

Health & Safety Policy

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| Policy Type | |
| Adopted by the Trustees | |
| Chair of Elevate Resources Committee | John Brear |
| Date | 16.11.18 |
| To be reviewed | 15.11.19 |

Elevate's Health and Safety Policy

1. Scope

1.1. This policy relates to Elevate and their Academies and settings and supersedes any local policies and procedures that have been in use prior to the academy conversion. Each Academy will adopt the Health & Safety Statement and List of officers and arrangements set out in Appendix 1.

2. Purpose

2.1. Elevate, collectively and through their Academies, recognises and accepts our responsibilities both under law. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees, children and others affected by our activities is acknowledged.

2.2. This policy document outlines the philosophy and approach taken to ensuring good health and safety practice is in place for all our Academies.

2.3. In particular Local Governing Bodies, through their delegated powers, and Headteachers are responsible for:

- 2.4.1. Providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- 2.4.2. Maintaining safe access to and from the premises;
- 2.4.3. Preventing accidents and work related illness;
- 2.4.4. Assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- 2.4.5. Complying with statutory requirements as a minimum;
- 2.4.6. Ensuring safe working methods and providing safe equipment;
- 2.4.7. Providing effective information, instruction and training;
- 2.4.8. Monitoring and reviewing systems to make sure they are effective;
- 2.4.9. Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- 2.4.10. Setting targets and objective to develop a culture of continuous improvement;
- 2.4.11. Ensuring a healthy working environment is maintained including adequate welfare facilities;
- 2.4.12. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- 2.4.13. Ensuring safe use, handling and storage of substances at work.

- 2.5. In addition to the above commitment, Local Governing Bodies and Headteachers also recognise their obligations to non-employees and provide visitors, members of the public, pupils, contractors etc. or anyone who is or may be affected by their Academy's activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.
- 2.6. Local Governing Bodies and Headteachers are committed to this policy and all staff are required to comply. They are encouraged to support the Local Governing Bodies and Headteachers' commitment to continuous improvement in their Academy's health and safety performance.
- 2.7. For the policy document to be effectively implemented, all Academies require the full co-operation of employees and others who use the premises.
- 2.9. This policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

The policy statement, together with the organisational structure and the following arrangement and procedures, has been approved by the Trust Board.

3. Responsibilities

The Trust Board

3.1.1. The Trust Board is the legally responsible body for compliance with health and safety legislation in all settings and their Academies. The Trust Board will, through effective oversight of the work of the Local Governing Bodies, ensure that each setting has robust health and safety planning in place followed through into appropriate action.

Local Governing Bodies

3.2.1. Local Governing Bodies have responsibility for ensuring the local health and safety procedure for their Academy complies with this Health and Safety Policy. In consultation with the Headteacher the governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout their Academy

3.2.2. Local Governing Bodies must prepare a H&S report to the Trustees on a regular basis but at least once a term and through their minutes demonstrate that they are compiling with this Health & Safety policy.

Headteachers

3.3.1. The Headteacher has day-to-day responsibility for ensuring compliance with this Health and Safety Policy within their Academy and associated premises.

3.3.2. In consultation with the governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the Academy.

3.3.3. The Headteacher will maintain the profile of health and safety within the Academy by the development of safe working practices and conditions and will ensure that health and safety are maintained at all times.

Employees and volunteers

3.4.1. All Elevate employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions and must comply with their Academy's Health and Safety procedures at all times, co-operate with Academy management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to the Administrative staff of any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform the Administrative staff of what they consider to be shortcomings in their Academy's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

Administrative Staff

3.5.1. The Administrative staff has a day to day responsibility for ensuring compliance with their Academy's Health and Safety procedure and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe.

Children

3.6.1. Children, in accordance with their age and aptitude, are expected to exercise limited personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilful misuse, neglect or interfere with anything provided for their health and safety.

Arrangements

- 4.1. Elevate's Academies recognise the importance of communication to staff, visitors, children, parents, volunteers, contractors etc., and will ensure that all staff are briefed and trained regularly in effective health and safety practice.
- 4.2. **Risk Assessment:** Elevate's Academies use a risk assessment process and template as a standard for risk assessment. Risk assessment is the responsibility of the Academy Senior Leadership Team, teaching staff and other unqualified staff at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.
- 4.3. **Working at Height:** The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable.
- 4.4. **Pre Existing medical conditions of staff:** Elevate's Academies discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

- 4.5. **Additional needs of children:** Where a child has additional needs, a behaviour support plan will be in place and will be reviewed and updated regularly.
- 4.6. **Working at Risk:** Elevate's Academies ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.
- 4.7. **COSHH:** For Control of Substances Hazardous to Health (COSHH) used by the caretaker, risk assessments are carried out and each Academy adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost.
- 4.8. **Manual Handling:** Risks of manual handling are communicated within general risk assessments. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Headteacher is responsible for assessing the appropriate approach to handling tasks.
- 4.9. **Display Screen Equipment:** The majority of the staff within Elevate's Academies are not considered to be Display Screen Equipment (DSE) users. Administrative staff ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.
- 4.10. **Electrical Equipment:** Elevate's Academies take appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health and to the health of another person, as low as reasonably achievable. Persons carrying out the resting and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the premises file.
- 4.11. Elevate's Academies inspect and maintain equipment on a regular basis; however, the frequency of these inspections is dependent on the use and type of equipment.
- 4.12. **Asbestos:** To minimise risk from asbestos containing materials on their Academy site, all Academies maintain a safe and healthy environment by:
- 4.12.1. Complying with the Control of Asbestos Regulations 2012
 - 4.12.2. Removing if required in accordance with current Regulations
 - 4.12.3. Where necessary communicating to all staff and visitors where asbestos containing materials are located within their Academy site.
- 4.13. **Service and building contractors:** may have regular access to an Academy site as specified by a contract. The contract will specify what work is expected of them and what they can expect from the Academy. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, children and other visitors on site. The Academies provide details of safe systems of work to the contractors where relevant and all contractors where relevant and all contractors are consulted over emergency arrangements.

- 4.14. **Lettings:** All Academies ensure that, in any instances of letting premises, the hire/tenant has public liability insurance in place in order to indemnify the Academy from all such hirer's/tenant's claims arising from negligence. If any part of the Academy is let, the Headteacher and Administrative staff are satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.
- 4.15. **Accidents:** Elevate's Academies recognise the main cause of accidents is slips, trips and falls. It is the responsibility of teachers to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.
- 4.16. **Cleaning:** A cleaning schedule is in place which is monitored by the Administrative staff. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. Elevate's Academies ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and children adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.
- 4.17. **Caretaking/grounds maintenance:** Elevate's Academies identify risks associated with caretaking and grounds maintenance and mitigate the risks through the risk assessment process.
- 4.18. **Qualified Contractors:** Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.
- 4.19. **Legionella:** Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment is documented and the site log book is used. A process is also in place to deal with any actions should they arise.
- 4.20. **Snow and Ice:** Adequate arrangements are in place to minimise the risks from snow and ice on Elevate's Academy sites e.g. access/egress routes. Risk assessments are carried out and emergency plans developed to determine what type of action needs to be undertaken during adverse weather conditions.
- 4.21. **Infectious Diseases:** Elevate's Academies follow National Guidance produced by the Health Protection Agency and Public Health England in regards to infectious diseases.
- 4.22. **Children with Medical Needs:** Elevate's Academies accommodate children with medical needs wherever practicable in line with legal frameworks for the health and safety of children and staff. Responsibility for children's' safety is clearly defined within individual care plans where necessary and each person involved with children with medical needs is aware of what is expected them. Close co-operation between the Academies, parents, health professionals and other agencies help provide a suitable supportive environment for those children with special needs.

4.23. **First Aid:** Elevate's Academies follow the statutory requirements for first aid and provide suitably trained staff.

4.24. **Reporting Accidents:** All staff are encouraged to report accidents, incidents and near misses and Senior Leaders or Administrative staff investigate such incidents and identify and implement means to prevent a recurrence.

4.25. A risk assessment has been carried out and a safety management plan is in place.

5. Monitoring

5.1. Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, children, contractors and other visitors.

5.2. Regular safety inspections are carried out by nominated person/s in Elevate's Academies. All hazards and risks associated with the premises/departments/ grounds are monitored and controlled.

5.3. Elevate's Academies are committed to ensuring that staff are competent to undertake the roles expected of them. Line managers conducting the Performance Management process consider health and safety performance and address areas of concerns with employees.

5.4. Elevate's Academies endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice. Headteachers report on compliance with this policy and local procedures to Local Governing Bodies at least annually.