



HEALTH AND SAFETY POLICY

**Updated July 2019
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SECTION 1
STATEMENT OF HEALTH AND SAFETY POLICY

The Board of Directors and Chief Executive Officer of Brigantia Learning Trust accept their responsibilities under the Health and Safety at Work etc. Act 1974 and subordinate health and safety legislation and realise the importance of placing health and safety as an overriding priority within the academies. This policy is intended to be applicable to all Trust academies, currently Hinde House 3-16 School, Concord Junior School, Wincobank Nursery Infant School, Longley Park 6th Form College and Yewlands Academy.

The Board of Directors of Brigantia Learning Trust is committed to ensuring the health, safety and welfare of all its employees, pupils and all those persons who are affected by its activities.

To implement this policy, the Chief Executive Officer along with the Board of Directors will, so far as is reasonably practicable, ensure the provision and maintenance of:

- a) A safe workplace, with safe access and egress.
- b) Safe plant and equipment.
- c) Effective information, instruction and training.
- d) Safe arrangements for the use, handling, storage and transport of articles and substances.
- e) Adequate welfare facilities.

Every employee has a duty to ensure their own health and safety whilst at work and that of others who might be affected by their work. The Board of Directors requires employees to recognise and accept this responsibility and the duties imposed on them by this policy.

Employer/Employee consultation as required by the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 will be encouraged.

All employees shall be given access to this policy and a copy provided upon request.

The effectiveness of this policy and arrangements will be monitored and reviewed as and when necessary, but at intervals not exceeding 12 months.

Signed _____
(Chief Executive Officer)

Date: _____



Signed: _____
(Chairperson of the Board of Directors)

Date: _____

SECTION 2

ORGANISATION, DUTIES AND RESPONSIBILITIES

2.1 The Board of Directors

To be responsible for ensuring that the declared statement of safety policy is effective in achieving, so far as is reasonably practicable, the health and safety of all academies employees, contractors, pupils and members of the general public working within, hiring or visiting the academies premises.

The Board of Directors will ensure that the functions listed below are carried out:

- a) That there is an effective and enforceable policy for the provision of health and safety throughout the Academies, including a signed declaration of the Board of Director's commitment to the safety of the academies premises for persons employed there, those who may be affected by the academies activities or those who use or hire the academies premises;
- b) Make appropriate decisions about remedial action, under their jurisdiction, which are found necessary by inspections carried out in academies;
- c) That health and safety issues receive appropriate attention and that sufficient funds/resources are made available to implement any such issues;
- d) Establish and maintain an effective communication system on health and safety matters between Board of Directors and Trust Leadership Team;
- e) Periodically assess the effectiveness of this policy through the Trusts monitoring regime and ensure that any necessary changes are made to its implementation.

2.2 The Chief Executive Officer

The Chief Executive Officer has been delegated responsibility for the day-to-day maintenance and development of safe working practices and conditions for pupils, teaching staff, support staff, visitors and any other person using or hiring the premises or who are engaged in activities sponsored by the academies. The Chief Executive Officer will take all reasonable steps to achieve this through the involvement of all staff at the Academies.

The Trust is committed to the creation of a safe environment in which pupils can learn.

The health and safety functions to be carried out by the Chief Executive Officer are to:

- a) To ensure they are familiar with the Trusts Health and Safety Policy.
- b) To meet the declared aims of the Health and Safety Policy.
- c) To ensure the production of an effective Health and Safety Management System (comprising Health and Safety Standards and Management Procedures) including the Emergency Resilience Management System (the Emergency Plan and Business Continuity Plan).

- d) To ensure that effective information and instruction on health and safety risks and control measures is provided to their employees and that an appropriate level of training is delivered as set out section five of this document relating to competencies.
- e) To ensure they take a positive lead in their academies Health and Safety Management System by promoting and developing healthier and safer working practices.
- f) To ensure that their Health and Safety Management System is monitored and reviewed regularly with particular reference to organisational changes with the co-operation and involvement of the Board of Directors.
- g) To establish and implement any recommendations made by the Trusts competent Health and Safety Advisors to improve standards in areas of low performance.
- h) To ensure that risk assessments are undertaken and that any control measures which are identified as being required are implemented, adhered to and regularly reviewed as appropriate.
- i) To advise their managers/deputies/heads of department on new regulations and on any proposed changes in existing regulations.
- j) To take appropriate action with regard to any of their employees who fail to carry out any health and safety duty, for which they have received appropriate information, instruction and training, or who endanger any of their colleagues by any of their acts or omissions.
- k) To investigate any accident, occurrence or industrial disease, which causes injury or illness to an employee or member of the public and to ensure the appropriate accident report is completed.
- l) To seek advice and guidance as appropriate from the Trusts competent Health and Safety Advisors.

2.3 Principals/Associate Principals/Heads of Department

- a) To ensure they are familiar with the Health and Safety Policy and its effective implementation within their own area of responsibility.
- b) To co-operate with the Chief Executive Officer in complying with statutory duties for health and safety by undertaking any duties which have been delegated to them.
- c) To ensure they are familiar with the appropriate legal requirements concerning the health, safety and welfare of all employees in their area of responsibility, and are complied with.
- d) To ensure that the advice of their management on health and safety matters is sought, when necessary.
- e) To ensure that risk assessments and safe working practices for their area of responsibility are implemented and adhered to.
- f) To ensure any identified unsafe or unhealthy situations are reported and rectified, so far as is reasonably practicable.

2.4 All Employees

All employees must comply with the requirements listed below:

- a) To take reasonable care of their health, safety and welfare and others who may be affected by their acts or omissions.
- b) Co-operate with their employer to comply with statutory duties for health and safety.
- c) Use correctly and safely any work item provided by their employer in accordance with the training and instruction given.
- d) To assist the Principals/Associate Principals/Heads of Department in reporting any accident or incident that may cause injury to a person or damage to plant or property.

2.5 Trade Union Safety Representatives

Safety Representatives have been appointed by recognised Trade Unions. The duties of Safety Representatives are as detailed in the Safety Representatives and Safety Committees Regulations 1977.

An outline of the main duties are as follows:

- a) Representing employees in consultation with the employer to develop arrangements for effective co-operation in measures to ensure the health safety and welfare of the employees.
- b) Investigating potential hazards at the workplace.
- c) Investigating accidents and dangerous occurrences at the workplace.
- d) Investigating complaints by the employees they represent.
- e) Making representations to the employer on matters arising out of points b, c and d.
- f) Making representations to the employer on general matters affecting the health, safety and welfare of employees at the workplace.
- g) Carrying out inspections of the workplace.
- h) Representing employees in consultations with HM Inspectors of Health and Safety.
- i) Attending safety committee meetings, as necessary.

2.6 Representatives of Employee Safety

The Academies recognise employees not represented by Trade Unions and Safety Representatives. These employees have rights to consultation with their employer under the Health and Safety (Consultation with Employees) Regulations 1996.

An outline of the main functions are as follows:

- a) Making representations to their employer on any hazards, dangerous occurrences and general health and safety matters that may affect the health and safety of the employees they represent.
- b) Representing their group of employees in consultations with HM Inspectors of Health and Safety.

2.7 Pupils

All pupils should be advised to:

- a) To take reasonable responsibility for their own health, safety and welfare and that of others who may be affected by their acts or omissions.
- b) To co-operate with their academy when it is seeking compliance with statutory duties for health and safety.
- c) It is intended that pupil safety will be taught as part of the curriculum through a challenging PHSE programme covering all relevant areas such as road and personal safety.

SECTION 3

ARRANGEMENTS FOR HEALTH AND SAFETY

3.1 Accidents and Incidents (adverse events)

- a) The academies enforce a policy of recording all accidents/incidents to pupils, employees and non-employees including those of violence and aggression.

The academies recognise the role of employees and pupils in health and safety and will encourage and provide means for employees and pupils to report matters of concern regarding health and safety.

- b) All accidents/incidents are to be reported using the appropriate accident/incident form. Where necessary, the accident/incident/ill-health will be reported to the Health and Safety Executive (HSE) in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. The Academies will report accidents to the HSE using their online reporting system or by contacting the Incident Contact Centre (0845 300 9923) for fatal and major injuries only.
- c) Investigations, reporting and recording of accidents/incidents and dangerous occurrences are to be carried out by Principals, Associate Principals and Heads of Department. If necessary, the Trusts competent Health and Safety Officer will provide assistance in the investigation and preparation of reports in accordance with the agreed procedures and to meet the needs of statutory and civil law requirements.

3.2 Building Security

- a) The academies are committed to ensuring that there is an up-to-date Building Security Policy and accompanying risk assessment in place which has been approved by the Board of Directors and is subject to an annual review. The Academies will maintain up-to-date building security measures for the protection of pupils and employees including access controls, CCTV, emergency alarms and protocols to manage visitors to site.
- b) The academies will display copies of 'Trespasser Warning Notice' on and around the perimeter of the academy grounds.

3.3 Business Continuity

- a) The academies are committed to ensuring that an up-to-date business continuity plan is accepted and signed by the Board of Directors on an annual basis.
- b) The academies are committed to ensuring that appropriate records, inventories and details of staff contact details and records of any information, instruction and training given to employees and managers/supervisors are kept and maintained.
- c) The academies will keep records of all occasions when business continuity plan has been activated.

3.4 Confined Spaces

- a) The academies are committed to complying with the legislative requirements of the Confined Spaces Regulations 1997.
- b) The academies acknowledge the hazards arising from confined spaces and is committed to protecting employees and others who are required to enter confined spaces so far as is reasonably practicable.
- c) Those employees who may enter confined spaces whilst carrying out their duties will be provided with suitable and sufficient information, instruction and training.

3.5 Construction Design and Management

- a) The Academies are committed to complying with the legislative requirements of the Construction (Design and Management) Regulations 2015.
- b) The academies, in conjunction with the PFI contractor (where applicable), is committed to establishing and maintaining a healthy and safe workplace for all its employees and others who may enter their premises by implementing the Construction (Design and Management) Regulations 2015.

3.6 Consultation

- a) The academies are committed to complying with the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.
- b) The academies will consult with the recognised trade unions and employees' representatives (both trade union and non-trade union) on the appointment of safety representatives and representatives of employee safety, and the formulation of Safety Committees.
- c) Such consultation is to take place, where practicable, using existing procedures and in good time, so as to ensure effective consultation on matters which affect the employees represented by the safety representatives/representatives of employee safety concerned.

3.7 Contact with Enforcement Officers

- a) The academies are committed to ensuring that all contact with enforcement officers is recorded, matters of concern addressed and actions required undertaken.

3.8 Contractors (Selection, Monitoring and Control)

- a) The academies accept their responsibilities for the selection, management and control of contractors who engage to undertake work activities on their behalf.
- b) The academies, in conjunction with the PFI contractor (where applicable), are committed to ensuring that contractors have undergone the necessary technical and competency checks to ensure that it carries out its work in such a manner that ensures the health, safety and welfare of those affected by its undertakings.

3.9 Display Screen Equipment (DSE)

- a) The academies are committed to complying with legislative requirements as stated within the Health and Safety (Display Screen Equipment) Regulations 1992.
- b) The academies will require relevant employees to undertake their own annual workstation assessments and will action any modifications as required.

3.10 Driving at Work

- a) The academies are committed to complying with the general requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998 as they apply to vehicles.
- b) The academies will ensure that all persons driving vehicles are suitably licensed and insured as appropriate, and that the car has been maintained in a roadworthy condition (through an MOT).
- c) The academies will ensure that all academy-owned vehicles are suitably and sufficiently maintained.

3.11 Drugs/Clinical Waste

- a) The academies are committed to complying with the legislative requirements of the Control of Substances Hazardous to Health Regulations 2002.
- b) The academies recognise the increased risk to employees of incurring sharps injuries from discarded drugs waste and does not expect any of its employees to remove or dispose of discarded drugs waste, which they may encounter whilst carrying out their duties, unless they have received specific information, instruction and training and have the appropriate equipment. Employees are referred to the Trust Drug and Clinical Waste procedure.

3.12 Electrical Installations and Appliances

- a) The academies are committed to complying with the legislative requirements of the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998.
- b) The academies, in conjunction with the PFI contractor (where applicable), will engage competent persons, as required by the Electricity at Work Regulations 1989, to be responsible for the electrical testing of all portable appliances and fixed electrical systems within academies premises. The competent person will advise on the frequency of testing depending upon use of the equipment/systems.
- c) The academies will ensure that all employees are aware of the process of carrying out informal visual user checks and inspections before using any appliance, and the process by which defects are reported.
- d) Last and next due test dates are displayed on the individual appliance being tested. The academies should also retain back-up records obtained from the competent person who conducted the testing.
- e) All electrical equipment used within the Academies must be appropriately CE marked.

3.13 Fire, Emergency and Resilience

- a) The academies will undertake a fire risk assessment as required by the Regulatory Reform (Fire Safety) Order 2005. Frequency of inspection and review of assessments depends upon the individual building risk categorisation.
- b) The academies will ensure that termly emergency evacuation drills are carried out in all premises that they are responsible for (including those for fire and other emergencies such as suspect packages/gas leak). All persons using the building with disabilities (whether permanent or temporary) must be given specific consideration in relation to their evacuation procedures through the completion of a Personal Emergency Evacuation Plan (PEEP). All such evacuation drills are to be recorded in the Premises' Fire Log Book.
- c) Fire and emergency procedures (including those for fire and other emergencies such as suspect packages/gas leak) will be in place within the academies. All means of escape, fire detection/alarm systems and fire equipment are to be fully maintained.
- d) Alterations will not be made to premises unless the appropriate approvals have been granted and appropriate documentation received to authorise and approve the works before, during and after they take place. Upon completion of works requiring Building Control approval, a 'Building Control Completion Certificate' and a complete set of 'As Built' plans of the premises must be obtained.

3.14 First Aid

- a) The academies are committed to providing first aid services and facilities for employees to at least the minimum standards as required by the Health and Safety at Work (First Aid) Regulations 1981.
- b) The academies will ensure that there is an up-to-date Medical Policy and associated risk assessment and that the appropriate number of first aiders are appointed and trained as determined by the risk assessment.

3.15 Gas Installations and Appliances

- a) The academies are committed to complying with the Gas Safety (installation and Use) Regulations 1998.
- b) The academies, in conjunction with the expert contractors and the PFI contractor (where applicable), will ensure that gas installations and appliances are safe and do not pose a risk to the health or safety of persons. All gas installations and appliances will be maintained by competent engineers registered with the Gas Safety Register.

3.16 Hazardous Substances (COSHH)

- a) The academies are committed to complying with the legislative requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002, Control of Lead at Work Regulations 2002 and Control of Pesticides Regulations 1986.
- b) The academies will ensure that any substance/process, which is hazardous to health, has been adequately assessed before purchasing the substance or allowing a process to start.
- c) The academies will ensure that COSHH assessments are made available and disseminated to those employees who will be using the substance.

3.17 Health Surveillance and Occupational Health

- a) The academies are committed to providing an Occupational Health service for its employees. This service will promote and maintain the highest degree of physical, mental and social well-being for workers in all occupations. It will undertake to protect the workers from factors adverse to their health.
- b) The academies will ensure that the Occupational Health Service they engage is responsible for providing adequate health surveillance provisions, as required by the Management of Health and Safety at Work Regulations 1999 and other specific legislation to those employees who are exposed to hazards such as noise, asbestos, hazardous substances and vibration.
- c) The academies will identify those employed and others exposed to noise, asbestos or vibration and other such chemical, physical or biological hazards and refer them to the Occupational Health Service as required.

3.18 Home Working

- a) The academies are committed to ensuring the health, safety and welfare of all its employees and all those persons who are affected by its activities. This applies to those persons who may use their home as their 'workplace' and any other persons who may be affected by their activities. This category of persons is known as 'home workers'.
- b) The academies will ensure that those persons who are classified as 'home workers' are subject to a home working risk assessment.

3.19 Legionella

- a) The academies are aware of and support the contents, requirements and intentions of the Health and Safety at Work etc. Act 1974, the Control of Substances Hazardous to Health Regulations 2002, the Control of Legionella Bacteria in Water Systems Approved Code of Practice 2000 and associated UK regulations and requirements.
- b) The academies, in conjunction with expert contractors and the PFI contractor, will assess, prevent and control risks associated with the legionella bacteria and subsequent development of legionnaires disease from work activities and water systems on its premises, and provide this report to the Academies.
- c) On receipt of the legionella risk assessment report, the Academies will make provisions to deal with the actions that have been proposed by the contractor to reduce the risk of legionella.
- d) The academies will ensure that the legionella tests, checks and inspections are completed as required and recorded in the log book.

3.20 Legislation

- a) The academies are committed to complying with all relevant health and safety and associated legislation, Approved Codes of Practice (ACOPs) and guidance.
- b) The academies will, via their competent health and safety advisors, keep abreast of current developments in health and safety practice.

3.21 Lone Working

- a) The academies recognise the increased risks to lone workers and will extend existing risk assessments to cover lone workers and implement control measures as appropriate to reduce the risks. Employees will be informed of any additional risks they may face as a lone worker.
- b) The academies recognise the fact that there are risks to employees in the provision of services, but expects that people generally should be able to go about their duties without threat or fear of violence or aggressive intimidation resulting from their work.

3.22 Management of Health and Safety

- a) The Board of Directors is committed to ensure that a high level of health and safety performance is established maintained and promoted throughout the academies, and will monitor that the Health and Safety Policy is being implemented in academies.
- b) The academies will develop, produce and implement a Health and Safety Management System that will set out how the academies will manage health and safety.

3.23 Manual Handling

- a) The academies are committed to complying with the legislative requirements of the Manual Handling Operations Regulations 1992.
- b) The academies will be responsible for identifying all activities within their work area that involve manual handling and the employees who carry out these tasks continually as part of their normal working day. The academies will make provisions for those employees who carry out manual handling activities on an occasional basis.
- c) The academies first requirement with regard to manual handling is to avoid the need where reasonably practicable.
- d) Employees who habitually carry out manual handling operations will be provided with suitable and sufficient training in safe kinetic lifting techniques.

3.24 Medical Needs and Infection Control

- a) The academies are committed to implementing the Medical Policy.
- b) The academies will ensure that any pupils within its care, which require specific medical care, are subject to a health care plan produced in conjunction with parents/carers, health professionals, the Local Authority and any other relevant organisation which provides guidance and advice about arrangements which need to be made to ensure their health, safety and welfare.
- c) The academies will ensure that the necessary consent and notification forms and training records are completed and retained should the academies allow the administration of medicines on behalf of parents/carers.
- d) The academies will have access to the Public Health Agency's Guidance on Infection Control in Academies and other childcare settings poster.

3.25 New and Expectant Mothers

- a) The academies recognise the increased risks to new and expectant mothers, and will extend existing risk assessments to cover new and expectant mothers and implement control measures as appropriate to reduce the risks. Women will be informed of any additional risks they may face as a new or expectant mother.
- b) Risk assessments will be reviewed when a woman notifies her Manager that she is pregnant and revised where necessary. Additional control measures will be applied for six months after the birth or, where necessary, until such time as the new mother is no longer breast-feeding.

3.26 Noise

- a) The academies are committed to complying with the legislative requirements of the Control of Noise at Work Regulations 2005.
- b) The academies will ensure that, where necessary, noise assessments are carried out by a competent person and appropriate control measures introduced.

3.27 Permits to Work

- a) The academies will, where necessary due to the hazards and risk involved, ensure that work activities will be controlled by the use of documented permit to work systems.

3.28 Personal Protective Equipment (PPE)

- a) The academies are committed to complying with the legislative requirements stated within the Personal Protective Equipment Regulations 1992.
- b) The academies will be responsible for identifying and issuing PPE based upon a risk assessment relevant to the specific task being considered. However, Managers should, wherever reasonably practicable, eliminate or reduce the risk at source before PPE is considered. The use of PPE should only be considered as a last resort. Where the need of PPE cannot be avoided, provision for the storage and maintenance of it must be provided.
- c) All PPE must be appropriately CE marked.

3.29 Personal Safety (Violence and Aggression) and Cautionary Contacts

- a) The academies recognise the fact that there are risks to pupils and employees in the provision of its services, but expects that people generally should be able to go about their duties without threat or fear of violence or aggressive intimidation resulting from their work.
- b) The academies will assess, through risk assessment, the risk of aggression, violence or potential violence to pupils and employees, and take all reasonably practicable measures to eliminate or reduce the level of risk to employees' health and safety. Employees are referred to the following relevant risk assessments: managing violence with regard to: pupils, parents/carers, out of hours working, intruders, also violence relevant to cash handling.

- c) Employees are not expected to go alone into a potentially dangerous situation or unnecessarily put themselves at risk.

3.30 Physical Education and Outdoor Pursuits

- a) The academies will ensure that relevant staff have access to the, "Safe Practise in Physical Education & Academies Sports". PE activities will be carried out in accordance with the guidance.
- b) All outdoor and indoor PE/adventurous equipment will be inspected periodically (at least annually) by a competent person.

3.31 Radiation

- a) The academies are committed to implementing procedures in order to comply with the Ionising Radiations Regulations 1999. These procedures will ensure the identification, assessment and subsequent control of hazards and risks presented by its undertakings to employees and others is suitable and sufficient.
- b) All radioactive materials and substances will be used and stored in line with CLEAPSS guidance.

3.32 Risk Assessments

- a) The academies are committed to implementing risk assessment procedures in order to comply with the Management of Health and Safety at Work Regulations 1999. These assessment procedures will ensure that the identification, assessment and subsequent control of hazards and risks presented by its undertakings to employees and others, is suitable and sufficient.

3.33 Safety Observation Reporting

- a) The academies recognise the role of all employees and pupils in health and safety, and will encourage and provide means for employees and pupils to report matters of concern regarding health and safety.

3.34 Safety Signs and Signals

- a) The academies are committed to complying with the Health and Safety (Signs and Signals) Regulations 1996 and will ensure that, where necessary, suitable and sufficient signs and signals are provided to indicate safe conditions, prohibitions, mandatory control measures and specific hazards.

3.35 Stress and Employee Wellbeing

- a) The academies are committed to protecting the health and welfare of its employees and with regard to work-related stress and general employee wellbeing. They will also ensure that necessary suitable and sufficient actions are undertaken to meet the Health and Safety Executive's Stress Management Standards. Employees are referred to the Management of Stress Policy.

3.36 Trainees, Volunteers, Agency Workers and Seconded Workers

- a) The academies recognise its responsibilities to all its trainees, volunteers and agency workers. Therefore, trainees and agency workers will be afforded the same level of commitment to health and safety as any employee.
- b) The academies recognise their responsibilities to all those workers seconded to the academies or working under the direct or indirect control of the Academies via a partnership or other such arrangement (seconded workers). Therefore, seconded workers must be afforded the same level of commitment to health and safety as any employee.

3.37 Training and Induction in Health and Safety

- a) Health and safety information, instruction and training form an integral part of the overall training within the academies. This is particularly important with regard to induction training, which is arranged for all new employees by the academies, and completed within the first month of their employment start date.
- b) The health and safety information, instruction and training needs of employees should be the subject of periodic review and any necessary refresher training carried out. Employees should have sufficient knowledge, skills and information to carry out their work in a safe and healthy manner.
- c) The academies shall ensure that all health and safety training needs are considered and that training provided to employees is recorded.
- d) The academies should check that Directors have access to a copy of The Department for Education "Governance Handbook" and that those with responsibilities for health and safety have been on a suitable training course.

3.38 Vehicles and Occupational Road Risk

- a) The academies are committed to complying with the general requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998 as they apply to vehicles.
- b) The academies will ensure that all persons driving vehicles in the course of their employment are suitably informed, instructed, trained, licensed and insured, as appropriate, and will comply with best practice guidance regarding the use of minibuses.

3.39 Vibration

- a) The academies are committed to complying with the requirements of the Control of Vibration at Work Regulations 2005.
- b) The academies will ensure that, where necessary, vibration assessments are carried out by a competent person and appropriate control measures introduced.

3.40 Visitors and the Public

- a) The academies will conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that members of the public are not endangered by work carried out on Academies' premises.

- b) All reasonable action will be taken to ensure that visitors are accompanied in areas where risks are known to exist or that they are made aware of such risks.

3.41 Visits, Trips and Journeys

- a) The academies are committed to complying with the general requirements of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 as they apply to visits and journeys whether they involve pupils, employees or non-employees.
- b) The academies will ensure that, before embarking on a visit or journey, the necessary risk assessments are carried out and appropriate control measures introduced when organising academy visits and journeys. Employees are referred to the Educational Visits, Trips and Journey Policy.

3.42 Work Equipment (including electrical appliances)

- a) The academies are committed to complying with legislative requirements of the Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 and council schedules for ensuring that all work equipment (hired or owned) is registered and inspected in accordance with statutory requirements.
- b) The academies, in conjunction with expert contractors and the PFI contractor (where applicable), must ensure that all employees receive suitable and sufficient information, instruction and training on the correct use of work equipment before they are charged in its use.
- c) The academies are responsible for ensuring all work equipment is registered and maintained.
- d) All work equipment used within the Academies must be appropriately CE marked.

3.43 Work Safe Procedures

- a) No employee will be expected to carry out tasks where the risk to their health, safety and welfare is considered to be unacceptable. Similarly, no employee will be expected to carry out any task which would impose a similar such risk to others. All employees will be briefed on the work safe procedure so that they understand the process by which they can bring such work activities to the attention of the person in charge of the work and the subsequent procedure to resolve the matter.

3.44 Working at Height

- a) The academies are committed to complying with the Working at Height Regulations 2005.
- b) The academies must ensure suitable safe systems of work are implemented for working at height, including the provision of appropriate information, instruction and training.

3.45 Workplace (Health, Safety and Welfare)

- a) The academies are committed to establishing and maintaining a healthy and safe workplace for all its employees and others who may enter their premises by implementing the requirements of the Workplaces (Health, Safety and Welfare) Regulations 1992 and the Education (Academies Premises) Regulations 1999.

- c) The academies are responsible for ensuring that inspections are carried out of the area of responsibility on a frequency depending on the nature of work that takes place.

3.46 Young Persons

- a) The academies recognise the increased risks to young persons and will extend existing risk assessments to cover them, and implement control measures as appropriate to reduce the risks. They will be informed of any additional risks they may face as a young person. The academies recognise the importance of educating pupils in how to be safe and will seek to achieve this through the curriculum and by keeping safety as a primary message to pupils.
- b) Additional risk assessments will be made when a young person is to enter the academy for a short period of time during a work experience programme.

3.47 Zoonoses

- a) The academies are committed to complying with the legislative requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- b) The academies Policy on the Management of Zoonoses shall be the same as that for all hazardous substances.

SECTION 4

ACADEMIES PERFORMANCE TARGETS

- a) The academies will implement an Occupational Health and Safety Management System to a standard that would meet a “satisfactory” rating upon audit by implementing the actions identified in their last health and safety audit.
- b) The Academies will ensure all employees have access to risk assessments for risks common to all occupation groups and premises (welfare) risk assessments.
- c) The Academies will have up-to-date Emergency Plans.
- d) The Academies will have up-to-date Business Continuity Plans.
- e) The Academies will have an up-to-date Fire Strategy and Fire Log Books.

SECTION 5

HEALTH, SAFETY AND EMERGENCY RESILIENCE

COMPETENCIES

In order to achieve successful health and safety management, the Health and Safety Executive (HSE) state that:

“If employees [at ALL levels] are to make a maximum contribution to health and safety, there must be proper arrangements in place to ensure that they are competent. This means more than simply training them. Experience of applying skills and knowledge is another important ingredient... Managers need to be aware of relevant legislation and how to manage health and safety effectively... All employees [at ALL levels] need to be able to work in a safe and healthy manner.”

Therefore, all employees at all levels should have a clear understanding of the key occupational health and safety issues for the academies, and be continually developing their skills and knowledge. The guidance below details the health and safety competencies which employees in the academies are required to meet in order to implement the responsibilities detailed in Section Two of this policy.

5.1 Chief Executive Officer

- a) In order to provide appropriate background knowledge of health and safety, successfully achieve the IOSH Safety awareness 1-day certificate.
- b) Knowledge of the academies and subsequently, the academies' occupational health and safety management system including the provisions for monitoring.
- c) Knowledge of the academies' protocols and procedures for corporate governance, strategic and operational risk management and statement of internal control.
- d) Knowledge of the operational control, co-ordination, consultation and communication networks for health and safety.
- e) Knowledge of the academies' emergency resilience arrangements and the role/functions of all staff who have duties as outlined in the academies' Emergency Plan and Business Continuity Plan.
- f) Knowledge of the risk assessment process and particularly risk assessments which have been developed for the academies' occupation groups, premises and classroom based activities and lessons.
- g) Knowledge and membership of the CLEAPSS service and how the advice and guidance applies to the undertaking of the academies.

5.2 Principals/Managers

- a) In order to provide appropriate background knowledge of health and safety, successfully achieve the IOSH safety awareness 1-day certificate.

- b) Knowledge of the academies' occupational health and safety management system and the arrangements for monitoring.
- c) Knowledge of the academies' protocols and procedures for operational risk management.
- d) Knowledge of the academies' operational control, co-ordination, consultation and communication networks for health and safety.
- e) Knowledge of the academies' emergency resilience arrangements and the role/functions of all staff who have duties as outlined in the academies' Emergency Plan and Business Continuity Plan.
- f) Knowledge of the risk assessments and the role they play in their development for the academies' occupation groups, premises and classroom based activities and lessons.
- g) Knowledge of and access to the CLEAPSS service and publications and how they are relevant to their activities and undertakings.

5.3 Employees nominated with H&S responsibilities

- a) In order to provide appropriate background knowledge of health and safety, successfully achieve the IOSH Working Safely certificate as a minimum.
- b) Knowledge of the academies' occupational health and safety management system as it applies to employees.
- c) Knowledge of the risk assessments and safe systems of work for their role and activities undertaken within the role.
- d) Knowledge of the academies' consultation and communication arrangements for health and safety.
- e) Knowledge of any duties they have as outlined in the academies' Emergency Plan and Business Continuity Plan.
- f) Awareness of the CLEAPSS service, advice and guidance as it applies to their work activities and undertakings.
- g) Access to general or specific information, instruction and training as is appropriate for the tools, machinery and equipment used by them or their pupils.