



# **Transform Trust**

## **Health, Safety & Welfare Policy**

### **May 2018**

This policy has three parts.

It contains:

- a **statement** of general policy based on legal duties under the Health and Safety at Work etc. Act 1974 [section 2 (3)]
- the **organisation** i.e. explains the allocation of functions to individuals i.e. who does what as regards to health and safety management
- the **arrangements** i.e. how health and safety functions allocated to individuals are carried out

## HEALTH AND SAFETY POLICY STATEMENT

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school.
- To ensure that non-employees e.g. pupils, parents, visitors etc., are not exposed to a risk to their health and safety so far as reasonably practicable.
- To consult with our employees on matters affecting their health and safety.
- To provide information, instruction, training and supervision for employees.
- To ensure all employees are 'competent' to carry out their activities.
- To provide adequate welfare facilities for employees and pupils.
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety.
- To review the systems in place that manage health and safety and to revise it as necessary on an annual basis.

**SIGNED:** ..... **DATE:** .....

This policy has been brought to the attention of all employees and is kept readily available for employees on the Transform website.

## **RESPONSIBILITIES**

### **Duties of the Academy Trust**

The ultimate responsibility for health and safety rests with the employer although some functions under the Health and Safety at Work etc. Act 1974 are delegated to Head Teachers (detailed below).

The Trust will:

- Establish mandatory health and safety policies/outcomes that schools follow/achieve.
- Monitor schools' compliance with legislation and policies.
- Monitor schools' health and safety performance.
- Provide direction/s as necessary to school management in the interests of health and safety.
- Ensure school management are appropriately trained in health and safety principles.
- Ensure any trust-wide purchasing and contracting procedures and arrangements that are in place consider health and safety compliance and performance.
- Consult with employees on matters affecting their health and safety according to the Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996.

### **Responsibilities of the Chief Executive**

The Chief Executive will:

- Ensure Health and safety regularly appears on the agenda for board meetings.
- Appoint a "health and safety director" to demonstrate its strategic importance.
- For the purpose of maintaining health and safety legal compliance and/or complying with Transform health and safety aims and objectives direct an school to take compulsory action.
- Ensuring that competent health and advice available according to Regulation 7 of the Management of Health and Safety at Work Regulations 1999 is provided.

### **Responsibilities of School Governing Bodies**

Governing Bodies are responsible for:

- Take reasonable steps to make sure that the school is following the employer's policy and procedures e.g. through regular discussion at governance meetings.
- Receiving reports on staff training that enable them to carry out their responsibilities.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the Head Teacher and senior management team to support sensible health and safety management and to challenge as appropriate.
- Integration of good health and safety management into business decisions.
- Approving the school's health and safety policy and other policies that relate to health and safety.
- Carrying out and recording a formal health and safety inspection of all parts of the buildings and site on at least an annual basis.
- Ensuring that adequate health and safety resources are made available to meet health and safety requirements.

- Ensuring health and safety is a fixed agenda item on Governor meetings.
- Considering immediate reviews in the light of major shortcomings or events.

### **Duties of Head Teachers**

The Head Teachers are responsible for:

- Demonstrating visible, active commitment to health and safety improvement.
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site.
- Ensuring that the requirements of all relevant legislation, codes of practice and school policies are met at all times.
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others.
- Consulting with employees, and safety representatives, on local health and safety issues.
- Ensuring effective means of communication with staff on health, safety and welfare issues.
- Ensuring that risk assessments are undertaken and reviewed annually or as necessary.
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities.
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe.
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary.
- Monitoring the standard of health and safety throughout the school.
- Ensuring that emergency procedures are in place.
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Authorise all Off-Site Visits; inform Governors of all non-routine Off-Site Visits.

### **Duties of All Employees**

All employees are instructed to:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action.
- Co-operate with the school on health and safety matters including compliance with Trust and school procedures.
- Not to interfere with anything provided to safeguard their health and safety.
- Report any health and safety concerns, e.g. hazards or defects etc. in line with local procedures.
- Ensuring that pupils are aware of the school's emergency procedures.

## **SCHOOL ARRANGEMENTS**

### **School Health and Safety Policies**

All schools will have a health and safety policy based on the Transform model version. The policy will be approved by their respective Governing Body.

A number of arrangements are left for each school to manage locally (see below). Their policy will describe how they meet legal requirements and best practice aims.

School health and safety policies will be reviewed on at least a 2-yearly basis or in the event of a significant change.

### **Accident Reporting and Investigation**

Accidents to employees will be reported and recorded locally. Accidents to pupils and other non-employees are recorded as laid down in the school's guidance and flowchart documents.

Accidents are investigated locally. Reported accidents are monitored termly.

The Head Teacher is responsible for ensuring specified serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

Accidents of a very serious nature or those which may result in a claim or media interest are to be reported to the Trust.

### **Asbestos Management**

If asbestos containing materials pose a serious risk to the health of persons using the school, the materials shall be removed as safely and as soon as possible.

Management surveys will be undertaken by a surveyor on a 5 yearly basis for all schools built prior to 2000. The school will organise any work required as a result of the survey with the assistance of the Schools H&S Team.

Where asbestos containing materials are present, and do not pose a serious risk, the school will take the opportunity to remove them progressively when it is safe and cost effective to do so. Whilst asbestos containing materials remain *in situ* the school will ensure that they are managed in such a manner so that the risk to the health of our employees, contractors, visitors and other people using our premises is minimised.

All specified work on asbestos containing materials shall be carried out in accordance with the current legal standards using the best working practices by licensed contractors.

The condition of known asbestos in the building will be monitored by the Site Manager on a monthly basis and recorded in the Asbestos logbook.

No destructive or potentially destructive work (however minor) will be undertaken in the school without first reference to the asbestos survey and logbook.

The school will identify areas that are not covered by an asbestos survey and thus may not be accessed without further sampling/air tests and areas are considered out of bounds.

The Asbestos Survey and logbook will be held in the school and is made available to any contractors prior to their carrying out work within the premises.

### **Condition surveys**

Condition surveys will be undertaken on a five-yearly basis.

### **Construction work**

All construction work is carefully monitored in accordance with school procedures.

### **Consultation with Employees**

Where policies, procedures and risk assessments have been created using the model versions from the Safety Manual these will be subject to local consultation with members of staff. Where schools that are part of the Nottingham City School shared facility time, have created their own policies, procedures and risk assessments these will be subject to consultation with the Nottingham City trade unions.

### **Contractors**

The school recognises the shared responsibility that any work undertaken by contractors is done so in a safe manner. The contractors' health and safety compliance and performance are considered as awarding factors for the tendering of all locally managed contract work.

Contractor work is managed locally on site where proper induction procedures and monitoring is in place.

### **Curriculum**

Risk assessments will be undertaken on all lesson activities where there is a significant risk of injury/ill health. Precautions will be included in lesson plans as necessary.

Specialist guidance will be provided by:

- Physical Education through The Association for Physical Education (afPE)
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) (subscription through the Schools H&S Team).
- Science and Technology (ages 3-12) - "Be Safe!" Association for Science Education.

### **Display Screen Equipment**

Risks are managed locally. Risk assessments will be completed for designated users of Display Screen Equipment (i.e. office staff).

### **Electrical Safety**

All portable electrical appliances in school are checked by a 'competent' person appointed by the school on an annual or bi-annual basis. Records of PAT testing are held on site.

All employees will be instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the Site Manager so that action can be taken to take the equipment out of use.

The electrical installation will be inspected at 5 yearly intervals by a competent person i.e. electrical engineer. Remedial action/s from the report will be undertaken by the school.

### **Emergency Procedures**

Each school will complete an emergency plan. Copies will be shared with the Trust.

### **Finger Guards**

Each school will complete a risk assessment.

### **Fire Safety**

Managed locally. Inspections and testing will be recorded manually in a dedicated fire logbook.

### **First Aid**

First Aid provision is managed locally. Each school will complete a first aid needs risk assessment.

### **Gas equipment and appliances**

All gas boilers/appliances are inspected annually by a 'competent' contractor from the Gas Safe Register™.

### **Hazardous Substances**

Managed locally. Risk assessments completed as required.

### **Health and Safety Advice**

Competent advice, guidance, generic risk assessments and training is provided through:

- Nottingham City Council's Schools Health and Safety Team 📞 (0115) 8764608/9.

### **Housekeeping**

Managed locally.

### **Information**

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

A Health and Safety Executive (HSE) poster will be displayed in the school. Details will be entered of the name of the H&S Governor, contact details for the H&S advisor and where to obtain details of the union safety representatives.

### **Inspections – Health & Safety**

Schools will have an annual walkabout inspection undertaken by the Schools H&S Team; this may include a representative from the Governing Body.

### **Lettings/Use Premises Out of Hours**

Schools will obtain legal and insurance advice regarding any lettings. Contract with conditions of hire will be completed, signed and approved as necessary.

### **Lone Working**

Managed locally. Risk assessments undertaken as necessary.

### **Maintenance and servicing of plant and equipment**

Inspection/servicing contracts will be arranged by each individual school as necessary. These may include some or all of the following:



Type	Frequency
Air conditioning	6 Monthly
Catering equipment	As required by risk assessment, recommended by manufacturer
Electrical installation	Five Yearly
Electric powered doors/gates	6 Monthly
Gas boilers + pressure sets	Annual
Gas cookers	Annual
Emergency lighting (discharge)	6 Monthly
Evac Chair	Annual
Fire alarm	Quarterly or 6 Monthly
Fire extinguishers	Annual
Fire shutters	Annual
Gas detectors	Annual
Hall dividers	Annual
Hoists	6 Monthly
Indoor and outdoor play equipment	Annual
Intruder alarm	6 Monthly
Lightning conductors	11 Monthly
Passenger lifts (including disabled) examination	6 Monthly
Passenger lifts (including disabled) service	Monthly
Portable electrical appliances	Annual or two yearly
Power tools	As required by risk assessment/recommended by manufacturer
Pressure sets	Annual
Sprinklers	Frequency depends on the type of system in use.
Stage lighting	Annual
Tree inspection	Every 3 years

### Manual Handling

Risks managed locally.

### Medical Conditions- management of

Managed locally. Each school will complete a risk assessment and have a local policy.

### New and expectant mothers

Risk assessments are carried out locally as soon as the Head Teacher is made aware by the employee and reviewed as necessary.

### Off-Site Educational visits

Each school will have an appointed Off Site Visits co-ordinator. The OVC is responsible to the Head Teacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

Advice and guidance is provided by the SOLAR Outdoor and Environmental Development Manager, Sports, Health and Outdoor Education Team.

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

The need for PPE will be assessed by the completion of local risk assessment.

### **Positive Handling/De-escalation**

The need for de-escalation and positive handling training will be assessed locally. The school will record instances of handling.

### **Reporting of defects, hazards and near misses**

All employees have been instructed to report defects, hazards, near misses via a recorded local procedure or verbally to the Site Manager (if urgent) who will ensure that appropriate action is taken to avoid accident / injury.

### **Risk Assessments**

Schools will complete necessary risk assessments from a set that they have been provided via the Schools Health and Safety Team. Schools will review risk assessments as necessary and on at least an annual basis. Further risk assessments will be undertaken as required.

### **Safety Representatives**

Under legislation school employees who have been appointed as Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

### **Security**

The Site Management staff are responsible for maintaining the physical security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding or accessing restricted parts of the site.

The response to alarm activation is covered in the lone working procedures.

Schools will complete a security risk assessment and establish their own security policy.

### **Site Inspections**

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Head Teacher, Site Manager and Governors.

### **Slips, trips and falls**

The risks associated with slip, trip or fall hazards are managed locally.

### **Stress, Work Related**

The Head Teacher is responsible for managing work-related stress within the setting. A stress toolkit is used by school management. Any instances of stress with the Head Teacher will be managed by the Trust.

### **Sun Protection**

Risks managed locally.

### **Supervision**

Decisions made locally.

### **Training**

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire, evacuation, security and reporting of concerns. This is recorded and kept of the employee's personal file. New employees are adequately supervised, as required.

Site Management staff will attend general H&S training on at least a five yearly basis.

Other training needs will be identified by the locally completed risk assessments.

### **Vehicles, Use of**

Managed locally.

### **Violence**

The Trust has adopted the Health & Safety Executive's (HSE) definition of violence:

'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence will be recorded locally and investigated as required by Line Manager/Head Teacher.

### **Water Management/Control of Legionella**

Schools will comply with the requirements of the legionella Approved Code of Practice (L8). Schools will employ a contractor to undertake and then review a legionella risk assessment on a five yearly basis. Regular tasks as required by the legionella risk assessment are managed locally.

### **Welfare facilities**

Managed locally.

### **Work Equipment**

Managed locally. Risk assessments undertaken as required. Training organised as necessary.

### **Workplace Transport Safety**

Managed locally. Risk assessments undertaken as required.

### **Working at Height**

Managed locally. Risk assessments undertaken as required. Training organised as necessary. Access equipment will be inspected on a termly basis by the Site Manager and recorded locally.

## TRUST ARRANGEMENTS

### Consultation

The establishment of a Trust Health and Safety Committee will be considered if requested to do so by at least two safety representatives. Trust and model school policies with Health & Safety implications will be subject to consultation with trade unions.

Model risk assessments and guidance for schools will be subject to consultation with the trade unions.

### Escalation

Schools will contact the Trust in the event that they are unable locally to remedy a structural, building or other matter which has either significant health and safety or business continuity implications.

### Management of The Trust Head Office

#### Risk Assessments

The following risk assessments will be in place:

- Fire
- General building including the car park
- Provision of First Aid
- Legionella
- Hazardous substances used for cleaning (COSHH)
- Individual workstation (DSE)
- New and expectant mothers (as necessary)
- Individual staff- medical/disability (as necessary)
- Lone working (as necessary)
- Working at height (changing light bulbs)
- Use of private vehicles for business use

#### Maintenance/Servicing/Inspections

The landlord is responsible for the following:

- Grounds maintenance including gritting in the event of ice/snow.

The Trust are responsible for, and have the following maintenance schedules in place to manage:

Service requirement	Frequency	Undertaken By:
Fire alarm	Weekly in-house testing	Site Manager
	Quarterly/Six-Monthly servicing	Neuro Systems
Emergency lighting	Monthly short functional test	Neuro Systems
	Full rated duration of the emergency lights test	Neuro Systems
Air conditioning	6 Monthly	Portman Air Conditioning
Portable electrical appliances	Annual or 2-Yearly	Site Manager
Fixed electrical wiring	Five yearly	

#### First Aid

Three members of staff are qualified to EFAW level to provide first aid treatment. This is to ensure cover in the event of absence/illness.

### **Reporting Defects/H&S Concerns**

Defects and Health & Safety concerns from staff are reported to Claire Smith for attention/resolution.

### **Induction**

Claire Smith will undertake inductions for all new starters, covering building security, safeguarding arrangements, first aid arrangements, individual health matters, fire procedures and welfare provision.

### **Meetings**

Fortnightly meetings or updates are held between Head Teachers and the Trust. At these, there is the opportunity for Head Teachers to raise any health and safety matters that they need to be escalate.

Whole team Trust meetings are held on a monthly basis where there is an opportunity for staff to raise and discuss any health and safety concerns.