

# Trinity 'Trust' Newcastle

## **Management of Health, Safety & Welfare Policy**

Approved by the Committee - November 2018  
On behalf of the Board  
Next Review Date – November 2019

## **Preface**

### Newcastle Academy 'Trust' Statement of Intent

Within all of our sites, we will meet all of the requirements set out in the 'Trusts' Health and Safety Policy. We will demonstrate our commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other 'Trust' objectives.

Through this statement of intent and the implementation of our Health and Safety arrangements, we will ensure that we are meeting the Policy aims, objectives and requirements.

We will actively strive for continual health and safety improvement by complying with the Policy and by working in consultation with the Board of trustees, governors', senior management, line management, employees, learners and other partners. We will achieve this by:

- Considering health and safety within our all-planning activities.
- Encouraging ownership and responsibility at all levels.
- Ensuring that the 'Trusts' policies and standards are complied with by having whole site, or department specific procedures, documents, safe systems of work and arrangements that ensures the implementation of health and safety locally.
- Assessing and eliminating, reducing or managing the risks that arise out of activities / processes/ and operations through the risk assessment process.
- Monitoring our health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our performance management, employee appraisals and supervision process.
- Ensuring that all employees within the 'Trust' are made aware of this statement of intent and our arrangements.

# TRUST POLICY FOR HEALTH AND SAFETY

## PART ONE – THE POLICY

### 1.1 INTRODUCTION

This policy outlines the framework developed by the 'Trust' to manage health, safety and welfare. The policy is a declaration of the 'Trusts' commitment to provide, so far as is reasonably practicable, safe and healthy conditions for employees, learners and persons other than employees who use or visit the Trusts' premises, or who may be affected by our activities.

The 'Trust' will establish and adopt procedures to ensure that health and safety objectives and priorities are monitored and delivered to a high standard and that a proactive health and safety culture is promoted, developed and maintained throughout.

The policy has been produced as required by Section 2(3) of the Health and Safety at Work etc. Act 1974 to clearly identify the responsibilities of Governors, the Chief Executive Officer, the Heads of 'Trust', Lead for Health & Safety, Line Managers, Employees, Classroom Teachers, Visitors, Learners and Safety Representatives.

The purpose of the policy is to demonstrate that the 'Trust' are totally committed to the health and safety of all employees, learners and persons other than employees affected by our activities.

All employees must play their part in achieving the highest possible standards of health and safety and rigorously comply with all aspects of this policy as it highlights the organisations vision for health and safety and everyone's role in achieving this.

The Governors will ensure that adequate resources are available to implement the principles of this health and safety policy and conform to all relevant UK and EU health and safety statutory regulations, approved code of practices, EU/British standards, HSE and industry guides where necessary.

### 1.2 DEFINITIONS

The key definitions of this policy are as follows:

- **Health** – The wellbeing of employees. This encompasses conditions of body and mind, which could affect the health and safety of employees and others.
- **Safety** – Preventing injury or damage to any person or property affected by a work activity through the development of suitable and sufficient working practices.
- **Welfare** – The provision and maintenance of facilities to ensure good hygiene, a comfortable working environment and appropriate support for the wellbeing of the individual.
- **Wellbeing** – The subjective state of being healthy, happy, contented, comfortable and satisfied with one's quality of life. It includes physical, material, social, and emotional ('happiness') dimensions.

### 1.3 TRUST POLICY STATEMENT

Our policy is to try to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of everyone using our premises.

The procedures and arrangements set out in this document have been put in place to assist the 'Trust' and those responsible to:

- establish and maintain a safe and healthy environment throughout the organisation.
- establish and maintain safe working procedures among staff, learners and sub-contractors.
- arrange to ensure safety and absence of risks to health when using, handling, storing and transporting articles and substances, and electricity at work.
- ensure there is sufficient information, instruction and supervision to enable all people and learners to avoid hazards, to contribute positively to their own safety and health at work and to ensure that they have appropriate health and safety training.
- maintain a safe and healthy place of work, with safe access to and from the site.
- formulate procedures to be used if there is a fire or other emergencies and for evacuating premises.
- lay down procedures to be used if there is an accident
- provide and maintain adequate welfare facilities.
- provide a system so that dangerous occurrences, accidents, defects and potential hazards are reported, recorded and investigated.
- teach safety where appropriate in the curriculum.
- promote partnership and co-operation between management and outside agencies in matters of health and safety.
- ensure the maintenance of sites, buildings, layouts and the work equipment to a reasonably safe level.
- maintain reasonably safe systems of work and working environment.
- notify in writing to all employees, their health and safety responsibilities.
- provide, where necessary, appropriate information, instruction, training and supervision to ensure so far as is reasonably practicable, the health and safety of employees at work.
- provide, maintain and ensure the use of appropriate protective clothing and equipment, in accordance with the Personal Protective Equipment Regulations 1992.
- actively discourage violation of safety rules, regulations and unsafe practices

by the application of appropriate disciplinary procedures.

- comply with legal requirements, Codes of Practice and safe working procedures.
- promote a safety culture within the 'Trust' that positively promotes and encourages safe working by all employees in all aspects of work.
- encourage discussion and communication between Management, Health and Safety Representatives and Employees on Health and Safety matters.
- provide relevant Health and Safety information literature etc. to accredited Safety Representatives.
- encourage and promote accurate and prompt reporting of accidents, and subsequent investigation.
- consider at the tendering, planning and contract stages, for any works affecting the 'Trust', means of eliminating/reducing risk of injury and damage.
- ensure that no charge is levied on any employees in respect of anything done or provided in pursuance of any specific requirements or relevant statutory provision.
- liaise with Contractors working on projects commissioned by the 'Trust' to ensure so far as is reasonably practicable, they carry out their responsibilities for health and safety.
- provide relevant written guidelines, support and advice.

#### **1.4 LOCATION OF THE POLICY**

The 'Trust's' policy, with other health and safety information, shall be kept in the office of the Lead of Health & Safety, also located in the shared IT information drive which is available to all staff. The 'Trust' will tell all members of staff about this information, its location and contents, except for personal and/or confidential matters which the Chief Executive Officer will hold.

## **PART 2 – RESPONSIBILITIES/ORGANISATION**

### **2.1 WHO IS RESPONSIBLE?**

The Health and Safety at Work Act 1974, requires governors, and employees according to their particular roles, to take the initiative on certain matters.

The 'Trust' will use its established lines of responsibility and organisation to authorise and give executive direction to its policy for health and safety. Specific responsibilities cannot be evaded by delegation to others.

The day to day responsibility for Health and Safety matters remains the responsibility of the Chief Executive Officer to implement in full. The Chief Executive Officer may delegate some of this responsibility to other senior members of management or competent other staff.

### **2.2 RESPONSIBILITIES OF TRINITY ACADEMY GOVERNING BODY**

The 'Trust' have overall responsibility throughout the 'Trust' for implementing and achieving the objectives of the health and safety policy; and the preservation, development, promotion and maintenance of the 'Trust's' health and safety management system. Health and safety matters will be considered within the 'Trusts' decision making process (as set out within the 'Trust's' policies and procedures, and any statutory provisions set out in legislation).

<b>Roles and Responsibilities</b>	
<b>Chair of Governors</b>	<b>Peter Carter</b>
<b>Chief Executive Officer</b>	<b>Bill Curley</b>
<b>Head of 'Trust'</b>	<b>Patrick Tully</b>
<b>Head of 'Trust'</b>	<b>Mark Flint</b>
<b>Head of 'Trust'</b>	<b>Lynn McNally</b>
<b>Head of 'Trust'</b>	<b>June Renwick</b>
<b>Health &amp; Safety Consultant Body</b>	<b>Health &amp; Safety Dept., Newcastle City</b>
<b>Lead for Health &amp; Safety</b>	<b>Kieran McLaughlin</b>
<b>Facility Manager</b>	<b>Sid Renwick</b>
<b>Delegated responsibility</b>	<b>All staff</b>

The 'Trust' will delegate the day-to-day health and safety monitoring, reviewing and auditing of health and safety to the Chief Executive Officer.

The 'Trust' have assigned responsibility to the Chief Executive Officer to respond to any legal notice received by the HSE or other enforcing body.

The 'Trust' are responsible for applying health and safety legislation; and making decisions that conform to legislation and other recognised health and safety standards and good practice. The 'Trust' have collective health and safety responsibilities. They will ensure that this health and safety policy is applied effectively within any areas that they have particular responsibility for. Therefore,

they are responsible for preserving, developing, promoting and maintaining the 'Trusts' Health and safety policy.

The 'Trust' will ensure that adequate resources are made available to implement successful health and safety management and to conform to all relevant health and safety statutes. Therefore, health and safety matters will be considered and accounted for when making managerial decisions.

The 'Trust' aims to provide a safe and healthy environment for teaching and non-teaching staff, learners and visitors. The 'Trust' recognises that policies alone cannot prevent accidents or ensure safe and healthy working conditions; only good working practice will ensure safety. All staff will appreciate that their own safety, and that of all in the 'Trust', depends on their individual conduct as well as this policy.

The 'Trust' will:

- ensure that all resourcing decisions take into account health and safety matters.
- delegate to the Chief Executive Officer a contingency budget to cover health and safety matters as appropriate to the 'Trusts' scheme of internal delegation.
- ensure that job descriptions of new staff include general and specific responsibilities relating to health and safety.
- together with the Chief Executive Officer or named responsible person, ensure that learners, staff and all non-employees have suitable health and safety provision.
- ensure that safety standards for purchased goods and equipment are met.
- ensure that procedures exist for checking that items offered for sale or services provided by the 'Trust' are safe.
- together with the Chief Executive ensure that approved 'Trust' journeys are arranged and supervised in accordance with the competent guidance.
- ensure that the 'Trust' has appropriate monitoring systems.
- arrange for a whole 'Trust' site health and safety committee to be established

## **2.3 RESPONSIBILITIES OF ALL EMPLOYEES**

The Health and Safety at Work Act 1974 states:

'It shall be the duty of every employee while at work: to take reasonable care for the health and safety of herself/himself and of any other persons who may be affected by her/his acts or omissions at work, and as regards any duty or requirement imposed on her/his employer or any other person by or under any of the relevant statutory provisions, to co-operate with her/him so far as it is necessary to enable that duty or requirement to be performed or complied with'.

The Act also states:

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.'

To observe the laws and carry out the responsibilities to learners and other visitors to the 'Trust' premises, all employees are expected to:

- know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- observe standards of dress consistent with safety and/or hygiene.



- keep good standards of hygiene and cleanliness.
- know and apply the emergency procedures in respect of fire, bomb scare and first aid.
- not willfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- co-operate with other employees in promoting improved health and safety measures.
- co-operate with the appointed safety representative and any enforcement officer of the LA, the Health and Safety Executive or the Public Health Authority.
- report any hazard or malfunction in accordance with 'Trust' procedure.
- follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
- conduct themselves in an orderly manner and refrain from any form of inappropriate behaviour.
- use the provided safety equipment and/or protective clothing.
- avoid improvisation in any form which could create unnecessary risks to health and safety.
- maintain, or ensure safe maintenance, of tools and equipment, reporting any defect in accordance with 'Trust' procedure.
- attend training courses to further the needs of health and safety as required.
- report all accidents, assaults and "near misses" in accordance with 'Trust' procedures whether injury is sustained or not.

## **2.4 RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER**

The Chief Executive Officer is the person initially and ultimately responsible to the 'Trust' for achieving the objectives of the Health and Safety policy.

The Chief Executive Officer shall:

- ensure that the 'Trust' meets as far as is reasonably practicable, the requirements of the health and safety legislation.
- ensure that all staff know, accept and are trained to discharge their responsibilities regarding health and safety.
- ensure staff and learners comply with agreed procedures.
- advise the 'Trust' on the resources and action required to meet statutory requirements.

- liaise regularly with the 'Trust' on health and safety matters in the 'Trust'.
- encourage and promote a positive health and safety culture in the 'Trust'.
- be the focal point for day to day references on safety and give advice or indicate sources of advice.
- co-ordinate the implementation of the approved safety procedures in the 'Trust'.
- establish and maintained a suitable health and safety programme to eliminate accident potential so far as practicable.
- receive health and safety guidance and establish procedures to disseminate safety Information concerning the 'Trust' to all employees including temporary/supply staff.
- review these procedures from time to time.
- ensure that, before introducing any change which may affect the health and safety of employees at work, there is adequate consultation with the 'Trust', appropriate specialist support staff and employees' Safety Representatives.
- ensure that Safety Representatives, where appointed under statutory regulations, can effectively carry out the duties required by those regulations.
- ensure that accidents and hazards are:
  - recorded
  - reported as appropriate to the Health and Safety Executive
  - reported to the specialist 'Trust' staff
  - followed by appropriate remedial action.
- ensure that the advice of appropriate specialist 'Trust' staff is sought to assist or clarify any health and safety matter.
- regularly make, or arrange for, an inspection of premises, places of work and working practices.
- ensure that:
  - i) recommendations or reports presented to the establishment by specialist support staff and other external organisations, e.g. the Health and Safety Executive, are communicated to the 'Trusts' management structure and to the relevant Safety Representatives;
  - ii) such reports are followed up so that the required action or policy decisions are taken.
- ensure that proper concern is shown for the health and safety of everyone within the 'Trust' who is not an employee, including learners, visitors, etc.
- ensure that workers employed by the 'Trust' and hirers of the facilities

undertake to conduct themselves according to the statutory requirements and safety procedures so that no one is put at risk.

- ensure that:
  - i) all firefighting and fire prevention equipment and facilities are maintained to the required standard, keep appropriate records and make employees familiar with the operation of such equipment;
  - ii) conduct regular evacuation drills at least once per term, test fire alarms weekly and make all employees and persons using the premises aware of the emergency procedure;
  - iii) keep clear of obstruction all fire escape doors, alarm call points, and escape routes at all times and check that escape doors can be readily opened from the inside.
- ensure adequate first aid cover is provided.
- ensure that all approved items of first aid equipment are available under the control of a responsible person or trained first aider, and that all employees know where they are.
- review from time to time and make recommendations for improving the procedures on:
  - i) providing first aid in the 'Trust
  - ii) the emergency procedures
  - iii) all safety procedures.
- take appropriate action when any hazard is reported and stop any practices or the use of any plant, tools, equipment, machinery, etc. considered to be unsafe until he/she is satisfied they are safe.
- maintain contact with, and seek advice from, appropriate agencies
- ensure all statutory registers are maintained.
- ensure the maintenance of safe access to and from the site.
  - i. Ensure that so far as is reasonably practicable, no plant, equipment or process under the 'Trusts' control pollutes the atmosphere.
- ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.

## **2.5 RESPONSIBILITIES OF LEAD FOR HEALTH & SAFETY**

Under the direction of the Chief Executive Officer, the Lead for Health & Safety is responsible for the detailed adoption of the 'Trusts' policy and shall:

- be directly responsible to the Chief Executive Officer for the implementation of existing policies and safety measures, regulations and procedures within that department/area of work. He/she should follow the advice or instructions given by the Chief Executive Officer, including the relevant parts of this statement.
- ensure that all persons reporting to them know, accept and discharge their responsibilities under the 'Trusts' Health and Safety policy.
- ensure that the areas for which he/she is responsible are maintained to high standards, carry out a regular safety inspection of the areas and activities for which he/she is responsible and, where necessary submit a report to the Chief Executive Officer.
- ensure that he/she draws the attention of the Chief Executive Officer to any breach of statutory regulations or departmental procedures which cannot be dealt with.
- ensure that he/she s and investigates and reports on all accidents, assaults and near misses occurring within their areas of work, in accordance with the 'Trusts' procedure.
- ensure that he/she makes available in a safe condition all necessary plant, tools and equipment as requested.
- ensure he/she maintains safe access to and egress from all places of work.
- ensure the necessary protective clothing or equipment is issued and used in their areas.
- ensure that so far as is reasonably practicable, no plant, equipment or process under their control pollutes the atmosphere.
- where necessary seek appropriate Health and Safety advice.
- establish and maintain safe working procedures including arranging to ensure, as far as is reasonably practicable, the safety and absence of risks when using, handling, storing and transporting articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines).
- resolve, promptly, any health and safety problem referred to him/her by a member of staff or learner and refer any of these problems, for which he/she cannot achieve a satisfactory solution within their resources, to the Chief Executive Officer.
- ensure, as far as is reasonably practicable, they provide sufficient information, instruction, training and supervision to enable other employees and learners to avoid hazards and contribute positively to their own safety and health.
- recommend to the Chief Executive Officer s a f e t y procedures, practices and equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- ensure that all donated equipment is safe for use, if necessary seeking specialist advice.
- ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.

## 2.6 RESPONSIBILITIES OF HEADS OF SCHOOL

Under the direction of the Chief Executive Officer, Heads of 'Trust' are responsible for the detailed adoption of the 'Trusts' policy and they shall:

- be directly responsible to the Chief Executive Officer for the implementation of existing policies and safety measures, regulations and procedures within that department/area of work. They should follow the advice or instructions given by the Chief Executive Officer, including the relevant parts of this statement.
- ensure that all persons reporting to them know, accept and discharge their responsibilities under the 'Trusts' Health and Safety policy.
- ensure that the areas for which they are responsible are maintained to high standards, carry out / or have carried out a regular safety inspection of the areas and activities for which they are responsible and, where necessary submit a report to the Chief Executive Officer /other named person.
- ensure that they draw to the attention of the Lead for Health & Safety / line manager any breach of statutory regulations or 'Trust' procedures which cannot be dealt with.
- ensure that they investigate and report on all accidents, assaults and near misses occurring within their areas of work, in accordance with the 'Trusts' procedure.
- ensure that they make available in a safe condition all necessary plant, tools and equipment.
- ensure they maintain safe access to and egress from their places of work.
- ensure the necessary protective clothing or equipment is issued and used in their areas
- ensure that so far as is reasonably practicable, no plant, equipment or process under their control pollutes the atmosphere.
- where necessary seek the appropriate Health and Safety advice.
- establish and maintain safe working procedures including arranging to ensure, as far as is reasonably practicable, the safety and absence of risks when using, handling, storing and transporting articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines).
- resolve, promptly, any health and safety problem referred to them by a member of staff or pupil and refer any of these problems, for which they cannot achieve a satisfactory solution within their resources, to the Chief Executive Officer /other named person.
- ensure, as far as is reasonably practicable, they provide sufficient information, instruction, training and supervision to enable other employees and learners to avoid hazards and contribute positively to their own safety and health.
- recommend to the Chief Executive Officer /other named person safety procedures, practices and equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- ensure that all donated equipment is safe for use, if necessary seeking specialist advice.
- ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.

NB The Curriculum Leader and/or professional tutor will make learners and supply teachers aware of their responsibilities as these rules apply also to them.

## **2.7 RESPONSIBILITIES OF THE FACILITIES MANAGER**

- The facilities manager is responsible and accountable to the Head of 'Trust' (Business) and the Lead for Health, Safety and Premises for all matters relating to health and safety within the sphere of their duties.

The responsibilities of the facilities manager are to:

- Report to the Head of 'Trust' / Lead for Health, Safety and Premises any defects and hazards which cannot easily be remedied within the resources available to them
- Inform the Head of 'Trust' / Lead for Health, Safety and Premises whenever contractors are due to enter the 'Trust' to undertake maintenance, service or works contracts. Any works that affect the fabric of the building will be subject to a permit to work. The facilities manager will ensure relevant information is communicated and shared with staff, learners and visitors
- Be responsible for coordinating all contractual work and maintenance carried out on 'Trust' premises, including health and safety matters concerned with other contractors
- In conjunction with the Head of 'Trust' / Lead for Health, Safety and Premises ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or re-modelling schemes
- Ensure that all site staff and cleaning staff are equally aware of the 'Trusts' Health and Safety Policy and that they are equally aware of any arrangements of the policy that affects their work activities e.g. storage arrangements, materials, equipment and hazardous substances
- Implement a systematic and methodical system of servicing, inspecting, maintaining, checking and auditing compliance agreements across the 'Trust' premises.

## **2.8 RESPONSIBILITIES OF CLASS TEACHERS**

The class teacher is responsible for the safety of learners in classrooms, laboratories and workshops; teachers have traditionally carried this responsibility.

If for any reason, e.g. the condition or locations of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers she/he cannot accept this responsibility, she/he should discuss the matter with the Chief Executive Officer /Head of 'Trust' before allowing work to take place.

Class teachers are expected to:

- set a good example by adopting good health and safety practices, and procedures.
- supervise the learners and ensure that they know the emergency procedures in respect of fire, bomb scare and first aid and any special safety measures for the teaching area/activity.

- give clear instructions and warning as often as necessary (notices, handouts etc. are not enough).
- ensure that learners bags, coats etc. are safely stored, and good housekeeping is maintained.
- include all relevant aspects of safety in the curriculum, if necessary in special lessons.
- request/obtain protective clothing, guards, special safe working procedures, etc. where necessary and ensure their use.
- make parents/volunteers aware of safety procedures in the classroom/work area.
- recommend to the Chief Executive Officer /Head of 'Trust', improvements on safety equipment and additions or improvements to plant, tools equipment or machinery which are dangerous or potentially so.
- ensure that they are up to date with all the relevant health & safety legislation, that covers their individual specialist area of work and that all legal, good practice and guidance is implemented and followed.
- ensure that they inform the Lead for Health & Safety of any changes to legislation that impacts on their individual specialist area of work.
- ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.

## **2.9 RESPONSIBILITIES OF VISITORS / VOLUNTEERS / HIRERS**

- regular visitors and other users of the premises will be required to observe the safety rules of the 'Trust'. The Lead for Health & Safety will ensure that visitors are informed of health and safety matters which may affect them during their visit.
- parents helping out within the 'Trust' will be made aware of the health and safety arrangements applicable to them by the teacher to whom they are assigned.
- groups of people who regularly hire the premises will be made aware of safety arrangements through the lettings policy contained on the lettings application form.

## **2.10 TRUST RULES CONCERNING LEARNERS**

Parents and guardians are requested to encourage young people, who are learners of the 'Trust', to:

- conduct themselves in a manner which is considerate to their own safety and the safety of others.
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear and other items considered dangerous).
- observe all the safety rules of the 'Trust' and in particular the instructions staff members give in an emergency.
- not willfully misuse, neglect or interfere with equipment provided for their safety.

## 2.10 HEALTH AND SAFETY REPRESENTATIVES

Safety representatives are nominated/appointed by the Chief Executive Officer / Heads of 'Trust'

a) The functions of safety representatives are to:

- investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to their attention by the employees they represent) and examine the cause of accidents at the workplace.
- investigate complaints by any employee they represent relating to that employee's health, safety or welfare at work.
- make representations to the employer on matters arising out of (i) and (ii) above.
- make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace.
- carry out inspections in accordance with a planned schedule of audits, (i.e.) if appropriate, had the relevant training and experience).
- represent the employees he/she is appointed to represent in consultations at the workplace with the employer and with Inspectors of the HSE and any other enforcing authority.
- receive information from Inspectors in accordance with Section 28 (8) of the Health and Safety at Work Act 1974.
- attend meetings of safety committees in the capacity of safety representative and in connection with any of the above functions.



b) Legal Responsibilities:

- Safety Representatives have no additional duties other than those of all employees, as laid out in section 7 and 8 of the Health and Safety at Work Act 1974. They do not carry legal liability for either their activities or omissions as a safety representative.

### **PART 3 - ARRANGEMENTS**

The arrangements and procedures laid down in this section of this Safety Policy have been devised in order to assist those responsible to meet their duties as laid down in the preceding section (Section 2 Responsibilities / Organisation).

The Health and Safety Manual contains details of other arrangements, and is an extension to this part of our policy document.

#### **3.1 HEALTH AND SAFETY DEFECTS REPORTING PROCEDURE**

The 'Trust' will ensure that regular reports of accidents and dangerous occurrences are provided by the Chief Executive Officer and that any necessary alterations to working practices and procedures are implemented.

The arrangements for reporting defects on a day to day basis are set out in this section.

Any member of the 'Trust' staff who discovers any defect shall enter all appropriate details using the appropriate recording system.

3.1. The Facility Manager will take the necessary steps to:

- a) have the defect rectified, within a reasonable period of time, and record the details of completion within the appropriate recording system.
- b) remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action. Including if necessary informing staff and learners of the hazard and / or taking the equipment / area concerned out of use.
- c) if the defect is likely to affect the 'normal' running of the premises the Chief Executive Officer / Head of 'Trust' / other named individuals shall be informed.
- d) once the defect has been repaired / item taken back into use, the date that this occurs shall be entered within the appropriate recording system.
- e) In order to monitor the action that has been taken and / or any delays in work being carried out, the forms shall be checked weekly by the Facility Manager and a report produced at termly intervals to be presented to the Chief Executive Officer / Board of Governors, at which recent defects should be identified and outstanding works discussed.

#### **3.2 MONITORING ARRANGEMENTS**

- a) The 'Trust' recognise the importance of monitoring health and safety matters. They will ensure that regular reports of accidents and dangerous occurrences are provided by the Chief Executive Officer and that any necessary alterations to working practices and procedures are implemented.

Monitoring will be carried out in a number of ways:

The Governors will call for termly / annual reports

on:

- accidents/incidents
- results of internal or external health and safety inspections
- maintenance reports
- complaints, hazards and defects reports
- reviews of any procedures carried out by the Facility manager

To help this process, the Governors and Chief Executive Officer will ensure that all reasonable inspection facilities and information are provided on request to Inspectors of the Health and Safety Executive (HSE) and any other bona fide health and safety officials.

### **3.3 HEALTH AND SAFETY INFORMATION DISSEMINATION PROCEDURE**

Information and instructions on health and safety matters are available / given to Teachers / Non-teaching staff / learners, governors and visitors as follows:

Employees

- Staff members have been informed about all of the existing information held on the site and have signed a form (APPENDIX 2) (or other system used to obtain signatures) to indicate that they have received and read those documents which relate to themselves and their work.
- All documentation referred to above is kept in or with the health and safety folders which are located in the Lead for Health & Safety office or available online through the Health & Safety folder located within the IT information drive. These folders are readily available for staff for reference purposes at any time\*.

The only exception to this is where information is better kept at a site / subject area level. In this case staff involved shall be informed of its location and the information shall be kept on annex files. The master file will include a note on the content and location of annex files.

- New documentation arriving will be copied. The original will be held on file and the copy circulated to appropriate staff. Staff will be required to sign a form to indicate that they have read the document concerned. After circulation the document will be put in the health and safety folders referred to in the process above\* above. The circulation form will be kept on file with the document.

Learners

- It will be the responsibility of Teachers to ensure that learners are made aware of existing and new health and safety information.

Visitors /  
Contractors

- The Lead for Health & Safety shall ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site).

## Governors

- The Lead for Health & Safety shall ensure that governors are informed of any existing and new health and safety information through their communications with the Chief Executive Officer and or the various organisations committees.

### **3.4 ACCIDENT REPORTING AND MONITORING PROCEDURES**

Relevant legislation - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

HSE guidance - <http://www.hse.gov.uk/riddor/> <http://www.hse.gov.uk/pubns/edis1.pdf>

- All minor accidents, incidents and near misses are recorded in the accident book.
- When major and more serious accidents occur, these should be recorded on an accident form and given to the Lead for Health & Safety. Immediate action should be taken to ensure the location of the accident is still safe to use.
- The Lead for Health & Safety is responsible for reporting accidents/incidents to the Health & Safety department of Newcastle City Council, who in turn report all accidents/incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) to the Health and Safety Executive (HSE) on an online notification form F2508
- The Lead for Health & Safety is responsible for completing investigations following major and serious accidents, If members of the public are involved, names and addresses should be taken, including any witnesses.
- Where necessary parents / guardians or other persons notified of accidents involving learners, by telephone. Accident reports and investigation records should be kept for a minimum of five years if the accident involves a member of staff, visitor or contractor or if the accident involves a learner until they reach the age of 21.
- Near misses are events or situations that have the potential to result in an actual injury, illness or damage to equipment, but did not either by chance or timely intervention, e.g. someone slipping on a wet or contaminated floor but not actually sustaining an injury. Recording these incidents may help to prevent a future injury, if action is taken to remedy the situation that caused the near miss.

### **3.5 FIRST AID**

First Aid may only be administered by qualified first aiders holding a current First Aid at Work certificate. (or by a EFAW if a FAW staff member is unavailable)

Relevant legislation – Health and Safety (First Aid) Regulations 1981

HSE guidance – First Aid Needs Assessment <http://www.hse.gov.uk/firstaid/assessmenttool.htm>

- The 'Trust' will carry out a risk assessment in relation to First Aid and review this assessment as and when necessary.
- A list of current First Aiders is held by the Lead for Health & Safety
- First Aider details are held in the main reception and displayed on lists throughout all buildings on all sites.
- The Lead for Health & Safety is responsible for identifying and organising refresher training.

- The First Aid kits are kept throughout 'Trust' premises, with a named staff member responsible for replenishing them
- Any specific arrangements for accompanying individual learners to hospital are recorded within the IT system SIMMS

### **3.6 MEDICATION**

'Trust' staff members do not administer medication. The 'Trust' will keep learners medication in a safe place during the 'Trust' day for the learners to self-administer if necessary.

See separate 'Trust' Medication Policy. Refer to

guidance –

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-learners-at-'Trust'-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-learners-at-'Trust'-with-medical-conditions.pdf)

### **3.7 SMOKING**

The 'Trust' operates a strict no smoking policy for all areas, this includes all areas on site and while travelling in any 'Trust' vehicle or private car when carrying a learner, staff colleague or visitor. This also includes all forms of e-cigarettes.

### **3.8 WELFARE**

The 'Trust' has in place a separate child protection policy. Risk assessment takes place on all potential welfare issues i.e expectant mothers.

### **3.9 STRESS AND WELLBEING**

- Staff should speak to their line manager, if appropriate, or another member of the Senior Leadership Team if they are experiencing any problems. Staff should be encouraged to report problems as soon as possible so solutions can be found. Appointments can also be made available for staff to speak to a member of the Occupation Health Support Team
- Welfare facilities are provided at the 'Trust' including staff rooms, toilets/rest room, medical room.

The Health and Safety Executive (HSE) define stress as the adverse reaction people have to excessive pressures or other types of demand placed on them. The HSE have identified Management Standards for work related stress

HSE guidance - How to tackle work related stress. <http://www.hse.gov.uk/pubns/indg430.pdf>

The Management Standards define the characteristics, or culture, of an organisation where the risks from work related stress are being effectively managed and controlled.

The Management Standards cover six key areas of work design that, if not properly managed, are associated with poor health and well-being, lower productivity and increased sickness absence. In other words, the six Management Standards cover the primary sources of stress at work. These are:

- Demands – this includes issues such as workload, work patterns and the work environment.
- Control – how much say the person has in the way they do their work.
- Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- Change – how organisational change (large or small) is managed and communicated in the organisation.
- The Management Standards represent a set of conditions that, if present, reflect a high level of health well-being and organisational performance.

### **3.10 FIRE PRECAUTIONS**

The 'Trusts' fire precautions procedures are held separately, and monitored through a Service Level Agreement with the Health & Safety Department of Newcastle City Council, based at the Civic Centre, Newcastle upon Tyne. Please refer to these documents.

### **3.11 ELECTRICITY AT WORK**

Relevant legislation

Electricity at Work Regulations 1989 - <http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

HSE guidance - Maintaining portable electric equipment in low risk environments

<http://www.hse.gov.uk/pubns/indg236.pdf>

- The 'Trust' will carry out a risk assessment in relation to electricity and review this assessment as and when necessary.
- The 'Trusts' fixed electrics are checked on a five yearly basis.
- The 'Trusts' portable electrical equipment is checked on an annual basis by a competent person. The registers of PATS Testing are held by the Lead for Health & Safety.

### **3.12 C.O.S.H.H (Control of substances hazardous to health)**

Relevant legislation

Control of Substances Hazardous to Health Regulations 2002 - <http://www.hse.gov.uk/nanotechnology/coshh.htm>

HSE guidance - <http://www.hse.gov.uk/coshh/essentials>

- The 'Trust' will continually strive to use substances which potentially cause the least harm.
- The Trust' will carry out a risk assessment on all substances hazardous to health and review this assessment as and when necessary.
- All staff and learners will receive training, information and support in the use of any substance hazardous to health.
- All teaching staff will be competent in the safe handling, storage, use and disposal of any substances hazardous to health and safety.
- All cleaning staff will be competent in the safe handling, storage, use and disposal of any substances hazardous to health and safety.
- The 'Trust' will provide free of charge all Personal Protective Equipment / clothing required by staff to undertake their work. Instruction on the use of such equipment will be given as necessary.
- COSHH materials will always be stored safely and securely.
- Staff are advised to use and store the COSHH products in accordance with instructions on the label.
- All COSHH products are kept in their original containers, with clear labelling with product information.
- Any COSHH products are disposed of in accordance with specific disposal procedures on the Material Safety Data Sheet for the product.
- Emergency procedures for cleaning spillages are in accordance with the Material Safety Data Sheet for the product.

### **3.13 ACCESS EQUIPMENT**

Relevant legislation

Work at Height Regulations 2005

HSE guidance – Safe use of step ladders and ladders <http://www.hse.gov.uk/pubns/indg455.htm>

Working at Height – <http://www.hse.gov.uk/pubns/indg401.pdf>

- The 'Trust' will carry out a risk assessment in relation to any activity which involves an aspect of working at height and will review this assessment as and when necessary.
- Steps and ladders are securely stored and only authorised competent staff are permitted to use the equipment.
- Authorised staff are expected to carry out pre-use visual checks on equipment and report any defects.
- The assembly, movement and use of Mobile access towers is strictly controlled and must be authorised by a competent PASMA qualified member.

- All sub-contractors working at height on site must demonstrate competency by providing a PASMA qualification and a safe working methods statement prior to commencing any activity.

### 3.14 **RISK ASSESSMENTS**

Relevant legislation

Management of Health and Safety at Work Regulations 1999

HSE guidance - <http://www.hse.gov.uk/risk/risk-assessment.htm>

A risk assessment looks at the work carried out by an organisation, and identifies what activities present significant risk and could cause harm, and considers what safety precautions are in place and what more could be done to prevent harm. A risk assessment should be suitable and sufficient, be undertaken by a trained person, and be reviewed regularly or when a change occurs.

- The 'Trust' will carry out a risk assessment on all areas which may have significant high risk of injury / damage and will review this assessment as and when necessary.

Annual risk assessments are carried out for all areas of the building in order to:

- identify hazards within the workplace and its activities
- to consider who might be harmed by the hazard and assess the risk of the hazard causing harm.
- particular consideration will be given to the assessment of risks with respect to the age of the learners in the 'Trust' and, where appropriate, to pregnant employees.
- Once the risks have been identified and assessed by a competent staff member, the risk assessment will state how the risks will be managed.
- The most effective control is the removal of the hazard, but this is not always practicable and controls will be set in place to reduce exposure to the hazard or minimise the risk of the hazard causing harm.
- The findings of the risk assessment will be recorded and the assessment reviewed when it ceases to be effective, for example when personnel or circumstances change and in any case at least once a year.
- Certain activities and areas of the 'Trust' have been designated as high risk areas and the risk assessment will be carried out by an appropriately trained member of staff assisted by a member of staff who specializes in that area.
- All 'normal' classrooms will be risk assessed by the class teacher on a daily basis prior to the start of the session and then throughout.
- The Lead for Health & Safety has overall responsibility for ensuring risk assessments are carried out for all work activities, processes, and operations at the 'Trust'.
- Risk assessments are kept on a central file by the Lead for Health & Safety. They are reviewed on a regular basis. All potentially hazardous activities are subject to risk

assessment.

### **3.15 MANUAL HANDLING**

Relevant legislation

Manual Handling Operations Regulations 1992 (MHOR)

HSE guidance – <https://www.hse.gov.uk/pubns/indg290.pdf>

- The 'Trust' will carry out a risk assessment on any activity involving manual handling and will review this assessment as and when necessary.
- Manual handling constitutes any activity that involves an operation of lifting, pushing, pulling, carrying, moving, or restraining.
- Manual handling activities should be avoided where practicable, but if it cannot be avoided and staff undertake manual handling activities regularly, a risk assessment must be carried out where significant risks are identified, and training must be provided.

The following precautions should be followed:

- Heavy items are stored and are accessible at the appropriate height.
- Lifting aids and trolleys are provided.
- Deliveries are made to the point of use or storage.
- Manual handling activities will be kept to a minimum.

### **3.16 EDUCATIONAL VISITS / OFF SITE ACTIVITIES**

HSE guidance - <https://www.gov.uk/government/publications/health-and-safety-advice-for-'Trust'>

- Overall responsibility for the approval of educational visits remains with the Chief Executive.
- The 'Trusts' EVC is responsible for the checking of educational visit applications, and preparing of documentation ready for approval from the Chief Executive Officer.
- The 'Trust' follows the LA guidelines on educational visits and off site activities.
- The 'Trust' use the online EVOLVE programme for educational visits.



### **3.17 LIFTING EQUIPMENT (including lifts and hoists)**

Relevant legislation

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

HSE guidance – [www.hse.gov.uk/work-equipment-machinery/loles.htm](http://www.hse.gov.uk/work-equipment-machinery/loles.htm)

- The 'Trust' will carry out a risk assessment on any activity involving Lifts or lifting equipment and will review this assessment as and when necessary.
- The person lift located within the main building is serviced and maintained by a competent engineering company in accordance with the LOLER regulations.
- The lighting equipment used within the 'Trust' is serviced and maintained by a competent engineering company in accordance with the LOLER regulations
- All service and maintain records are filed and remain within the Lead for Health & Safety office.

### **3.18 MINIBUSES AND DRIVING AT WORK**

Relevant legislation -

<https://www.gov.uk/.../Driving 'Trust' minibuses and advice for 'Trust's and loca.>

HSE guidance - <http://www.hse.gov.uk/pubns/indg382.pdf>

RoSPA guidance - [www.rospa.com/rospaweb/docs/advice-services/road.../minibus-code-of-practice.pdf](http://www.rospa.com/rospaweb/docs/advice-services/road.../minibus-code-of-practice.pdf)

RoSPA guidance - Managing Road Risk [http://www.rospa.com/roadsafety/info/morr\\_sme.pdf](http://www.rospa.com/roadsafety/info/morr_sme.pdf)

RoSPA guidance - Own Vehicles <http://www.rospa.com/roadsafety/info/ownvehicle.pdf>

RoSPA guidance – Mobile Phones <http://www.rospa.com/roadsafety/info/workmobiles.pdf>

- The 'Trust' operate a policy of working with MiDAS to ensure that any member of staff driving a Trinity 'Trust' vehicle / or driving their own vehicle on 'Trust' business, do so in a safe and efficient way.
- All staff driving 'Trust' vehicles or driving their own vehicle on 'Trust' business must present their driving details as held by the DVLA.
- Staff should ensure that if using their own vehicle for work purposes, that the vehicle is maintained in a road-worthy condition, that appropriate car insurance for business use is in place, that the vehicle has a current MOT, and that they have a valid driving license.

### **3.19 WORK EXPERIENCE LEARNERS**

Relevant guidance - <https://www.gov.uk/government/publications/post-16-work-experience-as-a-part-of-16-to-19-study-programmes>

- The 'Trust' requires all staff responsible for the setting up and delivery of work experience placements to full vet any learning opportunity to ensure that the environment that learners are going to enter is a safe, healthy, supportive and encouraging learning environment.
- All documents relating to the vetting of potential work experience placements are presented to the Lead for Health & Safety prior to the learners taking part in this opportunity.
- The 'Trust' will ensure that all staff involved within this activity are competent to assess and monitor learners on work experience placements.

### **3.20 PE EQUIPMENT**

The 'Trust' recognise that the delivery of PE is a high risk activity, leading to possible injury and / or harm. In order to reduce the risk factors within these activities the 'Trust' have produced a separate Physical Education Policy and risk assessments. Level of risk may also be evident through the following:

- The 'Trusts' PE equipment is inspected and maintained annually by externally contracted contractors.
- All PE equipment is subject to a visual inspection by competent PE staff at the start of each half term
- All faulty or damaged equipment is removed from use and reported to the relevant line manager
  - Pre-use visual checks carried out by competent and qualified staff on PE equipment
- All relevant staff made aware of PE risk assessments.
- Arrangements are in place for maintenance and checking of sports fields, pitches.
- PS staff refer to the current AfPE Safe Practice in Physical Education and Sport document.

### **3.21 SWIMMING LESSONS**

Relevant guidance

[www.swimming.org/assets/uploads/.../A4\\_Primary\\_'Trust'\\_Learn\\_To\\_Swim\\_Guide.p...](http://www.swimming.org/assets/uploads/.../A4_Primary_'Trust'_Learn_To_Swim_Guide.p...)

- The 'Trust' will obtain from parents / carers consent permission in the form of a signed declaration, prior to any activity taking place where learners enter any water and take part in any type of water based activity.
- The 'Trust' uses the local swimming pool for swimming lessons and follows safety procedures laid down by them.

### **3.22 SPORTS PITCHES / PLAYING FIELDS**

- The 'Trusts' playing fields are maintained by the 'Trust' facility team.
- PE teaching staff inspect the playing surfaces prior to each use for trip hazards, animal fouling, sharps, glass etc. before allowed any activity to take place.

### **3.23 CONTRACTORS & VISITORS**

Relevant legislation

Construction (Design and Management) Regulations 2007 (CDM) HSE guidance  
– using contractors

HSE guidance -

<http://www.hse.gov.uk/pubns/indg368.pdf>

- The Lead for Health & Safety is responsible for managing contractors on site, induction of contractors, exchange of health and safety information, agreeing safe working arrangements before work starts etc.
- Staff should report any concerns about safe working practices of contractors to the Lead for Health & Safety.
- All contractors on arrival must report to reception. At reception contractors will be given an identity badge which must be worn at all times while on site. Contractors will not be allowed to proceed further until a member of the facility staff and/or the Lead for Health & Safety has been informed and has granted permission.
- Progress on the work will be monitored at regular intervals by the Lead for Health & Safety. Upon Completion the contractor will report to reception and return the identity badge.
- A member of the facility staff and/or the Lead for Health & Safety will inspect the completed work and confirm to the best of their ability that the work has been completed satisfactorily and the area left in a safe condition.

### **3.24 MANAGING CONTRACTORS**

As above

### **3.25 DISPLAY SCREEN EQUIPMENT (DSE)**

Relevant legislation

Health and Safety (Display Screen Equipment) Regulations 1992

HSE guidance - <http://www.hse.gov.uk/msd/dse/guidance.htm>

DSE risk assessment form <http://www.hse.gov.uk/pubns/ck1.htm>

The below guidance links provide information on using DSE:

<http://www.nhs.uk/Livewell/workplacehealth/Pages/howtositcorrectly.aspx>

<http://www.nhs.uk/Livewell/workplacehealth/Pages/Laptophealth.aspx>

<http://www.nhs.uk/Livewell/workplacehealth/Pages/Backpainatwork>

[aspx](#)

- All staff who use computers habitually and for a significant part of their working day are defined DSE “users” and should complete a DSE assessment form, and provided with information.
- DSE “users” are advised that they are entitled to eye sight tests.
- The Lead for Health & Safety is responsible for DSE self-assessment forms e.g. ensuring they are completed, actioned and reviewed etc.
- Key boards and mouse will be disinfected regularly especially when a DSE station is a “hot desk”

### **Regular eye and eyesight tests**

- Employers' obligations are set down in the Health and Safety (Display Screen Equipment) Regulations, introduced in 1992 and amended by the Health and Safety (Miscellaneous Amendments) Regulations in 2002. Quite simply, any employee who uses a display screen at their workstation, is a DSE user for the purposes of the regulations.
- The ‘Trust’ will arrange for all current or new DSE users staff to attend an optometrist and complete an eyesight tests, in order to meet the current DSE Regulations.

### **Costs of testing**

- The ‘Trust’ will meet all agreed costs of eye and eyesight tests, if the testing has been arranged through the ‘Trust’. Where an employee obtains a test independently and without the knowledge of he ‘Trust’, even if the test is specifically related to display screen use, the ‘Trust’ shall not be responsible for the costs incurred.

### **Supply of glasses**

- Where it is found that glasses are necessary, specifically for the use of display screen equipment, the ‘Trust’ will reimburse the cost of a standard lens, i.e. not bifocal, tinted etc. the ‘Trust’ will also contribute towards the purchase of a standard frame. Employee should pay and reclaim via expenses a receipt is required.

### **3.26 ASBESTOS**

Relevant legislation  
Control of Asbestos Regulations 2006

HSE guidance <http://www.hse.gov.uk/services/education/asbestos.htm>

- Managers of the premises should be aware of the up to date asbestos management information which is kept on file in the Lead for Health & Safety Office.
- The Lead for Health & Safety is responsible for ensuring asbestos surveys are undertaken and updating the asbestos management

information.

- If staff suspect that the asbestos has become damaged, they must not touch it, but contact the Lead for Health & Safety.
- The Lead for Health & Safety is responsible for the building and managing the asbestos safely.
- The Newcastle City Council, Asbestos Management Plan for 'Trust's asbestos management information must be referred to prior to any intrusive work being carried out by a contractor.
- Contractors are asked to sign to say they have seen the relevant asbestos information for the site.
- Asbestos registers are maintained by the Lead for Health & Safety.
- Only specific competent and registered contractors are allowed to work with asbestos.

### **3.27 CHILD PROTECTION**

- The 'Trust' have a detailed Child protection Policy in place which has been brought to the attention of all staff.
- Please refer to the 'Trusts' Child Protection policy.
- The appointed person for child protection is Michelle Higgins.
- Informal or confidential advice may be obtained from the Safeguarding Lead.

### **3.28 GLASS AND GLAZING**

Relevant legislation

The Management of Workplace Regulations 1992

- All glass and glazing work complies with current legal standards and is any work undertaken is carried out by a competent person / company.

### **3.29 HOUSEKEEPING, CLEANING AND WASTE DISPOSAL**

Relevant legislation

Control of Substances Hazardous to Health Regulations  
2002 - <http://www.hse.gov.uk/nanotechnology/coshh.htm>

HSE guidance - <http://www.hse.gov.uk/coshh/essentials>  
<https://www.gov.uk/how-to-classify-different-types-of-waste/overview> <https://www.gov.uk/guidance/waste-legislation-and-regulations>

- The 'Trust' employ all their own facility support staff to carry out all housekeeping and cleaning activities.
- Cleaning risk assessments are in place and reviewed annually.
- All facility support staff will undergo training in all aspects of their role.
- It is the responsibility of the Facility Manager along with individual staff to identify training requirements and to bring those requirements to the attention of the Lead for Health & Safety.
- If training is not possible in-house, then staff will be expected to attend external training.
- Facility staff are responsible for the monitoring of waste and the segregation of waste that can be recycled.
- Facility staff must bring to the attention of their line manager or other senior manager / Lead for Health & Safety if they come across any product or substance which they believe to be hazardous.
- The 'Trust' disposes of its hazardous waste in an appropriate and responsible manner.

### **3.30 JEWELLERY**

Please refer to the 'Trust's policy on the wearing of Jewellery.

### **3.31 LONE WORKING**

HSE guidance on Working Alone -  
<http://www.hse.gov.uk/pubns/indg73.pdf>

The 'Trust' follows a home-based model of service delivery which happens over a normal working week and does not include any out of hours working. Outreach working can occur within the home of the learner or at an appropriate public building, such as a library. Therefore, it is a core expectation of the service that Outreach Workers will be required to work alone and make unaccompanied visits to public buildings, such as libraries and the homes of learners. The safety of learners their families and Outreach Workers is paramount and the 'Trust' is committed to minimising the risks of lone working for its employees.

- Prior to any member of staff working alone with a learner, a full and detailed risk assessment must be completed by the staff member and signed off by the line manager / Head of 'Trust' / Lead for Health & Safety
- The 'Trust' have invested in a safeguarding monitoring programme called 'Guardian 24 App'
- All staff using this programme will receive training prior to meeting the learner and will be issued with a mobile phone with the app fully installed.
- All staff working alone and visiting learners outside the classroom are expected to

follow the 'Trust' guideline, practices and procedure without exception.

### **3.32 MAINTENANCE AND EQUIPMENT INSPECTION**

Relevant legislation

Provision and Use of Work Equipment Regulations 1998

HSE guidance – safe use of work equipment <http://www.hse.gov.uk/pubns/books/l22.htm>

- Staff receive instruction on using specific equipment provided for use at work.
- Equipment is inspected and tested in accordance with manufacturer's recommendations.
- Staff are expected to visually inspect any equipment that they intend to use and if the equipment looks to be defected or dangerous, they must remove the equipment (if possible) or at least isolate the equipment and seek advice and guidance
- Inspection and testing records are kept in the Lead for Health & Safety Office.
- The 'Trust' has contracted Hillstar Services to undertake all periodic inspections of equipment, this includes: PE equipment, D & T equipment, PATS testing, fire alarms and emergency lights, boilers, fume cupboards, dust extraction equipment, access equipment and firefighting equipment. These inspections follow a pre-plan schedule.

### **3.33 NOISE AT WORK**

Relevant legislation

Control of Noise at Work Regulations 2005

HSE guidance - [www.hse.gov.uk/pubns/indg362.pdf](http://www.hse.gov.uk/pubns/indg362.pdf)

- The 'Trust' realise that in order to comply with the Control of Noise Regulations 2005, they must ensure that noise exposure levels do not rise above 80db over a sustained period of time.
- Where this is likely to happen noise monitoring checks will be carried out by a competent contractor and measures will be put in place to reduce the noise. Where this is not possible appropriate hearing protection will be issued as a last resort.

### **3.34 PERSONAL PROTECTIVE EQUIPMENT**

Relevant legislation

Personal Protective Equipment at Work Regulations 1992

HSE guidance - [www.hse.gov.uk/pubns/books/l25.htm](http://www.hse.gov.uk/pubns/books/l25.htm)

- The 'Trust' will provide FOC any PPE/PPC required by either staff or learners to carry out any activity expected of them where it has been identified through a risk assessment.
- Prior to any staff member or learner using any item of PP/PPC they will receive

training on the use, storage and care of that item.

- Any sub-contractor working on any 'Trust' site will be expected to supply and use all PPE/PPC identify on the Safe Working Method Statement as identified within the risk assessment.
- Any visitor coming on any 'Trust' site will be expected to supply and use all PPE/PPC as required or requested by Trinity 'Trust' / Lead for Health & Safety.
- In the event that a visitor does not have the appropriate PPE/PPC then the 'Trust' will loan to them the relevant equipment / clothing for the duration of their visit.

### **3.35 SECURITY ON SITE**

#### **Introduction**

This section identifies the key elements of the 'Trusts' security management system and the ways in which we seek to improve security of our learners, staff, governors and other adults who may be affected by our activities.

'Trust' staff and learners are a key resource and it is essential that risks to their security are properly controlled through an effective security management system and commitment at all levels.

#### **Objectives**

- Enabling strategic leadership to promote a collaborative and coordinated response to risk management
- Identifying improvements in security culture and accountability across all sites.
- Implementing ongoing improvements in the effectiveness of security measures and controls, monitoring and reviewing security measures.
- Ensuring that staff are consulted and informed about security and receive appropriate training  
where required whether new or existing.
- Informing parents and learners of the security policy and encouraging them to help to ensure that it is effective.

The LA will provide strategic direction and leadership through providing training, advice, inspection visits and monitoring 'Trust' sites.

#### *The 'Trust':*

The 'Trust' will ensure a security policy is in place and is monitored and reviewed bi-annually. The 'Trust' will ensure that staff are aware of, and adhere to 'Trust' security and participate in training where appropriate.

*Chief Executive Officer:*



Will have delegated responsibility for the day to day security of the 'Trust' and for ensuring such things as:

All staff appreciating the importance of security and understand the 'Trusts' policy / procedures and their own responsibilities.

Staff training needs are kept under review and training arranged as and when necessary.

New staff are informed of the 'Trusts' security policy/procedure.

Parents and learners are informed of the security policy/procedure and encouraged to help ensure that the 'Trust' has a safe culture.

Regular reports will be made to the 'Trust'.

Advice will be sought from the police where necessary.

All crimes will be reported to the police on advice from the Chief Executive Officer / Head of 'Trust's

Lead for Health, Safety and Premises *will:*

Maintain the security systems and equipment.

Carry out regular routine security checks.

Maintain a record of all security checks.

Record security lapses, bring these promptly to the attention of the Chief Executive Officer / Head of 'Trust', and review security procedures as and when required.

Raise awareness of security issues.

*Staff:*

***Whatever the arrangements for delegating certain functions, there is a clear message that good security involves everyone in the 'Trust'.***

Staff should be aware of and conform to operational procedures that affect security eg.

Key control procedures

Visitor monitoring

External door monitoring

New employees will be informed of this during their induction training.

All staff will be issued with ID badges and will display these whilst on the premises.

*Learners:*

Must report any persons on site that are not familiar to them and are not wearing either the official 'Trust' ID badge or a visitor ID badge. Learners should not approach any stranger who is not wearing a badge but report all strangers immediately to the nearest member of staff.

Signs and assemblies/meetings will regularly remind them of their role.

## **Trespass**

Trespass may give rise to a criminal offence under section 547 of the Education Act 1996 (see section 6.2 and 6.4 of the Head's Legal Guide) and section 206 of the Education Act 2002 (see section 6).

'Trust' premises are a private place. Any person who is not included in the following categories, and enters without permission, is a trespasser and may be asked to leave:

- a) Members of staff - unless suspended for health or disciplinary reasons
- b) Registered learners - unless excluded for disciplinary reasons
- c) Parents or guardians responsible for a learner at the 'Trust' - unless prevented for legal reasons.
- d) Others - Governors, suppliers, contractors and authorised users of the premises for 'out of hours' activities.

## **Visitor Access Control**

The 'Trust' operates a simple workable access control system and therefore:

Considers everyone who is not a member of staff or learner as an intruder until they have gone through the visitor reception procedure.

Provides visitors with a waiting area until they can be dealt with

*Identifies legitimate visitors and monitors:*

- a) Their arrival and reason for their visit by requiring them to sign in and complete the safeguarding documentation.
- b) Movement around the 'Trust' is controlled
- d) All visitors will be given an ID badge, which they will wear as long as they are on site and carry the safeguarding documentation with them.

## **Offences Not Involving Assault**

Section 154 of the Public Order Act 1994 makes it an offence to use threatening, abusive or insulting words or behaviour, or disorderly behaviour, within the hearing or sight of a person to whom it is likely to cause harassment, alarm or distress, even when no intent is involved.

The 'Trust' may decide that incidents in or around the sites, which might technically amount to committing the offences listed above, are best dealt with internally without involving the police.

The 'Trust' is aware of, and will act on where appropriate, the criminal offences contained in the Protection from Harassment Act 1997.

Should any visitor to the 'Trust' behave in a verbally abusive manner, they will be asked to leave the building and grounds or the police called.

### **An incident that involves physical force.**

In the event of any person assaulting or battering another person, (staff, pupil, governor, other adults or children involved in 'Trust' activities):

The 'Trust' may restrain the assailant with reasonable force to protect the victim.

In all but minor cases the 'Trust' will refer to the police any assaults which appear to involve bodily harm. The 'Trust' will also report to the police incidents which take place in a public place off 'Trust' premises, but in circumstances where the 'Trust' has responsibility for any of those involved whether they be members of staff or learners.

Where possible those involved should make an immediate note of witnesses or others in a position to provide evidence of the assault.

The 'Trust' will be ready and willing to provide a substantive account of what led up to the incident.

## **Offensive Weapons**

It is now an offence under Section 139A of the Criminal Justice Act 1988 (as inserted by Section 4 of the Offensive Weapons Act 1996) for anyone to carry an offensive weapon or knife on the 'Trust' premises.

When it is reasonable to believe that a learner is carrying an offensive weapon it may be appropriate for a senior member of staff to search the pupil if the learner agrees to co-operate. In such an event there should be a witness present.

Searches must be undertaken by a member of staff who is of the same gender as the learner being searched.

When a learner declines to co-operate, the parents / guardians must be summoned after the matter has been referred to the Chief Executive Officer / Head of School, followed if

necessary by referral to the police.

Under any other circumstances a search for offensive weapons should not be undertaken by anyone other than the police.

### **Personal Property**

Learners are discouraged from bringing valuable items on to 'Trust' premises and in the event that they do so the 'Trust' accepts no liability. If this is unavoidable on some occasions, then special arrangements should be made in advance with the Head of School regarding temporary safe keeping.

Staff are responsible for their personal property.

### **Theft, Petty Vandalism, Minor Criminal Damage and Burglary**

Vandalism or arson is usually found in areas like recesses and doorways, which offer concealment or which is not under regular surveillance.

Criminal incidents of this sort require reporting to the police, and could possibly be likely to require an emergency response where an intruder is still present on the premises. This is when the 'Trust' is locked and the alarm is set off.

When an intruder is thought to be present on the premises police help must be sought immediately.

### **Reporting and Recording Incidents**

The 'Trust' will maintain an Incident Register. This will contain simple but accurate details of all events, which, while quite minor in nature, could be significant if they recurred and became persistent. All staff are expected to record on an Incident Form, as attached at Appendix A:

#### **CCTV Usage:**

The 'Trust' operate a system of recording events around the site to ensure the safety and wellbeing of all staff, learners and visitors. All recordings are stored and secured using an appropriate software. Only appropriate staff member are allowed to view images stored, under the direction of the Chief Executive Officer

## Site Security

***All staff are responsible for the security of buildings and property.***

At the end of the day each member of staff should ensure that all windows and external doors are securely fastened prior to a check by site staff.

All staff are responsible for keeping buildings clear of all materials that can be used for arson or vandalism.

Adequate security lighting is installed and maintained/monitored by site staff.

Risk assessments are in place and are reviewed by the health and safety representatives annually.

Property of the 'Trust' is marked clearly and permanently and this is publicised.

### Contractors

Contractors on 'Trust' site are required to observe the " security policy/procedure, and this is overseen by the relevant site staff.

Building materials and equipment must not be left lying around.

Alarm systems must not be disrupted.

As far as possible, contractors and workers called to the site to undertake specific tasks are screened in the same way as 'Trust' staff.

### **3.36 VIOLENCE AND AGRESSION TOWARDS STAFF**

All staff at the 'Trust' have the right to be treated with dignity and respect. The 'Trust' therefore will not tolerate any acts of violent or aggression towards its staff.

- Staff receive specific training on Team Teach
- Staff are encouraged to report all incidents of verbal and physical violence and aggression.
- Risk assessments are carried out for hazardous circumstances.

### **3.37 WATER HYGIENE**

HSE guidance – Legionnaire's disease <http://www.hse.gov.uk/pubns/books/l8.htm>

Code of Practice: Legionnaires' disease

The control of Legionella bacteria in water systems (L8)

The 'Trust' adheres to WCC Legionnaires and Water Hygiene Policy. The water hygiene log books are kept in the Facility Manager's office who is responsible for maintaining these books and for water sampling.

A water hygiene survey has been undertaken, and a subsequent risk assessment produced. The Facility Manager is the designated, competent person for water hygiene monitoring of the water systems, and records this in a log book.

### **3.38 ACCESS EQUIPMENT**

Relevant legislation  
Work at Height Regulations 2005

HSE guidance – Safe use of step ladders and ladders

<http://www.hse.gov.uk/pubns/indg455.htm>

Working at Height –

<http://www.hse.gov.uk/pubns/indg401.pdf>

#### **See also ACCESS EQUIPMENT section**

The only authorised access equipment kept of site is ladders. Each set of ladders are numbered and logged within an inspection record which the Facility Manager is responsible for carrying out.

All ladders will be inspected by the Facility Manager as part of a schedule of checks every 3 months and the findings recorded within a ladder log.

A pre-use check should be carried out by the user;

- at the beginning of the working day;
- after something has changed, eg a ladder has been dropped or moved from a dirty area to a clean area (check the state or condition of the feet)

In the event that ladders are not sufficient for the task / activity, then other suitable access equipment may be bought on to site.

No staff member must use this equipment without having the relevant competency, qualification and experience.

On these circumstances the Lead for Health & Safety must be aware prior to any equipment being erected / used and all relevant risk assessments must be made available.

### **3.39 HEALTH & SAFETY INDUCTION TRAINING**

Relevant legislation  
Health & Safety at Work Act 1974

- All staff are required to attend an Induction to Health & Safety as part of their induction to the 'Trust'.
- Additional Health & Safety is delivered as part of the CPD programme with staff attending various elements of Health & Safety depending on their individual roles and responsibilities.
- Staff have a responsibility to ensure that all learners receive Health & Safety depending on individual needs.
- All Health & Safety training will be delivered by a competent, qualified member of staff (Internal), and/ or a Health & Training organisation (external).
- All Health & Safety training is logged on a IT system database.

### **3.40 VEHICLES ON SITE / CAR PARK ARRANGEMENTS**

- the Lead for Health & Safety and Facility Manager are responsible for the management of vehicles on site.
- there are arrangements in place to keep vehicles and learners separate
- restrictions on vehicle movement at certain times
- restrictions on vehicle speed at certain times
- segregation of large vehicles from pedestrian areas
- special arrangements for deliveries.

### **3.41 WORKPLACE SAFETY**

Good housekeeping in the workplace environment can help to prevent workplace accidents, including slips, trips and falls. This covers:

- Maintaining adequate floor space and storage space, ensures that staff and learners are able to move around the work area safely, without obstructions and tripping hazards, including bags and coats
- Ensuring corridors are kept clear and are free from hazards such as damaged flooring or carpeting, and not obstructed by equipment or other items.
- Keeping desks areas, cabinets, cupboards and shelves tidy and not overloaded.
- Maintaining adequate lighting and ventilation.
- Ensuring that any spillages are promptly cleared, using warning signage as necessary.
- Being aware of any flooring that becomes contaminated and slippery, e.g. entrance door/hallway and rain water or snow, or from cleaners washing/mopping the floor.
- Operating office machinery in accordance with manufacturer's instructions, ensuring that guards and covers are in place, and clothing, hair, jewellery is kept clear of machinery, e.g. shredder, guillotine, photocopier.
- Removing waste regularly and disposing appropriately
- Accessing high shelving using proprietary equipment, e.g. step stool or stepladder.
- Storing heavy items between waist and shoulder height, to prevent lifting injuries.
- Ensuring that only one drawer in a filing cabinet is opened at any one time, to avoid the cabinet toppling forward.
- Taking care if lifting or moving items - if heavy or bulky, seek assistance, unless

trained in manual handling.

- Using electrical items with care – not overloading circuits, use fused extension leads; checking for damaged cables or plugs; switching off and unplugging appliances after use and at night; avoiding trailing cables; keeping heaters clear of combustible materials (paper, cardboard, fabric, wood, etc.)
- Reporting any unsafe conditions / defects – e.g. damaged flooring, faulty electrical equipment, faulty fire doors, poor lighting, missing fire extinguisher, immediately to the appropriate person.

### **3.42 SUPERVISION OF LEARNERS**

- Sensible, safe behaviour will be promoted to learners by all members of staff
  - Dangerous or risky behaviour displayed by learners will be addressed and dealt within the 'Trust' rules
  - Learners will only be allowed into or stay in classrooms under adult supervision
  - Appropriate supervision of cloakrooms and toilet access will be in place at busy times
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Appendix 1.

**HEALTH AND SAFETY DOCUMENTS, GUIDANCE AND INFORMATION CIRCULATION FORM**

The attached document has been received / issued by the academy and must be read by all Staff members. The Health and Safety at Work Act 1974, requires staff members to co-operate with the employer and others on safety matters and it is also a policy of the 'Trust' that all health and safety guidance relevant to members of Staff, will be made available and read by them.

Would you therefore please sign and date the circulation list to indicate that you have read the attached document.

<b><u>NAME</u></b>	<b><u>POSITION TITLE</u></b>	<b><u>SIGNATURE</u></b>	<b><u>DATE</u></b>

**Signed on behalf of the 'Trust':**

A handwritten signature in black ink, appearing to read "P. J. Carter". The signature is written in a cursive style with a long horizontal stroke extending to the right.

**Peter Carter (Chairperson of the**

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**Board) Date: November 2018**