

HEALTH & SAFETY POLICY

Lead Director of Estates

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INTRODUCTION

The Collegiate Trust is a partnership of academies in Crawley and Croydon whose purpose is to build collaboration to deliver an exceptional education, and whose vision is an exceptional education for all. This is reflected in our Trust's values: ambition and collaboration, as well as in our desired outcomes: achievement and enjoyment.

POLICY STATEMENT

Our approach is to encourage and maintain a proactive health, safety, and environmental culture, safe working conditions, equipment, and systems of work, according to the HSE's published guidance 'HSG65'. We also provide such systems, procedures, information, training, and supervision as is necessary to achieve this. We acknowledge our legal duty of care for the health, safety, and environmental wellbeing of our staff, students, and others who may be affected by our activities. This policy statement acts as a preface to more detailed arrangements governing key safety topics and is reviewed annually.

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

Environmental impact is assessed as part of general management strategy and steps are taken to minimise and control waste at procurement, installation, and disposal stages. Site waste is segregated to promote sustainability as far as possible. We apply and promote a good neighbour policy regarding all activities.

Through this statement of intent and the implementation of our Trust Health & Safety Policy arrangements, we will ensure that we are meeting the policy aims, objectives, and requirements. We will actively strive for continual health and safety improvements by complying with the policy and by working in consultation with managers, employees, and other partners.

We will achieve this by:

- Considering health and safety within our Trust planning activities.
- Establishing a proactive and positive health and safety culture.
- Encourage ownership and responsibility at all levels.
- Ensuring that TCT policies and standards are complied with by having school, or department specific procedures, documents, safe systems of work, and arrangements that ensure 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 Trust health and safety performance by reviewing arrangements and analysis of accident trends to identify areas for improvement.
- Ensuring that all employees within the Trust are made aware of this statement of intent, and our arrangements.

ORGANISATION

The Collegiate Trust will adopt health and safety arrangements in line with statutory requirements.

General

The Health & Safety at Work Act 1974 and subsequent health and safety legislation states that all employees have health and safety responsibilities when at work. In addition to their statutory duties, all employees working across the Trust have a common law duty of care for students which stems from their position in law, 'in loco parentis.'

Although some duties and responsibilities may be delegated, accountability for health, safety, and welfare at work is not transferrable and cannot be evaded.

Roles and Responsibilities

The Trust Board of Directors

The Education Reform Act 1996 has given school Governors duties in controlling school premises and management of schools, including health and safety responsibilities towards staff, students, contractors, and visitors.

In a multi-academy trust, the Board of Directors employ the teaching and non-teaching staff and are responsible for school buildings. Therefore, they have the duties and responsibilities as the employer as stated in the Health & Safety at Work Act 1974.

The Trust Board of Directors are responsible for the following:

- The production of a MAT Health & Safety Policy, to be reviewed annually.
- Ensuring that the requirements of health and safety legislation are met and to promote best practice.
- Ensuring that health and safety budgets are managed on a risk priority basis, so that health, safety, and welfare is maintained.
- Ensuring that effective health and safety planning and target setting takes place within the Trust and that regular monitoring, audit, and review of health and safety performance is undertaken.
- Ensuring that the health and safety functions and duties of staff are discharged in line with this policy.
- Ensuring that staff are fully aware of their duties and responsibilities, and that they are competent to meet those expectations.
- Ensuring effective communication with the CEO, Principals, staff, students, and parents in respect to health and safety matters.
- Ensuring that adequate resources are made available to ensure effective health and safety management.

In practice, the Trust Board of Directors will delegate the functions necessary to discharge these responsibilities to the Director of Estates, who will delegate operational responsibility to the Principals, and Leadership teams, however, they will ensure they have adequate monitoring of these functions in place.

The Governing Body of each school within the Trust acts as a 'critical friend' regarding health and safety considerations.

Director of Estates

The Director of Estates coordinates health and safety throughout the Trust. In practice, this means taking reasonable steps to ensure that:

- All leaders and managers, teachers, maintenance staff and others treat health and safety as a top priority.
- Where necessary, resources are provided and appropriately allocated to ensure safety, so far as is reasonably practicable.
- That an external 'Competent Person' is appointed and retained to assist all staff and Duty Holders with the discharge of their relevant duties.

- Duty Holders and staff are appointed, appropriately trained, and support the Trust's health and safety aims, objectives, and aspirations.
- That a viable health and safety strategy is devised, implemented, and maintained throughout the organisation.
- This document is reviewed periodically, and that responsibility for active implementation is appropriately delegated.
- Fire safety arrangements are appropriate and that they comply with the Regulatory Reform (Fire Safety Order).
- The safety of staff and others is assured, and the organisation complies with the requirements of the Health and Safety at Work Act, and all other related legislation.
- Appointments are made relating to health and safety responsibilities, and such responsibilities are appropriate discharged according to the safety flowchart which depicts the structure of the health and safety management system.
- Appropriate liaison takes place with staff, contractors, and the external 'Competent Person'/Health & Safety Advisor regarding health and safety matters.
- Risk assessments are carried out, appropriately communicated, and appropriate controls are implemented.
- Regular, written departmental checks are carried out, as appropriate.
- The actions of contractors are controlled, and steps taken to ensure safety.

Principals

The Trust Board of Directors places responsibility on the Principals to achieve the objectives of the Health & Safety Policy. The Principals will ensure that all necessary health and safety activities, requirements, and standards are undertaken and met within their area of control and will delegate operational health and safety responsibility to the Facilities Manager/Site Manager of each school within the Trust. Each school's site team will, in practice, have operational responsibility for health and safety. However, these are delegated duties and do not remove responsibility for health and safety from the Principal.

The Principals of each school within The Collegiate Trust, will:

- Provide an effective risk assessment process to:
 - Eliminate accident potential as far as is reasonably practicable.
 - Regularly review and update risk assessments as appropriate, including post-accident risk assessment.
 - Confirm to statutory regulations, codes of practice, and guidance to best practice.
 - Take account of individual personal requirements, such as less-abled people, individuals with poor literacy, and those who use another language.
 - Pay regard to students, contractors, and visitors, who will be unaware of dangers and risks.
- Ensure that accidents, incidents, and near-misses are investigated and reported according to Trust procedures as well as legal requirements.
- Carry out investigations of all incidents to identify any measures necessary to prevent a recurrence.
- Provide the information, instruction, training, and supervision necessary to secure health and safety of all persons under their control.
- Ensure that all employees under their control know and accept their individual responsibilities regarding health and safety, and related legislation, and are adequately trained to carry out those responsibilities.
- Ensure that all Line Managers act to adequately control risks to health and safety associated with workplaces and work activities under their control, in accordance with the requirements of the Management of Health & Safety at Work Regulations 1999, and other relevant legislation.
- Ensure that health and safety responsibilities are identified within job descriptions, as required.
- Evaluate, monitor, and review health and safety arrangements and performance as part of a continuous review process.
- Consult with the appropriate specialist support services and any employee's representatives so that any issue that may affect the health and safety of employees at work and users of the academy can be effectively dealt with.
- Arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties.
- Ensure that the school Governors and Board of Directors are informed of any breach of health and safety statutory requirements which cannot be effectively dealt with.

- Ensure a fire risk assessment is in place for the premises, fire evacuation drills are conducted, firefighting equipment is made available, fire alarms are tested, and that all employees are aware of the emergency procedures.
- Ensure that facilities are provided for means of escape and are readily available for use, and that employees are familiar with their operation.
- Ensure that the premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place.
- Ensure that contractors operating at premises under their control are provided with an induction to site and sufficient information to carry out their work without risk, in line with approved codes of practice and guidance. Ensure that appropriate measures of competence are in place when selecting contractors and provide information so that they understand requirements for performance standards.
- Ensure that approved items of first aid provided are readily available for use under the control of a responsible person or trained first aider and that employees are aware of their location.
- Ensure that all welfare facilities are provided and maintained to an appropriate standard.
- Ensure that this policy is communicated to all employees, and others operating across the Trust.

School Leadership Teams & Line Managers

School Leadership teams and Line Managers will undertake general responsibility to ensure that all necessary health and safety activities, requirements, and standards, are undertaken and met within their respective areas of control. This will be done under the direction of the Principals, and will:

- Ensure that risk assessments are in place for all activities undertaken in areas under their control, and that professional knowledge and input is provided, as required.
- Ensure that health and safety is considered in routine meetings with staff.
- Identify any employee health and safety training needs and ensure that these are communicated to the Principal.
- Ensure that any new staff receive specific health and safety induction training and record that this has been done.
- Take immediate and appropriate action in respect of any work situation (including contractors) within their control, which they consider to be posing a serious and immediate risk to health and safety.
- Ensure that all injuries, occupational illness, fires, incidents of violence at work, and near-misses are immediately reported to the Principal.
- Ensure that the Principal is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by them.
- Ensure that all defective equipment or plant is taken out of use until repaired or replaced.
- Ensure that protective clothing or equipment is issued and used when necessary.
- Ensure that areas of work are maintained to a high standard of housekeeping.
- Ensure that all means of escape and associated equipment, e.g., fire doors, fire alarms, etc. in their areas are always maintained free of obstruction and that escape doors can be readily opened from the inside in an emergency (it is recognised that the security must be balanced with means of escape).
- Respond appropriately to all hazards brought to their attention by employees.
- Undertake appropriate health and safety training courses, where applicable.
- Ensure statutory maintenance and inspection of facilities and equipment is undertaken.

Employees

All employees at The Collegiate Trust will take health and safety seriously and perform their work in such a way that does not place themselves, or others, at risk.

Every employee has a duty to:

- Take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do.
- Co-operate with their employer, in allowing the employer to fulfil their health and safety obligations.
- Correctly use work items or anything provided in the interests of health and safety.
- Not interfere or misuse anything provided for their health, safety, or welfare.

- Provide specialist or professional knowledge required to inform risk assessments in their area.

Employees at The Collegiate Trust will:

- Report any hazard or malfunction to their Line Manager. Employees must use all normal lines of internal communication before contacting external enforcement agencies.
- Follow all written and verbal instructions they are given to ensure personal safety, and the safety of others, particularly students who may not have the sufficient maturity, or understanding, to have due regard for their own health and safety.
- Use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations.
- Be sensibly dressed for their working conditions.
- Always conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay.
- Use all safety equipment and protective clothing provided, where necessary.
- Avoid any improvisations or shortcuts that could create unnecessary risks to health and safety.
- Maintain tools and equipment in good condition, reporting all defects to Line Managers.
- Report to Line Managers all accidents, incidents, and near-misses.
- Undertake appropriate health and safety training courses, where applicable.
- Have knowledge of all processes, materials, and substances they use.
- Be familiar with the Trust's fire evacuation procedures and the location of fire safety equipment.
- Understand the risk assessments in their areas and comply with the control measures arising from them.

ARRANGEMENTS

The following arrangements will be adopted to ensure that the Board of Directors and the CEO fulfil their responsibilities and provide the foundation for securing health and safety of employees, and all users of Trust premises.

Health & Safety Defects Reporting Procedure

The Trustees & Governors will ensure that regular reports of accidents and dangerous occurrences are provided by the Principal and that any necessary alterations to working practices and procedures are implemented.

The arrangements for reporting H&S defects on a day-to-day basis are set out in this section:

- Any member of staff who discovers any defect shall report it to the site team and, depending on the severity, copy the Principal into the communication.
- The report shall be acted upon by the site team, who will take the necessary steps to:
- Have the defect rectified, within a reasonable period, and record the details.
- Remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action. Including, if necessary, informing staff and students of the hazard and/or taking equipment/the area out of use.
- If the defect is likely to affect the normal running of the school, the Principal, Director of Estates, and CEO are to meet to initiate the Business Continuity Plan.
- Once the defect has been repaired, the date that this occurs shall also be noted in the report.

Accident Reporting and Monitoring Procedure:

Relevant legislation – Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR) - see HSE guidance: <http://www.hse.gov.uk/riddor/> and <http://www.hse.gov.uk/pubns/edis1.pdf>.

- All minor accidents, incidents, and near-misses are recorded in the accident book at each school.
- When major, or more serious, accidents occur, these should be recorded in the accident book and reported to the Director of Estates immediately by the member of staff dealing with the incident from a first aid perspective. Immediate action should be taken to ensure the location of the accident is still safe to use.
- The Director of Estates is responsible for reporting accidents/incidents that fall under the Reporting of Injuries, Diseases, and Dangerous Occurrences (RIDDOR) to the Health & Safety Executive (HSE) on an online notification form.
- The Director of Estates is responsible for completing investigations following major and serious accidents. If members of the public are involved, names and address should be taken, including any witnesses.

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 student, records should be kept until they reach the age of 21.

Near-misses are events or situations that have the potential to result in 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.

First Aid

First aid may only be administered by qualified first aiders holding a current First Aid at Work certificate.

Relevant legislation – Health and Safety (First Aid) Regulations 1981 – HSE Guidance – First Aid Needs Assessment [Legislation - First aid at work \(hse.gov.uk\)](http://www.hse.gov.uk/legislation-firstaid-at-work/).

- A list of current first aiders needs to be held in the main office.
- First aider details need to be displayed in the main reception of each school.

- The Office Manager is responsible for identifying and organising refresher training.
- First Aid kits are kept throughout each school and the Office Manager is responsible for checking and replenishing them.
- Any specific arrangements for accompanying students to hospital need to be detailed.

Medication

No medication should be administered or dispensed other than the use of EpiPens, or as specified in individual healthcare plans. Therefore, no painkillers, tablets, ointments, creams, or lotions should be kept in first aid boxes.

Smoking

The Trust operates a strict no smoking policy for all areas, internally and externally.

Stress and Wellbeing

Staff should speak to their Line Manager, if appropriate, or another member of the Senior Leadership Team (SLT), or HR department, if they are experiencing any problems.

The Health & 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.

<http://www.hse.gov.uk/pubns/indg430.pdf> (HSE publication – how to tackle work-related stress).

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 effectively managed, are associated with poor health and wellbeing, 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 an elevated level of health wellbeing and organisational performance.

Fire Precautions

Fire is an incredibly significant risk. This Health & Safety Policy takes account of the need to take all reasonable steps to ensure that the risk of fire is appropriately controlled. The Trust takes steps to comply with the Regulatory Form (Fire Safety) Order 2005, including preparation of fire risk assessments, and emergency evacuation procedures. These documents are held at each school.

All reasonable steps are taken to ensure that a fire logbook is maintained that comprises a detailed record of the servicing and maintenance of critical fire safety equipment, such as fire extinguishers, fire alarms, and emergency lighting, etc. All staff members have a duty to conduct their work tasks in such a way as to minimise the risk of fire.

COSHH (Control of Substances Hazardous to Health)

Relevant legislation – Control of Substances Hazardous to Health Regulations 2002 – see 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 adopt in full the COSHH systems recommended by the cleaning contractor, which will include the provision of hazard data sheets for all COSHH materials and training for relevant staff in COSHH material identification.

The Trust will provide free of charge all personal protective equipment (PPE) required by staff to safely 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.

Access Equipment

Relevant legislation – Work at Height Regulations 2005 – HSE guidance – safe use of step ladders and ladders <https://www.hse.gov.uk/pubns/indg401.pdf>.

- Steps and ladders are securely stored, and only authorised personnel are permitted to use the equipment.
- Authorised staff are expected to carry out pre-use visual checks on equipment and report any defects.
- The Trust's access equipment is inspected annually.

Risk Assessments

Relevant legislation – Management of Health and Safety at Work Regulations 1999. For further guidance, see <https://www.hse.gov.uk/simple-health-safety/risk/index.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 Facilities Managers/Site Managers have overall responsibility for ensuring risk assessments are carried out for all work activities, processes, and operations at the Trust.
- Heads of Departments are responsible for the risk assessments and method statements of any activities deemed to be potentially hazardous in their departments.
- Risk assessments are to be reviewed every 12 months.

Manual Handling

Relevant legislation – Manual Handling Operations Regulations 1992 – HSE guidance on Manual Handling <http://www.hse.gov.uk/pubns/indg143.pdf>.

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 accessible at the appropriate height.
- Lifting aids and trollies are provided.
- Deliveries are made to the point of use or storage.

Lifting Equipment (including Lifts and Hoists)

All lifting equipment, including hoists, are subject to routine service and inspections to ensure their safety of use.

Minibuses and Driving to Work

The RoSPA code of practice on minibus safety is followed across the Trust, for those schools that have minibuses.

Staff should ensure that if using their own vehicle for work purposes, that the vehicle is maintained to 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.

Work Experience Solutions

Relevant guidance – DfE Post-16 Work Experience as part of 16-19 Study Programmes – <http://www.gov.uk/government/publications/post-16-work-experience-as-a-part-of-16-to-19-study-programmes>.

PE Equipment

The Trust's PE equipment is inspected annually by external contractors, to be organised directly by the Facilities Manager/Site Manager.

- Pre-visual checks carried out by 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.

Outdoor Play Equipment

The Trust's outdoor play equipment is inspected annually in accordance with maintenance regulations.

Contractors and Visitors

Relevant legislation – Construction (Design Management) Regulations 2007 (CDM) - HSE guidance – using contractors – <http://www.hse.gov.uk/pubns/indg368.pdf>.

To ensure that contractors work safely, and that they apply a duty of care for their own safety and that of others who may be affected by their acts or omissions.

Steps are taken to ensure the competence of visiting contractors, as follows:

- Before a contractor is appointed to undertake work at a school within the Trust, a questionnaire is issued that seeks to ensure that the company applies appropriate safety precautions, e.g., in respect of training, risk assessments, and safety policies. Contractors must also be covered by appropriate insurances. This process, and all relevant documentation, is reviewed by the Principal, who will refer any queries to the Health & Safety Advisor.
- Following approval of the completed questionnaire, the contractor/supplier in question is placed on the Approved Suppliers List. The Trust will only use contractors and suppliers who appear on this list.
- When operatives from the relevant contractor visit TCT premises to undertake work tasks, they must read and sign the statement that appears in the Contractors Log at reception, as evidence that they understand – and will apply basic safety precautions during their work tasks.

Every effort will be made to ensure that contractors, and visitors, will work safely whilst on site, and that they were appropriate PPE always.

It is the responsibility of the Principal to oversee the above process, and to refer to the Health & Safety Advisor for any advice.

The Facilities Managers/Site Managers are 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 Facilities Manager/Site Manager.

All contractors on arrival must report to reception. At reception, contractors will be given an identity badge which must always be worn whilst on premises. Contractors will not be allowed to proceed further until a member of the site team has been informed and have granted permission. Progress on the work will be monitored at regular intervals by a member of the site team. Upon completion, the contractor will report to reception and return the identity badge. A member of the site team will inspect the work and confirm to the best of their ability that the work has been completed satisfactorily and the area left in a safe condition.

Display Screen Equipment (DSE)

Relevant legislation – Health and Safety (Display Screen Equipment) Regulations 1992 – see HSE guidance – <https://www.hse.gov.uk/msd/dse>.

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

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.

Asbestos

Relevant legislation – <http://www.hse.gov.uk/pubns/priced/l143.pdf>

The purpose of this procedure is to ensure that risks associated with asbestos are fully controlled, in accordance with the Control of Asbestos Regulations 2012.

Regulation 4 covers the duty to manage asbestos in non-domestic properties. It requires Duty Holders to identify the location and condition of asbestos and to manage the risk to prevent harm to anyone who works within the premises. It also explains what is required of people who have a duty to cooperate with the main Duty Holder to enable them to comply with regulations.

Asbestos may not present any undue risk unless it is disturbed, however it becomes extremely hazardous when in dust form as inhalation can have serious chronic health implications.

Asbestos is normally only present in buildings or refurbishments that date from before 2000. It is also commonly found in out-buildings such as for roofing.

Any work or activity that raises risks linked with asbestos must be controlled and risk assessed.

Each school, where applicable, hold Asbestos Management Surveys.

If any asbestos is identified or suspected that is not appropriately managed, the Principal of the school must be advised immediately and steps taken to isolate and seal the area. No person should enter the area until the local work environment has been verified as safe by a competent person. This is likely to involve a referral to a specialist asbestos contractor.

This Policy should be read in context with the Asbestos Management Plan.

Lone Working

Relevant legislation – HSE guidance on working alone – <http://www.hse.gov.uk/pubns/indg73.pdf>.

Lone working is discouraged whenever possible, due to potential risks of injury or ill-health. Lone working is kept to a minimum but where it is unavoidable risk assessments are undertaken.

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>.

Schools in the Trust contact relevant contractors to take on responsibility of maintaining and undertaking periodic inspections of equipment. This includes PE equipment, D&T equipment, PAT testing, fire alarms, and emergency lights, boilers, fume cupboards, dust extraction equipment, access equipment, and fire-fighting equipment.

Noise at Work

It is noted that to comply with the Control of Noise Regulations 2005, the Trust must ensure that weekly noise exposure levels do not rise above 80db. Where this is likely to happen, noise monitoring checks will be carried out and measures will be put in place to reduce the noise. Where this is not possible, appropriate hearing protection will be issued.

Violence and Aggression Towards Staff

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

Staff are encouraged to report all incidents of verbal and physical aggression.

Water Hygiene

Relevant legislation – HSE guidance on Legionnaire's Disease – The Control of Legionella Bacteria in Water Systems (L8) - <http://www.hse.gov.uk/pubns/books/l8.htm>.

The water hygiene logbooks are kept in the site team offices at each school within the Trust. The water hygiene contractor is responsible for maintaining these books and for water sampling. Each school has a legionella risk assessment. The water hygiene contractor is the designated, competent person for water hygiene monitoring of the water systems, and records in the logbook.

Working at Height

See Access Equipment section.

Access equipment, where necessary, is inspected annually. The working at height risk assessment is reviewed annually.

Kitchen Safety and Food Hygiene

Failure to comply with food hygiene and food safety requirements can result in serious illness. In addition, failure to apply strict disciplines in the kitchen can result in severe injury.

Those in charge of the catering function take steps to ensure that:

- The FSA's 'Safer Food Better Business' scheme is in place and maintained, brought to the attention of all staff, adhered to, and periodically reviewed.
- Temperatures are monitored in accordance with the 'Safer Food Better Business' scheme and that appropriate records are maintained.
- Food is appropriately date labelled in accordance with the 'Safer Food Better Business' scheme and that appropriate records are maintained.
- Requirements regarding food allergies are complied with and accompanying information is sourced/made available to food consumers.
- A risk assessment in respect of all kitchen tasks and activities is maintained, brought to the attention of all staff, adhered to, and periodically reviewed.

- Food handlers are appropriately trained (including induction training) and that relevant records in evidence of this are maintained.
- Assessments of food suppliers are carried out and periodically reviewed to ensure that food of a high standard and acceptable quality is sourced.
- Appropriate signage (containing required pictograms) is displayed and maintained in the kitchen.
- A system of written checks is developed and maintained.
- Stringent standards of cleaning and hygiene are maintained at all times.
- Kitchen staff are fully aware of the above controls, the reasons for them, and the need for them to be maintained at all times.
- Appropriate COSHH controls are maintained and legally compliant.
- Appropriate fire safety controls are maintained and legally compliant.

Vehicles on Site/Car Park Arrangements

The Facilities Manager/Site Manager is responsible of the management of vehicles on site. There are arrangements in place to keep vehicles and students separate – e.g., restrictions on vehicle movement at certain times, segregation of large vehicles from pedestrian areas, and special arrangements for deliveries.

Workplace Safety

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

- Maintaining adequate floor space and storage space ensures that staff and students can 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 desk areas, cabinets, cupboards, and shelves tidy and not overloaded.
- Maintaining adequate lighting and ventilation.
- Ensuring that any spillages are promptly cleared up in the kitchen area, or in the toilet area, using warning signage, as necessary.
- Being aware of any flooring that becomes contaminated and slippery, e.g., entrance door/hallway from rainwater or snow, or from cleaners washing/mopping the floor. Any problems should be reported to the site team.
- Removing waste regularly, e.g., daily and disposing appropriately.
- Operating office machinery in accordance with manufacturer's instructions, ensuring that guards and covers are in place, and clothing, hair, and jewellery, is kept clear of machinery, e.g., shredder, guillotine, and photocopier.
- Accessing high shelving using proprietary equipment, e.g., step stall 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 tipping forward.
- Taking care if lifting or moving items, e.g., if heavy or bulky, seek assistance, unless trained in manual handling.
- Using electrical items with care, e.g., 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, and wood, etc).
- Reporting any unsafe conditions/defects, e.g., damaged flooring, faulty electrical equipment, faulty fire doors, poor lighting, and missing fire extinguisher etc.

The Facilities Manager/Site Manager for each school in the Trust will carry out routine visual inspections of the workplace.

Specialist Advice and Support

Specialist advice and support will be obtained from an appointed competent person, as required under the Management of Health and Safety at Work Regulations 1999. Where necessary, issues will be escalated to the Board of Directors.

The Trust employs a health and safety support contract with Judicium, who annually undertake statutory risk assessments, including a Health and Safety Audit, and Fire Risk Assessment.

Additional to the above, the contract includes continuous support from a team of consultants who will be able to advise on any health and safety matters.

Judicium also provide the Trust with access to templates and pre-populated risk assessments, and policies, to enhance the health and safety provision across all schools.

Establishing Adequate Health and Safety Communication Channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communication channels will be recorded, to include:

- Line management meetings.
- Meetings with the Governing Body or Board of Directors.
- Provision of information relating to safe systems of work and risk assessments.
- Communication of information from approved code of practice and health and safety guidance.
- Communications with relevant specialist advisors/competent persons, and bodies.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Financial Resources

The Board of Directors will review the Collegiate Trust budget to determine, considering past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate actions.

Accidents and Incidents

The CEO and Principals will ensure that accidents and incidents are reported and monitored in line with Trust procedures. Where accidents are serious, repeated, or attributable to failures of management, these will be brought to the attention of the appointed health and safety specialist for further advice. Appropriate remedial actions will be taken.

Monitoring

This Health & Safety Policy and its effectiveness, in terms of health and safety performance, will be reviewed by the Board of Directors annually.

Third Party Monitoring/Inspection

The Trust will be subject to third party inspection and monitoring, as follows:

- Ofsted.
- Department for Education.

Actions arising from third party audit/inspection will be incorporated within the Trust action plan with appropriate target dates for completion.

APPENDICES

Trust-Wide Arrangements	Link
Policies	
Asbestos Management Plan	Asbestos Management Plan
Business Continuity Plan	Business Continuity Plan
First Aid	First Aid
Legionella Control	Legionella Control
Lone Working	Lone Working
Minibus	Minibus
Risk Management/Risk Assessment Procedure	Risk Management/Risk Assessment Procedure
Risk Assessments	
Control of Contractors	
Control of Substances Hazardous to Health (COSHH)	
Display Screen Equipment (DSE)	
Electrical Safety	
Extreme Weather	
First Aid	
Gas Safety	
Hand Tools	
Lone Working	
Manual Handling	
Minibus	
Noise	
Pregnant People	
Prevent	
Security	
Slips, Trips, and Falls	
Vibration	
Vulnerable Persons	
Wellbeing	
Working at Height	
School-Specific Arrangements	Link
Accessibility Plan	
Art	
Asbestos Management Survey/Review	
Classroom	
Confined Spaces	
COSHH (including Art, and Science equipment)	
Critical Incident/Emergency Plan	
Design & Technology	
Events	
External Visitors	
Food Technology	
Outdoor Learning	
Physical Education	
Pond	
Science	