
Health and Safety Policy for DHMAT Central Team

Review: September 2027



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1. Health and Safety - Statement of Intent

The Diocese of Hereford Multi- Academy Trust (Trust) has overall responsibility for the health, safety and welfare of staff, pupil, visitors and others in the schools we operate and within the Trust central team.

The Trust will take reasonably practicable steps to protect the health, safety and welfare of employees, pupils, volunteers, contractors, visitors and any other persons who may be affected by its activities.

The Trust recognises that decisions about workplace health and safety should be collaborative, reasonable, and proportionate in order to maintain a safe environment where pupils can learn and achieve their full potential and where employees are supported to ensure work related stressors are avoided.

This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974, as well as those other Regulations, Approved Codes of Practice, Guidance, etc. made under this legislation.

The health, safety and welfare of staff, pupils and visitors is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture throughout our organisation and assisting all members of the school community to play their part.

The safety culture of our schools is the product of individual and group values, attitudes, perceptions, competence and patterns of behaviour. This policy includes our vision to ensure that our schools have a strong and positive safety culture through communication, training, collaboration and leading by example.

The Trust will strive to continually improve the performance of our health and safety management in all our schools and central team activities.

Together, we are committed to achieving the following objectives:

- To provide, as far as reasonably practicable, a safe and healthy working environment for all.
- To ensure that all members of the Trust and school communities are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them.
- To ensure that all staff have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment.
- To have an effective system for communicating and consulting on health and safety matters.
- To effectively plan, implement, monitor and review the arrangements in place to ensure that we have a safe and healthy working environment.
- To encourage, promote and continuously improve the Trust's health and safety performance.
- To ensure that we protect the environment.

This statement was reviewed and ratified by the Board of Directors:

Signed:

Signed:

Andrew Teale

Rob Pizzi

Chief Executive Officer

Chair of Directors

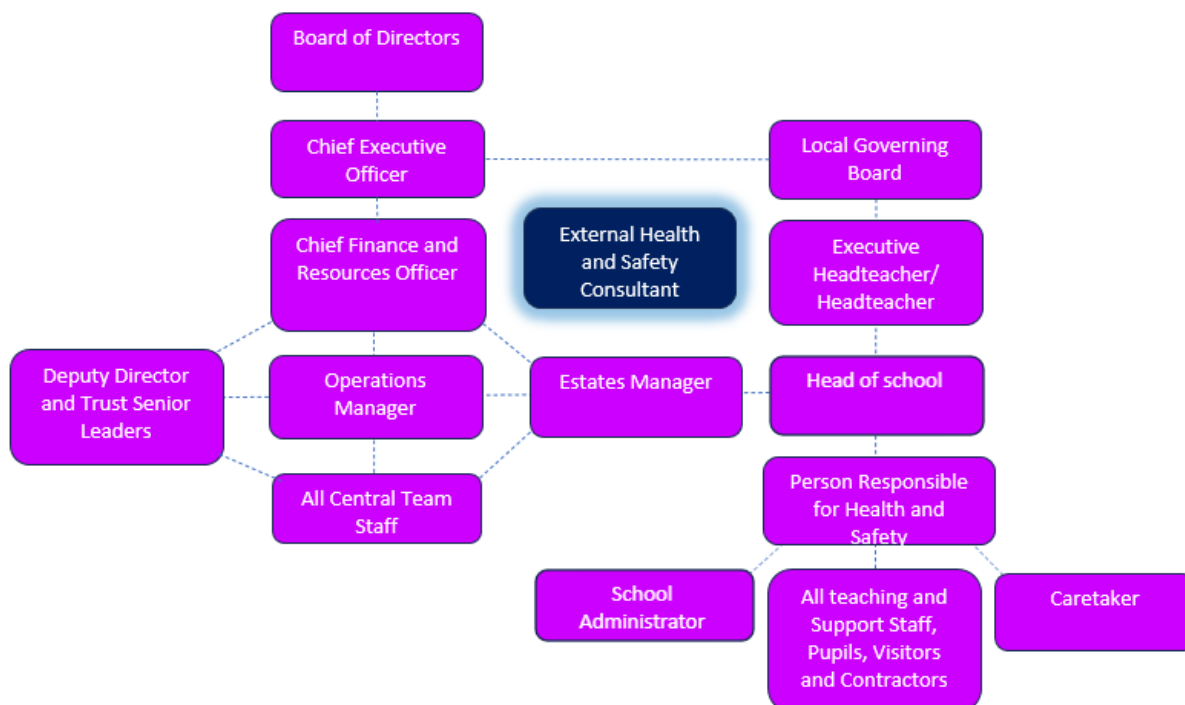
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2. Responsibilities and Organisation

The main legislation covering this area is the Health and Safety at Work etc. Act 1974 and regulations made under that Act.

A flowchart of responsibilities is shown below:



The Trust, as the employer is responsible for health and safety, though many tasks are delegated. The school level responsibilities are identified through the scheme of delegation available here:

<https://www.dhmat.org.uk/governance>

Every person employed by the Trust carries some responsibility for health, safety and welfare but where specific duties are given, these are recorded in the following pages.

2.1. The Trust Board will:

- Ensure an appropriate Board profile is implemented and maintained for health and safety by appointing a liaison Director health and safety.
- Provide strategic direction in the importance of Health and Safety across the organisation.
- Review all reported events to make sure practice is reviewed and updated if necessary.
- Take all reasonable steps to provide safe and healthy conditions for pupils/employees and others who may be affected by its activities.
- Take all reasonable steps to ensure compliance with all relevant health and safety legislation.
- Accept its responsibilities as an employer and provide adequate resources to implement this policy, including access to support from health and safety competent persons and, where necessary, obtain external specialist advice and assistance.
- Accept that health, safety, and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Expect all employees and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.

- Commit to providing the necessary information, instruction and training to employees.
- Acknowledge and actively support the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.
- Commit to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy after considering new legislation and other changing circumstances.

2.2. Chief Executive Officer will:

- Ensure health and safety has a high profile throughout the Trust and is included as an agenda item on all relevant meetings, including Board meetings.
- Promote a sensible approach to health and safety, making use of external health and safety advice when required.
- Consider the impact of health and safety in all strategic and operational decision-making.
- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the Trust.
- Consult staff and provide appropriate training opportunities.
- Monitor and review health and safety policy and arrangements.
- Ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust and school premises.
- Ensure there is an effective accident reporting and investigation procedure across the Trust.
- Ensure that the Headteacher, and Head of School where appropriate, in each school is competent, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare.
- Ensure that all staff and governors are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement and fulfil those duties to full effect.
- Appoint a Competent Person to advise on health and safety matters.

2.3 Chief Finance and Resources Officer will:

- Develop the Health and Safety Policy and procedures and ensure that health and safety is prioritised and informs the Trust's strategy, planning and decision-making process.
- Monitor health and safety performance - via findings from health and safety audits, compliance audits, inspections, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)
- Ensure that the designated person responsible for Health and Safety in each school has the skills and capacity to lead on all health and safety issues within the school.
- Implement and monitor an informed, proportionate, and prioritised risk management system for the Trust.
- Supporting schools and their LGBs for implementing risk management and loss prevention strategies in schools, to reduce insurance costs and in the management of any third-party service contracts.
- Supporting schools and their LGBs to identify potential risks in relation to achieving strategic objectives and make effective contingency and disaster recovery plans.
- Be the key link officer between the Trusts finance and resources committee, which covers health and safety, SLT, central team and the Trust board.

2.4. Operations Manager

The Trust has an Operation's Manager. This role will be supported by specialist external advice when required and is supported internally through the Trust's Estates Manager.

This role will:

- Co-ordinate and manage the risk assessment process for the people and operations elements of the central team.
- Assist with the identification of training needs and training delivery across the central team to ensure that staff are adequately instructed.
- Work with the Estates Manager to arrange periodic health and safety audit checks for the central team and to resolve any health and safety or welfare problems.
- Ensure so far as is reasonably practicable, the provision of sufficient information, instruction training and supervision to enable other employees to avoid hazards and contribute positively to their own health and safety within the central team.
- Advise schools on the risk assessment process in relation to workforce issues and encourage the recording of risk assessments and control measures e.g. pregnant worker risk assessments, return to work risk assessment.
- Monitor and review risk assessments, sharing information that could influence changes to policies, guidance and working practices.
- Advising schools leaders on the appropriate use of Occupational Health to support staff health and wellbeing.
- Advising school leaders on lone working, highlighting key risk and how these can be mitigated.

2.5. Estates Manager

The Trust has appointed an Estates Manager, which forms part of the 'Competent Person' role for advice on health and safety matters. This role will be supported by specialist external advice when required and supported internally through the Operations Manager.

This role will:

- Be the point of contact with the Trust's appointed Health and Safety external competent person and ensure that the arrangement is fit for purpose and represents good value for money.
- Arrange for effective systems to be in place for schools to record compliance inspections, surveys, and risk assessments to ensure they are meeting their statutory obligations. The current system in place to support this is I AM Compliant.
- For the central office, coordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed or brought to the attention of the CFO.
- Co-ordinate and manage the risk assessment process for the buildings and premise elements of the central team.
- Work with the Operations Manager to arrange periodic health and safety audit checks for the central team and to resolve any health and safety or welfare problems.
- Ensure that all accidents (including near misses) occurring within the central team are promptly reported and investigated.
- Manage and confirm reporting all major accidents under the requirements of RIDDOR.
- Liaise with any enforcing authority e.g., the Health and Safety Executive (HSE) insurance organisations or other agencies on Trust and individual school health and safety arrangements.
- Assist and advise on investigation of all reportable accidents and share suggested changes to systems to prevent a recurrence.
- Identify trends and advise on concerns and training needs.
- Assist Headteachers and the Person responsible for Health and Safety at each school to fulfil

their Health and Safety responsibilities by providing advice and support.

- Undertake pro-active monitoring of health and safety audits and reports received, and when required undertake workplace inspections.
- Advise on the risk assessment process in relation to building and estates issues and encourage the recording of risk assessments and control measures.
- Monitor and review risk assessments, sharing information that could influence changes to policies, guidance and working practices.

2.6. Deputy Director and Trust Senior Leaders will:

- Apply the relevant Health and Safety Policies to their own area of responsibility or work.
- Share and implement specific health and safety procedures with members of their teams, e.g. lone working policies, task specific risk assessments.
- Promote a sensible approach to health and safety, promote a sensible approach to health and safety, helping to create a safety conscious culture in the workplace and champion Health and Safety at Senior Leadership Team meetings, School Effectiveness meetings, Board meetings as well as wider Trust meetings.

2.7. All Trust Staff

Under the Health and Safety at Work etc. Act 1974, all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the school / Trust.

Employees of the Trust, whether on fixed term or permanent contracts are responsible for:

- Taking reasonable care of their own health and safety and that of others.
- Refrain from doing anything or omitting to do anything that causes danger to themselves or others.
- Ensure that they are familiar and up to date with the Trust's Health and Safety policy and standard procedures.
- Co-operate with the employer/Trust supporting the implementation of this Health and Safety policy and any local school arrangements.
- Ensure as far as is reasonably practicable that their work area is safe.
- Raise health and safety concerns in line with local arrangements.
- Inform the relevant management if something happens that might affect their ability to work safely, e.g., suffering an injury, taking prescribed medication, or becoming pregnant.
- Ensure that they only use equipment that they are competent and trained to use, making use of all necessary control measures and personal protective equipment provided for safety or health reasons.

2.8. Volunteers

Volunteers (such as parent helpers. etc.) have a responsibility to act in accordance with School local policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately. Volunteers have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the Trust's Health and Safety policy and local School policies and procedures.

Volunteers are also expected to act only under the supervision of a qualified member of staff and risk assessments will cover their activities.

2.9. Contractors

All Contractors working on Trust and school premises, on the Trust's behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others and must not cause a hazard to staff or students at the school.

Contractors will be required to demonstrate their competence to carry out specific hazardous work, prior to their engagement. Contractors will be inducted to site and made aware of any safety provision prior to commencement of any works.

For further information on the management of contractors see the Trusts contractor management policy

3. Trust Arrangements for Health and Safety

3.1 Competent Person Advice

The Trust has appointed an Estates Manager which incorporates the 'Competent Person' role for advice on health and safety matters. This role will be supported by specialist external advice which will provide additional advice and support, undertake proactive monitoring visits to all premises and provide constructive feedback on any issues that are found.

The Trusts current external advice is provided by 'In House Safety' and can be directly accessed by all schools in the Trust.

3.2 Health and Safety Management

The Trust will monitor performance of its schools and central team in line with its requirements as the Employer. This will include following the general 'Plan, Do, Check, Act' principles of the Health and Safety Executive publication HSG65 – 'Managing for Health and Safety'.

The principles 'Plan, Do, Check, Act' achieve a balance between the systems and behavioural aspects of management. They also treat health and safety management as an integral part of good management generally, rather than as a stand-alone system.

Managing health and safety should be part of the everyday process of running an organisation and an integral part of workplace behaviours and attitudes.

The core elements to effectively manage health and safety are:

- Leadership and management.
- A trained/skilled workforce.
- An environment where people are trusted and involved.

3.3 Health and Safety Management System

The Trust uses iAM Compliant which monitors compliance issues across its estate, and can be used to store risk assessments, report accidents and log elements such as premises defects. It also includes e-learning modules on key elements including fire awareness, legionella management and asbestos awareness.

3.4 Measuring Performance

The Trust will utilise various means to measure safety performance such as:

- Annual review of health and safety
- Site inspections/safety tours.
- Local review of risk assessments and the subsequent control measures.
- Results of any external reviews/investigations

- Local review of accidents/incidents/near misses and use of the information and experience gained throughout the Trust.
- A system of reviewing and developing improvement plans as identified.
- Sharing experiences, findings, and good practice throughout the Trust.

3.5 Audit

Health and Safety processes and procedures will be reviewed annually.

3.6 Training

All employees within the Trust should receive appropriate information, instruction, training, and supervision to undertake their roles and responsibilities safely and work in a safe environment.

All employees must receive induction training regardless of whether they are permanent, part time, temporarily employed, etc.

This induction should cover:

- Health and Safety Policy and other associated policies.
- Fire and emergency procedures.
- First aid provision.
- Welfare facilities.
- General housekeeping arrangements and defect reporting.
- Procedure for accident/incident reporting, including near misses.
- Relevant risk assessments which might affect them.
- Job specific training needs.
- How to raise health and safety concerns.

3.7 Accident/Incident Reporting and Investigation

All employees must report and record all accidents, incidents, near misses and dangerous occurrences to enable such incidents to be reviewed and investigated accordingly- this can be done on the iAM Compliant system.

Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Estates Manager will ensure they are clear on the type of accidents/incidents that need reporting to the HSE and that they will seek advice from 'In House Safety' if they think the threshold for reporting has been met. The Estates Manager can then make any required RIDDOR reports.

The CEO or the Board of Trustees may decide to conduct internal investigations into incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

An investigation may be launched by external authorities e.g., the HSE, in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed, and witnesses may be interviewed.

Accident records will be reviewed on a regular basis in order to identify any trends and so that prompt action can be taken where necessary to avoid repeated incidents of a similar nature.

3.8 Enforcing Authority

The enforcing authority is the Health and Safety Executive (HSE) - www.hse.gov.uk,

The Trust office is within Shropshire and comes under their Wales and South West region. The local office is:

HSE (Crewe Office),
Hornbeam House,
Electra Way,
Crewe.
CW1 6GJ

3.9 Ratification of Policy

This policy is required under the Health and Safety at Work etc. Act 1974.

Any breaches of those duties listed could lead to the prosecution of the Trust's Board, Chief Executive Officer or individual employees. Failure to comply with health and safety requirements could also lead to disciplinary action. The Trust HR policies give full details on disciplinary and misconduct procedures.

4. Task Specific Arrangements for Health and Safety

Accessibility and Individual Health Needs

The Trust recognises its duty to provide a safe, inclusive, and accessible environment for all pupils, employees, visitors, contractors, and other users of its premises. Consideration will be given to the individual needs of persons with disabilities, medical conditions, sensory impairments, learning difficulties, temporary injuries, or other circumstances that may affect their ability to access facilities or participate safely in school activities.

Risk assessments will take account of individual needs where appropriate, and reasonable adjustments will be implemented to reduce risks and remove barriers to participation. Personal Emergency Evacuation Plans (PEEPs) and other individual risk assessments will be developed where necessary and reviewed regularly.

The Trust and its schools will ensure that access routes, emergency procedures, facilities, educational activities, trips, and events are planned and managed to promote inclusion whilst maintaining health and safety standards.

This section should be read in conjunction with a range of supporting policies and procedures such as Managing Attendance, Equality, Diversity and Inclusion and Safeguarding.

Asbestos

No asbestos on site.

Contractors

The Trust recognises its responsibilities in relation to the use of contractors. In any client/contractor relationship, both parties will have duties under health and safety law.

Construction projects will be managed in accordance with the Construction (Design and Management) Regulations 2015 (CDM). The client in these circumstances is the Trust. The client must be satisfied that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

The client will manage and supervise the work of the contractors. The more impact the contractor's work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities of the client. The client therefore requires sufficient knowledge and expertise to manage and supervise the contracted work.

Staff will ensure that contractors visiting their premises do not pose a risk to their own health and safety or that of others present within the establishment.

The Estates Manager will be responsible for ensuring that all contractors on site are aware of the fire and emergency evacuation procedures and inform them of any known hazards that might affect them whilst at work. Contractors in turn should notify the Estates Manager of any hazards arising from their activities, which may affect the occupants of the establishment so mitigation can be put in place.

All contractors should report to the front office on arrival, be signed in and abide by the site rules.

Further information is available in the Trusts Contractors policy.

Electricity at work

The Electricity at Work Regulations 1989 set out specific requirements on electrical safety. These Regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained to prevent danger. 'Systems' includes all apparatus as well as the mains supply.

All portable electrical appliances should be visually checked before use. In particular, attention should be paid to the condition of power cables and of their terminations, as these are often damaged, wrenched and jerked, which may loosen their connections.

Portable Appliance Testing will be carried out by an appropriate contractor and records shall be maintained on iAM Compliant. Any item which fails such a test must have the appropriate 'fail' sticker attached to it and must be removed from use for repair or replacement. Fixed electrical installations will be inspected by a competent person at least every five years or frequency determined by the competent person. The Trust will ensure that any C1 or C2 recommendations identified in the inspection report are appropriately addressed.

Staff should not bring their own personal electrical appliances into the school unless they have had the earth-bond and insulation checked by a competent person.

Fire safety

The Regulatory Reform (Fire Safety) Order 2005 places duty on the Responsible Person to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire. The Estates Manager will appoint a competent company to undertake a fire risk assessment and provide competent fire safety advice. The fire risk assessment should be reviewed annually, and a new survey conducted at least every 5 years (sooner if changes to the building require it).

The Trust should appoint a "Responsible Person" who is ultimately responsible for fire safety and who may have other competent people to assist them to carry out their duties. These include:

- ensuring recommendations identified in the fire risk assessment have been undertaken.
- reviewing the fire risk assessment on a regular basis.
- developing an Emergency Evacuation Plan- this is important for Unit 11 as there is no fire alarm in the building. Staff need to understand how to raise the alarm and what to do in the case of an emergency.
- ensuring appropriate procedures are in place to call and liaise with the local Fire and Rescue Service
- ensuring that Personal Emergency Evacuation Plans (PEEPS) for staff with impaired mobility have been completed.

- organising annual fire drill.
- ensuring appropriate fire safety records are being maintained.
- ensuring that staff have received appropriate fire safety training for their position.

The Estates Manager will ensure that appropriate competent contractors have been appointed to ensure that the fire safety systems are being serviced and maintained at the required intervals. Contractors will be appointed to cover Fire Fighting Equipment including Extinguishers and Emergency Lighting Systems. These records will be stored on iAM Compliant.

All staff have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective or damaged firefighting equipment, such as fire extinguishers.

First Aid

The Health and Safety (First Aid) Regulations 1981 set out a duty of care on employers to provide adequate and appropriate first aid provision for employees. It is usually necessary to ensure that there is at least one first aider available at all times, taking into consideration staff absence, holidays, lunch breaks, before and after hours, etc.

A first aid assessment of needs for the central team has been completed by the Estates Manager and that determined that two emergency first aid at work trained people is an appropriate level of first aid cover for the site. Staff nominated to administer first aid will attend first aid at work training. Refresher training provided at the required intervals. Details of the nominated persons with first aid responsibilities are on prominent display around the site.

The appropriate first aid equipment is located and maintained at the site as determined by the first aid needs analysis. Any accidents requiring first aid must be reported using the accident reporting procedure and more serious accidents recorded on iAM Compliant.

Gas Safety

Under the Gas Safety (Installation and Use) Regulations 1998 and the Gas Safety Regulations 2001, any work on gas systems and appliances could only be carried out by persons registered on the Gas Safe Register.

The Estates Manager must ensure that the chosen competent contractor is suitably qualified and experienced to service and maintain the gas appliances, namely commercial boilers, domestic boilers, domestic gas appliances and catering appliances etc.

The Estates Manager will ensure that the chosen competent contractor will attend on the terms of the service contract, which shall be at least annually. The Estates Manager will monitor the gas appliances on site and will take appropriate actions and report to the relevant competent contractor any defects found.

The Estates Manager will maintain the relevant gas safety records on the iAM Compliant system.

If you smell gas:

- Do not use any naked flames/other ignition sources.
- Open doors and windows.
- Contact the gas board.
- Do not switch on or off the lights or any portable switch appliance switch.
- Shut off the gas.
- Evacuate the premises, if appropriate.

Glass and Glazing

All glass in doors and side panels in critical locations must be safety glass, and all replacement glass is to be of safety standard. The condition of glass is monitored by the Estates Manager and any glass in a dangerous condition must be immediately replaced.

Hazardous substances (COSHH)

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 impose duties on employers to protect employees who may be exposed to substances hazardous to health at work, and others who may be affected by such work.

COSHH covers chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on the packaging, then the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases, biological agents that cause diseases such as Leptospirosis or Legionnaires Disease; and biological agents used in laboratories.

COSHH doesn't cover lead, asbestos or radioactive substances because they have their own specific regulations.

The Operations Manager will ensure that COSHH assessments are carried out on any hazardous substances used. Cleaning of the building is currently contracted out.

Health and Safety Advice

The Estates Manager will ensure that the central team has access to competent safety advice provided by an appropriate company. The current company is 'In House Safety'.

Housekeeping, Cleaning and Waste disposal

On a weekly basis the central team will:

- Ensure that cleaning is done to a high standard and that rubbish is kept to a minimum and is cleared away.
- Ensure that wet floor warnings are in place to minimise risk of slips and falls.
- Dispose of glass and sharp objects safely.
- Ensure, as far as possible, that waste and recycling bins are at safe distance from buildings and that they are secure.

Lettings and Shared Use of Premise

Employers have a general duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of their employees at work, and others who are not employees but use their premises. The Act also requires that when parts of the building are used by other organisations that there is "co-operation and co-ordination" between the two parties for the purposes of health and safety.

All parties using the Trust properties will be made aware of the Trust's Health and Safety Policy. They will be required to confirm their adherence to it and the application of its contents in order to successfully occupy the agreed areas. This policy will form part of any contract for short or long-term letting.

Central team staff will undertake regular checks to ensure that prior to lettings:

- the fire alarm procedure is shared.
- emergency lighting is working.
- escape routes are clear.

- the hirer is aware of escape routes.

Lone working

The Health and Safety at Work Act 1974 places a duty on employers to ensure the health, safety and welfare of employees. The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work. This will include the risks to staff from lone working.

Lone workers have been defined by the HSE as “those who work by themselves without close or direct supervision”. Lone workers are found in a wide range of situations and can be divided into those who work at fixed establishments (where only one person is on site, where people work separately from others, or where people are working out of normal working hours), and those who are mobile workers, working away from their main working base.

The Operations Manager will ensure that all lone working activities are identified, and the risks from such lone working activities are assessed and control measures identified and implemented to minimize the risk to the health and safety of staff.

All staff that work alone must be competent to carry out the activities they are engaged in and must have received sufficient information to enable them work alone safely and to be able to summon help and assistance if required.

It is the responsibility of all staff to follow the agreed lone working procedures and safe systems of work, and to report immediately any problems or concerns to their line manager. Further guidance is available in the HSE document Working alone in Safety (INDG73).

Staff who work alone must have use of a mobile phone to enable them to contact others immediately if required. The external doors are kept locked to keep out intruders but to allow exit in the event of an emergency.

Maintenance and Inspection of Equipment

The Estates Manager is responsible for inspection of the following items:

- steps examined each time they are used.
- emergency lighting to be tested monthly.
- fire exits to be inspected monthly.
- fire extinguisher to be inspected monthly.
- fire doors to be inspected monthly.
- records kept for fire safety equipment and all health and safety checks on iAM compliant system.

Manual Handling

The Manual Handling Operations Regulations 1992 apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Employers are required to:

Avoid the need for manual handling, so far as is reasonably practicable.

Assess the risk of injury from any hazardous manual handling that can't be avoided.

Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

The Estates Manager will be responsible for carrying out risk assessments for all manual handling activities, which pose a significant risk of injury to staff and to update and review as necessary.

Employees are required to:

- Follow appropriate systems of work.
- Make proper use of equipment provided.
- Co-operate with their employer on health and safety matters.
- Inform the employer if they identify hazardous handling activities.
- Take care to ensure that their activities do not put others at risk.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed. The Trust will ensure appropriate training records are maintained.

If a member of staff develops any medical/physical condition a specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

New and Expectant Mothers

The Management of Health and Safety at Work Regulations 1999 place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their employees to which they are exposed whilst at work in order to identify the measures that need to be taken to comply with health and safety legislation.

In addition, the regulations identify two groups of workers; New mothers and Expectant mothers; for whom a specific risk assessment must be undertaken, or an existing risk assessment must be reviewed in order to identify any additional control measures that may need to be taken.

A “new or expectant mother” is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding.

When a member of staff notifies the school in writing that they are in any of the above groups, then a specific risk assessment must be carried out by the Operations Manager to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of her work.

The main areas of concern for new and expectant mothers fall into three main categories of physical, biological and chemical.

Further advice and Guidance is available: HSE 122 – New and Expectant Mothers at Work – An Employers Guide, INDG 373 – A Guide for New and Expectant Mothers who Work.

Permits to work

Contractors working on the premises carrying out ‘hot work’ and other hazardous activities will need to follow the required permit to work system gaining authorisation from the person responsible for Health and Safety before starting work.

Personal Protective Equipment (PPE)

The Personal Protective Equipment Regulations 1992 are designed to protect people from risks to their health.

PPE should be properly assessed before use to ensure its suitability and must be maintained and stored properly. Employees should be provided with instructions and training on how to use PPE safely and be supervised to ensure the equipment is being used correctly, by their line manager

PPE is defined in the regulations as “all equipment (including clothing protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety”, e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

All PPE should be identified through risk assessment, but only if the identified risks cannot be reduced by other means.

Poster on Health and Safety Law

This is located in a prominent place and will be updated by the Estates Manager.

Radon

The Trust recognises the potential health risks associated with exposure to radon gas and is committed to ensuring that the risk is appropriately managed across its premises. Each site does a postcode checker on the UK Health Security Agency postcode checker website. Where a site is listed as being located within a designated radon affected area radon testing will be undertaken in accordance with current guidance and recommendations. The results of any monitoring will be reviewed, and where radon levels exceed the recommended action level, appropriate remedial measures will be implemented to reduce exposure. Records of testing, monitoring, and any remedial works undertaken will be maintained on iAM compliant.

Reporting Defects

At present defects can be reported by contacting the Operations Manager or Estates Manager via email.

Reported defects reports will be checked daily and appropriate measures undertaken on a risk assessed basis. If defects cannot be rectified satisfactorily then other measures will be taken to make the area or situation safe until a permanent repair can be made.

Risk Assessments

The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work, and any others who may be affected by their undertaking. The risk assessment must be recorded, and reviewed if it is no longer valid, if there have been significant changes in the matters to which it relates, or annually, whichever is the sooner.

The Estates Manager will be responsible for ensuring that risk assessments associated with buildings and premises are undertaken, recorded and reviewed. The Operations Manager will be responsible for ensuring that risk assessments associated with people and operations are undertaken, recorded and reviewed.

Employees have a duty to cooperate with their employer when they are conducting risk assessments and for cooperating with them in implementing any remedial action or control measures to reduce the risk.

Staff involvement and consultation will be ensured during the risk assessment process.

The regulations stipulate that a specific risk assessment must be undertaken for new and expectant mothers, young persons (under 18 years of age). Statutory risk assessments are also required for COSHH, DSE, PPE and Manual Handling.

Risk assessment forms should be reviewed annually. All risk assessments will be maintained on the iAM compliant system.

Security

Specific responsibility for security is not set down in legislation. However, security is related to health and safety. Therefore, the Trust should consider what security measures are necessary to ensure, as far as reasonably practicable, the safety of the staff.

Examples of security measures:

- Controlled entry system at main entrance
- Visitors signing book
- Procedures for dealing with trespassers or visitors that become aggressive
- Appropriate recording procedures for incidents relating to security

Smoking

All Trust sites are non-smoking sites.

Stress and Staff Wellbeing

The well-being of all staff is of the highest priority of the Trust, and it will explore all avenues to help ensure the happiness and security of its employees.

All staff have a clear line management structure within which they work, and it is the responsibility of line managers to monitor stress levels and the general well-being of staff in their team. In particular cases of stress or illness, staff are encouraged to raise any concerns with their line managers.

The Trust have an Employee Assistance Program which provides both access to 24/7 Counselling as well as access to resources to support and wellbeing.

Training and Development

The Trust are committed to providing all staff with the appropriate information, instruction, training and supervision to enable them to undertake their duties safely and without risk to themselves or others. Induction training will be provided to all new employees appropriate to their role.

Use of Display Screens / DSE

The Display Screen Equipment (DSE) Regulations 1992 require employers to minimise the risks to employees who habitually use display screen equipment as a significant part of their normal work.

Other people, who use DSE only occasionally, are not covered by the requirements of the regulations, however, employers still have general duties under other health and safety at work legislation.

Where users are identified, the following must be ensured:

- Workstations are assessed using an appropriate workstation assessment checklist and the risks reduced, as applicable.
- Workstations meet the minimum requirements as outlined on the checklist.
- Work is planned to allow adequate breaks or changes of activity.
- On request, eye tests are arranged, and a contribution made towards spectacles if they are required for DSE use.
- Health and safety training and information is provided.

Vehicles on Site

The Workplace (Health, Safety and Welfare) Regulations 1992 require that workplaces are organised to ensure that vehicles and pedestrians can move around safely. This includes organisation of traffic routes to enable pedestrians and vehicles to circulate safely.

A risk assessment of traffic management should be carried out.

Violence/ Personal Safety

The Management of Health and Safety at Work Regulations 1999 places duty on employer to consider and assess the risks to employees. This would include the risk of reasonably foreseeable violence.

Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally, in circumstances relating to their work. This includes abuse, threats or aggression received through electronic communications or social media.

Physical or verbal abuse of staff within the school will not be tolerated. A risk assessment will be undertaken to identify and minimise the risk to staff from potentially violent persons or situations.

Staff will, where appropriate, receive information, instruction and training on the risks from potential violence and aggression, and how to avoid or minimise potential violent or aggressive situations.

All acts of physical or verbal abuse must be reported using the appropriate report procedures. As an employer the Trust and the School will support any employee who is assaulted or threatened in the course of their duties.

For further details on the procedures to follow please see the Trusts 'Unreasonable behaviour towards staff policy'.

Working at Height

The Work at Height Regulations 2005 requires that, "every employer shall take suitable and sufficient action to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury".

The Estates Manager will assess the risks from working at height and make plans to either avoid the work at height, or to do the work more safely. Where working at height cannot be avoided suitable and appropriate work equipment will be provided. It will be inspected, tested and maintained on a regular basis by a competent person and records will be kept on iAM compliant.

Staff using the equipment should carry out visual checks prior to every use. Staff must follow defined work procedures and safe systems of work whilst working at height. Any faulty equipment should be taken out of use immediately and the person responsible for Health and Safety should be informed.

All staff members involved in working at height will be given full information, instruction and training in the use of any relevant equipment prior to its use.

Work-Related Driving

The Trust recognises that driving on Trust business is a work activity and will take all reasonably practicable steps to reduce the risks associated with work-related driving. All employees who drive as part of their work must be competent, suitably licensed and medically fit to drive.

Employers have a duty to manage the health and safety risks associated with work-related driving in the same way as any other work activity.

Employees who use a private vehicle for Trust business must ensure that:

- They hold a valid driving licence appropriate to the vehicle being driven.
- The vehicle is taxed, insured, maintained and has a valid MOT certificate where required.
- Their insurance policy includes cover for business use.
- They comply with all road traffic legislation and the Highway Code.
- They do not use a hand-held mobile phone whilst driving.
- Any accidents, incidents, endorsements, disqualifications or medical conditions that may affect their ability to drive are reported to their line manager.

The Trust expects all journeys to be planned appropriately, with consideration given to travel time, weather conditions, driver fatigue and the need for adequate rest breaks. Work-related driving arrangements will be monitored and reviewed periodically to ensure ongoing compliance with legal requirements and good practice.

The Trust reserves the right to undertake periodic driving licence checks and to request evidence of business-use motor insurance, MOT certification and vehicle roadworthiness from employees who use their own vehicles for Trust business.

Water Hygiene / Legionella Management

The Control of Substances Hazardous to Health Regulations 2002 relates to the risk from hazardous microorganisms, including Legionella. Under these regulations, risk assessments and the adoption of appropriate control measures are required to be put in place.

The Estates Manager will ensure that an adequate risk assessment of the water systems in its buildings is carried out by a competent person; and will identify and assess the risk of exposure to Legionella bacteria from work activities and water systems on the premises and any necessary precautionary measures.

The Estates Manager shall maintain a copy of the Legionella Risk Assessment on site for reference purposes.

The Estates Manager shall ensure all water systems are subject to monitoring, inspection and testing at regular intervals by a competent person. The written records of the monitoring, inspection and testing should be recorded on site and reported on iAM compliant. These should be kept for at least 5 years.

Further information can be found on HSE website www.hse.gov.uk - Legionnaires' disease - a guide for employers.

Work Experience

Students on work placements/experience are regarded in health and safety law as employees and therefore must be provided with the same health, safety and welfare protection given to other employees.

Work experience may be defined as a placement on an employer's premises in which a student carries out a range of tasks or duties, more or less as an employee, but with the emphasis on the learning aspects of the experience.

Students who are under the age of 18, taking part in work experience/ placements, are considered Young Persons under health and safety law. The Management of Health and Safety at Work Regulations 1999 require employers to specifically take account of young person's when carrying out their risk assessments.

The Operations Manager will be responsible for carrying out risk assessments and maintaining records. Significant findings will then be brought to the attention of students on work experience, and the measures they need to take to avoid the risk before they work in the area. The Operations Manager will ensure that the

parents/guardians of children, i.e. those under minimum school leaving age (MSLA), are informed of the key findings of the risk assessment before the placement begins.

All young people and students on work experience will be provided with appropriate induction, information, instruction, training and supervision.