

Health and Safety Policy (Head Office)

Statement of Intent

The Trust believes that ensuring the health and safety of staff and visitors is essential to the success of the Trust.

We are committed to:

-  Providing a safe and healthy learning and working environment
-  Preventing accidents and work related ill health
-  Compliance with statutory requirements as a minimum
-  Assessing and controlling risks from curriculum and non-curriculum work activities
-  Ensuring safe working methods and providing safe working equipment
-  Providing effective information, instruction and training
-  Consulting with employees and their representatives on health and safety matters
-  Monitoring and reviewing our systems and prevention measures to ensure they are effective
-  Setting targets and objectives to develop a culture of continuous improvement
-  Ensuring adequate welfare facilities exist throughout the organisation
-  Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System will be created to ensure the above commitments can be met. All staff will play their part in its implementation.

Organisation

Introduction

In order to achieve compliance with the Statement of Intent the Trustees and Executive team will have additional responsibilities assigned to them as detailed in this part of the policy.

The Trust

The Trust has the responsibility to ensure that:

- ✔ Clear written policy statement is created which promotes the correct attitude towards safety in staff, visitors and students
- ✔ 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 are set aside with which to operate safe systems of work
- ✔ Health and safety performance is measured both actively and reactively
- ✔ The health and safety policy and performance is reviewed annually

The Executive Team

In their capacity as the key persons responsible for the effective management of Health & Safety, the Executive Team will ensure the effective implementation of this policy by ensuring:

- ✔ This Policy is communicated to all relevant persons
- ✔ Appropriate information on significant risks is given to visitors and contractors
- ✔ Appropriate consultation arrangements are in place for staff and their representatives
- ✔ All staff are provided with information, instruction and training on health and safety issues
- ✔ Risk assessments of the premises and working practices are undertaken
- ✔ Safe systems of work are in place as identified from risk assessments
- ✔ Emergency procedures are in place
- ✔ Machinery and equipment is inspected and tested to ensure it remains in a safe condition
- ✔ Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, training etc
- ✔ Arrangements are in place to inspect the premises and monitor performance
- ✔ Accidents are investigated and any remedial actions required are taken or requested
- ✔ The activities of contractors are adequately monitored and controlled.
- ✔ A report to the Trust Board on the health and safety performance

Obligations of all employees

Apart from any specific responsibilities which may have been delegated to them, all employees must:

-  Act in the course of their employment with due care for the health, safety and wellbeing of themselves, other employees and other persons
-  Observe all instructions on health and safety issued by the Chief Operating Officer or any other person delegated to be responsible for a relevant aspect of health and safety
-  Act in accordance with any specific Health & Safety training received
-  Report all accidents and near misses in accordance with procedures appended to this Policy
-  Co-operate with other persons to enable them to carry out their health and safety responsibilities
-  Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger
-  Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements
-  Exercise good standards of housekeeping and cleanliness
-  Know and apply the procedures in respect of fire, first aid and other emergencies

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Obligations of contractors

All contractors who work on Trust premises are required to identify and control any risk arising from their activities and inform the Designated Officer of any risks that may affect the staff and visitors.

All contractors must be aware of the Trust health and safety policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Designated Officer or their representative will take such actions as are necessary to protect the safety of staff and visitors.

Procedures and arrangements

Introduction

The following procedures and arrangements have been established at The Trust to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to the Trust. More detailed policies and written procedures for a number of these areas are also available and these will be provided as applicable to staff and visitors

Accident and Incident Reporting

All accidents, incidents and near misses/dangerous occurrences must be reported as promptly as possible on the Trust Accident Report Form and handed to the Designated Officer who will be responsible for informing the Incident Control Centre (ICC) if the accident is a fatal or major injury as listed by the Health and Safety Executive. See below for contact details of the ICC.

Significant accidents as defined in RIDDOR must also be reported to the HSE using Form F2508. Such accidents are:

-  Visitor is sent to hospital due to an accident
-  Employee is off work for more than three days due to an accident
-  Fatal accident or major injuries (as listed in the RIDDOR regulations)

Action to be taken by the Office

-  Inform Incident Control Centre (ICC) as soon as possible by quickest means (telephone) if the accident is a fatal or major injury as listed by the Health and Safety Executive
-  Complete RIDDOR form 2508 on line at www.hse.gov.uk
-  Complete RIDDOR form 2508 and send off to ICC within 10 days by post, fax or by telephone

Contact address/telephone number:

ICC

Caerphilly Business Park

Caerphilly

CF83 3GG

Telephone 0845 300 9923

Accident Investigation

All accidents, however small, should be investigated and the findings recorded.

Time allocated to each investigation will depend on the seriousness of the accident. A guide to the time required to investigate is as follows:

-  simple investigation (minor accident) 1 hour
-  standard investigation (reportable accident) 6 hours

During or on completion of the investigations, a risk assessment should be carried out or existing risk assessment amended to avoid reoccurrence of the accident.

Accident/Ill Health Evaluation

Designated Officer will undertake periodic evaluations of all reported incidents, near misses and incidents of ill health. This will allow the identification of patterns and trends and enable corrective action to be taken.

Active Monitoring Systems

Active monitoring provides essential feedback on performance before an accident, ill health, or an incident. It involves checking compliance with performance standards and the achievement of specific objectives. Its primary purpose is to measure success and reinforce positive achievement by recognising good work.

The forms that these systems take at the Trust are:

-  The periodic examination of documents to check standards are complied with, i.e. reviewing risk assessments, training records, induction records
-  The systematic inspection of premises, plant and equipment, to ensure the continued effective operation of hardware controls – carried out termly by Designated Officer
-  Environmental monitoring and health surveillance to check the effectiveness of health control measures annually as above
-  Safety tours, as above
-  Audits (Health and Safety audits, HR audits, Fire Risk Assessment etc), annually as above
-  Regular reports to Trustee Meeting

- 🤝 Other measures (accident monitoring, Environmental Health visits, Investors in People, OFSTED)

Behaviour Management

All staff must be familiar with the Trust policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

Bomb Threat Procedure

Action to be taken on receipt of a bomb threat or suspicious package(s)

The caller should be asked the following questions, whether it is the police or direct:

- 🤝 Where is it?
 - In which building?
 - On which floor?
- 🤝 What time will it go off?
- 🤝 What does it look like?
 - Size?
 - Colour of package?
- 🤝 What kind of bomb is it (type of explosive)?
- 🤝 Why are you doing this and do you have a code word?
- 🤝 Who are you?
 - Name
 - Address
- 🤝 Time of call

Try to write down exactly what the person said immediately as this might include a code word and is very important to the Police. The person receiving the call should immediately contact the CEO or in his/her absence the Designated Officer. The CEO/ Designated Officer should be informed of the answer to the questions and should alert the Police.

The CEO/ Designated Officer will decide whether to evacuate the building.

Evacuation

Inform all staff of the situation (radios and mobile phones should NOT be used) and tell them to evacuate the building as per fire drill, except to instruct them to:

-  Leave doors and windows open (the area that contains the bomb or suspicious package should be sealed with windows and doors closed)
-  Ask staff to take all personal items with them (if left, these items would need to be searched thus wasting valuable time and effort)
-  Ask staff to make their way to assembly areas (avoiding the area of the bomb/suspicious package) as directed by the Designated Officer

Stage 1 – Assembly at the normal fire drill areas

Stage 2 – Move to the car park, once the area has been cleared.

Security during an evacuation

The security of the building during an incident is the responsibility of the Designated Officer and should be carried out from a safe distance, out of the line of sight of any bomb/suspicious package(s).

Crisis Policy

The Trust will be developing a separate policy for managing a Crisis, which should be followed in the event of:

-  People related issues – Major accidents, epidemics, abductions or acts of extreme violence in which there is clearly a risk of serious injury
-  Premises issues – Fire, explosions, floods, subsidence
-  Technological – Computer related issues

Cleaning & Maintenance

The Designated Officer is responsible for ensuring the safe, routine maintenance and cleaning of the Trust premises and grounds in accordance with the Trust policies and procedures for maintenance.

Contractors

The Trust is responsible for the selection and management of contractors in accordance with the Trusts policy for the Management of Contractors (this Policy is in development).

Contractors should be made aware of the Trust Health and Safety Policy and their obligations under it before commencing any work on site.

Trust staff must be aware of this policy and report any concerns regarding contractors' activities to the Designated Officer immediately.

Display Screen Equipment

The Designated Officer is responsible for ensuring that DSE assessments are completed for all Head Office Staff who regularly use laptops or desktop PCs. Regular laptop users will be provided with docking stations. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Electrical Equipment

The Designated Officer will ensure that testing, inspection and maintenance of equipment is undertaken as required.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user.

Equipment found to be unserviceable, or of doubtful serviceability, must be taken out of service, labelled correctly, locked away and the defect reported to the Designated Officer who will arrange repair or replacement.

The Designated Officer must ensure that all electrical equipment brought onto Trust premises from other sources has the appropriate test certificate and is formally visually inspected in accordance with the electrical safety management guidelines.

Staff are reminded that they must not bring electrical equipment into the Trust without the permission of the Designated Officer.

Fire Evacuation Procedure

Fire Drills are held twice a year in accordance with the procedure below. All staff and visitors must participate in the fire drill and follow the correct procedures.

In the event of an evacuation no member of staff or visitor should re-enter the building without the permission of the senior member of staff on duty. All staff,

on entering any area of the building should check that everything is in order. If it is not, senior member of staff on duty should be informed immediately. If there is a potential hazard, the room should be vacated and the senior member of staff on duty informed immediately.

On the Alarm Sounding

The senior member of staff on duty will check the alarm status at the alarm panel. They should then investigate the reason for the alarm, at the alarm point identified. **The alarm should not be silenced at this point.**

The building is to be evacuated on the alarm sounding. The priority is to evacuate the building to ensure the safety of staff and visitors.

The Senior Member of Staff will decide whether to call the Fire Brigade or not based on the investigation of the alarm point. Alternatively, they will pass on the all clear to staff (the alarm will be silenced at this point).

Once at the assembly point, the senior member of staff on duty will check that all staff and visitors are present.

Everyone is to remain at the assembly point, until the 'all clear' instruction is given.

The senior member of staff on duty will decide when staff can return to the building. In the event of a fire, the Fire Brigade will take overall responsibility.

Fire Precautions

The Designate Officer is responsible for:

-  The formal maintenance and regular testing of the fire alarm and emergency lighting
-  The maintenance and inspection of the firefighting equipment
-  The maintenance of exit/escape routes and signage
-  Supervision of contractors undertaking hot work
-  All staff must be familiar with the Trusts Fire safety risk assessment, the Trust emergency plan and evacuation procedures

First Aid

The following member of staff is the nominated person for first aid arrangements, this would cover the following:

-  take charge of the first-aid arrangements
-  looking after the equipment and facilities
-  calling the emergency services when required

Name

First Aid Boxes

The first aid box is located in the kitchen by the microwave and in the Large Meeting Room small cupboard.

Hazardous Substances

Designated officer is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Designate Officer. This Officer will complete an assessment for any authorised products.

Hazard Reporting

An important feature of this policy is the operation of an effective hazard reporting system. Any employee, contractor or visitor is encouraged to report any sub-standard condition or practice.

The reporting of hazards, in the main, should be done verbally to the Designated Officer on duty and line manager as soon as possible, but where the situation warrants, a more formal response may be required. Appropriate forms are available in the Office to report any problem.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Lone workers should not undertake any activities which present a significant risk of injury.

If it is necessary and you are required to work early in the morning or after normal working hours at night:

-  give prior notice to Designated Officer if you intend working late and indicate you will be in the building
-  make sure your colleagues know
-  check where they are likely to be in the building
-  make sure suitable precautions have been taken to prevent intruders entering the area where you are working
-  if possible, take a telephone into the room in which you are working;
-  if you are alone, consider locking yourself in
-  report your departure when you leave the premises

Maintenance and Repair of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Designated person.

All faulty equipment must be taken out of use and reported to the Designated person. Staff must not attempt to repair equipment themselves.

Manual Handling

The Trust will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask a member of staff for assistance.

Risk Assessment

It is the Chief Operating Officer's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the Trust.

Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Board who will prioritise issues and assign resources to undertake remedial control measures where required.

Security

Cash is kept in a safe and monies are banked regularly. Counting of accumulated cash must occur at an appropriate location on Trust premises. Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.

All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. The Trust accepts no responsibility for items left unattended. In the event of a theft in the Trust, staff will be advised to report the incident to the police and will assist them in their investigations.

It is the responsibility of the staff to take appropriate measures to maintain the security of any Trust equipment being used, if equipment is found to be missing or believed stolen it is important that this is reported immediately to the Senior Officer on Duty. When using portable and desirable equipment such as lap-top computers staff will be required to follow careful procedures to ensure their security.

Severe Weather Conditions

In the event of severe weather conditions, it is the responsibility of the CEO to make a decision on closure on grounds of health and safety.

Smoking

The Trustees and CEO have adopted a no smoking policy throughout Trust premises.

All Trust staff and parents will be informed and signs will be on display at main entrances to Trust buildings.

Staff Training and Development

The Chief Operating Officer is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

Safety induction must be given to all new employees on the first day of employment. This induction should take the form of a checklist and new staff should be clearly informed of the Trust's Health and Safety provisions e.g. Action to be taken in the event of a fire, Fire exits and knowledge of first aid arrangements.

Training must also be given to all key staff and staff with special responsibilities, such as the Designated Officer.

The Trust will keep a record of all staff who have been trained and the expiry dates of any certificates.

Stress Management

Where appropriate a risk assessment of stress in the workplace will be carried out under the management of Health and Safety at Work regulations 1992.

Symptoms of stress include problems sleeping; dietary problem; mood swings; lethargy; inability to concentrate; fatigue; emotionalism; chest pains; palpitations; sweating and racing heart, if you suffer from these symptoms, you are advised to consult your GP without delay.

If you consider you may be suffering from stress for reasons connected with your workload, you should approach your line manager who will deal with the issue promptly and in the strictest confidence and make all reasonable efforts to reduce work related stress.

No disciplinary action will be taken against an individual who, in medical opinion, is suffering from stress, unless the action is unrelated to the medical condition. Formal stress counselling may be arranged by the COO.

On return to work for any period of stress-related illness, the Trust will take account of medical advice and the needs of the Trust when determining which duties are most appropriate.

Visitors - Health & Safety

Under the provisions of the Health & Safety at Work Act 1974, The Trust has a duty of care to all its visitors. Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of the Trust they intend to visit. They are to obey all displayed warning notices and verbal instructions.

Contractors who arrive to carry out work must inform the designated officer of any potential hazard that may arise due to their work.

All visitors are to be made aware of the emergency procedures.

By implementing a Visitors' Policy which is monitored and kept continually under review, it is intended that entertaining visitors should not become a chore, but should be seen by everyone in the Trust as a continuing and valuable opportunity to illuminate our guests

There are three categories of visitors to The Trust:

-  Casual Visitors
-  Intruders
-  Troublemakers

Casual Visitors

As with all busy work places, there is a high level of casual visitors to the Trust during the course of a normal working day. These could be engineers or commercial representatives going to particular areas within the Trust. Sometimes they are expected, more often than not, their visit is unplanned.

For reasons of safety for staff, unknown visitors should on no account be allowed to wander through the premises.

Intruders

All staff are asked to take careful note of the following advice, which may help you to handle any difficult situations if you are confronted by an intruder or intruders on our premises.

Always aim to be welcoming and polite to all our visitors. If you see anyone that you think should not be on the Trust premises, do not approach them directly on your own but inform the Designated Officer to be called

When you have identified the intruders to the Senior Member of Staff on duty, please remain present whilst the Senior Member of Staff on duty asks them in a friendly way their reasons for being on site. This member of staff should guard against questioning someone on the basis of stereotyped assumptions about people based on their appearance. If satisfied that they are on legitimate business, please accompany them to Reception area to sign the Visitor's Book.

To distinguish between intruders and authorised visitors, all "visitors" need to report to reception. If the person is unable to offer an acceptable reason for remaining, the Senior member of staff should politely ask them to leave in a clear and firm way.

NEVER touch the intruder, even lightly, as this can be misinterpreted and provoke hostile reactions. If they refuse to leave, the Senior Member of staff should not attempt to force them to leave but dial 999 to call the police.

In this situation, try to remain calm and avoid raising your voice or being drawn into an argument.

If the police are called as a result of a physical assault, in serious cases they have the power to arrest the assailant and take legal proceedings directly.

Take a note of the description of any intruders and any conversation which you might have had with them, even when they leave the premises on your request or where they might have refused to leave initially but then leave before the police arrive. In the unfortunate event of any injuries being sustained, a separate report **should be made on the Standard Accident/Injury Form and returned to the Chief Operating Officer.**

REMEMBER, the Trustees of The Trust will provide the fullest support legally possible to staff in connection with alleged assaults, threats or criminal damage arising in the course of or out of the performance of their duties.

Troublemakers

New guidance, "Academy Security: Dealing with Troublemakers", was issued by the DCSF on 16 December 1997 to all Academies in England. The guidance spells out the powers of the police and the criminal justice system to deal with troublemakers in and around Academies.

The guidance also covers section 4 of the Offensive Weapons Act 1996. It is an offence under the Offensive Weapons Act 1996 to carry, without reason or authority, a knife or offensive weapon in or around Academies. This applies to all knives, other than folding pen knives, with a three inch or smaller blade. However, The Trust has banned all knives, regardless of the length of the blade.

Suppliers, contractors and commercial deliveries must follow separate arrangements as determined by the Designator Officer.

The Trust's building and ground are private places and anyone entering without authority is trespassing and may be asked to leave by the Senior Officer on Duty. Causing harassment, alarm or distress to staff, threatening, abusing or insulting staff, on or off Trust premises, could be an offence. The COO (or nominee) will exercise professional judgement in deciding whether to involve police in incidents of this nature.

Whether the COO (or nominee) has determined that an individual is trespassing, the Board have authorised a letter to be sent out on their behalf warning trespassers of the possibility of proceedings being brought against them. The maximum penalty for this offence is a fine of £500. When deemed necessary, a "troublemaker" will be informed in writing by a standard form letter, of the limitations both in terms of time and place as to their permission to enter the premises.

General precautions

Any members of staff must sign in and out using the Staff Sign-In Register book and when going off site must ensure that they inform a member of staff.

All visitors to the Trust must sign in and sign out in the Visitors book, so that a list of visitors in the building is available at any time.

Working at Height

The Designated Officer is responsible for the purchase and maintenance of all ladders in the Trust.

All ladders conform to BS/EN standards as appropriate.

The Designated Officer is also responsible for completing risk assessments for all working at height tasks in the Trust.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted.

Do not work at height when you are alone. If you are planning to use a step ladder ask the Designated Officer to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady yourself.