



**HEALTH AND SAFETY POLICY**

**VERSION 3**

**12/10/2021**

# Health and Safety Policy

## Statement of Intent

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a Multi Academy Trust. Our overall objective is to provide and maintain a safe and healthy environment for our staff, pupils and others with whom we work, or who visit our academies.

We recognise our responsibilities for health and safety and will take all reasonable and practical steps to:

- provide and maintain safe and healthy working conditions, equipment and systems of work for all our students, Trust personnel and visitors to our school sites
- provide a safe, clean and hazard free working environment
- identify and reduce hazards to a minimum by making assessments of the risks to the health and safety of employees and others by looking at all curriculum activities, operations, jobs, tasks, people, systems, machines, equipment and buildings
- ensure everyone understands their responsibilities and are aware that the maintenance of a healthy and safe environment is a shared responsibility of the whole school/trust community
- introduce health and safety arrangements and procedures
- provide health and safety information to academy personnel
- appoint competent persons to manage and promote health and safety
- provide relevant health and safety training, instruction and supervision for all academy personnel
- provide safe access and egress
- provide safe plant and equipment through regular maintenance and testing
- ensure safe use of materials and substances
- ensure that health and safety management is an integral part of decision making and organisational processes
- Investigate and learn lessons from work related incidents, accidents and near misses
- work with and monitor our contractors to ensure consistent and comparable health and safety standards
- consult with staff and relevant Trade Unions on health and safety matters

**Signed:**



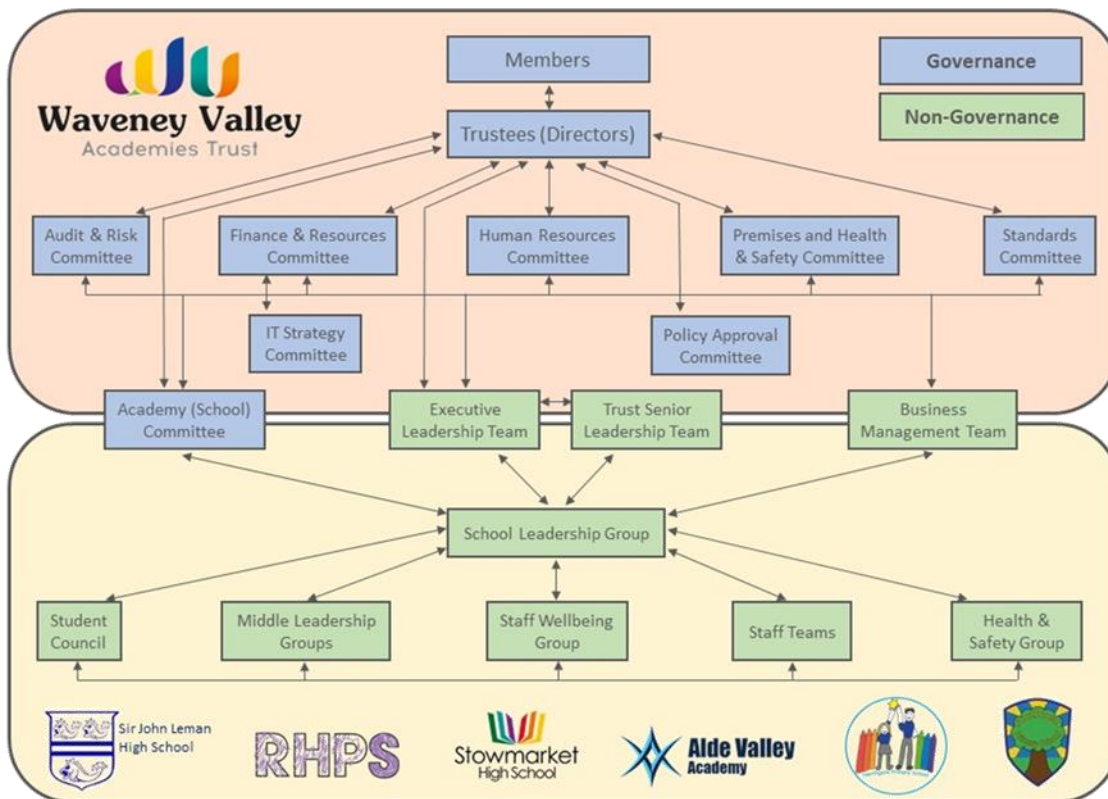
**Date: 12<sup>th</sup> October 2021**

**Position: Chief Executive Officer**

## Responsibilities and Organisation

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

Waveney Valley Academies Trust Structure:



The **Trust Board** has responsibility for:

- ensuring there is a current health and safety policy in place for the Trust
- ensuring appropriate insurance policies are in place across the Trust
- delegating powers and responsibilities to the Premises, Health & Safety Committee to oversee health & safety matters across the Trust.
- delegating powers and responsibilities to headteachers to ensure all academy personnel and stakeholders are aware of and comply with this policy
- delegating powers and responsibilities to headteachers for overseeing health and safety throughout their academy
- ensuring compliance with local and national health and safety policies and regulations

The **Premises and Health & Safety Committee** has responsibility for:

- ensuring effective monitoring is carried out to evaluate the health and safety performance of each academy by evaluation of relevant inspection reports
- ensuring the organisation and arrangements of each academy operates effectively and with-in Health & Safety law

The **Headteacher** will:

- ensure funding is in place to support this policy, managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health
- establish a Health and Safety group including representatives from recognised high risk areas within the academy (including but not limited to: site, science, DT, PE, kitchen etc.)
- be responsible for the implementation of the Trust's Health and Safety policy and to develop a culture of safety throughout the academy
- ensure compliance with all relevant legislation connected to this policy
- be responsible for the day to day management of health and safety within their school
- have in place risk assessments for all operations, activities, jobs, tasks, people, systems, machines and equipment that may pose a risk to academy personnel and others
- ensure that all stakeholders are aware of all risk assessments and safe systems of work
- ensure all equipment, apparatus, tools and machinery are serviced and maintained by suitably qualified contractors
- ensure that all academy personnel fulfil their duties to cooperate with the policy
- report any accidents, dangerous occurrences, near misses or work related illnesses
- investigate the causes of any accident, dangerous occurrence or near miss
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again
- ensure that the emergency evacuation procedure is carried out every term
- ensure that new academy personnel will undertake appropriate induction training
- identify the health & safety training needs of academy personnel, students and other stakeholders
- either directly or through the Health & Safety group, ensure health & safety matters are reported to the Premises and Health & Safety Committee
- have in place:
  - fire precautions and an emergency evacuation plan in the event of fire
  - an emergency plan to cover any foreseeable major incident
  - procedures for first aid and medical provision
  - procedures for the control of substances hazardous to health
  - an electrical maintenance plan including Portable Appliance Testing
  - procedures to deal with asbestos and legionella
  - have in place an Educational Visits Coordinator

The **Responsible Site Team Member** will:

- comply with the Trust's Health and Safety Policy, safety procedures and risk assessments
- report immediately any defects or hazards to the Headteacher
- ensure that all new equipment is supplied with the appropriate documentation
- test the fire alarm system each week
- ensure all reported incidents and highlighted concerns are dealt with immediately
- be responsible for supervising contractors on site

- Reporting to the Trust's Operations Manager:
  - ensure daily inspections, repairs and an annual maintenance programme is in place for all equipment, apparatus, tools and machinery
  - ensure all maintenance records are kept up to date and readily available for any health and safety inspections
  - ensure all chemicals and hazardous substances are clearly recorded, labelled, stored and disposed under the correct COSHH guidelines
  - ensure risk assessments are in place and kept up to date
  - ensure the water system is well maintained in order to reduce the risk of Legionnaires disease
  - ensure asbestos is routinely monitored, risk assessed and safe working practices are followed at all times

The **Health and Safety Group** will:

- meet termly with a WVAT operations team representative, to report and consider potential hazards, employee complaints, accidents and dangerous occurrences, reporting to the Premises and Health & Safety Committee

**Academy personnel** will:

- **without delay**, make everyone aware of any situation where there are **serious and immediate** health and safety risks
- carry out their duties in accordance with this policy
- attend appropriate training
- report accidents, incidents, defects, damage to equipment and safety hazards to the Headteacher and/or the Health and Safety Group
- follow safe working procedures
- ensure classrooms, equipment and work areas are safe before they are used
- ensure personal protective equipment is used when appropriate
- be familiar with the fire emergency evacuation procedures of the academy building
- use all machinery and equipment in accordance with information, training and instruction received
- teach students about hazards, risks and control in lessons so that risk awareness forms an integral part of their learning and development across all curriculum areas
- implement the academy's Equalities Policy and schemes

The **Educational Visits Coordinator** will:

- ensure all educational visit planning complies with all current legislation and procedures
- ensure robust risk assessments are in place for all educational visits

**Students** are expected to:

- follow the safety rules of the academy and in particular the instructions of staff given in an emergency
- use and not willfully misuse, neglect or interfere with things provided for their safety
- exercise personal responsibility for the safety of themselves and others
- observe standards of dress consistent with safety and / or hygiene
- treat others, their work and equipment with respect

**Parents/Carers** are expected to:

- support the academy in any health and safety matters

**Visitors and contractors** are expected to:

- take reasonable care of themselves and others while on the academy premises
- cooperate with the safety rules and procedures of the academy
- ensure compliance with risk management when working on the premises
- report defects, damage to equipment, accidents and incidents to a member of academy personnel

## Operational Arrangements

### Assessing and Managing Risk

- risk assessments will be undertaken by staff, in line with their job description/roles responsibilities
- findings from risk assessments will be reported to the Headteacher
- action required to remove/control risks will be approved by the Headteacher or their nominated staff member
- senior managers will be responsible for ensuring the action required, is implemented in a timely fashion and to check that the implemented actions have reduced risks
- risk assessments will be reviewed annually or when there are any operational or procedural changes, whichever is soonest
- a risk register will be maintained by the Academy, documenting all risk assessments and who is responsible for reviewing them
- the risk register will be audited annually by the Trusts operational team

### Competent Person

The Trust procures external Competent Person services from Norfolk County Council H&S and Wellbeing Service.

All academies have access to this service for support and advice, in addition to seeking guidance and support from the Central Trust team.

Name	Contact Number	Email Address
Norfolk County Council H&S and Wellbeing service	01603 223989	healthandsafety@norfolk.gov.uk
Waveney Valley Academies Trust	01508 520600	a.oconnor@waveneyvalleyat.co.uk c.read@waveneyvalleyat.co.uk

### Competency for Tasks and Training

All newly appointed staff receive in depth induction training upon starting their new role. Induction training shall not be limited to but will include:

- health and Safety duties of employers and employees
- details of the Health and Safety Policy, including where to find it
- accident reporting procedures
- display screen equipment and assessment
- first aid provision
- emergency evacuation procedures
- electrical safety
- stress in the workplace and how to get help
- site security arrangements

➤ Full information can be found: Induction Policy.

### **Site Security**

- the Headteacher will ensure there are security arrangements in place
- security incidents, potential risks and near misses must be reported to the Headteacher immediately
- monitoring and maintenance of the physical security equipment will be carried out by the responsible site team member, who will report any issues to the Headteacher

➤ Full information can be found: Security Policy

### **Contractors and Safety**

- all contractors are required to attend a site safety meeting with the responsible site team member prior to starting work
- the responsible site team member will monitor a contractor's activities whilst on site
- any concerns about a contractor's suitability should be reported to the Headteacher
- prior to selecting a contractor, checks will be made to determine the competency of the contractor

Checks are not limited to, but will include:

- evidence of Employers/Public Liability insurance
- written H&S policy
- evidence of risk assessments for similar jobs
- trade association or professional body membership
- DBS status

### **Safe Plant and Equipment**

Waveney Valley Academies Trust procures a specialist maintenance service to maintain plant and equipment in good working order.

Current agreement for maintenance provided by:

**Engie**  
**Unit 19 Sterling Complex. Farthing Road Industrial Estate**  
**Ipswich, Suffolk, IP1 5AP**

Helpdesk: 01473 740006  
Out of Hours Helpdesk: 01473 740006

Waveney Valley Academies Trust procure Plant and Engineering equipment insurance with AON, including a competent inspection service with:

**Allianz Engineering Inspection Services Ltd.**  
**57 Ladymead**  
**Guildford Surrey GU1 1DB**

Tel 01428 722407.

- the responsible site team member will manage the statutory inspections
- any reported faults or remedial works must be reported to the Headteacher
- any remedial works must be acted upon in a timely manner by the responsible site team member

### **First Aid and Administration of Medication**

All Waveney Valley Trust schools have procedures in place for dealing with medical emergencies either when onsite or during school trips/activities.

- a list of pupils who have specific medical requirements e.g. asthmatics, epileptics, is kept on the school's MIS system and made available to designated staff
  - details of staff with specific medical needs is made available to designated staff
  - medication is kept in a secure location and all relevant staff are informed and advised on how to access it.
  - staff administering medication in an emergency must be fully trained to do so
- Full information can be found: Administering Medication to Students Policy
- Full information can be found: First Aid Policy

### **Accident Reporting**

- all accidents, incidents or near misses which occur on site or elsewhere during the school day, are to be recorded on the Evolve Accident Book System by designated staff.
  - any accident or incident which results in an employee being off work due to ill health for more than 7 days or significantly injured, will require RIDDOR notification
  - all significant incidents/accidents, near misses or work-related illness, must be reported immediately to Waveney Valley Academies Trust CEO and/or COO
- Full information can be found: Reporting of Injuries, Diseases and Dangerous Occurrences Policy
- [Incident reporting in schools \(accidents, diseases and dangerous occurrences\) EDIS1](#)



### **Investigation and Monitoring**

- full Health & Safety Audits will take place every 3 years by Central Trust personnel
- the Headteacher (or COO) is responsible for investigating accidents, work related ill health and near misses with-in their working location
- all Health & Safety investigations, either pending, being processed or complete must be reported to Waveney Valley Academies Trust CEO and/or COO
- the Headteacher is responsible for acting on investigation findings to prevent reoccurrence.

### **Employees Reporting**

- staff should report health and safety matters to the Headteacher
- staff can also report health and safety concerns to the Health and Safety Group members

### **Fire and Evacuation**

- fire drills will take place termly
  - a fire risk assessment will be undertaken every 3 years by a competent person
  - the fire risk assessment will be reviewed at least annually and this review will be documented
  - a fire action plan will be kept and reviewed annually or when there is alteration to buildings which may necessitate a change to the plan
- Full information can be found: Fire Safety Policy.

### **Asbestos**

- asbestos surveys and re-inspections will be undertaken in every school by a competent person
  - an annual inspection system is in place to monitor the condition of asbestos (where it is accessible) and the findings will be recorded
  - any visible damage or flaking to an asbestos containing material, should be reported immediately to the responsible site team member
  - asbestos containing material should not be drilled or screwed into, nor must any item be affixed to it e.g. posters, mobiles, especially with pins or staples
  - asbestos containing materials should be labelled for identification purposes
  - staff will receive appropriate safety training relevant to their roll
- Full information can be found: Asbestos Management Policy

### **Legionella**

- legionella surveys will be undertaken in every school by a competent person
- the responsible site team member at each school must carry out weekly and monthly checks of water service temperatures and maintain local records

- other checks will be carried out and documented by appointed contractors currently provided by Engie
- Full information can be found: Legionella Management Policy

### Safe Handling and use of Substances

- science technicians and designated trained staff will be responsible for undertaking COSHH assessments
- managers will ensure identified actions are implemented
- the use of chemicals for teaching as set out in the national curriculum will be done in accordance with guidance produced by CLEAPSS School Science Service
- designated managers will ensure relevant employees are informed about COSHH assessments
- designated managers will check that new substances can be used/stored and disposed of safely before they are purchased
- assessments will be reviewed regularly, when a work activity changes or if the constituents of the product change, whichever is sooner
- Full information can be found: Control of Substances Hazardous to Health Policy

### Occupational Health Services and Stress

- occupational health services are provided by an external occupational health advisory service.
- any individual suffering from work related stress should follow the guidance set out in the Stress Policy
- Waveney Valley Academies Trust support staff with an Employee Assistance Programme (EAP) currently provided by Vivup
- EAP support can be accessed by logging into: [Access my benefits - Vivup \(vivupbenefits.co.uk\)](https://www.vivupbenefits.co.uk)
- Full information can be found: Wellbeing Policy

<b>Approval Date</b>	12.10.2021	<b>Date of Last Review</b>	June 2021
<b>Date of Next Review</b>	11.10.2022	<b>Policy Approval Committee Review</b>	October 2021

Name of Academy:

<b>Who to report Health and Safety concerns to:</b>		
Name	Job Role	Email Address
	Headteacher	
	Responsible site team member	
<b>H&amp;S Group Members</b>		
Name	Job Role	Email Address
<b>Managing Risk</b>		
Risk Register Maintained by:		
Name	Job Role	Email Address
<b>First Aid</b>		
Medical/First Aid Lead:		
Name	Job Role	Email Address
First Aiders:		
Name	Job Role	Email Address
<b>Accident Reporting</b>		
Accident Book Administration by:		
Name	Job Role	Email Address
<b>Educational Visit Co-ordinator</b>		
Name	Job Role	Email Address
<b>Training</b>		
Training records kept by:		

Name	Job Role	Email Address
Induction training carried out by:		
Name	Job Role	Email Address
<b>COSHH Responsibilities</b>		
Name	Job Role	Email Address

The Health and Safety law poster is displayed:	
First Aid facilities are located:	
Fire Muster points are located:	