HATTON
ACADEMIES TRUST

Title	**Health & Safety Policy**
Reviewed	**June 2020**
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Associated Policies	**Fire Safety Policy** **Covid-19 Policy**
Originator	**Colin Hinds Director of Finance & Operations**
Approved	W. A. Thallon

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Health and Safety Policy

Introduction

This policy statement relates to Hatton Academies Trust's overall approach and policy to the management of health and safety at work.

Hatton Academies Trust *("the Trust"*) aims to provide a safe and healthy environment for all students, employees, visitors and contractors. In order to achieve this aim, it is necessary that the full support and co-operation of all users of our premises be willingly given. Health and Safety is the responsibility of all individuals and their recognition of this responsibility is crucial.

The Trust's objectives are to prevent all accidents and work-related injuries and ill health (physical and mental) wherever possible and to establish safe working practices throughout our individual academies by managing workplace health and safety risks.

The Trust recognises its duty to take reasonable steps to ensure that all plant and equipment is maintained in a safe condition and that all premises are, where practical, free of defect that may affect the health and safety of those using them.

The Trust will engage and consult with employees on day to day health and safety conditions in all its buildings and vehicles.

The Trust will ensure that it implements robust and effective emergency procedures in all of its Academies ensuring:

a) evacuation in the case of fire or other significant incident and

b) emergency lock down procedures in the event of unwanted intrusion to any site.

It is, therefore, the Trust's policy to comply with all statutory requirements concerning Health and Safety, both in practice and spirit. However, it is the duty of all employees, students and other users of our premises to take all necessary precautions to protect themselves and others from injury, which may arise from their actions, and everyone is to abstain from any act of which endangers others.

Aims of the Policy

The aims of this policy statement are to set down the broad approach which Hatton Academies Trust will take towards the management of health and safety in the workplace.

These include:

- Reinforcing the Trust's commitment to the provision of a safe and healthy environment for all students, employees, visitors and contractors,
- Setting down a framework for risk assessment,
- Reminding all students, employees, visitors, contractors and other persons acting on behalf of our academies of their responsibilities in terms of health and safety at work issues;
- Providing advice, information and training relating to all aspects of health and safety to all students, employees, visitors and contractors, as necessary.

Section 1 – General Statement

Hatton Academies Trust is fully committed to meeting its responsibilities under the **Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999,** and associated protective legislation, both as an Employer and as a Company.

The main responsibility for health and safety within the Trust lies with the Trust Board of Directors.

To comply with its statutory and common law duties, the Trust has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the Trust.

All Trust employees agree, as part of their contract of employment, to comply with their individual duties under both the **Health and Safety at Work, etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999,** and will co-operate with the Trust to enable it to fulfil its health and safety duties under the Act.

The Trust will comply with its duties towards employees under the **Health and Safety at Work, etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999**, so far as is reasonably practicable, in order to:

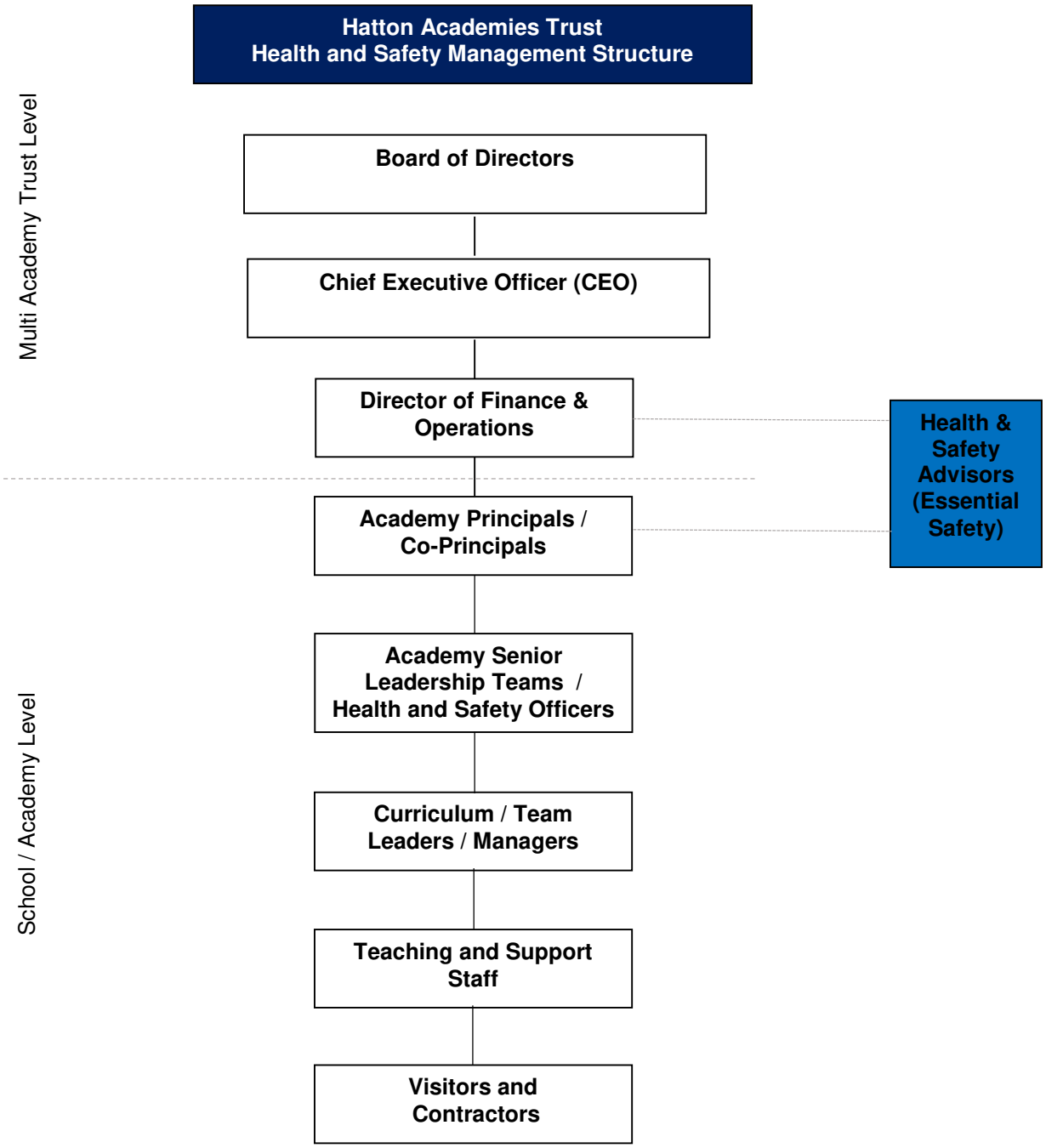
- Provide and maintain plant and systems of work that are safe and without risks to both physical and mental health, a safe place of work and a safe system of work.
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees.
- Make regular risk assessments available to employees.
- Take appropriate preventive/protective measures.
- Provide employees with health surveillance where necessary
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary

This policy has been prepared in compliance with Section 2(3) of the **Health and Safety at Work, etc. Act 1974** and binds all directors, academy principals, managers and employees, in the interest of employees, contractors and customers. We request that our contractors, customers and visitors respect this Policy, a copy of which can be obtained on request.

Signed: Dated:

Chairman
On Behalf of the Board of Directors

Section 2 – Organisation – Trust and Academy Level



Each Trust Academy will make arrangements broadly in line with the above organisational framework.

Responsibilities

Trust Board of Directors

The Board of Directors has ultimate responsibility for ensuring that the Trust fulfils its legal responsibilities, that policy objectives are achieved and that effective systems and mechanisms are in place for the achievement of the policies concerned with health, safety, welfare and environmental protection.

The Board of Directors will also ensure that Trust and Academy policies are reviewed as appropriate in order to ensure continuing compliance with current legislation and any changes in the law. To these ends, The Board of Directors will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

The Board of Directors will ensure the appointment of one or more health & safety advisors to assist the Trust and its Academies in undertaking the measures it needs to take to comply with the requirements and prohibitions imposed upon it by or under the relevant statutory provisions.

The Board of Directors are responsible for implementing the Trust's Health and Safety Policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to within all areas under their responsibility.

The Board of Directors will also ensure that all employees under their control are adequately trained and receive the support they need to perform their duties.

The Chief Executive Officer

The Chief Executive Officer (CEO) has overall leadership responsibility for overseeing and monitoring health & safety procedures within the Trust and ensuring that:

- This policy is implemented in all Trust academies and communicated to all necessary personnel.
- Suitable and sufficient risk assessments are carried out for all tasks & activities in all academies, and that those risk assessments are reviewed periodically or when circumstances change.
- Safe methods of working are developed and implemented in all academies
- Fire precautions and emergency procedures are implemented in all Trust buildings and communicated to all employees and other necessary personnel.
- All hazardous substances are identified in all academies, assessed and the appropriate precautions implemented.
- All new equipment in academies is fit for purpose and that all risks associated with new equipment, activities and processes have been assessed.
- Induction training is provided to all employees prior to commencing work for an Academy.
- All necessary personal protective equipment is provided, maintained and replaced as necessary.
- All employees are provided with training, instruction and supervision appropriate to their role and responsibilities.

- Inspections are carried out to ensure that workplaces remain, as far as reasonably practicable, safe and without risks to the safety and health of employees, visitors, clients, contractors, and other persons who may be affected by Trust Academies' activities.
- Adequate first aid arrangements, training and equipment are in place in all academies
- All accidents and dangerous workplace incidents, injuries (physical and mental) and occurrences are reported in accordance with statutory requirements & Trust policy, and are fully investigated.
- Adequate welfare facilities are provided, maintained and cleaned

Director of Finance and Operations

The Director of Finance and Operations will be responsible for the development and co-ordination of the health and safety programme. These responsibilities will include:

- To develop and agree with the Board of Directors and CEO, the health and safety programme which will include a programme of health and safety training for employees,
- To ensure that the Health & Safety Policy and other key documents are reviewed and revised as required in consultation with the Board of Directors and CEO,
- To identify health & safety policies, practices & procedures in consultation with the Board of Directors and CEO, and communicate such to senior and other members of staff, pupils, visitors and contractors.
- To provide health & safety reports and information to the Board of Directors and CEO as agreed,
- To ensure that all statutory tests, inspections and maintenance of safety systems, installations & equipment at the premises are carried out and that adequate records of such are retained in all Trust academies
- To ensure that suitable and sufficient fire risk assessments are carried out for all premises occupied by, or under the control of, the Academy, and that those risk assessments are reviewed periodically or when circumstances change,
- To ensure that adequate emergency procedures are developed & maintained (including lock down procedures), and that all persons with designated emergency responsibilities are provided with adequate information, instruction & training,
- To liaise with statutory bodies, enforcing authorities and emergency services as necessary,
- To ensure that adequate first aid arrangements, training and equipment are in place in all academies,
- To ensure that all reportable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013,
- To ensure that adequate guidance, assistance & support is provided to all senior staff, Pupils and other employees in matters of health & safety.

Health & Safety Competent Advice

The Trust will appoint one or more health & safety advisors to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The health & safety advisors will advise the Board of Directors, CEO, Director of Finance and Operations and Academy Principals regarding:

- Ensuring the Academy is aware of statutory obligations and recommended Codes of Practice,
- Formulating, developing and maintaining health & safety policies, both for existing activities and new activities,
- How the Academy can promote a positive health & safety culture and secure the effective implementation of this health & safety policy,
- Advising management of their responsibilities for accident prevention and avoidance of health hazards,
- Review of performance and audit of the health & safety programme.

Academy Principals / Co-Principals

The Academy Principal / Co-Principals are responsible for overseeing and monitoring health and safety procedures within their Academy and ensuring that:-

- The Trust and Academy policies and procedures with regard to Health and Safety Management are implemented and communicated to all necessary personnel.
- Suitable and sufficient risk assessments are carried out for all tasks and activities in their Academy, and those risk assessments are reviewed periodically or when circumstances change.
- Safe methods of working are developed and implemented
- Fire precautions and emergency procedures are implemented and communicated to all employees and other necessary personnel,
- All hazardous substances are identified, assessed and appropriate precautions implemented,
- All new and existing equipment is fit for purpose and that all risks associated with the use of new and existing equipment, activities and processes have been assessed.
- Induction training is provided to all employees prior to commencing work for the Academy
- All necessary personal protective equipment is provided, maintained and replaced as is necessary,
- All academy employees are provided with training, instruction and supervision appropriate to their role and responsibilities

- Inspections are carried out to ensure that workplaces remain, as far as is reasonably practicable, safe and without risks to the safety, health and wellbeing of employees, visitors, clients, contractors and other persons who may be affected by the Academy's activities,

- Adequate first aid arrangements, training and equipment are in place

- All accidents, incidents, workplace injuries and illnesses (physical and mental) and dangerous occurrences are reported with statutory requirements and Academy policy and are fully investigated.

- Adequate welfare facilities are provided, maintained, and cleaned.

Academy Senior Leadership Teams / Health and Safety Officers

The Senior Leadership Team will be responsible for the development and co-ordination of the health and safety programme. These responsibilities will include:

- To develop and agree with the Academy Principal, the health and safety programme which will include a programme of health and safety training for employees,

- To ensure that the Health & Safety Policy and other key documents are reviewed and revised as required in consultation with the Academy Principal,

- To identify health & safety policies, practices & procedures in consultation with the Academy Principal, and communicate such to other members of the Senior Leadership Team, pupils, employees, visitors and contractors.

- To provide health & safety reports and information to the Board of Directors and Academy Principal as agreed,

- To ensure that all statutory tests, inspections and maintenance of safety systems, installations & equipment at the premises are carried out and that adequate records of such are retained,

- To ensure that suitable and sufficient fire risk assessments are carried out for all premises occupied by, or under the control of, the Academy, and that those risk assessments are reviewed periodically or when circumstances change,

- To ensure that adequate emergency procedures are developed & maintained, and that all persons with designated emergency responsibilities are provided with adequate information, instruction & training,

- To liaise with statutory bodies, enforcing authorities and emergency services as necessary,

- To ensure that adequate first aid arrangements, training and equipment are in place,

- To ensure that all reportable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013,

- To ensure that adequate guidance, assistance & support is provided to Managers, pupils and employees in matters of health & safety.

Curriculum Leaders / Team Leaders / Managers

All Curriculum Leaders / Team Leaders / Managers will ensure that arrangements for the health and safety of employees and pupils within their area of responsibility, are made known, maintained and reviewed whenever there is a change of operation or location.

Curriculum Leaders are accountable to the Academy Principal for implementing the Academy's Health and Safety Policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to within all areas under their responsibility.

They must also ensure that employees under their control are adequately trained and receive the support they need to perform their duties.

In particular, Curriculum Leaders are responsible for implementing and monitoring health & safety procedures within their area of responsibility and ensuring that:

- This policy is implemented and communicated to all necessary personnel,
- Suitable and sufficient risk assessments are carried out for all tasks & activities, and that those risk assessments are reviewed periodically or when circumstances change,
- Safe methods of working are developed and implemented,
- Fire precautions and emergency procedures are implemented and communicated to all employees and other necessary personnel,
- All hazardous substances are identified, assessed and the appropriate precautions implemented,
- All work equipment is fit for purpose and that all risks associated with new equipment, activities and processes have been assessed,
- Induction training is provided to all employees upon commencing work for the Academy,
- All necessary personal protective equipment is provided, maintained and replaced as necessary,
- All employees within their area of responsibility are provided with training, instruction and supervision appropriate to their role and responsibilities,
- Inspections are carried out to ensure that workplaces remain, as far as reasonably practicable, safe and without risks to the safety and health of employees, visitors, clients, contractors, and other persons who may be affected by the Academy's activities,
- All accidents and work related incidents / injuries (physical and mental) and other dangerous occurrences are recorded and reported to the Principal,
- Where appropriate, accidents, incidents & near misses are investigated, and that reasonably practicable arrangements are implemented to prevent re-occurrence,
- Adequate welfare facilities are provided, maintained and cleaned.

Employees

All Employees are responsible for ensuring that:

- They are aware of this Safety Policy and their responsibilities within it,
- They cooperate with the Academy in meeting its statutory duties,
- They take reasonable care of themselves and others who may be affected by their acts or omissions,
- They use any equipment, substance or safety device provided by the Academy in accordance with any training or instruction provided,
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety,
- They attend, and take note of any health and safety training required including induction training,
- They use any Personal Protective Equipment provided, ensure that such equipment is maintained in a condition fit for that use, and that any defects are reported immediately to management,
- All accidents, work related incidents or injuries (physical and mental) and dangerous occurrences and near misses are immediately reported to their line manager,
- They are fully conversant with all fire, emergency and first aid procedures applicable to the area in which they are working,
- Inform their Curriculum Leader / Team Leader / Manager of any circumstances which they believe represents serious or imminent danger, or represents a shortcoming in the Academy's health & safety arrangements.

Visitors

Visitors and other users of the premises are required to observe the Academy's Health & Safety Policy, including the appropriate fire, emergency & first aid procedures, along with any specific instructions from duly authorised representatives of the Academy.

All visitors to the Academy's premises are required to sign in on arrival and sign out again on departure, even if only leaving the premises for a short period.

Visitors who observe or become aware of any hazardous conditions or circumstances are requested to advise their host as soon as possible in the interests of the health & safety of employees, visitors & contractors.

In the event of an incident or emergency, all visitors should comply with instructions from their host and/or duly authorised representatives of the Academy.

Hirers

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.

The Principal supported by the responsible manager for lettings will seek to ensure that hirers 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.

When the school premises or facilities are being used outside normal school hours for a school-sponsored 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.

When the premises are hired to persons outside the employ of the Academy, it will be a condition for all hirers and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Board of Directors and that they will not without the prior consent of the Board of Directors;

- Introduce equipment for use on the Academy premises,
- Alter fixed installations,
- Obscure or otherwise hinder fire and safety notices or equipment,
- Take any action that may create hazards for persons using the premises or the employees or pupils of the school.

The Board of Directors draws the attention of all users of the academy premises (including hirers and contractors) to Section 8 of the Health and Safety at Work, etc. Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

Contractors

Contractors are responsible for complying with the relevant statutory duties placed upon them by the **Health and Safety at Work, etc. Act 1974,** the **Management of Health and Safety at Work Regulations 1999** and other applicable Regulations.

This responsibility includes Contractors ensuring that all employees & sub-contractors are competent to carry out their work safely, and in accordance with the relevant standards & statutory requirements.

Contractors are also responsible for complying with the Academy's Contractor Safety Plan and any instructions regarding health & safety from duly authorised representatives of the Academy.

Contractors are responsible for assessing the risks associated with their work on behalf of the Academy, and the methods to be used to eliminate those risks or reduce them so far as reasonably practicable.

Contractors should provide adequate information to the Academy regarding these risks and the methods used to control them.

Section 1 – Academy Arrangements

Risk Assessments

Academy Principals will ensure that the Senior Leadership Team carry out suitable and sufficient risk assessments for all areas and tasks within their area of responsibility. Academy Principals will also ensure that personal risk assessments are completed for employees and pupils as required. Examples include new & expectant mothers and those who may be at an increased risk in the workplace due to an underlying condition.

Academy Principals will ensure that suitable and sufficient risk assessments, designed to reduce transmission and risk of infection to both its staff and students from Covid-19 are in place.

Such risk assessments will provide clear guidance to staff and pupils on rules for social distancing, travelling, welfare and hygiene measures, personal protective equipment (PPE) and emergency arrangements.

Risk assessments will take account of the latest advice & guidance published by the Government, Department for Education (DfE) and the World Health Organisation (WHO) which is based on scientific evidence.

Arrangements will be in place to ensure that any cases of COVID-19 amongst staff and pupils are reported to the Chief Executive Officer (CEO) so that a robust case management / incident plan can be devised and the Trust Board appraised.

The control measures resulting from the COVID-19 Risk assessment will be communicated to all staff, pupils and other visitors on site. Covid-19 Risk Assessments will be reviewed on a regular basis in line with changing Government advice and guidance and circumstances of the academy (including staff capacity)

Covid-19 risk assessments will be reviewed frequently, in line with changing government statutory guidance and circumstances of the school (including staff capacity). Special arrangements will be put in place for staff and pupils with underlying medical conditions which put them at greater risk of COVID-19.

Where appropriate, the Health & Safety Advisors will provide assistance, guidance and support in the carrying out of academy risk assessments. All risk assessments will be reviewed periodically, or where there are significant changes of circumstances.

Appropriate safe systems of work, including method statements, will be developed by the Senior Leadership Team, based upon the findings of their risk assessments, and communicated to all necessary employees, contractors & visitors within their area of responsibility.

Accident and Near Miss Reporting and Investigation

All staff are responsible for reporting accidents to the Academy Principal, who will ensure that the necessary information is entered within the Academy Accident Book.

All student accidents are recorded in the Academy Accident Book by the appropriate First Aider and logged onto an accident recording programme.

The Academy Principal will review accident reports and, where necessary, discuss the incident with the relevant members of the Senior Management Team.

The Senior Management Team will ensure that all accidents and near misses within their area of responsibility are investigated to establish the direct and indirect causes.

The Academy Principal will ensure that all reportable injuries, diseases and dangerous occurrences are reported to the enforcing authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Asbestos

The Academy will seek information regarding any Asbestos Containing Materials (ACM's) within premises occupied by, or under the control of, the Academy and take appropriate measures to protect employees, visitors, clients, contractors, and other persons who may be affected by the Academy's activities from unsafe exposure to ACM's within those premises.

Where necessary, employees will be provided with adequate training to ensure that they are aware of the properties of asbestos and its effects on health; the types, uses and likely occurrence of asbestos and ACMs in buildings and plant; the general procedures to be followed to deal with an emergency; and how to avoid the risks from asbestos.

The Academy will develop adequate procedures for the discovery of any previously unknown suspected ACM's and emergency procedures for the disturbance of suspected ACM's which may have resulted in the release of asbestos fibres into the air.

Contractors working on premises occupied by, or under the control of, the Academy will be provided with adequate information regarding the location and type of any known ACM's on the premises, and will be required to take all necessary precautions to prevent the disturbance of known and previously unknown ACM's.

All Contractors' staff working in areas or premises where there is a reasonably foreseeable presence of ACM's will be required to have received adequate asbestos awareness training, and to report any previously unknown ACM's to the Academy as soon as practicable.

Confined Spaces

A confined space is any enclosed space, above or below ground, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well, or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.

Examples of confined spaces include:

- Ducts, vessels, culverts, tunnels, boreholes,
- Manholes, shafts, excavations, sumps,
- Inspection pits, cofferdams,
- Buildings, building voids, enclosed rooms (plant rooms),
- Compartments within rooms, cellars,
- Enclosures for the purposes of asbestos removal,
- Interiors of machines, plant or vehicles.

CONFINED SPACES MUST NOT BE ENTERED WITHOUT THE WRITTEN CONSENT OF THE PRINCIPAL.

Wherever reasonably practicable, entry into confined spaces will be avoided by carrying out the work from outside the confined space, or by using remote equipment.

If entry into a confined space is unavoidable, the Principal will ensure that a suitable & sufficient risk assessment is carried out; that a safe system of work is developed & communicated to all necessary personnel; that adequate training, instruction & supervision is provided to all necessary personnel; and that adequate emergency procedures are in place before the work commences.

Consultation

The Board of Governors and Academy Principal, will make arrangements for the establishment of a Health and Safety Working Group. Representation on this Group will cover all appropriate areas of work or special hazards and all areas within the Academy will have a representative.

Contractor Competence and Control

The Academy will seek to identify suitable contractors through competence checks and selection procedures.

The Academy will ensure that any health and safety hazards within the area of work are communicated to contractors.

The Academy will issue Contractor's Safety Rules to all Contractors and will check to ensure that these are being adhered to.

All Contractors selected to carry out any work on behalf of the Academy should be made aware of the standard of health and safety management that is expected of them.

All Contractors will also be required to supply the Academy with a copy of the relevant risk assessments and method statements for approval prior to commencing work on Academy premises.

Control of Substances Hazardous to Health (COSHH)

The Academy will identify all substances used, handled, transported & stored by employees or pupils, and ensure that Manufacturers Safety Data Sheets (MSDS) are obtained for them.

Where reasonably practicable, hazardous substances will be avoided or substituted by a less hazardous alternative.

The Academy will arrange for COSHH Assessments to be carried out for all substances hazardous to health.

Adequate precautions will be implemented to eliminate or reduce the risks from hazardous substances, including the provision of Personal Protective Equipment (PPE) to employees free of charge.

Assessment findings will be conveyed to employees and pupils as necessary. Employees and pupils will be provided with information, instruction & training regarding hazardous substances they use as part of their activities.

Employees and pupils must comply with the assessment findings and if necessary, wear the appropriate PPE.

Display Screen Equipment

The Academy will ensure that all 'Frequent Users' of Display Screen Equipment (DSE) are identified; that they are provided with adequate guidance and information; and that they have completed a display screen assessment form. Copies of all display screen assessment forms will be retained in the relevant personnel files.

Year Leaders and Managers and should review the assessment form and take the action necessary to make the workstation safe for the user. All users should be given a copy of the guidance on the safe use of display screen equipment.

Electrical Safety

The Academy will ensure that all fixed and portable electrical installations and equipment is tested, inspected and maintained by competent persons in accordance with the Electricity at Work Regulations 1989 and other relevant legislation and standards.

Staff should carry out visual inspections of any electrical appliances before they use them, and report any defects to their Year Leader or Manager immediately.

Emergency Procedures

The Academy will develop, maintain and review as necessary procedures to be followed in the event of emergencies or serious and imminent danger to employees and other persons affected by its activities.

Fire Safety

The Academy will develop and maintain procedures to minimise fire risks within premises occupied by the Academy.

The Academy will ensure that Fire Risk Assessments are carried out in accordance with the Regulatory Reform (Fire Safety) Order 1995 at all applicable premises occupied or managed by the Academy, and that all necessary procedures, equipment and installations are implemented to reduce fire risks as low as reasonably practicable.

The Academy will ensure that all necessary fire precautions are in place and maintained.

Employees and pupils should comply with all fire precautions applicable to their area of work and report any hazardous circumstances to their Year Leader or Manager or as soon as practicable.

First Aid

The Academy will ensure via risk assessment that there is adequate first aid cover for all activities.

First Aiders and Appointed Persons will be provided with relevant first aid qualifications through suitably accredited first aid training organisations and will be provided with refresher training as necessary.

First Aiders and Appointed Persons will be responsible for the maintenance of the First-Aid boxes and their replenishment.

First Aiders and Appointed Persons will be responsible for ensuring that accidents and incidents they are aware of are recorded within the Academy Accident Book.

Gas Safety

The Academy will ensure that all gas installations and equipment are tested, inspected and maintained by competent persons in accordance with the Gas Safety (Installation and Use) Regulations 1998 and other relevant legislation and standards.

The Academy will ensure that only appropriately qualified and competent engineers install, adjust, maintain, repair & service gas installations, and that evidence of such competence is obtained and stored by the Academy.

Hand Arm Vibration (HAV)

HAV is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools or by holding materials being processed by machines such as pedestal grinders.

The Academy will:

- Assess risks to the health of employees;
- Adequately control and manage these risks;
- Provide suitable equipment for employees' use;
- Maintain equipment correctly; and
- Give employees information and training on health risks and safe use of equipment.

Health & Safety Training

The Academy will ensure that all employees, pupils, supply teachers, volunteers and other relevant persons are provided with adequate information, instruction & training to enable them to carry out their work and activities safely.

Health & training will include instruction regarding:

- The Health & Safety Policy and their responsibilities within it.
- Their responsibility to take reasonable care of themselves and others who may be affected by their acts or omissions.
- Fire & emergency procedures applicable to the area in which they are working.
- Information regarding significant hazards at the Academy, and the precautions in place to eliminate those hazards, or the risks arising from them.
- The importance of following risk assessments & safe working practices, and of using any equipment, substance or safety device provided by the Academy in accordance with any training or instruction provided.
- The importance of using any Personal Protective Equipment provided, ensuring that such equipment is maintained in a condition fit for that use, and that any defects are reported immediately to management.
- The procedures for reporting accidents, dangerous occurrences and near misses.
- The requirement to report any condition, which in his or her opinion is hazardous to their immediate manager.

Home Working

The Academy will assess the risks to employees working from home and take measures to eliminate or reduce those risks.

The Academy will provide information and training to home workers regarding the hazards associated with working from home.

The Academy will consider the specific risks to New and Expectant Mothers working from home and implement the appropriate controls.

Induction

The Academy will ensure that all new employees are provided with induction training appropriate to their role. Employees transferring to a new role within the organisation will be provided with induction training appropriate to their new role.

Induction training will include:

- Overview of the Academy Health & Safety Policy.
- Responsibilities and lines of reporting relating to health & safety.
- Information regarding the hazards and risks associated with the role.
- Procedures for serious and imminent danger e.g. fire.
- Safe systems of work including Permits to Work and safe working practices.
- Accident reporting procedures and first aid arrangements.
- Procedures for consultation in matters of health & safety.

Legionella

The Academy will adopt as far as reasonably practicable the principles of control and management identified in the current edition of the H.S.E Approved Code of practice and Guidance Document L8 “The Control of Legionella Bacteria in Water Systems” (ACOP L8).

To comply with its legal duties the Academy will:

- Identify and assess sources of risk.
- Prepare a scheme for preventing or controlling the risk.
- Implement, manage and monitor all precautionary control measures identified.
- Keep records of precautionary measures.
- Identify responsibilities of employees and contractors within the Academy.

Lifting Operations & Lifting Equipment

All lifting equipment will be used in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998. (LOLER)

Lifting equipment will be subject to a planned preventative maintenance programme.

The Academy will ensure that suitable arrangements are in place for the carrying out of statutory inspections and the maintenance of records. Copies of the necessary thorough test / examination certificates will be retained.

Lone Working

Lone workers are defined as those who work alone without close or direct supervision.

Examples of lone working activities within the Academy include:

- Persons travelling to & from, or working on remote sites.
- Persons opening or closing premises at the start and end of the working day.
- People working outside normal hours e.g. evenings and weekends.
- Mobile workers, and those working away from their normal location.

Where reasonably practicable, measures will be taken to avoid Lone Working through the organisation of work routines and practices

Where it is not possible to avoid lone working, risk assessments will be carried out for circumstances where employees are required to work alone, and arrangements will be put in place to minimise the risks.

Lone working risk reduction measures include:

- Training and instruction for staff who are likely to work alone.
- Periodic visits and/or contact by telephone or mobile radio with persons working alone.
- Automatic or manual warning devices to raise the alarm in the event of an emergency.
- Checks that Lone Workers have returned to their base or home at the end of a task.

Manual Handling

Where reasonably practicable, hazardous manual handling activities will be avoided through task design and/or the use of mechanical aids.

The Academy will carry out an assessment of all remaining manual handling activities and take action to eliminate, reduce or control manual handling risks.

Staff and pupils who undertake manual handling tasks should be provided with guidance on the safe lifting of loads.

New and Expectant Mothers

Employees who become pregnant should inform their appropriate manager as soon possible. The Academy will then carry out a risk assessment for the expectant mother taking into account the generic assessment, the expectant mother and her work.

The assessment will be reviewed regularly throughout the pregnancy and when the new mother returns to work.

Noise

The Academy will take all reasonably practicable measures to comply with the Noise at Work Regulations 2005, and to prevent or reduce risks to health and safety from exposure to noise at work.

The Academy will assess the risks to employees from noise at work and, where applicable:

- Take action to reduce the noise exposure that produces those risks,
- Provide employees with hearing protection if the noise exposure cannot be sufficiently reduced by using other methods,
- Make sure the legal limits on noise exposure are not exceeded,
- Provide employees with information, instruction and training,
- Carry out health surveillance where there is a risk to health.

Where possible, noise will be reduced at source through the use of noise-efficient equipment, or through enclosure or other noise-reducing measures.

Where the lower exposure action value of daily or weekly exposure of 80 dB, or a peak sound pressure of 135 dB is exceeded, the Academy will inform employees and provide them with hearing protection.

Where the upper exposure action value of daily or weekly exposure of 85 dB, or a peak sound pressure of 137 dB is exceeded the Academy will identify hearing protection zones and mark them with signs, and provide employees with hearing protectors & ensure they use them properly

Where necessary, employees will be provided with training and information on how to use and care for the hearing protection.

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is defined as all equipment (including clothing affording protection against weather) which is intended to be worn or held by a person at work which protects them against one or more risks to their health & safety.

Examples of PPE include:

- Protective gloves,
- Eye protection,
- Protective headwear,
- Face masks,
- High-visibility clothing,
- Safety footwear,

- Hearing protection.

The Academy will ensure that PPE is provided free of charge wherever there are risks at work that cannot be adequately controlled in other ways.

The Academy will ensure that all PPE is:

- Properly assessed before use to ensure that it is suitable,
- Maintained and stored correctly,
- Provided with instructions on how to use it safely,
- Correctly used by employees.

PPE users will be provided with information and instruction regarding the correct use of all PPE issued.

Employees and pupils have a duty to:

- Use any PPE provided to them in accordance with the instructions provided,
- Report any loss or defects,
- Return any PPE to the appropriate place after use.

Pressure Systems

The Academy will ensure that all pressure systems are operated, maintained & examined in accordance with the Pressure Systems Safety Regulations 2000. In particular, the Academy will ensure that:

- A suitable written scheme of examination is in place before the system is operated,
- The system is examined in accordance with the written scheme of examination,
- The system is operated within its safe operating limits,
- All staff operating pressure systems are provided with adequate information, instruction, training & supervision.

Safety Inspections

The Academy will arrange for active monitoring of health and safety standards to be carried out at regular intervals.

The Academy will ensure that premises and equipment are thoroughly inspected for defects and that any such defects are rectified as soon as practicable, or that suitable measures are taken to ensure that employees, pupils, visitors and contractors are not exposed to risks arising from those defects.

Slips & Trips

The Academy will ensure that floors and walkways are suitable for their purpose, in a good condition and free from obstructions.

The Academy will arrange regular visual inspections of premises and take appropriate remedial action to reduce risks.

Staff and pupils should not cause slip or trip hazards, should clear any spillage that they make and should wear suitable footwear while at work.

Stress

The Health & Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed upon them”.

The Academy will:

- Identify workplace stressors and take reasonably practicable measures to control the risks from stress,
- Provide information to all managers and supervisory staff in good management practices,
- Provide support to assist staff to access counselling for stress caused by either work or external factors,
- Provide adequate resources to enable managers to implement the Academy’s agreed stress management strategy.

Violence & Aggression

Work related violence can be defined as any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.

The Academy will not tolerate anti-social behaviour, and will deal firmly with such incidents.

The Academy will treat all complaints of violence and abusive behavior directed toward staff and contractors seriously, investigate each case carefully and take appropriate action to protect staff and contractors.

The Academy will assess the risks of violence and aggression in the workplace and take appropriate measures to reduce those risks, including:

- Identifying potentially violent persons in advance,
- Providing training to staff so that they can spot the early signs of aggression, and either avoid or cope with it,
- Arranging for staff to be accompanied by a colleague if they are required to meet with a person they suspect may act aggressively or violently,
- Where necessary, consider physical measures such as CCTV cameras, alarm systems & security systems

Where persons have experienced violence or aggression, the Academy will provide counselling and support to minimise any long-term distress.

Welfare

The Academy will provide adequate welfare facilities in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992. These provisions will include:

- Adequate ventilation, either natural or mechanical,
- Adequate working temperatures, or the provision of suitable clothing and PPE,
- Sufficient lighting to enable people to work and move about safely,
- Appropriate cleaning of the workplace, furniture, furnishings and finishes,
- Appropriate storage and removal of waste,
- Adequate room dimensions and space to allow people to move about with ease,
- Suitable and ergonomically efficient workstations and seating,
- Sufficient traffic routes to allow people and vehicles to circulate safely and with ease,
- Protection of translucent surfaces against breakage, and markings to make it apparent if there is danger of people coming into contact with it,
- Windows and skylights that can be cleaned safely and, where required, are openable,
- Doors and gates that are suitably constructed and fitted with safety devices if necessary,
- Suitable and sufficient sanitary conveniences and washing facilities,
- An adequate supply of drinking water,
- Adequate, suitable and secure space to store employees' own clothing and special clothing,
- Suitable and sufficient, readily available rest facilities,
- Maintenance of the above.

Work at Height

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. "Work" includes moving around at a place of work but not travel to or from a place of work.

The Academy will:

- Take measures to avoid work at height where possible,
- Provide work equipment or other measures to prevent falls where working at height cannot avoid be avoided, and
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The Academy will seek to control and minimise the risks associated with working at height by ensuring that:

- All work at height is properly planned and organized,
- All work at height takes account of weather conditions that could endanger health and safety,
- Those involved in work at height are trained and competent,

- The place where work at height is done is safe,
- Equipment for work at height is appropriately inspected,
- The risks from fragile surfaces are properly controlled, and
- The risks from falling objects are properly controlled.

Work Equipment

Work equipment is almost any equipment used by persons at the Academy including, but not limited to:

- Maintenance tools machinery,
- Tools and machinery used during lessons,
- Hand & power tools,
- Office equipment,
- Access equipment (Ladders & stepladders),
- Lifting equipment (Trolleys, hoists etc.).

The Academy will ensure that:

- All work equipment is suitable for the purpose for which it is provided,
- All work equipment is maintained in an efficient state, efficient working order and in good repair,
- All work equipment is where necessary, inspected prior to use and at regular intervals to ensure its ongoing safety for use,
- Measures are taken to prevent access to dangerous parts of machinery (guarding), taking into account the users and the type of use,
- Where specific risks exist, the Academy will ensure that the use of such equipment is restricted to authorised persons,
- Where necessary, appropriate signage is provided warning of specific risks associated with the relevant work equipment,
- Relevant training is provided to persons operating work equipment.

Work Related Driving

Work related driving can be defined as any occasion when an employee is required to drive as part of their work. This might include, but is not limited to:

- Driving to meetings/seminars,
- Visiting clients/customers,
- Authorised Trips/Activities

The Academy will assess the risks of work-related driving activities, and will take measures to reduce the risks. Where necessary, employees will be provided with training, information & instruction regarding work-related driving, and the procedures to be followed.

Employees who drive on behalf of the Academy must not:

- Drive under the influence of alcohol or drugs,
- Carry hitchhikers or unauthorised persons,
- Use a hand held device whilst driving,
- Drive in a manner that places themselves, other road users or pedestrians at risk,
- Drive whilst fatigued.

The Academy has implemented procedures to ensure that all drivers are eligible to drive the relevant vehicle(s); that they hold the relevant licence; that their vehicle has a valid MOT certificate; and that they hold insurance for the use of their vehicle for business purposes.

Young Persons – Risk Assessment Requirements

The Academy will assess the risks to any young persons (under 18 years old) before they commence work, taking into account their lack of experience and training. These assessments should also take account of any specific restrictions (use of dangerous machinery, etc). The findings of the risk assessments should be provided to the young person's parents and guardians if they are below the minimum school leaving age (16 years). Adequate supervision and training must be provided.

The Academy will satisfy itself that, prior to any work experience placement, the applicable working environment is suitable for the relevant student(s), and that the placement provider (employer) has taken all reasonable steps to ensure the health, safety and welfare of the student, taking into account their lack of experience, absence of awareness of potential risks and their relative immaturity.

Health and Safety Audits

The objective of health and safety auditing is to check the adequacy of the health and safety policy, organisation and arrangements; and to measure the Academy's performance against these. The Academy will arrange health and safety audits as necessary, which will include a systematic examination of the health and safety management of the business and include the following areas:

- Policy
- Organisation
- Arrangements
- Implementation and Monitoring.

Policy Review:

Date of submission:

Date of approval:

Policy review date:

Signed: _____ Date:_____