

## Health and Safety Policy 2019

### SECTION 1: STATEMENT OF INTENT

This Policy applies to all academies within the Link Academy Trust.

The Board of Directors of The Link Academy Trust recognises its overall responsibility for the health, safety and welfare of all employees, pupils and others using the Trust's premises. The Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the *Health and Safety at Work etc Act 1974* and all statutory and common law duties associated with it.

This policy sets out how these duties will be conducted and includes a description of the Trust's organisation and arrangements for dealing with different areas of risk. Section 2 will establish specific responsibilities at all levels of the Trust's organisation. Section 3 will outline the specific arrangements put in place to manage these areas of risk and hence to meet the Trust's obligations under the law.

This policy will be brought to the attention of all members of staff, contractors and hirers.

This policy statement and the accompanying organisation and arrangements will be reviewed annually and any revisions brought to the attention of all members of staff.

### SECTION 2: ORGANISATION

#### Responsibilities of the Directors

- To produce and regularly review the Health & Safety Policy for the Trust. This policy will reflect the requirements of the *Health and Safety at Work etc Act 1974* by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, pupils and others affected by the organisation.
- To monitor both compliance with, as well as the effectiveness of, this policy.
- To provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy.
- To appoint a "Competent Person" as defined by the Management of Health and Safety at Work Regulations 1999. This responsibility is currently carried out by Devon County Council Health, Safety & Wellbeing Service.
- The specific arrangements adopted will be guided by the Health, Safety & Wellbeing Service's Health & Safety Guidance Notes.
- To lead an effective health and safety culture which seeks to promote high standards of health and safety across the Trust.

#### Responsibilities of the Local Boards

- To adopt and localise the Health and Safety policy.
- To monitor implementation of the Health and Safety policy at local level.
- Ensuring that health and safety appears as a regular agenda item for Local

Board meetings and that health and safety matters are reported to parents through their minutes. .

### **Responsibilities of the Academy Heads**

The Academy Heads have day-to-day responsibility for health and safety management within their school and will take all reasonable practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities.

In particular, the Academy Heads will:

- Lead by example and demonstrate a visible, active commitment to health and safety improvement.
- Ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to annual review. This includes those activities off site.
- Ensure that all staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Co-operate with the Board of Directors to ensure that this policy and its associated arrangements are implemented and complied with.
- Communicate this policy and other appropriate health and safety information to all relevant people including contractors.
- Report to the Board of Directors on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy.
- Report to the Board of Directors any significant risks or policy requirements which cannot be met within the School's budget.
- Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition, and that all statutory inspections of plant and equipment are completed and records kept.
- Ensure that arrangements are in place for any reported defects in plant, equipment or facilities to be made safe.
- Ensure that risk assessments are undertaken and reviewed annually for all the school's work activities, including off site activities.
- Ensure that accident, work related ill health and violent incidents are reported to Directors and investigated as necessary and that RIDDOR reportable incidents are reported to the HSE.
- Ensure that effective emergency and evacuation procedures are in place.
- Ensure that there is appropriate first aid provision in place.
- Identify the needs and arrange the health and safety training of staff, including temporary employees and hence ensure that they are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensure all new employees are briefed about safety arrangements during their induction and have access to a copy of the Trust's Health and Safety policy (this document) and the opportunity to read it.
- Ensure an open and effective means of communication with staff on health and safety issues.
- Ensure consultation arrangements are in place for staff and their trade union

representatives.

- Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised.

Whilst overall *responsibility* for health and safety cannot be delegated the Academy Heads may choose to delegate certain *tasks* to the Health & Safety Coordinator.

The role of Health & Safety Coordinator for the Trust has been delegated to the Administrator at Yeoford Primary School and is part of her job role and job description for the Trust.

### **Responsibilities of the Health and Safety Co-ordinator**

The health and safety co-ordinator has the delegated task of assisting the Academy Heads discharge their duties in relation to day-to-day health and safety management.

To do this the health and safety co-ordinator will:

- co-ordinate and manage the risk assessment process for the school.
- carry out termly Health & Safety reviews for each school to ensure compliance with the requirements and report the findings to the Academy Heads to ensure that appropriate actions are taken where necessary. These reviews will also be reported to the Board of Directors.
- assist with the identification of training needs and training delivery across the schools to ensure that staff are adequately instructed.
- collate accident and incident information and, when necessary, carry out accident and incident investigations.
- arrange periodic health and safety audits and liaise with the Academy Heads, Local Boards and Board of Directors in relation to the findings and any associated remedial actions required.

### **Responsibilities of the Trust Business Manager**

- Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions.
- Ensuring, where necessary, that suitable contracts are in place for regular checking of Statutory Duties (including legionella, asbestos, annual playground equipment inspections, fire extinguishers, portable appliance testing etc).

### **Responsibilities of all Employees**

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 or omissions. This also applies to volunteers who are under the control of the School Trust.

Specifically, all employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Act to prevent work related accidents and ill health.
- Comply with the Trust's health and safety policy arrangements at all times.
- Report all accidents and incidents, however minor, to supervisors or line

managers.

- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their Academy Head.
- Ensure that they only use equipment or machinery for which they are competent and have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### **Responsibilities of Pupils**

Pupils, in accordance with their age and aptitude, are expected:

- To exercise personal responsibility for the health and safety of themselves and others.
- To observe standards of behaviour and dress consistent with safety and/or hygiene (this includes items of 'jewellery').
- To observe all the health and safety rules of the school and in particular, the instructions of staff given in an emergency.
- To not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety.

### **Responsibilities of Visitors**

Visitors and other users of the Trust's premises or land must observe the health and safety arrangements put in place by the Trust.

### **Responsibilities of Contractors, Hirers and Others**

- All contractors who work on the Trust's premises are required to identify and control any risks arising from their activities and inform the Academy Heads of any risk that may affect the staff, pupils and visitors.
- Contractors, hirers and others who use the Trust's premises must conduct themselves and carry out their operations such that all statutory and advisory safety requirements are met at all times.
- All contractors must be aware of this policy and the associated emergency procedures and comply with these requirements at all times.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the Academy Head will take such actions as are necessary to prevent staff, pupils and visitors being put at risk from injury.
- When the Trust's premises are used for purposes not under the direction of the Academy Head, then the person in charge of the activities for which the premises are used will have responsibility for the safe practices undertaken.

## **SECTION 3: ARRANGEMENTS**

### **Risk Assessment**

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity or area affected and the significant findings of these decisions will be recorded in writing. This will be achieved principally by amending and adopting the model risk assessments provided by the Health, Safety & Wellbeing Service. Specifically, the model risk assessments amended and adopted in order to identify suitable risk control measures will be as follows:

- RAA22 (Whole School Risk Assessment)
- RAA03 (Sites and Buildings)
- RAA08 (Fire Safety)
- RAA04 (Caretaking – Hennock only)

Risk assessments are available for all staff to view and are held centrally in the School Office. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed annually by the Health & Safety Co-ordinator.

For full details relating to risk assessment arrangements, reference should be made to the HSA0047 Guidance Note.

*Other arrangements in alphabetical order:*

### **Accident/Incident Reporting**

All employee accidents must be reported to the Board of Directors. This will be achieved by entering the accident details onto the OSHENS on-line accident reporting system.

Accidents to pupils and other non-employees should be recorded in the accident book. Those accidents to pupils and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported to the Board of Directors by entering the accident details onto the OSHENS on-line accident reporting system.

Parents and carers will be notified immediately of all major injuries.

The Academy Heads will investigate accidents and take remedial steps to avoid similar instances recurring.

All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 will be reported to the HSE via the OSHENS on-line accident reporting system. This will be undertaken by the Academy Heads.

For full details relating to accident reporting arrangements, reference should be made to the HSA001 Guidance Note.

## **Asbestos**

The arrangements for the management of asbestos on the site where applicable are detailed in the Asbestos Management Plan (AMP). This is located in the relevant School Office.

The Asbestos Register is held in the School Office and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building. No work can commence until permission to work has been given by the authorising manager named in the AMP.

The authorising manager shall ensure:

- The AMP is reviewed annually and that any changes are approved by the Board of Directors
- That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is approved via the completion of the ASBA1 form
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the ASBA2 form according to the frequencies identified in the AMP. Any subsequent changes to asbestos containing materials on site will be recorded in the Register

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to the Academy Heads and Claire Slee as Health & Safety Co-ordinator for the Trust at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the HSA004 Guidance Note as well as the Asbestos Management Plan.

## **Communication and Training**

Detailed guidance and information about health & safety issues can be found in the Health, Safety & Wellbeing Service's Guidance Notes which are located in the OSHENS Document Library. The Health, Safety & Wellbeing Service also provide competent health and safety advice for school staff and can be contacted on 01392 382027 or on [healthandsafety@devon.gov.uk](mailto:healthandsafety@devon.gov.uk).

The Health and Safety Law poster is displayed in each Staff Room, in each school.

### *Health and Safety Training*

All employees will be provided with:

- induction training in the requirements of this policy
- updated training in response to any significant change in this policy
- training in specific skills needed for certain activities as identified by the relevant risk assessment
- refresher training where required

Training records will be kept. The Training Co-ordinator and the Health & Safety Co-

ordinator are responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

For full details relating to staff training, reference should be made to the HSA0055 Training Guidance Note.

### **Consultation**

Consultation of day to day matters will be achieved by items on regular staff meeting agendas.

Members of staff with concerns should raise them initially with the relevant Academy Head or the Health & Safety Coordinator. If required, requests for external advice should then be sought from the Health, Safety & Wellbeing Service for concerns of employees which cannot be resolved locally.

Staff should feel free to contact the appropriate trade union appointed Safety Representative. The Trust welcomes the support of trade unions in health and safety matters.

For full details relating to staff consultation, reference should be made to the HSA008 Guidance Note.

### **Contractors**

All contractors must report to the School Office where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance and requirements for safe practice whilst on site. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

In respect of construction works, the Trust Business Manager will ensure that the client's duties under the Construction (Design & Management) Regulations 2015 have been understood and complied with. Specifically, the Business Manager will ensure that any Designer/Principal Designer and Contractor/Principal Contractor is appointed in writing and will ensure that a Construction Phase H&S Plan is in place prior to any works commencing on the site.

For full details relating to the control of contractors, reference should be made to the HSA0007 CDM Guidance Note.

### **Curriculum Activities**

Risk assessments for the significant hazards within curriculum activities will be carried out by the Academy Heads using the appropriate Health, Safety & Wellbeing Service's model risk assessments listed above.

Staff will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for children to use.

For full details relating to the primary curriculum areas, reference should be made to the HSA0046 Guidance Note.

### **Display Screen Equipment (DSE)**

All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more will have a DSE assessment carried out. This will be achieved by completing the OSHENS DSE online training and assessment.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician and corrective glasses, if required, specifically for DSE use, subject to a total cost of £45.00.

For full details relating to DSE, reference should be made to the HSA0012 DSE Guidance Note.

### **Expectant Mothers**

If a member of staff employed by the Trust is expecting, they must inform their Academy Head, as soon as is practicable, who will ensure that the assessment is recorded on the RAA18 risk assessment document.

### **Fire and Emergencies**

The Academy Heads are responsible for ensuring that the fire risk assessment is undertaken using the RAA08 document and controls implemented accordingly. The fire risk assessment is located in the School Offices and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in the School Office. All staff will be briefed in the contents of this plan at induction and on an annual basis. This will be augmented by fire drills which will be undertaken termly. Evacuation procedures are also made known to all contractors / visitors.

The School Administrators in each school are responsible for ensuring that the school's Fire Log is kept up to date. Weekly testing of fire alarms is to be carried out by the School Administrators.

Procedures for other critical incidents and off-site emergencies are contained within the School's Business Continuity Plan which is located in the School Office and will be reviewed annually. Emergency contact and key holder details are held in the plan.

For full details relating to fire safety, reference should be made to the HSA0018 Fire Safety Guidance Note.

## **First Aid**

First Aid boxes are located strategically throughout the schools.

Training records will be kept. The Training Co-ordinator and Health & Safety Co-ordinator will ensure that refresher training is organised and individual schools will ensure the contents of first aid boxes are maintained.

For full details relating to first aid, reference should be made to the HSA0019 First Aid Guidance Note.

## **Legionella**

A water risk assessment for the schools has been completed by Eplus Global Limited. The Health & Safety Co-ordinator along with the School Administrators are responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book. This risk assessment will be reviewed where significant changes have occurred to the water system.

For full details relating to the control of legionella, reference should be made to the HSA0028 Legionella Guidance Note.

## **Lettings/shared use of premises**

The Board of Directors will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant School health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

## **Maintenance of Plant and Equipment**

Regular inspection and testing of school equipment is conducted to ensure that work equipment is maintained in a safe and efficient state. Records of such monitoring will be kept by the school administrators. All staff are required to report any problems found with plant/equipment to the relevant Academy Head. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair or disposal.

The following specific statutory inspections and tests will be undertaken by a competent contractor:

- Electrical installation inspection every 5 years
- Playground equipment subject to annual inspection by a professionally qualified service.

### *Portable Electrical Appliances*

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Academy Head.

All portable items of electrical equipment will be subject to formal inspection. The frequency of testing will be dependent upon the level of risk associated with the particular appliance type. This inspection and testing will be conducted by a professionally qualified service.

Personal items of equipment should not be brought into the school without prior authorisation and must be subjected to the same inspection process as school-owned equipment.

For full details relating to work equipment and electrical safety, reference should be made to the HSA0016 and HSA0058 Guidance Notes.

### **Medication Arrangements**

Arrangements for medication are detailed in the separate Administration of Medicines Policy, which is reviewed annually. A copy of this policy can be found on the Link Academy Trust website, the individual school websites and in each School Office.

For full details relating to the administration of medication, reference should be made to the HSA0032 Medication Guidance Note.

### **Monitoring**

The Academy Heads will put in place procedures to monitor compliance with the arrangements described in this policy. Central to this process is the three yearly Health & Safety Audit undertaken by the Health, Safety & Wellbeing Service. Feedback from this process will be reported to the Board of Directors.

A general inspection of each site and the local H&S procedures will be conducted at least termly. Responsibility for carrying out these inspections lies with the H & S Co-ordinator.. The feedback from this process will be reported to the Local Boards and Board of Directors.

Other processes employed to monitor compliance with this policy and health and safety performance in general include:

- Regular reporting to the Local Boards and Audit Committee
- Periodic safety checks by Local Governing Boards

For full details relating to monitoring, reference should be made to the HSA0005 Audit & Monitoring Guidance Note.

### **Moving and Handling**

The risk assessment of significant manual handling tasks is undertaken as described in the risk assessment section above. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

### **Offsite Visits**

In line with the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy*, the DCC Educational Visit Adviser will be notified of all Category B and C visits via the *Evolve* online system.

For lower risk Category A visits the School's Educational Visits Co-ordinators, will check the documentation and planning of the proposed activity and initially approve

the visit before referring to the Academy Head for final approval.

For full details relating to educational visits, reference should be made to the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy 2016*.

### **Personal Safety and Security**

The Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent or threatening behaviour to its staff. A separate Trust Behaviour Policy is in place.

Staff will report any such incidents to the Academy Head for reporting on the OSHENS system in accordance with agreed accident/incident reporting procedures.

Working alone will be avoided wherever possible.

Staff working outside normal school hours must obtain permission of the Academy Head.

Risk assessments will be reviewed annually or after significant change and recorded by amending the RAA22 Risk Assessment.

### *School Security*

The Academy Heads are responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area.

This will be reviewed annually or after significant change and recorded by amending the relevant section of the RAA03 risk assessment document.

For full details relating to security and lone working issues, reference should be made to the HSA0031 Lone Working and HSA0050 Security Guidance Note.

### **Stress/Wellbeing**

The Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment in line with the HSE's management standards.

For full details relating to staff wellbeing, reference should be made to the HSA0024 Health Issues for Staff Guidance Note.

### **Work at Height**

Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff *must not* climb onto tables or chairs.

### **Work Experience**

If the school *hosts* a work experience placement, any significant hazards within the planned work tasks will be risk assessed and findings will be communicated to the student and their parents/guardians via the student's secondary school. This assessment will be recorded on the RAA28 risk assessment document.

[ADD arrangements for Students on placement etc.]

This Policy is reviewed by the Directors Audit Committee on a 2 yearly cycle and must be approved by the Board of Directors.

**Approved by the Board of Directors: 11 February 2019**