person" will be the person in each Academy appointed by the relevant Governing Body as Fire Safety Officer.

A fire risk assessment of local conditions and a fire evacuation procedure must be devised and implemented based on the needs and requirements of the individual school.

Arranging any necessary contacts with external emergency services, particularly as regards fire-fighting, rescue work, first-aid and emergency medical care. In an emergency making available to relevant accident and emergency services the information required by articles 15 and 16 of The Regulatory Reform (Fire Safety) Order 2005

Procedures including safety drills and lockdown to be followed suitable warning and communication systems are established to enable an appropriate response,

including remedial actions and rescue operations, to be made immediately when such an event occurs.

Each academy must have a Business Continuity Plan (BCP) It is recommended that the Academy Business Continuity Plan be reviewed annually as a matter of routine, but must be reviewed immediately if there have been changes that may affect the plan. This may include, but is not limited to; key documents, key personnel, changes in threat, resource changes, premises changes. Each school must ensure that emergency planning procedures are tested and practiced to ensure that plans are robust and fit for purpose.

## **8. First Aid**

With regard to, and in compliance with, The Health and Safety (First-Aid) Regulations 1981, each Academy is to put in place a local first aid policy and effective procedures based on an assessment of local need. The school will assess numbers of first-aid personnel, training needs, equipment, accommodation and recording and reporting arrangements. All staff must be informed of the first-aid arrangements in their locality: the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the Academy's first-aid needs. First aid training is to be reviewed annually and assessed as adequate. Specialist training will be provided as deemed necessary in the local risk assessments, e.g. epi pen, asthma. Provision for external training to be provided when necessary to meet local need, e.g. administering injections, epilepsy training.

## **9. Gas**

The Trust must comply with guidance related to work on gas products including fitting, installation and use through the regulations contained within the Health and Safety at Work etc Act 1974 and the Gas Safety (Installation and Use) Regulations 1998.

Competent engineers must be used for all work related to gas installations and that all pipework, appliances and flues are regularly maintained and adequate ventilation is provided.

## **10. Glass & Glazing**

The Trust will aim for all glass in doors, side panels and windows to be safety glass where possible. All replacement glass to be of safety standard. A full assessment of premises to establish compliance is to be carried out termly by the designated 'responsible person.' Site team to deal with broken glass as an emergency and has equipment to clear and make safe dangerous situations. A glazing company should be available to work out of hours and weekends so no delays in security and H&S situations

## **11. Hazardous Substances**

Hazardous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion, ingestion or by not wearing appropriate protective equipment. They include such

things as solvents, paints, varnishes, flammable gases. Substances stored for Science, Technology and cleaners.

Each Academy will need to assess the substances stored and have in place an appropriate risk assessment. External providers e.g. contract cleaners, must also ensure that storage and use of substances follows the COSHH and Health & Safety policy.

The school must separately note location of these substances on their Emergency Plan which is made available to emergency services.

Control measures must be in place to reduce the risk of incidents. Including providing adequate protective clothing, providing safe locked storage. Having available first aid provision.

Each department using such substances, must have in place specific risk assessment for each activity. The department head should ensure that all equipment including fume cupboards, ventilation flues and equipment are maintained and serviced regularly. Reporting any misuse or damage immediately to the 'responsible person.'

Training for staff must be kept up to date and recorded in their personnel files.

## **12. Health and Safety Advice**

The trust will make available access to local advice including site team and 'competent person.' Trust advice will be provided including Operations Manager and Business Director. Where appropriate external agencies including, for example, HSE, Surrey County Council will also be accessed.

## **13. Housekeeping, Cleaning & Waste Disposal**

The Trust will ensure adequate provision is given to each Academy to keep the site clean and safe. Each school will have a cleaning contract or staff employed who will clean site each school day including rubbish clearance.

The site team or 'competent person' will oversee the provision of this service and to ensure all other Health & Safety provision is adequate, e.g. COSHH, warning signs (wet floor).

All staff to be aware that housekeeping is their responsibility, keeping rubbish/recycle bins away from doors and that they are emptied regularly. Site team to ensure communal areas i.e corridors are kept clear of rubbish and obstruction, deliveries are put away in a timely manner and spillages dealt with as soon as possible.

## **14. Legionella**

Duties under the Health and Safety at Work Act 1974 extend to risks from legionella bacteria, which may arise from work activities. The Control of Substances Hazardous to Health Regulations 2002 (COSHH) provide a framework of actions designed to assess, prevent or control the risk from bacteria like Legionella and take suitable precautions. The Trust will also take into consideration the latest version of the approved code of practice and guidance for the control of legionella bacteria

in water systems. The Trust is responsible for health and safety and needs to take the right precautions to reduce the risks of exposure to legionella through the appointment of a suitable person who will understand how to identify and assess sources of risk, manage any risks, prevent or control any risks and appoint appropriate staff to keep and maintain the correct records

## **15. Lettings/Shared Use of Premises**

Where the Academy let or hire out premises, services or equipment they are to use the Trust policy and procedures based on the premises, services or equipment offered. A separate lettings form will be used for each site.

The policy and procedures must include all health, safety and welfare provision associated with the let or hire. This includes and locked areas to control restricted access.

The responsibilities for provision must be made clear and drawn to the attention of the patron before a contract is entered into. The provision must include, but is not limited to, a safe means of access and egress for the use of the hirers, and that all equipment made available to and used by the hirers is safe to use.

Fire escape routes and exits that are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.

Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment.

## **16. Lone Working**

In order to comply with Section 2 of the Health and Safety at Work etc. Act 1974 and Regulation 3 of The management of Health and Safety at Work Regulations 1999 it is important for all Academies to ensure, so far as is reasonably practicable, the health and safety of Unity School Trust employees who are required to work alone.

To achieve this requirement, the local Academy is required to put in place a lone working procedure where arrangements provide suitable and sufficient local health and safety guidelines

It is required that the arrangements contained within the procedure will include the control measures identified as a result of risk assessment of the particular lone working circumstances. This should include travel to and from work and the supply of relevant contact details of family/friends to raise the alarm if necessary. The implementation, training, monitoring and reviewing of the procedure is delegated to the Governing Body of each Academy.

## **17. Long Term Evacuation Plan**

Each Academy will have a detailed plan of their evacuation procedures, a grab bag including all contact information for students, medication if applicable, equipment e.g. school mobile phone (charged), loudhailer, whistles, high visibility jackets. This will include detailed plans for any first responders e.g. location of gas shut off, hazardous substances, any person(s) who cannot be moved without assistance.

The implementation, training, monitoring and reviewing of the policy and local procedures is delegated to the Local Governing Body of each Academy.

### **18. Maintenance/Inspection of Equipment**

The Trust will ensure that the content of The Provision and Use of Work Equipment Regulations 1998 (PUWER) are adhered to in respect of the equipment resourced by, and used in the Academy. It should be suitable and safe for use.

Maintained and in a safe condition, regularly inspected and accurate records kept of any defects. Only used by people deemed appropriate and who have received adequate information, instruction and training.

The responsibility for this will be with the designated 'competent person' and checked by the Local Governing Body of Each Academy.

### **19. Monitoring the Policy**

All employees of the Unity Schools Trust are responsible for their own working environment and should have adequate means of reporting any concerns or incidents relating to any aspect of any of the Trust's policies.

The responsibility for monitoring the local arrangements for Health and Safety, Risk Assessments and Emergency planning will rest with the designated 'competent person' and checked by the Local Governing Body of each Academy.

### **20. Pandemic**

In the event of a pandemic, the Trust will ensure that it implements all government recommendations with respect to ensuring the health and safety of its stakeholders, including preparation of relevant site specific risk assessments.

### **21. Personal Protective Equipment (PPE)**

Personal Protective Equipment (PPE) is subject to the requirements of The Personal Protective Equipment Regulations 2002 and Academies have duties regarding its supply, use, storage, maintenance and management.

All PPE required to carry out any task will be identified from appropriate risk assessments (COSHH, DSE, Manual Handling, etc.). Only when all other forms of controlling the risks have been considered, should PPE be used to reduce risk.

Such PPE will then be identified as being suitable for the task and supplied to Trust employees or students by the Academy free of charge.

Any PPE should be fitted and used correctly by the operator. It should be stored and maintained as advised by the manufacturer.

Each Academy will be responsible for such equipment and risk assessments approved by the local 'competent person.'

## **22. Playground Safety**

The Trust will ensure that each Academy has in place an inspection checklist for playground equipment and that all duty staff are responsible for reporting defective playground equipment. The Local Governing Body for each Academy is required to perform a Health & Safety inspection and report any concerns to the Trust.

The individual site teams will ensure any maintenance issues are reported to the 'responsible person' within the Academy.

## **23. Reporting Defects**

The Trust will ensure that each Academy has a reporting facility for all staff members. The Magna Carta School and Bishop David Brown School, use the EVERY reporting system. All staff have access to this and it is monitored by the site team and checked by the 'responsible person' that response times are adequate and effective. Any serious defects of concern should be reported to the Trust Operations Manager for an appropriate risk assessment to be carried out.

## **24. Risk Assessments**

In order to comply with The Management of Health and Safety at Work Regulations 1999 (and other legislation) suitable and sufficient risk assessments must be completed and recorded with regard to the risks to the health and safety of Unity School Trust employees at work and persons not in Trust employment but on Trust premises.

All risk assessments must be completed by a 'competent person' for the purposes of risk assessment "competent" can be regarded as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform the task safely. Where the need for a specialist risk assessment is urgent, or the cost of training an existing an employee to a competent standard is disproportionate to the need, external risk assessment provision can be procured.

## **25. School Trips/Off-Site Activities**

Each Academy within the Trust will have detailed procedures for each activity and school trip provided.

Every activity must have been agreed by the Head of School and an appropriate detailed risk assessment carried out and submitted for approval in the time frame agreed at each Academy. High risk activities and trips abroad must also ensure relevant insurances are obtained well in advance of the trip. All trips must have parental/guardian consent, emergency contact details, details of medication and correct supervision ratios. Staff managing activities must be suitably qualified if appropriate. Staff must ensure that in the event of an emergency off-site that Operation Duke procedures are followed. The Trusts' decision is final, if an activity or trip is deemed too high risk.

## **26. School Transport**

Academies must ensure that local arrangements are put in place for the safe use of transport operated by the Academy. Measures that should be in place include:

- Designated drivers for minibuses, who hold the appropriate full driving licence and who have completed appropriate minibus driver safety training.
- Arrangements for the management of servicing, maintenance, cleaning, insurance and, where required, MOT of all vehicles operated by the Academy.
- Procedures for the safe use of vehicles operated by the Academy.

Academies have the responsibility to risk assess local requirements relating to traffic/pedestrian safety and separation.

Unity School Trust employees are strictly forbidden from driving a vehicle on Academy business whilst under the influence of alcohol or drugs.

Unity School Trust employees are strictly forbidden from using hand-held mobile phones or similar devices whilst driving a vehicle on Academy business. Staff are required to inform the Trust of any changes to their licence or health that may directly affect their ability to operate the vehicles, including disqualification from driving and points added.

## **27. Smoking**

The Trust operates a strict no smoking policy. Help and advice on how to stop smoking is available through the NHS.

## **28. Social Distancing**

Where risk assessments and guidance recommend the implementation of social distancing, the Trust will implement the procedures detailed in Appendix 2.

## **29. Staff Consultation**

Each Academy within the Trust will have a Health & Safety meeting termly. The Trust will have Health & Safety as an agenda item at the beginning of each board meeting. Staff will have the opportunity to raise concerns at local level and through the Operations Manager and Business Director of the Trust.

## **30. Staff Health & Safety Training and Development**

Each Academy will ensure all new employees will receive Health and Safety induction training.

This will constitute familiarisation of their premises layout, including the location of all relevant health and safety items e.g. fire exits and all local arrangements.

All staff will be made aware of the content of this Health and Safety Policy, Organisation and Arrangements and relevant local policies and supporting procedures. These documents must be readily available to the employee. Individual staff health and safety training needs must be assessed by a line manager on appointment of the member of staff and then annually as a minimum.

Where employees have significant changes to their role, or they change role, this assessment must be carried out at the time of the change.

Members of staff performing higher risk roles, i.e Science, site team, may require additional training and certification, which the Trust will provide.

If a member of staff declines to take part in health and safety, training required for their role (in all cases induction health and safety training.) the reason/s for declining the training must be provided by the employee.

Where an employee continues to refuse health and safety training further advice should be sought from the Trust's Operations Manager and/or Business Director on the matter.

The Trust will ensure that comprehensible and relevant information regarding health and safety compliance and best practice is provided to Academies, on request, and that periodic health and safety advice and updates are published and distributed to Academies.

### **31. Staff Wellbeing/Stress**

The Trust provides independent support and health guidance through Towergate Insurance. This is free to all employees and notices/leaflets are provided and posters placed in appropriate areas of the school.

The Trust will ensure that adequate arrangements are available to each Academy regarding occupational health services. These include provision for, but not restricted to:

1. Post-employment health checks
2. Health surveillance (where identified by risk assessment)
3. New and expectant mothers
4. Occupational Health referrals

Please also refer to the Staff Wellbeing and Worklife Balance Policy.

### **32. Supervision (including out of school learning activity/study support)**

Each Academy must provide an adequate and appropriate level of supervision at all times. All employees need to know what is expected from them in terms of health and safety for themselves and the students they are responsible for.

Managers and supervisors may need training in the specific hazards of particular processes and how the Academy expects the risks to be controlled.

New, or inexperienced people, as well as those whose first language is not English, are very likely to need more supervision than others.

Academies must ensure that employees know how to raise concerns and managers/supervisors are familiar with the possible problems due to unfamiliarity, inexperience and communication difficulties.

All staff within the Trust must have completed an enhanced DBS and pre-employment checks carried out in line with recruitment policy. Staff who have not

obtained their DBS must not be left unsupervised and a separate risk assessment will need to be carried out by a member of SLT.

Supervision during breaks will be assessed by the 'competent person' according to the individual Academy's needs.

### **33. Use of VDUs/Display Screens**

The Trust will provide advice to all employees on Working with display screen equipment (DSE). Consulting with individuals and working with them to improve their workstations as needed.

All staff that use computers for the majority of their work will be entitled to a free eye test once every two years.

### **34. Vehicles on Site**

Each Academy within the Trust must ensure the safety of its employees, students and visitors. Therefore, movement of vehicles on site during heavy traffic times: Morning, breaks, lunch and afternoon departure times are to be kept to a minimum. All deliveries and work contractors must be informed in their delivery instructions or pre-start meetings that these times are to be avoided. Any vehicle that can only be on site during the school day, must be supervised and kept locked at all times. Staff have the right to refuse entry to vehicles who are not scheduled and may pose a health and safety risk.

### **35. Violence to Staff/School Security**

Each Academy within the Trust is required to put in place a local Violence at Work Policy in which the safety provision for reducing the risk of violence towards Trust employees, or other persons that may be affected.

It is expected that the arrangements contained within the policy will include the control measures identified as a result of suitable and sufficient risk assessment of the particular working circumstances of employees and others within the establishment. Such circumstances as:

1. The possibility of violent behaviour by persons in the Academy.
2. Situations that could escalate into violence if not managed effectively.

The duty for implementation, training, monitoring and reviewing the policy and procedures is delegated to the Local Governing Body of each Academy.

### **36. Working at Height**

The Trust will work in accordance with The Work at Height Regulations 2005, which requires Academies to follow strict controls, and all activities will be risk assessed and correct precautions must be taken.

Roof work and fragile surfaces must have planned safe access, to prevent falls from edges and openings.

Consider when it is appropriate to use ladders and the three key safety issues; position, condition, safe.

For using tower scaffolds, select the right tower for the job, erect, use, move and dismantle the tower safely, ensure that it is stable, inspect it regularly, prevent falls.

Staff may only work at height if they have completed the relevant training and equipment has been inspected and deemed safe.

### **37. Work Experience**

Academies that provide work experience as part of their work related learning curriculum must ensure that adequate measures are in place to manage that provision. Academies may choose to self-manage such provision, or work in partnership with a provider. Whichever arrangement, Academies should ensure that either they, or their provider, are taking into account the guidance provided by the Work Experience Co-ordinator. All students, parents and staff involved are given a briefing about what is expected of them, consent forms are obtained and insurance arrangements are in place.

All work placements will be visited by a member of staff and a risk assessment carried out.

### **38. Workplace Monitoring**

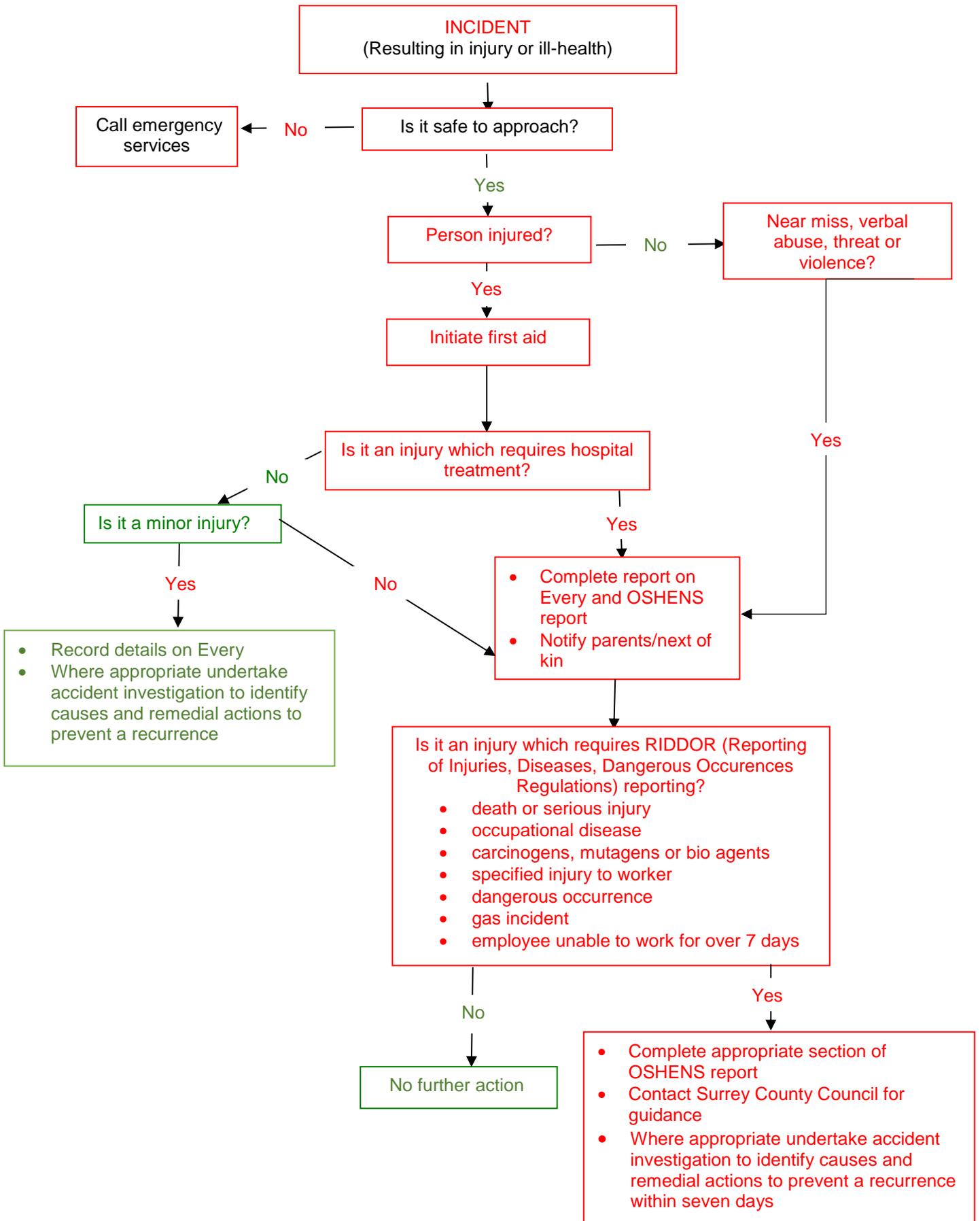
Monitoring and reporting are vital parts of a health and safety culture. Management systems must allow the Trust to receive both specific (e.g. incident-led) and routine reports on the performance of health and safety policy. Much day-to-day health and safety information need be reported only at the time of a formal review. However only a strong system of monitoring can ensure that the formal review can proceed as planned – and that relevant events in the interim are brought to the Trust's attention.

The Trust must ensure that:

- Appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident and sickness absence rates).
- Periodic audits of the effectiveness of management structures and risk controls for health and safety are carried out.
- The impact of changes such as the introduction of new procedures, work processes or products, or any major health and safety failure, is reported as soon as possible to the board.
- There are procedures to implement new and changed legal requirements and to consider other external developments and events.
- Effective monitoring of sickness absence and workplace health can alert the Trust to underlying problems that could seriously damage performance or result in accidents and long-term illness.

- The collection of workplace health and safety data can allow the Trust to benchmark the organisation's performance against others in its sector.
- Appraisals of senior managers can include an assessment of their contribution to health and safety performance.
- The Trust will receive regular reports on the health and safety performance and actions of contractors.
- The Trust will involve employees in monitoring through the Health & Safety Committee(s)

ACCIDENT REPORTING FLOW-CHART



## **APPENDIX 2**

### **Social Distancing Procedures**

#### **Symptoms**

The Trust will ensure that all stakeholders are aware of the symptoms of any infection/virus and put in place processes and procedures to mitigate the transmission of this within any premises or event managed by the Trust.

#### **Social Distancing**

Social distancing may be recommended as part of the government or local response to a pandemic, and individual risk assessments will detail the procedures to be put in place to protect all stakeholders.

#### **Roles and Responsibilities**

The roles and responsibilities for management of social distancing procedures will remain as detailed in the Health & Safety Policy but additional pandemic specific areas and tasks may be identified in individual site risk assessments.

#### **Personal Protective Equipment (PPE)**

During a pandemic it may be necessary to implement additional PPE for stakeholders in excess of that covered by the Health & Safety Policy. It may be necessary to implement site specific PPE which will be covered under the relevant site risk assessment.