



# Health and Safety Policy

Date	Revision & Amendment Details	By Whom
July 2023	Approved	Board of Directors
July 2024	Reviewed, no changes required	Board of Directors

## CONTENTS

	Statement of Intent	4
1	Introduction	5
2	Organisational Responsibilities for Health and Safety	5
2.1	Overall and Final Responsibility for Health and Safety	5
2.2	Day to Day Responsibility for Ensuring this Policy is put into Practice	6
2.2.1	All Employees (Schools and Central Team)	6
2.2.2	Chief Operating Officer	7
2.2.3	Estates Manager	7
2.2.4	Headteachers	7
2.2.5	Site Supervisors	8
2.2.6	Class Teachers	8
2.2.7	Pupils	8
2.2.9	Contractors	9
2.3	Responsibility for Ensuring Health and Safety Standards are Maintained and Improved	9
2.3.1	Communication	9
2.3.2	Training	9
2.3.3	Monitoring, Reporting and Supervision	9
3	Arrangements for Health and Safety	10
3.1	Risk Assessment	10
3.2	Training	10
3.3	Accidents and Near Misses	11
3.4	Asbestos	12
3.5	Alcohol and Drugs	13
3.6	Behaviour Management	13
3.7	Breakfast and After School Clubs	14
3.8	Workplace Safety	14
	3.8.4 a) Display Screen Equipment	14
	b) Manual Handling	15
	c) Machine Maintenance	16
	d) Slips, Trips and Falls	16
	e) Work at Height	17
3.9	Control of Substances Hazardous to Health	17
3.10	Fire Safety and Evacuation	18
3.11	Building and Site Maintenance	18
3.12	Legionella	18
3.13	Lone Working (including unacceptable Lone Worker Activities)	19

3.14	Violence in the Workplace	20
3.15	Vehicle and Pedestrian Segregation	20
3.16	Emergency Procedures	21
3.17	Occupational Health / Welfare	21
3.18	Off-site Visits	22
3.19	Selecting and Managing Contractors	23
3.20	Food Safety and Hygiene including Allergens	23
3.21	Site Security and Visitors	24
3.22	Policy Review	24
Appendix 1 – DSE Health and Safety Checklist		26

## Statement of Intent

### THIS STATEMENT MUST BE DISPLAYED IN EACH ACADEMY

The Trust has overall responsibility for the health, safety and welfare of staff, pupils, and visitors in the academies it operates and in the central office.

The health, safety and welfare of staff, pupils and visitors is of paramount importance. The Trust's responsibilities will be met under the [Health and Safety at Work Act 1974](#) and other applicable health, safety and welfare legislation to provide a safe and healthy working environment for employees. The Trust will ensure that when conducting its activities, it will not adversely affect the health, safety or welfare of pupils, visitors, contractors and any others who are involved in the activities. A safe environment will be achieved for all by embedding a positive health and safety culture throughout the organisation and assisting all members of the academy communities to play their part.

The Trust understands that the safety culture within the Trust is the product of individual and group values, attitudes, perceptions, competence, and patterns of behaviour. The Trust's Health and Safety policy includes the Trust's vision to ensure that there is a strong and positive safety culture, achieved through communication, training, collaboration and by leading by example.

The Trust recognises that decisions about workplace health and safety should be collaborative, reasonable, and proportionate in order to maintain a safe environment where pupils can learn and where employees are supported to ensure work related stressors are avoided.

Together, the Trust is committed to achieving the following objectives:

- To provide, as far as reasonably practicable, a safe and healthy working environment for all.
- To ensure that all academies are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them.
- To ensure that all staff have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment.
- To have an effective system for communicating and consulting on health and safety matters.
- To effectively plan, implement, monitor and review the arrangements in place to ensure there is a safe and healthy working environment.
- To encourage, promote and continuously improve the Trust's health and safety performance.
- To ensure that the environment is protected.

[Cousins Safety Limited](#) is PDET's competent adviser for Health and Safety.

<p><b>Cousins Safety Limited – Contact Details</b>                  General Enquires: 01480 718007                  Email: Sherryl Cousins  <a href="mailto:sherryl@cousinssafety.co.uk">sherryl@cousinssafety.co.uk</a></p>	<p><b>PDET Central Office – Contact Details</b>                  General Enquiries: 01604 887056                  Email: Daniel Parker  <a href="mailto:Daniel.Parker@pdet.org.uk">Daniel.Parker@pdet.org.uk</a></p>
--	--



**Ruth Walker-Green**  
Chief Executive, PDET



**Margaret Holman**  
Chair of Directors, PDET

## 1. Introduction

This is Peterborough Diocese Education Trust's (PDET) (the Trust) overarching Health and Safety policy and must be implemented and adhered to in each academy and in the central office within the Trust. This documentation has been prepared in accordance with Section 2 (3) of the [Health & Safety at Work Act 1974](#).

This policy describes the safety management strategy which complies with requirements from the [Management of Health & Safety at Work Regulations 1999](#) to ensure that there are appropriate arrangements in place to plan, organise, control, monitor and review safety.

PDET consists of 33 primary schools, ageing from 1669 – 2018, and a central office.

As schools join the Trust will become part of PDET and fall under the remit of this Health and Safety policy.

## 2. Organisational Responsibilities for Health and Safety

### 2.1 Overall and Final Responsibility for Health and Safety

The Board of Directors (the Board) are the overall accountable body for health and safety. Whilst retaining this accountability, the Board has delegated certain responsibilities as detailed below.

The **Board** are responsible for:

- Ensuring the correct procedures are in place for the management of health and safety including, assessing, recording and implementing health and safety measures
- Leading by example on all matters relating to health, safety and welfare
- Promoting this Health and Safety Policy and seeking the appropriate assurance that it is followed
- Ensuring appropriate budgets are allocated to the health and safety provision in the Trust
- Monitoring and reviewing health and safety procedures and practice.

The **Chief Operating Officer (COO)** is responsible for:

- The strategic management of Health and Safety
- Implementing procedures across the Trust for the effective management of health and safety including, assessing, recording and implementing health and safety measures
- Leading by example on all matters relating to health, safety and welfare
- Promoting this Health and Safety Policy and ensuring that it is followed by academies and the central office
- Proposing to the Business and Finance Committee appropriate budgets for health and safety provision in the Trust.

**Academy Governance Committees (AGCs)** are responsible for:

- Monitoring some aspects of health and safety at their individual academies as specified in the Trust monitoring form. The outcome of their monitoring is shared with the Estates Manager for review
- Seeking support and professional advice from the Estates Manager if required.

## 2.2 Day to Day Responsibility for Ensuring this Policy is put into Practice

### 2.2.1 All Employees (Schools and Central Team)

Employees of the Trust, whether they are fixed term, contracted, or permanent, including independent specialist consultants are not expected to be experts in health and safety but are expected to:

- Ensure that they are familiar and up to date with the Trust’s Health and Safety policy and standard procedures, details of which have been provided to them
- Keep their managers informed of any developments or changes of which they are aware that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred
- Ensure that they have considered any immediate health and safety risks before undertaking activities
- In the case of teachers / teaching assistants, remind pupils taking part in an activity of their own health and safety responsibilities
- Cooperate fully with the Trust to enable them to fulfil their legal obligations in relation to health and safety. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers’ guidance
- Ensure that any equipment used is only used for the intended purpose and appears to be fit for use. Any defects should be immediately reported to the Headteacher / Estates Manager and that piece of equipment should not be used.

All employees are required to, as part of the [Health and Safety at Work Act 1974](#):

- Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions
- Co-operate with their employer in matters relating to health and safety to enable the employer to comply with requirements
- Not misuse or interfere with anything provided in the interests of health and safety or welfare.

Employees are also required to:

- Co-operate in the implementation of the requirements of all Health and Safety legislation, related codes of practice and safety procedures / instructions
- Refrain from doing anything or omitting to do anything that causes danger to themselves or others
- Immediately bring to the attention of their Line Manager or Site Health and Safety Representative, any situation or practice of which they are aware, which may lead to injury or ill health
- Take responsibility for good housekeeping in the area within which they work by ensuring workstations and walkways are clear, cables are tidy and any health and safety risks have been identified and where possible, mitigated
- Report, or ensure someone else reports, all accidents, incidents and dangerous occurrences on Smartlog
- Follow the advice given in Health and Safety Training they receive in order to control workplace risks.

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

### 2.2.2 Chief Operating Officer

The COO is responsible for:

- Day to day oversight of the Central Estates Team, led by the Estates Manager. The COO has ownership of the Trust compliance system, Smartlog, and reports to the Board of Directors at each meeting on health and safety compliance and reportable incidents
- Seeking support and professional advice from external advisors as necessary.

### 2.2.3 Estates Manager

The Estates Manager is responsible for:

- The operational management of health and safety across the Trust
- Monitoring and supporting academies and the central office in maintaining health and safety standards and complying with this policy. The main tool used to assist carrying out these functions is Smartlog
- Assigning all relevant health and safety training to staff
- Providing up to date information on health and safety good practice
- Providing risk assessment templates for academies to utilise
- Seeking support and professional advice from external advisors as necessary.

### 2.2.4 Headteachers (including Executive Headteachers, Heads of School or equivalent)

Headteachers are responsible for:

- Leading by example with regards to health and safety procedures
- Ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site
- Ensuring that all those taking part in any given activity are given a proper health and safety briefing, as appropriate, and any relevant training
- Liaising with the Estates Manager to inform them of any health and safety issues or risks that arise
- Ensuring that information regarding health and safety good practice is available to academy staff and visitors, easily accessible on Smartlog and promoted throughout the academy
- Utilising Trust templates for risk assessments
- Ensuring all staff are trained to deal with health and safety issues and emergencies. If agency / supply staff are on-site, assurances need to be gained from the agency in this respect
- Ensuring that their budget includes funding for identified health and safety requirements
- Ensuring that all staff, pupils and volunteers are aware of their health and safety obligations and responsibilities including to one another and what to do in case of a fire, emergency, or medical emergency
- Ensuring that regular fire drills are undertaken
- Ensuring that adequate information related to health and safety is obtained and passed on to relevant staff, contractors, members of the public, statutory authorities etc. This means ensuring that staff and visitors feel safe when on-site and have either been trained sufficiently or provided with suitable health and safety information

- Ensuring that all new employees undertake appropriate health and safety induction training, relating to both whole-academy health and safety and any specific provision relating to their role in the academy
- Seeking assurance that contractors who are to undertake work at the academy have been subject to all necessary checks in terms of competency and the equipment they will be using
- Ensuring volunteers are aware that they have the same responsibilities for health and safety as any other staff and that they are familiar with the Trust's Health and Safety policy and procedures.

### 2.2.5 Site Supervisors

Where academies have Site Supervisors, they are responsible for:

- Liaising with the Estates Manager, Headteacher and other staff on health and safety matters
- Maintaining Smartlog appropriately and supporting the academy in completing statutory compliancy checks
- Undertaking periodic health and safety audits to ensure they are fulfilling the requirement to follow safe systems of work on their relevant site and the appropriate licences, test certificates, insurances etc are up to date and fit for purpose
- Ensuring any locally sourced contractors have provided / confirmed that all necessary checks have been undertaken.

### 2.2.6 Class Teachers

Class teachers are responsible for:

- Leading by example on matters relating to health, safety and welfare
- Exercising effective supervision of their pupils
- Knowing the procedures for fire, first aid and other emergencies and carrying them out or ensuring they are carried out as appropriate
- Following the particular health and safety measures to be adopted in their own teaching areas as laid down in any relevant risk assessments
- Giving clear oral and written instructions and warnings to pupils in relation to health and safety when necessary
- Following safe working procedures
- Requiring the use of appropriate protective clothing where necessary
- Making recommendations to their Headteacher or manager regarding equipment and improvements to equipment
- Integrating relevant aspects of safety into the teaching process
- Reporting all accidents, defects and dangerous occurrences of which they are aware to their manager.

### 2.2.7 Pupils

It is vital that pupils understand their role and responsibilities when it comes to whole-academy and personal health and safety in order for employees in schools to be able to carry out their roles effectively.

As members of the Trust community, pupils are expected to:

- Take personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety, including the wearing of jewellery



- Observe all the health and safety rules of the academy and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, or interfere with things provided for their health and safety
- Behave sensibly around the academy site and when using any equipment
- Report health and safety concerns or incidents of which they become aware to a member of staff immediately
- Act in line with the academy code of conduct / behaviour policy.

### **2.2.8 Contractors**

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

## **2.3 Responsibility for Ensuring Health and Safety Standards are Maintained and Improved**

### **2.3.1 Communication**

- Section 2 of this policy acknowledges the importance of involving all members of the Trust community in matters of health and safety. This includes by means of consultation and discussion in order to achieve a collaborative approach to health and safety.
- Safety representatives of trade unions recognised by the Trust will be consulted on matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.
- All members of the Trust are encouraged to report any health and safety issues or concerns to their teachers, line managers, Headteachers or to the Board itself.

### **2.3.2 Training**

- The COO, along with the Estates Manager and Headteachers of each academy are committed to involving employees in the maintenance of Health and Safety standards.
- Employees will be provided with training to enable them to play their part in helping to establish and maintain a safe environment and a positive culture of health and safety. The Estates Manager will assign appropriate training in accordance with need specific to each academy's context and in relation to the central office, in accordance with their particular context.
- External Health and Safety Consultants will be used to provide professional health and safety advice as required.

### **2.3.3 Monitoring, Reporting and Supervision**

Monitoring and reporting are vital parts of a health and safety culture. Management systems must allow the Board to receive both specific (e.g. incident-led) and routine reports on the effective implementation of the Health and Safety policy. Only a strong system of monitoring can ensure that a formal review of the policy (see the Review section 3.22) can proceed as planned and that relevant events in the interim are brought to the Board's attention.

The COO will provide the necessary information to the Board, to enable the Board to ensure that:

- Appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident rates)
- Health and safety metrics, as defined in the Trust Strategic Estates Plan, are considered at each Board meeting
- The results of periodic audits of the effectiveness of management structures in relation to health and safety are analysed
- Risk controls for health and safety are carried out
- The impact of changes such as the introduction of new procedures, work processes or products, or any major health and safety failure, is reported as soon as possible to the Board
- There are procedures to implement new and changed legal requirements and to consider other external developments and events
- Workplace health is monitored effectively to identify any underlying problems that could damage performance or result in accidents and long-term illness
- Workplace health and safety data is collected and reviewed to allow benchmarking against other organisations in the sector
- An overview of contractor performance is reported and reviewed
- Supervisory and line management arrangements are assessed, clearly defined and appropriately allocated and that relevant individuals have the necessary skills and training.

### 3. Arrangements for Health and Safety

#### 3.1 Risk Assessment

3.1.1 Effective risk assessment is the foundation of all health and safety checks, and the Trust takes steps to ensure that all relevant staff are confident and familiar with carrying out risk assessments and recording and reporting risks.

3.1.2 Risk assessments are stored in Smartlog and will be reviewed by Headteachers:

- At regular intervals
- After accidents, incidents and near misses
- After any significant changes to workplace, working practices or staffing
- After any form of notice has been served.

3.1.3 The Estates Manager will also perform a spot check of risk assessments periodically.

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

#### 3.2 Training

3.2.1 Health and safety induction training will be provided for all new employees. New employees will be registered on Smartlog and assigned appropriate training.

- 3.2.2 Where annual refresher training is required for specific areas a record will be kept and updated to ensure that knowledge and skills are up to date.
- 3.2.3 Strategic Health and Safety Management and Premises Management Training is provided for the Estates Manager and records are kept and updated on Smartlog to ensure that knowledge and skills are up to date.
- 3.2.4 All employees have a health and safety training record which is stored in the Smartlog system.
- 3.2.5 Training needs are identified, arranged and monitored by the Estates Manager.

### 3.3 Accidents and Near Misses

- 3.3.1 In the event of an accident or near miss taking place either at the central office, any academy, or off-site on a Trust / academy-organised activity, the member of staff will immediately report to whoever is in charge. A first aider should make an assessment of any injury as soon as possible. The incident must then be recorded on Smartlog by the person to whom the report was made and this will be reviewed by the Estates Manager.
- 3.3.2 Parents / carers (or other emergency contacts where the parent / carer is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil following an incident. **Medical treatment or the contacting of emergency services will not be delayed if the academy cannot contact a parent or carer.** If a pupil needs to be taken to hospital, and a parent or carer is not immediately available, two members of academy staff will accompany the pupil to hospital and wait for the parent / carer to arrive.
- 3.3.3 Following an accident or near miss, if pupils have suffered injury or are unwell, they will only be sent home if there is a parent / carer available to be with them there or other emergency contacts are able to make suitable arrangements. They will be kept in the academy until they can be collected.
- 3.3.4 The Trust uses Smartlog to record any reportable incident. Individual academies may also use local accident books for incidents that do not meet the threshold for reporting on Smartlog. The thresholds are noted below.

All staff are required to ensure that the Trust Incident / Accident / Near Miss Report is completed within 48 hours of any of the following occurring (on Smartlog):

- Accident where a person is injured
  - Incidents, for example, theft, fire, security breach
  - Near misses, for example, a piece of play equipment falls down but no one is injured
  - Property damage resulting in injury or near miss to a person.
- 3.3.5 An investigation may be launched by external authorities in the case of accidents or incidents that fall under [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#). Accident reports will be reviewed, and witnesses may be

interviewed. This may happen in cases including but not limited to:

- Deaths
- 'Specified injuries' in respect of employees or pupils
- Over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days)
- 'Specified dangerous occurrences' (where something happens that does not result in an injury, but could have done)
- 'Occupational diseases'
- Injuries or accidents which meet the criteria set out in PDET accident / incident reporting guidance.

The Estates Manager, through Smartlog notification, will advise the academy / relevant person if an accident or incident is RIDDOR reportable. The Headteacher, or the Estates Manager if in relation to Central Team staff (the relevant person), will ensure the HSE is notified under RIDDOR.

The relevant person will ensure an investigation is carried out, with the support of the Estates Manager or COO as appropriate, where necessary, and will take appropriate action in accordance with the Trust accident and incident guidance.

- 3.3.6 The COO may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.
- 3.3.7 Accident reporting will be assessed on a regular basis in order to identify any trends and so that prompt action can be taken where necessary to avoid repeated incidents of a similar nature.

### 3.4 Asbestos

- 3.4.1 The [Control of Asbestos Regulations 2012](#) places a duty of care on the Trust to carry out Asbestos surveys at each academy and to have in place an Asbestos Management plan for each academy. These are held at each academy and digitally on Smartlog and are regularly reviewed by Headteachers and reviews recorded.
- 3.4.2 The control of asbestos regulations 2012 state that, 'if existing asbestos containing materials are in good condition and are not likely to be damaged, they can be left in place; their condition monitored and managed to ensure they are not disturbed'. It is the Trust's intention to remove, where practicable, any asbestos likely to be disturbed which cannot easily and effectively be encapsulated.
- 3.4.3 Any asbestos removal will only be carried out by a licenced contractor and never by site personnel.
- 3.4.4 Intrusive / Refurbishment works or demolition works will require additional Asbestos Refurbishment and Demolition (R&D) Surveys to be carried out where necessary.

- 3.4.5 The Trust uses [Oracle Asbestos Solutions](#), an accredited asbestos consultant, who provides advice, conducts surveys and expedites any removal arranged by the Estates Manager.
- 3.4.6 The Headteacher has overall responsibility for the management of asbestos at their academy and must ensure all staff are briefed regarding their Asbestos Management Plan. Advance reference must be made to these documents in any circumstances where works to the fabric of buildings is to be undertaken.
- 3.4.7 Training is provided to Headteachers on Trust procedures for the management of asbestos. Asbestos awareness training is also undertaken on Smartlog for relevant academy staff.
- 3.4.8 Staff are also reminded that they must report any damage to asbestos materials to the Headteacher.

### 3.5 Alcohol and Drugs

(See [Supporting Pupils with Medical Conditions Policy](#) and [Staff Code of Conduct Policy](#))

- 3.5.1 Staff are responsible for ensuring that they do not work under the influence of alcohol or non-prescribed drugs and this is covered in the Staff Code of Conduct.
- 3.5.2 Employees and volunteers who are required to take prescribed drugs that could affect their ability to work safely must have their work carefully risk assessed, and therefore must inform their line manager so that relevant controls can be implemented ensuring they are not a danger to themselves or to others.
- 3.5.3 Pupils at the academy with medical conditions should be properly supported so that they have full access to education, including academy trips and physical education.
- 3.5.4 We will ensure that we consult health and social care professionals, pupils and parents / carers to ensure that the needs of children with medical conditions are properly understood and effectively supported. Please also refer to our separate policy on [Supporting Pupils with Medical Conditions Policy](#).
- 3.5.5 Pupils will have individual medical plans if it is the case that there is allergy medication or other prescriptive medication that needs to be on-site for pupils to use regularly or in a case of emergency. Individual medical plans will be reviewed periodically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept in the academy office. Any medicine administered in the academy will be recorded.

### 3.6 Behaviour Management

The Trust is concerned with ensuring the health and safety of members of the academy community both on an individual basis and as a whole academy. Appropriate and considerate academy behaviour and conduct is an important part of health and safety and there are various academy strategies in place to monitor behaviour, as well as provisions for behaviour support. For information on expected standards of behaviour - see the Trust's [Behaviour Policy](#) and each academy website for the appendix containing academy specific details.

### 3.7 Breakfast and After School Clubs

- 3.7.1 Where these are operated by a third party, health and safety will fall under the Trust's Hire Agreement. The third party will need to enter into an appropriate Hire Agreement for use of the premises (which covers various aspects of health and safety) and provide a copy of their Health and Safety policy and risk assessments to the academy in which they operate. A check on fire safety in this area will be carried out every term by the academy.
- 3.7.2 Where a school operates their own breakfast and after school club, they will adhere to this policy and any academy specific health and safety procedures in relation to its operation.

### 3.8 Workplace Safety

- 3.8.1 The Headteacher and COO (for the central office) will take reasonable steps to ensure that the work environment is reasonably safe for pupils, staff and visitors. This means keeping classrooms / offices and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in the academy and both contribute to good health and safety practice.
- 3.8.2 Any hazards around the academy site that are noticed by any member of the academy community should be reported to the Headteacher, who should ensure appropriate action is taken.
- 3.8.3 Certain areas such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.
- 3.8.4 Specific Assessments:

#### (a) Display Screen Equipment (DSE)

The Trust recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operates in accordance with the [Health and Safety \(Display Screen Equipment\) Regulations 1992](#) as amended by the [Health and Safety \(miscellaneous Amendments\) Regulations 2002](#).

Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- Backache
- Fatigue and stress
- Temporary eye strain.

The Trust adopts the following precautions to ensure a safe system of work for any staff, pupils, volunteers, and visitors to the academy or central office staff members:

- (i) Members of staff deemed to be regarded as 'Users' (under HSE guidelines) of DSE will be entered onto the Smartlog DSE training and will be required to carry out the online training and complete the risk assessment following this training

- (ii) Results from the findings of the risk assessment will then be followed and remedial works if required, carried out
- (iii) The Trust promotes good DSE health and safety by encouraging staff and pupils to use the checklist in Appendix 1 when using such equipment, and by displaying this checklist around the academy, in classrooms and in the central office where DSE is in use.

**(b) Manual Handling**

- (i) The Trust operates in accordance with the [Manual Handling Operations Regulations \(1992\)](#) as amended by the [Health and Safety \(miscellaneous Amendments\) Regulations 2002](#). ‘Manual handling’ describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The Trust will provide information, instruction, and training on safe manual handling for day-to-day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.
- (ii) Risk assessments are carried out by the Headteacher or a delegated member of staff and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the Trust takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and Trust policy. The Trust expects employees:
  - To safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
  - To ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors
  - To follow safe systems of work as determined by the result of the risk assessments
  - To use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
  - To ensure that they use equipment as per manufacturer’s Instructions
  - To attend training sessions as required and apply the knowledge / skills to daily tasks
  - To report all accidents and incidents which have either caused or could have caused harm or injury
  - To report any difficulties, including ‘near misses’ they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
  - To inform line management if they are unable to perform manual handling duties
  - To ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
  - To comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
  - To avoid the need to lift, carry, push, pull, lower or support loads wherever possible
  - To mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists.

**(c) Machine maintenance**

- (i) The Trust operates the academies and the central office in accordance with the [Provision and Use of Work Equipment Regulations 1998 \(PUWER\)](#). These regulations require that the work equipment in academies and the central office is:
- Suitable for use, and for the purpose and conditions in which it is used
  - Maintained in a safe condition for use so that an individual’s health and safety is not at risk, and
  - Inspected in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.
- (ii) The Trust ensures that risks created by the use of the equipment are eliminated where possible or controlled by:
- Taking appropriate ‘hardware’ measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment, and
  - Taking appropriate ‘software’ measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

**(d) Slips, Trips and Falls**

- (i) Slips and trips are the most common cause of injury at work – and the most reported injury to members of the public. They can lead to both minor and major injuries – and sometimes fatal accidents from head injuries following a fall from height, where the underlying cause was a slip or trip. Slips and trips occur across all premises. Sites can be busy with large numbers of people moving around at the same time – often rushing. Slip and trip accidents happen for a number of reasons. They typically involve:
- Members of staff or pupils running or carrying heavy or awkward items
  - Wearing unsuitable footwear
  - Poor lighting - particularly where there are uneven surfaces and changes of level
  - Contamination – both from wet surfaces – caused by water, and fluid spillages; and slippery surfaces - caused by contaminants e.g. food, litter etc
  - Obstructions – particularly bags and trailing cables.
- (ii) To prevent slip and trip incidents the Trust will ensure that:
- Suitable cleaning regimes are in place
  - Appropriate footwear is worn, including slip resistant footwear for kitchen staff
  - There is appropriate lighting
  - There is appropriate storage space.

**(e) Work at Height**

The classroom and academy environments can and should be a colourful place where pupils have the opportunity to display their work and share their achievements. This often means using ladders to create work displays. The Trust will take a sensible



approach but does expect that some activities will require a risk assessment, selection of appropriate equipment and other precautions being in place in accordance with the [Work at Height Regulations 2005](#). Factors to weigh up include the height of the task, the duration and frequency and the condition of the surface being worked on. Before working at height staff are expected to do the following:

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

### **3.9 Control of Substances Hazardous to Health**

3.9.1 There are areas in the academy or central office where hazardous substances will be stored. The Trust has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the Trust takes include:

- Safe storage in locked cupboards / cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys. Hazard data sheets, and information on procedures for assessing substances hazardous to health, are kept in the cleaning cupboard / central office, with a copy held in the school office / with the facilities officer for the central office. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- Only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- Clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- Clear record of chemicals ordered, who they are ordered for, and what they are ordered for
- Safe disposal of chemicals
- Appropriate PPE for use when handling hazardous substances
- Strict 'off-limits' policy for pupils.

3.9.2 All COSHH signage must conform to the requirements of the [Health and Safety \(Safety Signs and Signals\) Regulations 1996](#) (as amended) relating to labelling and packaging of chemicals. Appropriate staff will be trained to recognise signs and any posters in use. Appropriate training is provided on Smartlog.

### **3.10 Fire Safety and Evacuation**

3.10.1 Each academy and the central office carries out whole academy / office fire drills at least once a term. There are emergency exits located and signposted around each premises, and each has emergency procedures detailing what to do in the event of a fire.

- 3.10.2 Escape routes and fire doors are checked monthly to ensure that they are free from obstruction.
- 3.10.3 Fire risk assessments are carried out, recorded, and reviewed annually for each building. Fire alarm safety checks are carried out weekly in term time and recorded.
- 3.10.4 The emergency procedures should be followed in the event of an evacuation of the academy / central office for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

### **3.11 Building and Site Maintenance**

- 3.11.1 The Site Supervisor or delegated competent person is responsible for ensuring that the academy premises are maintained so as to comply with health and safety laws and are easily accessible and reasonably safe for the whole academy community.
- 3.11.2 Each academy will have an appointed person, usually the Headteacher, to be responsible for reporting any health and safety concerns relating to the academy premises. They will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. Where work is not procured centrally, this will entail the Headteacher filling out a risk assessment form and co-ordinating method statements, work permits etc. as required.
- 3.11.3 Where required the following records and management plans will be kept on Smartlog, updated and shared as necessary:
  - Asbestos
  - Legionella
  - Construction, Design and Management Health and Safety file
  - LOLER records
  - Machine / equipment testing and certificates
  - Gas Safety certificates
  - Electrical Safety certificates.

### **3.12 Legionella**

In order to control legionella bacteria in water systems, the 'Approved Code of Practice and guidance L8 Fourth edition' states that as the duty holder, the Trust must have at each location a Legionella risk assessment which will contain:

- The specific role of an appointed competent person, known as the 'responsible person'
- The control scheme
- A review of control measures
- The duties and responsibilities of those involved in the supply of water systems.

Legionella risk assessments are held on Smartlog.

Any staff carrying out the compliance checks will be appropriately trained, and the Trust uses approved Water Hygiene specialists to carry out monthly temperature tests. All records are kept within Smartlog.

### 3.13 Lone Working

3.13.1 There will be some situations where staff at the academy or the central office will be working alone. Examples of this would be a staff member locking up the academy at the end of the day or attending to an alarm call out of hours. There is an increased risk to the health and safety of lone workers and the academy and central office have provisions in place to both identify and manage these risks.

3.13.2 Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognise the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

3.13.3 As a minimum anyone working alone will adhere to the following:

- Employees must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during academy occupancy times or when there is more than one informed member of staff on site for the duration of the meeting
- Late meetings must finish promptly and not leave one member of staff alone on-site
- Employees must not approach, or let into the buildings, unauthorised persons when lone working
- Employees should be familiar with the building, location of entrances and exits, location of first aid kits, telephones, alarm points etc
- Carry identification
- On attending the site, keyholders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on-site
- Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

3.13.4 Employees are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group
- Sign in and off the site
- Carry either a mobile phone or an academy telephone at all times when lone working
- Inform another employee, next of kin or family member that they are lone working and advise of the time that they are arriving, how long they are planning to work and when they are planning to vacate the premises
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that they are cleared to leave the site in the event of an incident.

#### Unacceptable Lone Worker Activities

3.13.5 The following activities are not to be carried out by lone workers under any circumstances:

- Working at height
- Manual handling of heavy or bulky items
- Transport of injured persons.

3.13.6 Where it is necessary to work alone with a pupil in an academy, staff should do the following:

- Assess the need to have another adult present or close by
- Inform someone about the activity, the location, the likely duration and let them know when it has ended
- Avoid working in isolated parts of the building and leave the door open if possible so you and the pupil can be seen. Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and pupil are visible through a window or door panel.

It is especially important to ensure that the pupil feels at ease at all times and that they do not misconstrue actions or intentions – see [Staff Code of Conduct](#) and [Trust Allegations Policy](#). Therefore:

- Make sure the pupil is comfortable with the arrangement
- Avoid unnecessary physical contact, e.g., sitting too close
- Any incident of concern which arises during a one-to-one activity should be reported to the Headteacher immediately, and a detailed report including names dates and times etc. made.

### 3.14 Violence in the Workplace

3.14.1 The Health and Safety Executive (HSE) defines work-related violence as, ‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work’. This can include verbal abuse or threats as well as physical attacks.

3.14.2 The Trust is committed to ensuring the safety and welfare of its employees. It will identify any violence related issues by effective reporting of any such incidents. Where violence may be perceived to be a possibility, a risk assessment will be conducted and reviewed and appropriate action will be taken if necessary.

### 3.15 Vehicle and Pedestrian Segregation

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

3.15.2 Where possible, vehicle movement on / off site will be restricted at the beginning and end of an academy day.

3.15.3 Pupils, staff and visitors are reminded to be extra vigilant when crossing roads near to the academy at the start of and at the end of the academy day due to the large numbers of vehicles and pedestrians around at that time.

### 3.16 Emergency Procedures

3.16.1 In the case of an emergency situation, the academy or central office will implement the Critical Incident and Business Continuity Plan, as appropriate, and work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the academy. In some cases, such as extreme weather, major power failure, or flooding, emergency situations cannot be avoided. In these circumstances the academy will carry out its emergency procedures which include:

- Raise the alarm
- Evacuate
- Identify a place of safety
- Nominate competent, responsible people to take control
- Have appropriate equipment / first aid supplies available
- Communicate and regularly update key individuals.

3.16.2 There are a number of mechanisms in place to ensure that parents / carers, staff, and pupils can be made aware of an emergency situation and remain informed. It is requested that parents / carers follow these emergency communication guidelines and do not call the academy during an emergency, but wait to be contacted; it is important that academy telephone lines are kept free for use by the academy itself.

3.16.3 It is important that parents / carers inform the academy immediately of any changes in phone number or address as it is vital that these are accurate in the academy records in case of an emergency.

How the academy communicates with parents / families / carers during an emergency:

- Telephone call to home number of parent/s / carers
- Telephone call to emergency contact
- Text message
- Email
- Mobile communication platform e.g. Arbor, ParentPay, ParentMail
- School website.

The academy will take proactive measures to prevent emergencies, and the academy's health and safety provision outlined in this policy is designed with this in mind.

### 3.17 Occupational Health / Welfare

3.17.1 The Board takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

3.17.2 The Trust urges any staff member who is experiencing stress to talk to their manager, a member of the central HR team or the advertised support services. The academy and Trust will do everything that it can to support a staff member experiencing stress.

- 3.17.3 The Trust will gain staff feedback regarding stress in the workplace in addition to monitoring sickness absence data, staff turnover data, exit interviews, incident reports etc. to identify any issues.
- 3.17.4 The Trust is committed to identifying vulnerable pupils and staff, developing prevention programmes and strengthening co-operation with mental health services, pupils and parents / carers.
- 3.17.5 The Trust is committed to investing in mental health, providing better information and awareness, increasing social inclusion and cohesion, supporting staff and involving parents / carers and mental health services.

### **3.18 Off-site Visits**

3.18.1 Academy off-site trips and visits, residential visits, and any academy led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place the academy will ensure that:

- The objective of the visit is clear
- The visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
- The headteacher or group leader has shown how the plans for the visit comply with regulations and guidelines and with the Trust’s Health and Safety Policy
- In the case of adventurous activities (e.g., water sports or climbing), the group leaders are competent to lead or instruct pupils
- It assesses proposals for certain types of visit, e.g., those involving an overnight stay or overseas travel. Overseas travel needs explicit agreement by the COO
- A sufficient level of insurance is in place.

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

- Responsibilities for off-site visits
- Parental / carer consent
- Use of transport
- Supervision of pupils
- Emergency planning
- Adventure activities
- Off-site risk assessments
- Safeguarding.

### **3.19 Selecting and Managing Contractors**

3.19.1 It is vital that any company or persons invited into the academy under a contractual agreement to work on maintenance or the building site operates under the highest level of health and safety possible and is aware of the Trust’s policy and procedures.

3.19.2 It is the Directors' responsibility to oversee the management of contractors by reviewing the Trust's Contractors' Management Policy.

3.19.3 When engaging a contractor, the following will be considered:

- All aspects of the work will be identified and set out in a job specification
- Qualifications and experience of the contractor
- References
- Insurances and certifications
- Membership of professional trade bodies
- Safety method statement
- Safeguarding.

3.19.4 For centrally managed projects the Estates Manager will co-ordinate with any contractor and ensure that:

- They have information about the site available to them including the asbestos management plan, evacuation procedures etc
- They are given a copy of the Health and Safety policy
- They have a safeguarding briefing prior to commencing their role.

For locally initiated projects this responsibility passes to the Headteacher.

3.19.5 For information on safeguarding pupils against visitors or contractors to the academy, please read our [Safeguarding / Child Protection Policy and Allegations Policy](#).

## **3.20 Food Safety and Hygiene including Allergens**

3.20.1 The Trust engages in a range of activities involving food, therefore it has responsibility for ensuring that food hygiene standards are met. This includes:

- Personal hygiene of those involved with food preparation
- Clearing and cleaning surfaces
- Use of chilled storage
- Separating foods
- Training and supervision.

3.20.2 A number of items of equipment used in academy kitchen areas pose potential risks to users. The Trust ensures that appropriate information and training at the outset is provided.

3.20.3 Wherever food is prepared or served, safe and adequate cleaning routines need to be established to ensure compliance with health and safety requirements. Whether these duties are carried out by pupils, teachers, caretakers, internal caterers, lunchtime supervisors, cleaning staff or external caterers, it is vital that all involved are aware of these routines and that they are followed at all times. For example:

- Hands should be washed before and after cleaning routines, and consideration given to the wearing of protective gloves in certain circumstances (note that certain types of rubber gloves can cause anaphylactic shock where the user has an allergy or sensitivity)

- Cross-contamination issues should be addressed, e.g. different cloths for different surfaces
- An appropriate slip hazard warning sign should be used when mopping floors
- Tasks involving the carrying of trays, equipment, buckets etc should not incur any manual handling risks
- Any corrosive or irritant cleaning substances, e.g. bleach, are subject to a Control of Substances Hazardous to Health (COSHH) assessment and appropriate measures taken to avoid harm.

In accordance with the [Gas Safety \(Installation and Use\) Regulations 1998](#), and [The Gas Safety \(Installation and Use\) \(Amendment\) Regulations 2018](#) which came into force on 6 April 2018, gas appliances will be properly installed by someone registered with the Gas Safe Register. They will also be fully serviced by a Gas Safe registered engineer and will be sited where there is adequate ventilation. It is unlawful to use any gas appliance which is known, or suspected, to be unsafe.

3.20.4 The Trust takes all allergies seriously and it is important that **parents / carers inform the academy immediately** of any allergies and medications that might be required in an emergency so that a separate risk assessment can be undertaken.

### 3.21 Site Security and Visitors

3.21.1 Academy security is a vital component of good health and safety to ensure pupils and staff feel safe in the academy.

3.21.2 To ensure that our academies are and secure environments we:

- Record details of all visitors entering and leaving the site
- Have designated key holders
- Engage the services of an alarm monitoring company.

### 3.23 Policy Review

This Health and Safety Policy is to be reviewed on a regular basis. Review will be at least every two years unless an earlier review is necessitated due to occurrence of one of the reasons listed below or if some other event occurs that necessitates review.

There are several reasons to review the Health and Safety policy such as the following, when they impact on Health and Safety arrangements:

- (1) Significant organisational changes have taken place
- (2) There have been changes in key personnel
- (3) There have been changes in legislation and / or guidance
- (4) New work methods have been introduced
- (5) There have been alterations to working arrangements and / or processes
- (6) There have been changes following consultation with employees
- (7) The monitoring of risk assessments or accident / incident investigations indicates that the Health and Safety policy is no longer effective
- (8) Information from manufacturers has been received



- (9) Advice from an insurance company has been received
- (10) The findings of an external Health and Safety Audit has been received
- (11) Enforcement action has been taken by the HSE or Local Authority.

Reviews of this policy will take into account a series of benchmarks. Such benchmarks, or examples of good practice, are defined either by (i) comparison with the health and safety performance of other parts of the organisation or (ii) the national performance of the sector. [The Health and Safety Executive \(HSE\)](#) publish an annual report, statistics and a bulletin, all of which may be used for this purpose, for example: <http://www.hse.gov.uk/statistics/industry/education.pdf>. Typical benchmarks include accident rates per employee and accident or disease causation. Advice will be sought from the Trust's Competent Adviser for Health and Safety in terms of the most appropriate benchmarks to use.

## Appendix 1 - DSE Health and Safety Checklist

<b>Workstation</b>	<ul style="list-style-type: none"> <li>• Adjust screen height to suit seating height – generally eyes level with top of screen</li> <li>• Keep an organised work surface to facilitate workflow</li> <li>• Avoid clutter under the workstation</li> <li>• Ensure an appropriate mobile, stable base chair</li> <li>• Seat back, arm rests and back rest to be height adjustable</li> <li>• 2-3” of space in front of the keyboard</li> <li>• Be familiar with software in order to customise screen colours, etc.</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Adjust screen to reduce reflection and glare</li> <li>• Clean screen and equipment regularly</li> <li>• Ideally sit sideways to windows</li> <li>• Maintain safe surroundings, i.e. free from tripping and electrical hazards</li> <li>• Avoid excessive noise and uncomfortable temperatures.</li> </ul>
<b>Healthcare</b>	<ul style="list-style-type: none"> <li>• Plan work to include regular changes of activity to move around and change posture</li> <li>• Rest eyes during work break and carry out eye care exercises</li> <li>• Have eyes tested regularly</li> <li>• Report any health-related symptoms that concern you.</li> </ul>
<b>Job Design</b>	<ul style="list-style-type: none"> <li>• Break up work with informal postures and different tasks</li> <li>• Combine different work tasks</li> <li>• Take regular breaks away from screen</li> <li>• Ensure you have training in software and in know how to set up a safe workstation.</li> </ul>
<b>Posture</b>	<ul style="list-style-type: none"> <li>• Adjust seat height to ensure thighs and forearms are horizontal</li> <li>• Desk just below elbow height</li> <li>• Align hands with forearms. Minimal deviation of wrists</li> <li>• Adjust your backrest to support the lower back</li> <li>• Sit right back in the chair to maintain good lumbar support</li> <li>• Keep head in natural upright position</li> <li>• Do not slouch. Maintain upright position</li> <li>• Head, neck, shoulders and hips to be in alignment</li> <li>• Use a footrest if feet do not touch the floor</li> <li>• Rest arms and hands whenever routine allows</li> <li>• Space under desk for postural change, no obstacles</li> <li>• Top of screen at eye level.</li> </ul>