

# Health and Safety Policy

Version 1.2

2022/2023

PARTNERSHIPS | OPPORTUNITY | INTEGRITY | EQUITY | EXCELLENCE | PEOPLE-CENTRED

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Consilium  
Academies

*Enriching Lives, Inspiring Ambitions*

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# 1 Introduction

This policy document has been prepared to define the way that Consilium Academies intends to manage health and safety and meet the requirements of Section 2 (3) of the Health and Safety at Work etc. Act 1974.

This Act requires an employer to prepare a statement of general policy with respect to health and safety at work, and the organisation and arrangements set up to carry out that policy.

The document system formally communicates the instructions and procedures covering operation and work activities from the CEO to the Managers/Supervisors and all other personnel employed or involved in the Company's activities.

The document system has been developed to meet statutory requirements for a Safety Management System to ensure the health and safety of all personnel associated with work activities of the Company, including contractors, visitors, and the public.


The Policy and its associated documents apply as defined to all personnel employed or contracted to Consilium Academies as appropriate to the work being undertaken.

It is the duty of personnel so involved to apply the requirements of these documents to their work.

## 2 Statement of Intent

- 2.1 Consilium Academies (“the Trust”) has overall responsibility for the health, safety and welfare of staff, students, and visitors in the academies it operates. The Trust recognises that decisions about workplace health and safety should be collaborative, reasonable, and proportionate to maintain a safe environment where students can learn and achieve their full potential and where employees are supported to ensure work related stressors are avoided.
- 2.2 The health, safety and welfare of staff, students and visitors is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture throughout our organisation and assisting all members of the school community to play their part.
- 2.3 The safety culture of our academies is the product of individual and group values, attitudes, perceptions, competence, and patterns of behaviour. This policy includes our vision to ensure that our academies have a strong and positive safety culture through communication, training, collaboration and leading by example.
- 2.4 Together, we are committed to achieving the following objectives:
- 2.4.1 To provide, as far as reasonably practicable, a safe and healthy working environment for all.
  - 2.4.2 To ensure that all members of the school community are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them.
  - 2.4.3 To ensure that all staff have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment.
  - 2.4.4 To have an effective system for communicating and consulting on health and safety matters.
  - 2.4.5 To effectively plan, implement, monitor, and review the arrangements in place to ensure we have a safe and healthy working environment.
  - 2.4.6 To prevent accidents, incidents and near misses so far as is reasonably practicable and investigate all incidents in a timely manner.
  - 2.4.7 To encourage, promote and continuously improve the Trust’s health and safety performance.
  - 2.4.8 To ensure that we protect the environment.
  - 2.4.9 To review and revise this policy as necessary at regular intervals.

Signed by



Chair of Trustees

Date: .....May 2023.....



CEO

May 2023  
Date: .....

### 3 Environmental Policy Statement

Consilium Academies (“the Trust”) recognises it operates within a natural environment and that it shares with a wider community, therefore it is important for all staff and students work to minimise the impact of their activities on the environment. Consilium Academies (the Trust) is committed to respect and be responsible for this natural environment and shall discharge this responsibility throughout all the operations over which it has direct controls. These duties apply to all staff, contractors, and site visitors and as such, will be guided by the following fundamental operating principles:


- To comply with all legislation and directives regarding the environment, and whenever possible or necessary to adopt other legislative principles deemed appropriate for sustainable development. Any guidance provided by the Department for Education will also be incorporated and adhered to, where practicable.
- Encourage all staff and business partners to participate fully in the environmental management of the company’s processes to respect the environment throughout all their activities.
- To reduce, recycle, re-use, restore and wherever practicable, the generation of waste and environmental impacts in accordance with local regulations.

Signed by



Chair of Trustees

Date: .....May 2023.....

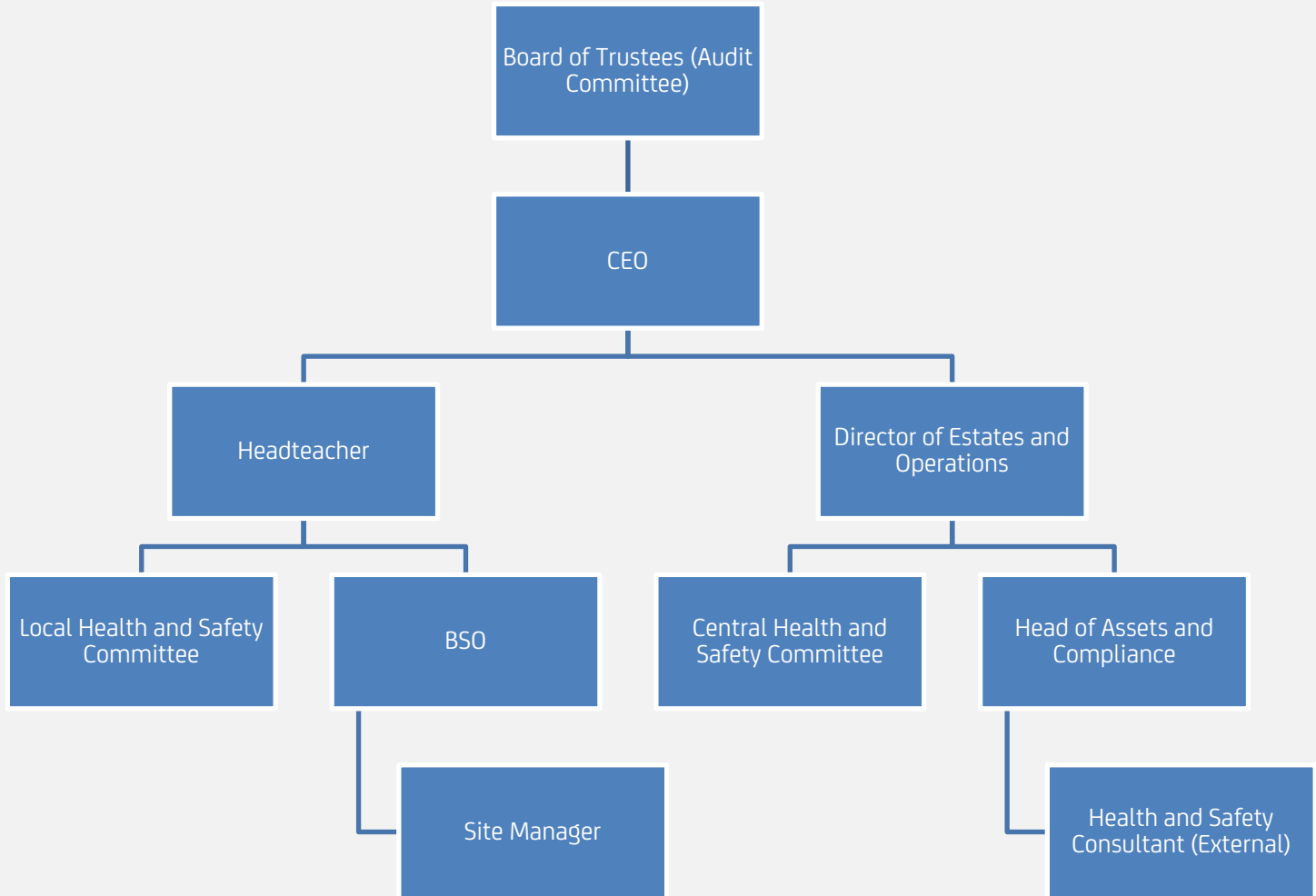


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CEO

May 2023  
Date: .....

## 4 Responsibilities for Health and Safety



### Board of Trustees (Audit Committee)

The board of Trustees are a peer of volunteers who are responsible for setting the direction of Consilium Academies objectives, through setting the pertinent strategy, in line with Consilium Academies mission values and beliefs. Operationally the Trust will:

- Provide adequate resources,
- Ensure competent persons are appointed,
- Ensure appropriate arrangements are in place and being reported.

## Chief Executive Officer

The Chief Executive Officer has overall executive accountability and liability for all matters within Consilium Academies, they are appointed by and accountable to the board of Trustees.

The Chief Executive Officer delegates authority to the Director of Estates and Operations, Head of Asset and Compliance, and relevant Business Support Officer/Site Managers for their respective areas of responsibility.

The Chief Executive Officer has direct responsibility for the management and oversight of health and safety within the Operational activities of Consilium Academies and for ensuring that decisions of the Board of Trustees are consistent with this Policy to maintain high standards of health and safety management.

The Chief Executive Officer will be able to call on the advice and assistance of the Director of Estates and Operations and the Head of Assets and Compliance.

## Overall and final responsibility for health and safety

4.1 The Board of Trustees, Chair of Trustees and Chief Executive Officer carry the key responsibilities for assessing, recording, and implementing the correct health and safety procedures. They will do this by:

4.1.1 Leading by example on all matters relating to health, safety, and welfare,

4.1.2 Promoting and following this Health and Safety Policy,

4.1.3 Dedicating budget to the health and safety provision at the academies,

4.1.4 Communicating effectively with parents, staff, and students,

4.1.5 Monitoring and reviewing health and safety procedures and practice

4.2 Day to day responsibility for ensuring this policy is put into practice

4.3 The Board of Trustees, Chair of Trustees and Chief Executive Officer have assigned health and safety responsibilities as follows:

### 4.4 Head of Assets and Compliance

4.4.1 Bring to the attention of the Heads of Departments any health, safety or welfare problems or concerns

4.4.2 Review legislation and circulating the information as may be necessary

4.4.3 Reviewing and keeping up to date safety procedures and policies

4.4.4 Ensuring so far as is reasonably practicable that all relevant health and safety documentation is regularly reviewed and complied with

4.4.5 Monitoring and reporting on compliance performance

4.4.6 Competency and training levels are in line with Consilium CPD requirements

4.4.7 Provide guidance and good practice for the Academies, where required

4.4.8 The Head of Governance will chair the Central Health and Safety committee meetings reporting back to the Trust Board.



4.4.9 To will carry out periodic health and safety walk rounds, inspections, and audits to ensure requirements to monitor, review and record safe systems of working within Academies are met.

4.4.10 Seek support and professional advice from external advisors as necessary.

#### 4.5 Health and Safety Consultancy (External) – Peninsula

4.5.1 Provide competent advice to responsible persons.

4.5.2 Provide physical reviews of health and safety management including audits of establishments and processes.

4.5.3 Produce regular reports on Health and Safety compliance to the Head of Assets and Compliance.

#### 4.6 Director of Estates and Operations

4.6.1 The Director of Estates and Operations carries out periodic health and safety audits within Academies and reports back findings to the Audit Committee, ensuring requirements to monitor, review and record safe systems of working within Academies are being met.

4.6.2 Seek support and professional advice from external advisors as necessary.

#### 4.7 Senior Leadership Team and Head Teachers

4.7.1 The Head Teacher has the following responsibilities:

- (a) To lead by example
- (b) Ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site
- (c) Liaising with the health and safety representative of the board of trustees to inform that person of any health and safety issues or risks that arise
- (d) Ensuring that the information on health and safety good practice that is available to academy staff and visitors is up to date, easily accessible and promoted throughout the academy. This includes the academy health and safety policy and risk assessment templates
- (e) Ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies
- (f) Ensuring that the board of trustees is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision
- (g) Ensuring that funding is allocated to individual departments for their health and safety requirements
- (h) Ensuring that all staff, pupils, contractors, visitors and volunteers are aware of their health and safety obligations to one another
- (i) Ensuring that regular practice fire drills and lockdown drills are undertaken
- (j) Ensuring that adequate information related to health and safety is obtained and passed on to relevant staff, contractors, members of the public, statutory authorities etc.

4.7.2 The Senior Leadership Team has the following responsibilities:

- (a) To lead by example
- (b) Ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the school
- (c) Ensuring that any school activity, either on or off-site, is risk assessed and consideration has been given to health and safety in terms of the wider school policy
- (d) Keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety
- (e) Ensuring that all the relevant checks are done on the equipment and competency of contractors that come into the school
- (f) Ensuring that all staff and pupils are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing
- (g) Managing their budgets to cover health and safety maintenance, checks and provision for activities under their department

#### 4.8 Business Support Officers (BSO)

- 4.8.1 BSO's manage the business and support functions, this includes the arrangements for Health and Safety at each school. BSOs line manage the support service leads and are responsible for ensuring all school policies are implemented and regularly updated.
- 4.8.2 BSO's are responsible for Facility & Property management to ensure legal, statutory, regulatory, and local obligations covering, site, premises, assets, grounds, plants, and vehicles. They will oversee all support staff functions and take ownership of all matters non-teaching related.
- 4.8.3 BSO's will supervise any planned construction works, purchase and repair of all furniture and fittings in line with financial policy, ensure continuity of utilities, site service and equipment.
- 4.8.4 BSO's manage the letting of school premises to external organisations, for the development of the extended services and local community requirements, arranging suitable insurance cover outside of RPA and ensuring evacuation plans are in place and reviewed regularly.
- 4.8.5 For matters extended outside of the knowledge of the BSO and to seek further guidance, they will liaise with the Director of Estates and Operations and the Head of Assets and Compliance.

#### 4.9 Site Managers

- 4.9.1 Site Managers advise the Head of Assets and Compliance, ensuring that details related to health and safety management are passed on. They provide support and advice to the Senior Leadership Team and staff.
- 4.9.2 Site Managers act as Health and Safety representatives for the site they are responsible for, unless this role is specifically delegated to another member of school staff.
- 4.9.3 Site Managers will undertake periodic health and safety audits to ensure the site they are responsible for, are fulfilling their requirement to follow safe systems of work in the running of their area of the business and the appropriate licences, test certificates, insurances etc are up to date and fit for purpose. This person will formalise the on-site communication of health and safety

matters with contractors that are appointed. They will ensure all remedial actions from the audits are closed out in a timely manner and seek support from the Head of Assets and Compliance for further guidance, where required.

#### 4.10 Line Managers and Supervisors

4.10.1 Line managers, whether Teaching or Support Staff, where appointed, are responsible for:

- (a) Leading by example
- (b) The practical implementation of the Health and Safety Policy and other subsidiary policies and procedures, the requirements of the Health and Safety at Work Act 1974 and other relevant legislation
- (c) Ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees or others affected by their activities
- (d) Obtaining and ensuring adherence to a safe system of work by competent employees and contractors
- (e) Ensuring that their area of responsibility is subject to risk assessment, regular inspections, and adequate supervision
- (f) Ensuring that all accidents, incidents, and dangerous occurrences, within their area of responsibility, are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action is taken where necessary
- (g) Making adequate consideration to health and safety when specifying, purchasing, or hiring equipment or materials and ensuring that contractors under their control do likewise where applicable
- (h) Ensuring that all pupils, staff, and volunteers understand their health and safety responsibilities and are familiar with the school health and safety policy and procedures
- (i) Ensuring that all relevant training and preparation is carried out for all on- and off-site activities

#### 4.11 Employees and Staff

4.11.1 Employees of the Trust, whether they are fixed term, contract, or permanent take the responsibility of:

- (a) Ensuring that they are familiar and up to date with the Trust's health and safety policy and standard procedures
- (b) Keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred
- (c) Ensuring that all the correct provisions are assessed and in place before the start of any activity
- (d) Making sure that the pupils taking part in the activity are sure of their own health and safety responsibilities

- (e) Cooperating fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- (f) Ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.

4.11.2 All employees and staff are required to as part of the Health and Safety at Work Act 1974:

- (a) Take reasonable care for the health and safety of him/herself and others who may be affected by his/her acts of omissions
- (b) To co-operate with his/her employer in matters relating to health and safety to enable the employer to comply with requirements
- (c) Duty not to misuse or interfere with anything provided in the interests of health and safety or welfare (not restricted to employees).

4.11.3 Employees and staff are required to:

- (a) Co-operate in the implementation of the requirements of all Health and Safety legislation, related codes of practice and safety procedures /instructions
- (b) Refrain from doing anything or omitting to do anything that causes danger to themselves or others
- (c) Immediately bring to the attention of their Line Manager or Site Health and Safety Representative, any situation or practice of which they are aware, which may lead to injury or ill health
- (d) Take responsibility for good housekeeping in the area within which they work
- (e) Report all accidents, incidents, and dangerous occurrences in accordance with company guidelines
- (f) Follow the advice given in Company Health and Safety Training to control workplace risks
- (g) Take responsibility for their own health and safety.

4.11.4 Volunteers have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the Trust's health and safety policy and procedures.

## 4.12 Teachers

### 4.12.1 Teachers are expected to:

- (a) Lead by example
- (b) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out
- (c) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant risk assessments
- (d) Give clear oral and written instructions and warnings to pupils when necessary
- (e) Follow safe working procedures
- (f) Require the use of protective clothing and guards where necessary
- (g) Make recommendations to their Head Teacher or manager regarding equipment and improvements to plant, tools, equipment or machinery
- (h) Integrate all relevant aspects of safety into the teaching process
- (i) Report all accidents, defects, and dangerous occurrences to their manager.

## 4.13 Pupils

4.13.1 Whilst staff carry the main responsibility for health and safety provision, and the correct implementation of policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the Trust community, and allowing for their age and aptitude, pupils are expected to:

- (a) Take personal responsibility for the health and safety of themselves and others
- (b) Observe standards of dress consistent with safety and/or hygiene
- (c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- (d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- (e) Behave sensibly around the school site and when using any equipment
- (f) Report health and safety concerns or incidents to a member of staff immediately
- (g) Act in line with the school code of conduct / school behaviour policy.

## 4.14 Contractors

4.14.1 All Contractors working on Trust premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

## 4.15 Responsibility for ensuring health and safety standards are maintained and improved

### 4.15.1 Communication

- (a) This Policy acknowledges the importance of involving all members of the school community in matters of health and safety including by means of consultation and discussion in order to achieve a collaborative approach to health and safety. This is achieved through the Health and Safety Committees which meet regularly and which the Central Committee reports to the Board of Trustees Audit Committee.
- (b) Safety representatives of trade unions recognised by the Trust will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.
- (c) All members of the school community are encouraged to report any health and safety issues or concerns to their teachers, line managers, Head Teachers or to the Board itself. Before making any decisions, which could have health and safety consequences for staff, the Trustees will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

### 4.15.2 Training

- (a) Trustees along with Head Teachers, Senior Leaders and Managers of each school under its overall jurisdiction are committed to involving employees at all levels in the maintenance of Health and Safety standards.
- (b) Employees will be provided with training to enable them to play their part in establishing and maintaining a safe environment and a positive culture of health and safety.
- (c) External Health and Safety Consultants will be used to provide professional health and safety advice if required.

### 4.15.3 Policy Review

- (a) The Health and Safety Policy is to be monitored and reviewed on a regular basis. For this to be successful a series of benchmarks need to be established. Such benchmarks, or examples of good practice, are defined by comparison with the health and safety performance of other parts of the organisation or the national performance of the sector. The Health and Safety Executive (HSE) publish an annual report, statistics, and a bulletin, all of which may be used for this purpose.
- (b) See for example <http://www.hse.gov.uk/statistics/industry/education.pdf>. Typical benchmarks include accident rates per employee and accident or disease causation.

### 4.15.4 There are several reasons to review the Health and Safety policy such as, but not limited to:

- (a) Significant organisational changes have taken place.
- (b) There have been changes in key personnel.
- (c) There have been changes in legislation and/or guidance.
- (d) New work methods have been introduced.
- (e) There have been alterations to working arrangements and/or processes.
- (f) There have been changes following consultation with employees.

- (g) The monitoring of risk assessments or accident/incident investigations indicates that the Health and Safety policy is no longer effective.
- (h) Information from manufactures has been received.
- (i) Advice from an insurance company has been received.
- (j) The findings of an external Health and Safety Audit has been received.
- (k) Enforcement action has been taken by the HSE or Local Authority (LA).
- (l) A sufficient period of time has elapsed since the previous review.

#### 4.15.5 Monitoring, Reporting and Supervision

- (a) Monitoring and reporting are vital parts of a health and safety culture. Management systems must allow the board to receive both specific (e.g., incident-led) and routine reports on the performance of the health and safety policy. Only a strong system of monitoring can ensure that the formal review can proceed as planned – and that relevant events in the interim are brought to the board's attention.

#### 4.15.6 The Board of Trustees will ensure that:

- (a) Appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident and sickness absence rates);
- (b) Periodic audits of the effectiveness of management structures and risk controls for health and safety are carried out;
- (c) The impact of changes such as the introduction of new procedures, work processes or products, or any major health and safety failure, is reported as soon as possible to the board;
- (d) There are procedures to implement new and changed legal requirements and to consider other external developments and events;
- (e) Sickness absence and workplace health will be monitored effectively to identify any underlying problems that could damage performance or result in accidents and long-term illness;
- (f) Workplace health and safety data is collected and reviewed to allow benchmarking against other organisations in the sector;
- (g) Senior manager appraisals include an assessment of their contribution to health and safety performance;
- (h) Contractor performance is reported and reviewed;
- (i) Supervisory and line management arrangements are assessed, clearly defined, and appropriately allocated – relevant individuals have the necessary skills and training.

## 5 Health Protection

### 5.1 Risk Assessment

- 5.1.1 We recognise that we must carry out a risk assessment when presented with potential health emergencies; as experienced with COVID-19, in addition to those mentioned above using the same principles. We will consider risks posed by our schools and the undertaking of our service and will take measures to minimise those risks so far as is reasonably practicable. The Trust will always follow the advice of the UK Government, medical experts and the World Health Organisation as well as the HSE and PHE. We will ensure we manage any misinformation and only follow and discuss trusted sources of reliable advice.
- 5.1.2 We will consider all relevant matters including the following when undertaking the risk assessment in accordance with good practice and Government guidance:
- (a) Social distancing
  - (b) Cleaning and hygiene
  - (c) Signage
  - (d) Waste disposal
  - (e) Minimising staff/staff and staff/pupil physical interaction and controlling access to spaces
  - (f) Minimising non-essential visitors to the academy
  - (g) Where practicable, implementing a one-way system to minimise contact
  - (h) The provision of PPE
  - (i) Identifying vulnerable persons, for example, those in the BAME community

### 5.2 Consultation

- 5.2.1 We recognise that we have a statutory obligation to consult with staff about the health and safety measures we are proposing, and we will take steps to ensure that training is provided in relation to the recommendations arising from the risk assessment process.
- 5.2.2 In the event of an infectious disease now or in the future being declared an epidemic or pandemic, the Trust requires people covered by this policy to follow the guidance recommended by the World Health Organisation, Public Health England etc.



## 6 Arrangements for Health and Safety

### 6.1 Risk Assessment

- 6.1.1 Effective risk assessment is the foundation of all school health and safety checks, and the Trust takes steps to ensure that all academy staff are confident and familiar with carrying out risk assessments and recording and reporting risks.
- 6.1.2 Risk assessments are stored in the school office and will be reviewed:
- at regular intervals
  - after accidents, incidents, and near misses
  - after any significant changes to workplace, working practices or staffing
  - after any form of notice has been served.
- 6.1.3 The matrix below is used during risk assessment to assess initial activity or location risk, and then residual risk once all the controls have been put in place to decrease risk.



The size or category of risk is determined by considering two factors: Severity and Likelihood

Severity is ranked as:

- 5 – Catastrophic - deaths
- 4 – Major – more than Seven days absence (RIDDOR)
- 3 – Moderate – Over three days absence
- 2 – Minor – minor injuries
- 1 – Insignificant – no injury

Likelihood is ranked as:

- 5 – Very likely – there is a 1 in 100 chance of the hazardous event happening
- 4 – Likely – there is a 1 in 1000 chance of the hazardous event happening
- 3 – Fairly likely - there is a 1 in 10,000 chance of the hazardous event happening
- 2 – Unlikely - there is a 1 in 100,000 chance of the hazardous event happening
- 1 – Insignificant – there is a very slight possibility of this event happening

- 6.1.4 The Trust carries out risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but the Trust does take reasonable steps to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

## 6.2 Training

- 6.2.1 Health and safety induction training will be provided for all new employees and for work experience placement students. A signed register confirming that induction training has been received and understood will be kept.
- 6.2.2 Where annual refresher training is required for specific areas, a record will be kept and updated to ensure that knowledge and skills are up to date.
- 6.2.3 Curriculum / Subject Specific Health and Safety training is provided, and records will be kept and updated to ensure that knowledge and skills are up to date.
- 6.2.4 Strategic Health and Safety Management and Academy Management Training is provided, and records will be kept and updated to ensure that knowledge and skills are up to date.
- 6.2.5 All employees will have a health and safety training record which will be managed by the School's Business Support Officer.
- 6.2.6 Training needs will be identified, arranged, and monitored by the People department.

## 6.3 Consultation (Health and Safety Committee)

- 6.3.1 All establishments will have a Health and Safety Committee which reports to a central committee for strategic review of Health and Safety arrangements.
- 6.3.2 The Health and Safety Committees have a written constitution which sets out what they will do to manage health, safety, and welfare together. This includes:
  - (a) Its purpose and objectives,
  - (b) Membership,
  - (c) Meeting arrangements,
  - (d) Arrangements for reporting the outcome of meetings
- 6.3.3 The Committee considers, amongst other things, statistics on accident records, ill health, sickness absence;
  - (a) Accident investigations and subsequent action;
  - (b) Inspections of the workplace by enforcing authorities, management or employee health and safety representatives;
  - (c) Risk assessments;
  - (d) Health and safety training;
  - (e) Emergency procedures; and
  - (f) Changes in the workplace affecting the health, safety, and welfare of employees.
- 6.3.4 If the health and safety committee is discussing accidents, the aim is to stop them happening again, not to give blame. The Committee will:
  - (a) Look at the facts in an impartial way
  - (b) Consider what precautions might be taken

- (c) Recommend appropriate actions
- (d) Monitor progress with implementing the health and safety interventions.

## 6.4 Workplace Safety

- 6.4.1 The Trust will take reasonable steps to ensure that the academy environment and workplace is reasonably safe for pupils, staff, and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school, and both contribute to good health and safety practice.
- 6.4.2 Any hazards around the academy site that are noticed by any member of the academy community should be reported to a senior leader.
- 6.4.3 Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. **Information on health and safety in each department can be found in the school office.** Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

## 6.5 Code of Conduct

- 6.5.1 The Trust is concerned with ensuring the good health and safety of members of the school community both on an individual basis and as a whole school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support.

## 6.6 Visit by an enforcement officer

- 6.6.1 The Health and Safety at Work etc. Act 1974 and associated legislation conveys powers on inspectors/ fire officers who are appointed by the relevant enforcing authority to enforce statutory compliance.
- 6.6.2 Non-compliance may lead to prosecution, but this is always seen as a last resort, except for:
  - (a) Failure to comply with an Improvement or Prohibition Notice.
  - (b) Failure to manage fire safety or notify the Fire Service of any significant risks on the academy.
  - (c) A breach of law that has significant potential for harm, regardless of whether it caused an injury.
  - (d) Reckless disregard for the health and safety of workers or others.
  - (e) Repeated breaches of legal requirements where it appears that management is neither willing nor structured to deal with adequately.
  - (f) Substantial legal contravention, where there has been a serious accident or a case of ill health.
- 6.6.3 Staff's responsibilities include:
  - (a) Not obstructing any reasonable request made by an Enforcement Officer.
  - (b) Complying and co-operating with requests by the officer.

## 6.7 Occupational Health / Welfare

- 6.7.1 The Board of Trustees takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.
- 6.7.2 We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, and the academy will do everything that it can to support them.
- 6.7.3 We will talk to members of staff to listen to their concerns and opinions about stress in the workplace as well as checking sickness absence records, staff turnover data, exit interviews, incident reports etc. to identify any problem.
- 6.7.4 The Trust has developed a suicide prevention policy and recognises that it is essential that this policy is embedded. The Trust is committed to identifying vulnerable students and staff, developing school-based prevention programmes, and strengthening co-operation with mental health services, students, and parents. A healthy school policy may contribute to the prevention of suicide as it is aimed at improving factors such as resilience, coping skills, social inclusion, and a safe school environment, which could function as protective factors for suicidal behaviour.
- 6.7.5 The Trust is committed to investing in mental health, providing better information and awareness, increasing social inclusion and cohesion, supporting teachers, and involving parents and mental health services. The Trust will address any instances of bullying and will adopt methods to reduce bullying in our academies.

## 6.8 Stress management

- 6.8.1 The trust is committed to the health and wellbeing of all associates and places value on both physical and mental health. Stress may have many causes, including both work and non-work-related factors.
- 6.8.2 Stress within the workplace is a major cause of sickness absence, high staff turnover and poor performance in an organisation. The trust aims to ensure that stress is managed effectively within the organisation utilising the Health and Safety Executives (HSE) Management Standards for Work Related Stress.
- 6.8.3 Stress within the working environment is often triggered by what is known as stress indicators. The stress response occurs when actual or perceived pressures on an individual are greater than their ability to cope. It is important to recognise the types of pressures that might contribute to feelings of stress in associates.
- 6.8.4 The primary sources of stress at work:
- (a) Demands - workload, work patterns and the work environment
  - (b) Control – how much say the employee has in the way they do their work
  - (c) Support – the encouragement, sponsorship and resources provided by the employer, management, and fellow employees
  - (d) Relationships – includes promoting positive working, the avoidance of conflict and dealing with unacceptable behaviour
  - (e) Role – whether the employee understands their role and conflicting roles are avoided

(f) Change – how change is managed and communicated.

6.8.5 Staff are instructed to speak to their line manager as soon as possible to raise any concerns however, staff also have access to the Employee Assistance Programme and can seek free counselling support if required.

## 6.9 Violence at work

6.9.1 The Health and Safety at Work etc Act 1974 places a duty on employers to ensure the health, safety, and welfare of employees at work. The trust takes any acts of violence very serious and often these situations cannot be predicted, and the purpose of this policy and associated supportive documentation is to set out the way in which all Academies will comply with these legal requirements.

### 6.9.2 DEFINITIONS

(a) Violence – is defined as ‘any incident in which an individual is abused, threatened, or assaulted in circumstances related to their work.’ (HSE).

(b) Aggression – refers to any behaviour that is hostile, destructive, and/or violent.

6.9.3 Associated hazards:

(a) Physical attacks

(b) Verbal abuse

(c) Low morale

(d) Stress or depression

6.9.4 The risk of violence to staff is adequately assessed at school level, using the procedure set out in the supporting Toolkit and Worksheet.

6.9.5 Appropriate arrangements are documented and operated within the school for reducing the risk of violence to the lowest level reasonably practicable and for periodically reviewing the arrangements in place.

6.9.6 Ensure staff are aware of how to identify and manage situations appropriately by providing training as required.

6.9.7 Ensure adequate reporting mechanisms are in place and for encouraging staff to report all incidents involving violence, or threats of violence, even if the incident was relatively trivial. If the event is of a serious nature, it must be reported, escalated, and investigated with the support of the People team.

6.9.8 The risk of violence to staff is adequately assessed, taking account of particular activities and layout issues within the school, and documented within the general risk assessment for the school.

6.9.9 Staff receive adequate training in identifying “difficult” people and understand what action to take when abusive behaviour occurs.

6.9.10 All staff have a responsibility to minimise the risk of violence to themselves or others and have the following responsibilities:

- (a) To act in accordance with Consilium policies and procedures.
- (b) To follow local procedures designed to reduce the risk of violence and aggression.
- (c) To participate in any prescribed or mandatory training.
- (d) To follow reporting procedures should an incident occur.

## 6.10 New or Expectant mothers

- 6.10.1 The Trust takes seriously the health, safety, and welfare of mothers to be, unborn children, new-born babies and new mothers. Notification that the employee is pregnant will be required in writing along with confirmation documentation from a registered medical practitioner or registered midwife. It is recommended that mothers to be or nursing mothers inform the Trust no later than 15 weeks before the expected week of childbirth that she is pregnant.
- 6.10.2 Once this is confirmed, the Trust will conduct a review of her current work, specific risk assessment and implement any changes/control measures to protect her unborn baby.
- 6.10.3 This assessment will consider the following considerations:
- (a) Long working hours
  - (b) Stress
  - (c) Noise
  - (d) Violence
  - (e) Exposure to toxic substances e.g., chemicals
  - (f) Manual handling.
- 6.10.4 This assessment will be reviewed at regular intervals by managerial staff or as/when the employee requests it. The Trust will also ensure there are suitable facilities for pregnant and breastfeeding mothers to rest whilst at work.
- 6.10.5 Please refer to the relevant policy concerning New/Expectant mothers.

## 6.11 Disabilities

- 6.11.1 The Equality Act 2010 legally protects people from any sort of discrimination in the workplace. The Trust is committed to complying with the Act and as such will ensure appropriate provisions are in place.
- 6.11.2 A disability is defined as having a physical or mental impairment that has a substantial or long-term negative effect on the ability to do normal daily activities. To this end, the Trust will endeavour to promote the employment of disabled people, identifying suitable opportunities wherever possible. The Trust will also ensure that its employment practices tackle disability discrimination and promote disability equality.
- 6.11.3 The Trust will provide the necessary support, assistance, access/egress, and care to disabled staff or students. When an existing employee becomes disabled, the Trust will make every reasonable effort to continue to provide suitable employment in the same job or suitable alternative job. If an existing student becomes disabled, the Trust will ensure appropriate arrangements are in place to accommodate their requirements – without discrimination.

6.11.4 A Personal Emergency Evacuation Plan (PEEP) will be compiled on a case-by-case basis for staff or students.

6.11.5 Please refer to the Access at Work scheme for further information.

## 6.12 Alcohol and Drug Misuse

6.12.1 Alcohol or drug misuse by staff, students, or contractor(s) at the schools (including supervisory and management staff) can adversely affect the health and safety of themselves or others. Therefore, it is the policy of the Trust that alcohol and/or drugs (including legal highs) are prohibited on site.

6.12.2 Any persons known to be, or strongly suspected of being affected by alcohol and/or drugs must be referred to the appropriate supervisory or management representative who will arrange for the person to be removed from the workplace.

6.12.3 Students are more vulnerable, susceptible, and often pressured into taking substances, therefore it is imperative the staff stay vigilant and address any suspicious activity as soon as possible. Signs and posters should be displayed for raising awareness and to encourage students to report any issues – confidentially.

## 6.13 Emergency procedures

6.13.1 The trust publishes a School Emergency Management Plan (SEMP) which outlines the school response to an emergency or business continuity response and is tailored to the perceived risks identified at each location. The SEMP represents the emergency procedures for each school.

## 6.14 Fire Safety and Evacuation

6.14.1 Each academy carries out whole school fire drills at least once per term. There are emergency exits located and signposted around the school, and emergency procedures posters detailing what to do in the event of a fire are posted around the academy site.

6.14.2 Escape routes and fire doors are checked regularly to ensure that they are free from obstruction.

6.14.3 Fire risk assessments are carried out annually by a competent contractor, recorded, and regularly reviewed for each building. Fire alarm safety checks are carried out regularly and recorded.

6.14.4 The emergency procedures should be followed in the event of an evacuation of the academy for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

6.14.5 Please see section on Disabilities for the Personal Emergency Evacuation Plan (PEEP)

## 6.15 Lockdown Drills

6.15.1 Each academy carries out a simulated lockdown exercise for the whole school at least once a year. Training to be provided to all staff the procedure and its purpose explained to the students. This will be led by the Headteacher with support from the SLT, BSO and SM.

6.15.2 Parents will be notified in advance of the exercise.

6.15.3 Each academy will plan and conduct during an inset or teacher training day, an additional lockdown exercise for staff. This will give the opportunity to ask questions and raise any concerns.

- 6.15.4 The outcome of the drill to be recorded on the appropriate form. Any actions to be addressed and closed out in a timely manner.

## 6.16 Accidents and Near Misses

- 6.16.1 In the event of an accident or near miss taking place either at the academy, or off-site on an academy-organised activity, the member of staff will immediately report to whomever is in charge. A first aider should make an assessment of the injury as soon as possible.
- 6.16.2 Parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. **Medical treatment or the contacting of emergency services will not be delayed if the academy cannot contact a parent or guardian.** If a pupil needs to be taken to hospital, and a parent or guardian is not immediately available, a member of academy staff will accompany the pupil to hospital and wait for the parent to arrive.
- 6.16.3 Pupils will only be sent home if there is a parent or guardian available to be with them there. If they have suffered injury or are unwell, they will be kept in the school office/nurse's office until they can be collected.
- 6.16.4 Pupils will have individual medical care plans (IHCP) if it is the case that there is allergy medication or other prescriptive medication that needs to be on-site for pupils to use regularly or in a case of emergency. Individual medical care plans will be reviewed systematically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept in the school office. Any medicine administered in school will be recorded.
- 6.16.5 The Trust has a central Accident and Incident reporting system which must be completed for all accidents, major and minor.
- 6.16.6 An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed, and witnesses may be interviewed. This may happen in cases including but not limited to:
- (a) Deaths
  - (b) 'Specified injuries' in respect of employees or pupils
  - (c) Over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days);
  - (d) 'Specified dangerous occurrences' (where something happens that does not result in an injury, but could have done)
  - (e) 'Occupational diseases'
  - (f) 'Injuries resulting in hospital visits for treatment in respect of pupils and employees who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances).
- 6.16.7 Senior managers or the board of trustees may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.
- 6.16.8 Accident records will be assessed on a regular basis by responsible persons to identify any trends and so that prompt action can be taken where necessary to avoid repeated incidents of a similar nature.



## 6.17 Medicines

6.17.1 Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

6.17.2 We will ensure that we consult health and social care professionals, pupils, and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

## 6.18 Manual handling

6.18.1 The Trust operates in accordance with the *Manual Handling Operations Regulations (1992)* as amended. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling, or restraining an object or person. The Trust will provide information, instruction, and training on safe manual handling for day-to-day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

6.18.2 Risk assessments are carried out by the Line Manager and measures required to eliminate risk, or reduce it to the lowest level, which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the Trust takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy. The Trust expects employees:

- (a) To safeguard their own health and safety whilst at work, and that of any person who may be affected by their actions
- (b) To follow safe systems of work as determined by the result of the risk assessments
- (c) To use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
- (d) To ensure that they use equipment as per manufacturer's instructions
- (e) To attend training sessions as required and apply the knowledge/skills to daily tasks
- (f) To report all accidents and incidents which have either caused or could have caused harm or injury
- (g) To report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- (h) To inform line management if they are unable to perform manual handling duties
- (i) To ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- (j) To comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- (k) to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- (l) to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts, or hoists

- (m) to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

## 6.19 Slips and Trips

6.19.1 Slips and trips are the most common cause of injury at work – and the most reported injury to members of the public. They can lead to both minor and major injuries – and sometimes fatal accidents from head injuries following a fall from height, where the underlying cause was a slip or trip. Slips and trips occur across all education premises. Sites can be busy with large numbers of people moving around at the same time – often rushing. Slip and trip accidents in education academy happen for several reasons. They typically involve:

- (a) members of staff or pupils/students running or carrying heavy or awkward items,
- (b) wearing unsuitable footwear,
- (c) poor lighting - particularly where there are uneven surfaces and changes of level
- (d) contamination – both from wet surfaces – caused by water, and fluid spillages; and slippery surfaces - caused by contaminants e.g., food, litter etc.
- (e) Obstructions – particularly bags and trailing cables

6.19.2 To prevent slip and trip incidents we will:

- (a) Ensure suitable cleaning regimes are in place,
- (b) Ensure appropriate footwear is worn, including slip resistant footwear for kitchen staff,
- (c) Ensure there is appropriate lighting,
- (d) Ensure there is appropriate storage space

## 6.20 Work at Height

6.20.1 The classroom and school environment can and should be a colourful place where students have the opportunity to display their work and share their achievements. This often means using ladders to create work displays. The Trust will take a sensible approach but does expect that some activities will require a risk assessment, selection of appropriate equipment and other precautions being in place in accordance with the Work at Height Regulations 2005. Factors to weigh up include the height of the task, the duration and frequency and the condition of the surface being worked on. Before working at height staff are expected to do the following:

- (a) Assess the risks,
- (b) Avoid work at height, if possible,
- (c) Select the right type of equipment, and ensure that it has been maintained and regularly checked,
- (d) Ensure you can get to and from where you need to work at height.

## 6.21 Ladders and Step Ladders

6.21.1 Ladders will be used only where the use of more suitable work equipment is not justified. This could be due to the low risk and short duration of use or, because of existing features within the workplace which cannot be altered which make ladders the only possible suitable equipment.

- 6.21.2 No work will be conducted from ladders unless a risk assessment shows that this is the only reasonably practicable and final option. Every attempt will be made by the Trust to eliminate the use of ladders and step ladders as an option for working at height. If ladders are deemed to be the only option, they will be used only if a risk assessment shows:
- (a) That the operative can maintain three points of contact
  - (b) That the task is of short duration (under 30 minutes)
  - (c) That the task is low risk
  - (d) Ladders are classified as 'Professional' under BS EN131
  - (e) Ladders can be set at an angle not exceeding 75 degrees (1 out to 4 ratio)
  - (f) Ladders are clearly identifiable and subject to regular inspections.
- 6.21.3 Additional control measures will be introduced (if practicable) to reduce the risks to a minimum. This will be in the form of ladder stays, stand offs or other proprietary ladders or ladder securing devices.
- 6.21.4 Persons using ladders will have attended training in the use of ladders and any associated accessories and be familiar with the hazards associated with the use of this equipment.
- 6.21.5 Step ladders will be used only when the risk assessment determines that their use has a low risk and is of a short duration (less than 30 minutes) and, where other equipment cannot fit due to space restrictions. Priority will be given to selecting work equipment with a working platform and some type of edge protection or rail whilst the operative is on the steps. Podium steps or similar design equipment will be considered in the first instance.
- 6.21.6 Step ladders will be of sufficient height to enable the work to be carried out from no higher than the third tread from the top. Step ladders will be used only on a firm and level base to prevent them toppling.
- 6.21.7 All ladders and step ladders will be inspected prior to each use and on a regular basis which shall be recorded.

## 6.22 Control of Substances Hazardous to Health

- 6.22.1 There are areas in the academy where hazardous substances will be stored. The Trust has systems in place to ensure that hazardous substances are used correctly, and records are kept preventing the misuse or accidental misuse of such substances. The precautions the Trust takes include:
- (a) Safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Safety data sheets and information on procedures for assessing substances hazardous to health are kept in the school office. Safety data sheets describe the hazards the chemical presents, and give information on handling, storage, and emergency measures in case of an accident
  - (b) Only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
  - (c) Clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
  - (d) Clear record of chemicals ordered, who they are ordered to, and that they are ordered for

- (e) Safe disposing of chemicals
- (f) Appropriate PPE for use when handling hazardous substances
- (g) Strict 'off-limits' policy for pupils. Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

6.22.2 Substances that are for use in the science classrooms are under the responsibility of the science department manager. For more information on the control of these substances please see the supporting science department health and safety document, which can be found in the school office.

6.22.3 All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals. Staff and pupils will be taught to recognise signs and any posters in use will display signs. All labels must follow the CLP classification system, any chemicals or documents found with the CHIP classification system are to be disposed of as soon as possible.

### 6.23 Site security and visitors

6.23.1 School security is a vital component of good health and safety, and we want pupils and staff to feel safe in school.

6.23.2 To ensure that our school is a secure environment we:

- (a) Record details of all visitors entering and leaving the site,
- (b) Have designated key holders
- (c) Engage the services of an alarm monitoring company

### 6.24 Off-site visits

6.24.1 School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place each school will have an educational visits coordinator (EVC) in place; typically the headteacher, that are trained and follow the procedures. They will ensure that:

- (a) The objective of the visit is clear
- (b) The visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
- (c) They are informed well in advance about less routine visits
- (d) The headteacher or group leader has shown how the plans for the visit comply with regulations and guidelines and with the school's health and safety policy
- (e) In the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils
- (f) It assesses proposals for certain types of visits, e.g., those involving an overnight stay or overseas travel, and submits these to the LA if appropriate
- (g) A sufficient level of insurance is in place
- (h) The headteacher or group leader reports back after the visit.

6.24.2 Off-site visits are carefully planned, and detailed information obtained in relation to:

- (a) Responsibilities for off-site visits
- (b) Parental consent
- (c) Transport
- (d) Supervision
- (e) Emergencies
- (f) Adventure activities
- (g) Work experience placements
- (h) Work experience health and safety
- (i) Off-site risk assessments
- (j) Safeguarding.

6.24.3 Refer to the External Visits policy for further information.

## 6.25 Vehicle and pedestrian segregation

6.25.1 Where possible vehicle movement e.g., car parking / deliveries, will be away from footpaths, crossings, gates, and doorways.

6.25.2 Traffic entering school premises will be controlled and monitored to ensure that vehicle movement is, where possible, reduced, and managed.

6.25.3 Where bus operators are required to collect / drop off children, the Trust will follow its selecting and managing contractor's policy. Specifically, the Trust will take reasonable steps to ensure that bus operators have the appropriate Operator's licence, are insured, MOT'd and drivers have been DBS checked.

6.25.4 Students, staff, and visitors are reminded to be extra vigilant when crossing roads near to the academy at the start of and at the end of the school day due to the large numbers of vehicles and pedestrians around at that time. Students are reminded that distractions such as wearing headphones, texting or otherwise using a mobile phone should not be engaged in.

## 6.26 Building and Site Maintenance

6.26.1 The Director of Estates and Operations is responsible for ensuring that the premises are maintained to comply with health and safety laws and are easily accessible and reasonably safe for the whole school community.

6.26.2 The Site Manager is responsible for reporting any health and safety concerns relating to the premises. They will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form and co-ordinating method statements, work permits etc. as required.

6.26.3 Where required the following records and management plans will be kept, updated, and shared as necessary:

- (a) Asbestos Management System

- (b) Legionella Management System
- (c) Construction, Design and Management Health and Safety file
- (d) LOLER records
- (e) Machine/Equipment testing and certificates
- (f) Gas Safety Certificates
- (g) Electrical Safety Certificates
- (h) PUWER Records
- (i) PPE Records
- (j) Calibration Certificates
- (k) Insurance Statutory Records
- (l) Control of Contractors (Inductions/Audits)
- (m) Environmental Aspects
- (n) Environmental Emergency Response Plans

## 6.27 Construction, Design and Management 2015 (CDM)

- 6.27.1 The legislation places a responsibility on all organisations to ensure the premises are safe for everyone. This may require regular maintenance work which itself may be defined as construction work. The Trust will ensure that it complies with the requirements of the Construction (Design and Management) Regulations 2015 dependant on the role(s) it is undertaking (Client, Principal Designer, Designer, Principal Contractor, Contractor).
- 6.27.2 The regulations cover the management of health and safety from concept through to demolition including hazard identification and control, following the general principles of prevention set out in the Management of Health and Safety at Work Regulations 1999 - eliminate, reduce, inform, control.

## 6.28 Permit to Work

- 6.28.1 Permits to Work are an integral part of any Safe Systems of Work and therefore when contractors are carrying out High Risk operations such as “Work at Height”, “Hot work” or “Confined Space Working”, permits and lock off procedures may be in force. The trust will ensure there is an appropriate induction system is in place and the permits are completed by contractors prior to commencement of any works.
- 6.28.2 It is important to remember that a Permit to Work procedure only controls those risks related to the 'System' or area where the work is to be undertaken. **IT DOES NOT** implement the Control Measures necessary to control the risks introduced by the way in which the work is carried out or by the work processes adopted. Such 'General Safety' precautions are the responsibility of the persons supervising and/or in charge of the working party (Permit Holder) and must be implemented prior to the work starting and be maintained throughout the course of the work.
- 6.28.3 The Permit to Work issued under the procedure is a document for work to commence relating to the Control Measures that it covers; other Control Measures implemented by the recipient will be required to ensure work is undertaken without Risk to Health and Safety.

## 6.29 Selecting and managing contractors

- 6.29.1 It is vital that any company or persons invited into the academy under a contractual agreement to work on maintenance or the building site operates under the highest level of health and safety possible and is aware of our policy and procedures.
- 6.29.2 The Director of Estates and Operations has responsibility to select and oversee the management of contractors.
- 6.29.3 When engaging a contractor, the following will be considered:
- (a) All aspects of the work will be identified and set out in a job specification,
  - (b) Qualifications and experience,
  - (c) References,
  - (d) Insurances and certifications,
  - (e) Memberships of professional trade bodies
  - (f) Risk Assessments and Safety Method Statement.
  - (g) Approved supplier status
- 6.29.4 We will co-ordinate with any contractor and ensure that they have information about the site available to them including the asbestos management plan, evacuation procedures etc. We will also ensure cooperation between multiple contractors working on site at the same time.
- 6.29.5 For information on safeguarding pupils against visitors or contractors to the academy, please read our **school child protection and safeguarding policy**.

## 6.30 Asbestos

- 6.30.1 The Trust operates to minimise any risk arising from the asbestos in its academies, by ensuring that any asbestos present is identified and managed to avoid danger. Asbestos that is in good condition and remains undisturbed within a building structure does not present a danger unless it is disturbed or damaged.
- 6.30.2 Asbestos, which is in poor condition, or may present a danger, will be removed under controlled conditions by licensed contractors, in accordance with a prioritised programme.
- 6.30.3 Following asbestos surveys, Asbestos Management Plans will be developed and put into effect to ensure that asbestos risks are managed through a combination of physical controls, maintenance checks and awareness measures.
- 6.30.4 This will ensure that staff, students, contractors, and others visiting Consilium Academies are safeguarded from asbestos risks.
- 6.30.5 Please refer to the Asbestos Management toolkits and associative documents for further guidance.

## 6.31 Legionella

- 6.31.1 The trust will ensure a risk assessment for Legionella has been carried out by a designated specialist water hygiene company and will be undertaken as and when changes have occurred to existing water systems.
- 6.31.2 The risk assessment will specify the control regime to be adopted, records to be kept, and any necessary improvements to the system such as removal of dead legs, improved control of water temperature etc.
- 6.31.3 A risk assessment should be undertaken when:
- (a) There is a change in the water system or its use;
  - (b) New information becomes available about risks or control measures;
  - (c) The results of checks or sampling results indicate that control measures are no longer effective;
  - (d) There are changes to key personnel;
  - (e) A case of Legionnaires Disease/Legionellosis is associated with the system.
- 6.31.4 The nominated contractor will ensure the logbook is kept up to date and any remedial works that have been identified by the risk assessment are closed out in a timely manner – by providing regular updates to the Site Manager.
- 6.31.5 If the contractor has identified that the routine risk control measures may have failed (e.g., inconsistent hot and cold-water temperatures, inconsistent flushing of infrequently used outlets, shower heads not descaled) it may be necessary for Legionella sampling to be undertaken. In such circumstances, the contractor must ensure samples taken are to be analysed by a UKAS accredited laboratory.
- 6.31.6 Any positive samples shall be reported immediately to the Head Teacher/BSO/Site Manager and the Head of Assets and Compliance who will provide further advice in respect of the follow up actions to be taken.

## 6.32 Electrical Testing

- 6.32.1 Portable electrical appliances are generally classed as equipment that has a lead (cable) and plug – this also covers extension cables. The trust will ensure all electrical appliances are inspected and tested in accordance with the regulations, annually by a NICEIC approved contractor. Fixed electrical testing is to be carried out on a 5-yearly basis.
- 6.32.2 It will be the responsibility of the Site Manager to ensure all equipment provided is suitable for the tasks.
- 6.32.3 Staff responsibilities:
- (a) Visually check the equipment before and during use, looking for signs of faults, overheating or damage to the equipment including to the wiring, plugs, casing, and any guarding.
  - (b) Immediately stop work if faults are found and report any defects to the Site manager.
  - (c) Do not carry out any electrical repairs unless trained to do so.



- (d) Take care of the equipment that has been provided.
- (e) Disconnect the equipment from the supply before making any repairs.
- (f) Ensure that equipment is plugged into the correct supply by an approved method, do not attempt to use a makeshift temporary connection.
- (g) Do not bring into the workplace personal electrical equipment unless authorised to do so.

### 6.33 Gas Safety

6.33.1 Gas leaks represent a significant risk to staff, students, contractors, and visitors; therefore, it is an area that requires close attention and monitoring. The Trust will ensure, where required a gas safety inspection is carried out by a registered Gas Safe engineer, on an annual basis.

### 6.34 Machine Maintenance

6.34.1 The Trust operates the academies in accordance with the *Provision and Use of Work Equipment Regulations 1998* (PUWER). These regulations require that the work equipment in schools is:

- (a) **Suitable** for use, and for the purpose and conditions in which it is used;
- (b) Maintained in a safe condition for use so that people's health and safety is not at risk; and
- (c) Inspected in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

6.34.2 The Trust ensures that risks created by the use of the equipment are eliminated where possible or controlled by:

- (a) Taking appropriate '**hardware**' measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment
- (b) Takes appropriate '**software**' measures, such as following safe systems of work (e.g., ensuring maintenance is only performed when equipment is shut down etc)

### 6.35 Control of Noise

6.35.1 The Control of Noise at Work Regulations 2005 requires employers to reduce and control the exposure to noise of their employees. The trust is committed to ensuring the Health, Safety and Wellbeing of all staff.

6.35.2 Site staff are likely to be exposed to excess levels of noise whilst carrying out maintenance works and other activities around the academies, the Trust will assess the risk and take account of exposure levels set within the regulations.

6.35.3 The exposure levels apply to either a daily or weekly exposure based on 8 hours- dB (A) or the maximum noise (peak sound pressure) in a working day- dB (C):

6.35.4 Lower Exposure Action Value:

- (a) Daily or Weekly Personal Noise exposure – 80 dB (A) Peak sound – 135 dB (C). Assessment is required to establish potential risk and hearing protection is made available.

- 6.35.5 Upper Exposure Action Value:
- (a) Daily or Weekly Personal Noise exposure – 85 dB (A) Peak sound- 137 dB (C) Noise is reduced and where this is not successfully controlled, ideally through mechanical means, then through the mandatory use of hearing protection.
- 6.35.6 Additionally, an Exposure Limit Value as been set:
- (a) Daily or Weekly Personal Noise exposure of 87 dB (A) Peak sound– 140 dB (C). This must not be exceeded even taking account of the protection afforded by hearing protection.
- 6.35.7 The Trust will carry out a suitable and sufficient risk assessments for all activities where it is believed that there is a risk of employees being exposed above the lower action value of 80 decibels. The Trust will eliminate or control noise at source where it is practicable to do so, and where it is not, will provide its employees with suitable and sufficient hearing protection selected according to the noise risk to which the employees are exposed.
- 6.35.8 The Trust will ensure that:
- (a) All staff, contractors and visitors receive such information as is necessary to warn them of the risk. Furthermore, that they will obey any instructions and warning notices with regard to the wearing of hearing protection in areas where a risk exists.
  - (b) Ensure plant and equipment is selected and maintained to minimise noise levels.
  - (c) Ensure suitable ear protection is supplied for the conditions of exposure.
  - (d) Ensure adequate means of communication in noisy environments, especially if relevant alarm sounds may need to be heard.
  - (e) Workplace management and supervisors will ensure compliance with any noise levels.
- 6.35.9 All staff have a duty to comply with and use the measures the Trust provides under the regulations including:
- (a) To use any controls as determined by the risk assessment.
  - (b) To wear any hearing protection provided when exposed at or above the upper exposure limits or where mandatory areas have been designated.
  - (c) Not misuse or interfere with the hearing protection and report any defects to the employer.

## 6.36 Control of Vibration

- 6.36.1 The control of Vibration at Work Regulations 2005 requires employers to make a suitable and sufficient assessment of the risks posed to either hand/arm and/or whole-body vibration.
- 6.36.2 Site staff are likely to be exposed to excess levels of vibration whilst carrying out maintenance works and other activities around the academies, the Trust will introduce control measures to, in the first instance, eliminate the vibration at source or, where this is not reasonably practicable, reduce the vibration to as low a level as is reasonably practicable.
- 6.36.3 The exposure limits and action values are:
- (a) Daily Exposure Limit Value – 5 m/s<sup>2</sup> in an 8-hour period
  - (b) Daily Exposure Action Value – 2.5 m/s<sup>2</sup> in an 8-hour period
- 6.36.4 The trust will ensure a regime is implemented for:
- (a) Establishing the risks associated with tools that vibrate
  - (b) Knowing which items of equipment pose the highest risk to employees
  - (c) Ensuring that a purchasing/hiring policy is established to ensure that the equipment is selected correctly
  - (d) Setting policy based on recognised exposure limits for the use of this equipment
  - (e) Providing information, instruction, and training on vibration risks to employees
  - (f) Recording exposure levels and durations for employees where necessary
  - (g) Providing health surveillance where required.
- 6.36.5 The basis of the risk assessment is to avoid the risk wherever possible. However, if the job cannot be done without exposure to vibrating equipment, the following steps will be taken:
- (a) Select - select equipment that produces the least possible vibration or removes the operative from the source of the vibration by using remote control equipment.
  - (b) Provision - consider other equipment which can be used in conjunction with the vibrating equipment which reduces the risk of injuries caused by vibration, for instance foul weather protection for cold and damp.
  - (c) Maintain - good maintenance can reduce vibration levels considerably; operatives should be instructed in basic maintenance such as the replacement of blunt drills or chisels.
  - (d) Limitation - ensure that limits/durations are set on tasks and appropriate rest periods are taken.
  - (e) Train - make operatives aware of the risks and the precautions, such as gripping tools properly.
  - (f) Inform - provide up to date information on the vibration risks.
  - (g) Review - review the use of vibrating equipment as technological advances are made available.