

TUDOR PARK EDUCATION TRUST POLICY FOR:	Health and Safety Policy
Person(s) Responsible:	Board of Directors
Date Approved:	
Date of Review:	
Status:	Statutory

1.0 STATEMENT OF POLICY

- 1.1 The Board of Directors (“the Directors”) of Tudor Park Education Trust (“the Trust”) recognise and accept their responsibilities under the **Health and Safety at Work Act 1974** and the **Management of Health and Safety at Work Regulations 1999** to take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all pupils, staff and others using Trust premises or participating in school-sponsored activities.
- 1.2 Maintenance of healthy and safe schools is a shared responsibility. The Directors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance.

2.0 DUTIES OF THE BOARD OF DIRECTORS

- 2.1 The Directors, as the employer, have a legal responsibility to:
- provide a written health and safety policy
 - assess risks to employees, students, visitors and any other people who could be affected by their activities
 - arrange for the effective planning, organisation, control, monitoring and review of preventive and protective measures
 - ensure they have access to competent health and safety advice
 - consult employees about their risks at work and current preventive and protective measures.
- 2.2 In the discharge of its duty the Board of Directors, in consultation with the CEO, will:
- make itself familiar with the requirements of the **Health and Safety at Work Act 1974**, the **Management of Health and Safety at Work Regulations 1999** and any other health and safety legislation and codes of practice which are relevant to the work of the Trust’s schools
 - ensure that the policy for the provision of health and safety throughout the Trust is effective and enforceable
 - periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- 2.3 The Directors retain ultimate responsibility for health and safety across the Trust, although tasks may be delegated in accordance with this policy.

3.0 DUTIES OF THE **FINANCE & AUDIT COMMITTEE**

3.1 The Finance & Audit Committee has absorbed the role of the Health & Safety Committee. The Committee will review the practical workings of the Health & Safety Policy and report to the Board of Directors. They will meet at least termly.

3.2 The Chair of the Finance & Audit Committee will report to the Board of Directors.

4.0 DUTIES OF LOCAL GOVERNING BODIES (LGBs)

4.1 LGBs shall ensure that all decisions they make are in line with the Trust's health and safety policies and procedures and any statutory provisions set out in legislation.

4.2 In the discharge of its duty the LGB, in consultation with the Academy Principal, will:

- make itself familiar with the requirements of the **Health and Safety at Work Act 1974**, the **Management of Health and Safety at Work Regulations 1999** and any other health and safety legislation and codes of practice which are relevant to the work of the school
- identify and evaluate all risks relating to:
 - accidents
 - health
 - school-sponsored activities (including work experience)
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- create and monitor the management structure for health and safety within their Academy
- Nominate one of its members to the role of Health and Safety Governor
- Nominate a member to undertake termly health and safety inspections in conjunction with the Site Manager. This may be the Health and Safety Governor or another governor, and need not necessarily be the same person each time.

4.3 In particular the LGB undertakes to provide:

- a safe place for staff and pupils to work, including a safe means of entry and exit
- safe plant, equipment and systems of work
- safe arrangements for the handling, storage and transport of articles and substances
- safe and healthy working conditions which take account of all appropriate:
 - statutory requirements
 - codes of practice, whether statutory or advisory
 - guidance, whether statutory or advisory
- supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner
- necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- adequate welfare facilities

4.4 So far as is reasonably practicable, the LGB, through the Academy Principal, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- this policy

- all other relevant health and safety matters
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk

5.0 DUTIES OF THE HEALTH AND SAFETY GOVERNORS

- 5.1 Each LGB will nominate one of its members to act as the Health and Safety Governor, whose role will be to liaise with the Health and Safety Lead on matters relating specifically to the Academy.

6.0 DUTIES OF THE HEALTH AND SAFETY LEAD

- 6.1 The Director of Finance, as the Health and Safety Lead, is responsible for providing competent health and safety advice and support to the Directors, CEO, LGBs and Academy Principals, advising and assisting the Directors in the discharge of their legal duty by:

- Ensuring familiarity with the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and any other health and safety legislation and codes of practice which are relevant to the work of the Trust's schools
- Taking all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met
- Periodically assessing the effectiveness of the Trust's Health and Safety Policy and ensuring that any necessary changes are made and brought to the attention of the CEO and Directors
- Monitoring the effectiveness of health and safety management across the Trust through appropriate level meetings and periodic practical reviews
- Ensuring a structure of reporting is in place at all levels, including governance, to ensure ongoing accountability, attention to maintaining high standards of health and safety practice and detecting, reporting and acting on any problems that arise.

- 6.2 The Director of Finance will report to the Finance & Audit Committee.

7.0 DUTIES OF ACADEMY PRINCIPALS

- 7.1 Academy Principals are responsible for the overall implementation of the Health and Safety Policy within their Academy. In particular, Principals are required to:

- Ensure implementation of the Trust's health and safety policies and procedures
- Uphold the guiding principles for health and safety and require the same from their staff
- Ensure adequate resources are available to successfully manage health and safety within their Academy
- Ensure development, implementation and review of systems within their Academy to promote management control, co-operation, communication and competence on health and safety matters
- Ensure effective monitoring of health and safety at all management levels
- Monitor the progress of any recommended remedial actions.

- 7.2 The day-to-day management of health and safety matters within individual Academies may be delegated by the Principal to a suitably qualified and competent person, for example the Site Manager or Caretaker.

8.0 DUTIES OF THE HEALTH AND SAFETY CO-ORDINATOR

8.1 The health and safety co-ordinator in each Academy would normally be the Site Manager or Caretaker.

8.2 The role of the Health and Safety Coordinator is to assist with day-to-day health and safety matters and ensure the practical implementation of the Trust's health and safety policies and procedures, including:

- To coordinate the annual health and safety risk assessment process and maintain a register of health and safety risk assessments
- To make provision for all statutory and routine checks, inspections and maintenance of the premises and plant
- To manage the keeping of records of all health and safety activities
- To advise the Health and Safety Lead and Academy Principal of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors and to take remedial action where appropriate
- To ensure that staff are adequately instructed in safety and welfare matters
- To undertake regular health and safety inspections including termly walkabouts with a nominated governor
- To oversee the security of the site and grounds.

9.0 DUTIES OF THE SPORTS HALL MANAGER

9.1 The Sports Hall Manager is responsible for the operation of the sports facilities and associated areas in terms of security, cleanliness, safety of customers and emergency procedures, to ensure the safety of the public and security of the facilities, including:

- To ensure that the sports facilities are operational and maintained at all times in compliance with all current legislation, statutory requirements, Trust H&S policies, procedures and regulations in particular the Health and Safety at Work Act.
- To ensure equipment is serviced and maintained in accordance with statutory requirements and that log books are maintained and up to date at all times.
- To conduct risk assessments and ensure these are reviewed annually and that any actions are followed through on a timely basis.
- To ensure that any condemned equipment is immediately taken out of use and disposed of appropriately.
- To ensure any accidents to staff or customers are correctly recorded and appropriate First Aid administered. To record any serious incidents correctly and notify the Director of Finance.
- To manage and oversee the cleaning and hygiene of the centre including undertaking any cleaning of the facilities as required.
- To undertake a daily check of all equipment and sports facilities ensuring they are properly maintained.
- To challenge unauthorised entrance and prevent inappropriate or illegal use of the sports facilities and equipment.

- To undertake regular patrols, ensuring that all visitors are abiding by the rules, regulations and conditions of use and hire.
- To hold the sports hall keys and be responsible for locking and unlocking the facilities.

10.0 DUTIES OF SENIOR LEADERS AND DEPARTMENT/FACULTY HEADS

10.1 SLT and department/faculty heads are responsible for overseeing health and safety matters relating to their curriculum areas, ensuring that:

- All staff within their department or whom they line manage understand their responsibilities under the terms of this policy.
- Procedures for safe working practices within their departments are laid out in their curriculum schemes of work and comply with appropriate Health & Safety regulations. Guidance from CLEAPSS (Advisory Service for Science and Technology) and other lead bodies should be adopted, as appropriate.
- Risk assessments are undertaken within their departments and these are reviewed annually or sooner if required with any issues reported to the Health & Safety Lead.
- Appropriate inspections and routine maintenance is carried out for all equipment within their department and relevant records kept of such works.
- Protective clothing and equipment needs are identified and provided where necessary.
- Staff have appropriate training and access to safety information in relation to all equipment and materials used.
- That any accidents to pupils or staff are immediately reported through the established systems.

11.0 DUTIES OF ALL EMPLOYEES

11.1 The law requires employees to:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- co-operate with their employers on health and safety matters
- do their work in accordance with training and instructions
- inform the employer of any work situation, hazard or defect representing a serious and immediate danger, so that remedial action can be taken

11.2 In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils.

12.0 DUTIES OF VISITORS, HIRERS AND CONTRACTORS

12.1 Visitors and other users of Trust premises will observe the safety rules of the Trust. On arrival, they will record their details at Reception and be issued with a visitor pass.

- 12.2 When the premises are used for purposes not under the direction of the Principal, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.
- 12.3 The Principal, Site Manager or Sports Hall Manager will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 12.4 When the school premises or facilities are being used out of normal school hours for a school-sponsored event or activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 12.5 It will be a condition for all hirers, contractors and others using Trust premises or facilities that they are familiar with this policy, that they comply with all Trust safety directives and that they will not take any action that may create hazards for persons using the premises or the staff or pupils of the school
- 12.6 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Act.
- 12.7 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal will take such actions as are necessary to prevent persons in his/her care from risk of injury.

13.0 DUTIES OF PUPILS

- 13.1 Pupils are responsible for following the Trust's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.
- 13.2 The behaviour of students will be managed in accordance with each academy's Behaviour Policy to ensure that pupils do not pose a danger to themselves or others.

14.0 COMPETENT HEALTH AND SAFETY ASSISTANCE

- 14.1 Under the Management of Health and safety at Work Regulations 1999, all organisations, including schools, are required to appoint one or more competent persons to assist in undertaking the measures needed to comply with health and safety requirements. The Trust satisfies this statutory duty by purchasing the local authority's Health and Safety SLA. The health and safety advisers at the council are experienced and proven professionals who are able to provide the necessary expert advice.
- 14.2 The Health and Safety SLA includes membership of CLEAPSS (Consortium of Local Education Authority Providers of Science Services), provision of a Radiation Protection Adviser (RPA) via CLEAPSS and provision of a Radiation Protection Officer to carry out inspections of radioactive materials and liaise with RPA on behalf of the school.

15.0 STAFF INDUCTION AND TRAINING

- 15.1 New staff will receive an induction covering all relevant aspects of health and safety upon joining the Trust. Staff who work in high risk environments, such as site staff and technicians, are given additional health and safety training.
- 15.2 All staff will be offered health and safety training appropriate to their duties and responsibilities, such as fire marshal duties or driving the minibus.

15.3 Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out.

15.4 All training will be regularly updated.

16.0 RISK ASSESSMENT

16.1 The Trust follows a sensible and proportionate approach to health and safety management that promotes risk awareness rather than risk avoidance.

16.2 Sensible health and safety relies on every member of the management team making sure that risk is managed responsibly and proportionately. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.

16.3 Risk assessment is a continuous process and will principally be task or activity centred.

17.0 EVACUATION PLANS, LOCKDOWN AND EMERGENCY RESPONSE PLANS

17.1 Site specific fire evacuation plans and procedures, lockdown procedures and emergency response plans are in place across the Trust and are updated regularly. Fire drills take place twice a year.

18.0 FIRST AID

18.1 The arrangements for First Aid provision will be adequate to cope with all foreseeable major incidents.

18.2 The number of certificated First Aiders will not, at any time, be less than the number required by law.

18.3 At the discretion of the Principal, other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence.

18.4 Supplies of first aid material will be held at various locations throughout the schools. These locations will be determined by the Principal. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

18.5 Adequate and appropriate First Aid provision will form part of the arrangements for all out-of-school activities.

18.6 A record will be made of each occasion any member of staff, pupil or other person received first aid treatment.

19.0 INCIDENT REPORTING

19.1 The Medical Officer will keep a record of any incidents and accidents that occur. Incidents that are potentially reportable to the Health and Safety Executive (HSE), as set out in Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) Regulations, will be logged on the local authority's online incident reporting system. Reportable injuries, diseases or dangerous occurrences include:

- Death
- Certain specified injuries such as fractures, other than to fingers, thumbs and toes, and serious burns
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days

- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done

19.2 Under the terms of our SLA with the local authority, the council's health and safety team will review incidents logged on the online reporting system and notify the HSE of any incidents that meet the reporting criteria under RIDDOR.

19.3 Under the terms of our SLA with the local authority, the council's health and safety team will investigate any dangerous occurrences or major notifiable incidents, which have potentially occurred due to a failure in health and safety management.

20.0 HAZARD AND DEFECT REPORTING

20.1 All staff have a duty to report hazards or defects, so that remedial action can be taken. Issues must be logged on the Trust's reactive maintenance software ("Every") where they will be dealt with by the site team.

20.2 The Director of Finance and/or academy Principal should be notified of any situation that poses a serious or immediate danger.

21.0 SITE SECURITY

21.1 The Site Manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, perimeter checks, locking/unlocking and alarming the site and for ensuring a system of maintenance and monitoring is in place for the site security systems, including the intruder and fire alarms, gates and CCTV. The Site Manager may delegate some of these tasks to other members of the site team.

21.2 The Sports Hall Manager is responsible for the security of the sports hall, and for overall site security during sports hall opening hours and other lettings.

21.3 Key holders, including the Site Manager, Caretakers and Sports Hall Manager, are required to respond to any out of hours emergency.

22.0 WORK EQUIPMENT AND MACHINERY, INCLUDING STATUTORY INSPECTION AND MAINTENANCE OF PREMISES AND PLANT

22.1 New equipment must be installed in accordance with manufacturers' instructions and, if necessary, by an appropriately skilled contractor. Reasonable steps should be taken to ensure new work equipment complies with the relevant legal requirements for safe design and construction.

22.2 Manufacturers' recommendations for use and maintenance of equipment should be followed, including provision of staff training where appropriate. In addition, the Site Manager will ensure a programme of planned maintenance and inspection is implemented, in accordance with statutory requirements. Maintenance and inspection must only be undertaken by appropriately trained and qualified staff or contractors.

22.3 Unsafe plant or equipment must immediately be taken out of use. Directors do not permit the use of unsafe or condemned equipment.

23.0 OCCUPATIONAL STRESS

23.1 We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stress.

23.2 Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

24.0 HEALTH SURVEILLANCE

24.1 Staff who, in the course of their work, are exposed to potential asthmagens, will be subject to health surveillance. This includes staff working in the Technology department. They will be asked to complete a Health Questionnaire when they start employment, and then annually thereafter. This is to help early symptom detection and reduce their risk of developing full blown asthma.

24.2 The Director of HR is responsible for issuing and collecting the Health questionnaires.

25.0 MANUAL HANDLING

25.1 It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they should ask for assistance from the site team.

25.2 The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

25.3 Staff and pupils are expected to use the following basic manual handling procedure, and to take as much care when lowering items as when lifting them.:

- Make a firm base with your feet, keeping them about shoulder width apart.
- Lift with the legs, bending the knees rather than the back.
- Keep the chin held in and raised as this helps keep the back in a neutral position.
- Ensure the load is as close to the body as possible.
- Do not twist the back but change direction by moving the feet. Lead with your head.

25.4 Site team and reprographics staff are specifically trained in the safe manual handling of objects.

26.0 DISPLAY SCREEN EQUIPMENT

26.1 All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

26.2 Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

27.0 GENERAL HOUSEKEEPING INCL. STORAGE, CLEANING AND WASTE MANAGMENT

27.1 Clutter is a common cause of accidents in the workplace including slips, trips and falls, and fires and explosions. It is everyone's responsibility to maintain good housekeeping standards including:

- Keeping work areas tidy and uncluttered

- Keeping walkways, exits and entrances clear
- Stacking and storing items safely
- Keeping storage areas orderly, safe and accessible
- Reporting broken or damaged furniture or equipment
- Safely disposing of waste in the appropriate bins, including medical waste, personal hygiene products, and waste associated with student personal care

27.2 Each Academy will be cleaned on a daily basis during term time, with a deep clean scheduled annually during the holidays.

27.3 General waste, recycling and food waste will be collected at appropriate regular intervals subject to requirements.

27.4 Bins will be provided for medical and hygiene waste and will be serviced at regular intervals.

28.0 TRAFFIC MANAGEMENT AND VEHICLE SAFETY

28.1 Vehicles must park in a designated parking bay and display a valid parking permit.

28.2 Car park road markings, traffic lights and speed limits must be observed.

29.0 CONSULTATION AND COMMUNICATION WITH STAFF

29.1 Health and safety information will be provided to staff on induction. Thereafter, the Director of Finance will post regular H&S notices in the weekly staff bulletin. Key messages will be repeated on an annual cycle.

29.2 Academy Principals will reinforce key health and safety messages during staff briefings.

29.3 Signage will be provided throughout the site warning of any hazards.

29.4 Each Academy will display a Health and Safety Law poster and Health and Safety Policy Statement in a prominent position for the attention of staff.

30.0 MONITORING

30.1 The role of the **Health and Safety Committee** includes monitoring the practical implementation of the Trust's health & safety policies, procedures and action plans. They will meet at least twice yearly and report to Directors.

30.2 Governors will conduct a health and safety walk around their respective Academy sites at least termly.

30.3 Independent health and safety audits may be commissioned, at the request of Directors.

31.0 SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY

31.1 In addition to this overarching health and safety policy, specific arrangements are outlined in the following Trust policies:

- Emergency Response Plan
- Lockdown Procedure
- Fire Evacuation Plan
- Fire Safety Policy
- Asbestos Management Policy
- Legionella Management Policy
- Contractor Control Policy
- Control of Substances Hazardous to Health (COSHH) Policy
- Lettings Policy and Terms and Conditions of Hire
- Lone Working Policy
- Working at Height Policy
- Administration of Medicines Policy
- First Aid Policy
- Accessibility Policy
- Managing Aggressive Behaviour from Visitors or Parents Policy
- Staff Pregnancy and Maternity Policy
- Supporting Students with a Medical Condition Policy and Procedures
- Trips and Activities Off-Site Policy
- Work Placement Policy

APPENDIX A HEALTH AND SAFETY ORGANISATIONAL CHART

