

# THE SHARED LEARNING TRUST

## HEALTH AND SAFETY POLICY

**NOVEMBER 2017**

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## STATEMENT OF INTENT

The Board of The Shared Learning Trust (TSLT) is committed to the maintenance and improvement of high standards of health, safety and welfare throughout its premises, activities and operations. This commitment covers not only its staff and students but also visitors to TSLT and all others who may be affected by the organisation's activities.

In particular the Trust will meet all of its legal obligations under the Health and Safety at Work Act 1974 and associated regulations and will endeavour, so far as is reasonably practicable, to ensure the health, safety and welfare of all employees, learners and visitors.

The SLT Board of Trustees through the Chief Executive will retain ultimate responsibility for health, safety and welfare, with the academy Local Governing Bodies (LGB) responsible for implementation through their respective Principal. All members of staff, students and visitors share responsibility to take reasonable care of their own health, safety and welfare as well as that of others who may be affected by their actions.

The Shared Learning Trust (TSLT) will actively encourage a positive culture of good health and safety practice where risks are identified and hazards reduced to the lowest reasonably practicable level. This will be achieved by:

- The establishment and maintenance of a safe and healthy working environment including safe access and exit throughout its premises and areas of operation
- Identification and provision of control over risks arising from TSLT activities
- Preparation and implementation of safe working practices and procedures
- Provision and maintenance of plant, equipment and systems of work that are safe and without risks to health
- Ensuring the safety and absence of risk to health in connection with the use, storage, handling and transport of articles and substances
- Providing such information, instruction, training and supervision as may be necessary to ensure the health and safety of employees and students
- Provision of effective procedures for use in the event of accident or emergency
- Provision of effective safeguarding processes for protection of young people and vulnerable adults

- Provision and maintenance of adequate welfare facilities
- Taking preventative and protective measures such as safe procurement and provision of Personal Protective Equipment
- Making special arrangements whenever necessary to ensure the health and safety of any young person or vulnerable individual
- Appointment of competent personnel to ensure compliance with statutory duties, regular monitoring, review and adjustment of health and safety processes and procedures and completion of annual policy review
- Providing health surveillance for employees where necessary
- Ensuring regular consultation takes place with employees in matters relating to health, safety and welfare

Responsibilities for the organisation of health, safety and welfare are set out below in the Health and Safety Policy section B on TSLT SharePoint under the health and safety tab.

This policy and appendices also applies to all off-site tuition locations and any other organisations that become affiliated to The Shared Learning Trust prior to the next policy review.

Signed

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**David Sheridan**  
**Chair of the Board of Trustees**  
**The Shared Learning Trust**

Date

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Signed

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**Cathy Barr**  
**Chief Executive Officer**  
**The Shared Learning Trust**

Date

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# HEALTH AND SAFETY POLICY OVERVIEW

## SECTION A

### 1. Scope

1.1. This policy applies to all staff and students of The Shared Learning Trust, and any other affiliated companies within the organisation.

### 2. Statutory position

2.1. The Health and Safety at Work Act, 1974 places duties in respect of Health and Safety on employers and on each person who has to any extent control of The Shared Learning Trust (TSLT) premises. Related regulations such as the Management of Health and Safety at Work Regulations 1999 as amended extend these duties in various respects as set out within the policies and procedures located on TSLT SharePoint or appropriate Teams site or Z drive under the Health and Safety tab.

### 3. Context

3.1. The Board of Trustees of the Shared Learning Trust has the ultimate responsibility to take all measures within its power to make sure that the premises are safe and without significant risk to the health of staff, pupils and members of the public. In practice, the Chief Executive, LGBs, Principals and senior leadership teams will ensure that the appropriate measures are carried out and will, with the assistance of the Health and Safety Manager, co-ordinate health and safety policy and practice in the organisation as a whole. All TSLT management teams will, in turn, be responsible for Health and Safety within their respective areas of responsibility.

3.2. Individual responsibility is however an important feature in the legal framework for Health and Safety, and therefore:-

**All staff and students of The Shared Learning Trust must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions, and must co-operate with their employers or teachers on health and safety matters.**

3.3. Failure by any manager, member of staff or student to comply with either a statutory requirement or any aspect of the Trust Health and Safety Policy may result in disciplinary action against the individual(s) concerned.

3.4. A copy of this policy statement and arrangements will be made available to all staff, both full-time and part-time. The reference material referred to above is available on TSLT SharePoint, held by the Health and Safety Manager and is available to all staff.

#### **4. Aims**

4.1. The aims of this policy are to:

- Ensure that The Shared Learning Trust provides a healthy and safe environment and activities at all times for staff, students and visitors.
- Ensure provision and maintenance of plant and safe working procedures that are so far as is reasonably practicable, safe and without risks to health.
- Establish and promote the observance of all relevant statutory provisions by all employees, students and as appropriate, contractors and other visitors through the provision of appropriate information, training and supervision.
- Ensure the environment and all activities of The Shared Learning Trust are subject to risk assessment which are reviewed annually or more frequently as required and actions taken, so far as is reasonably practicable, to reduce risks to the health and safety of staff, students and visitors.
- Update and supplement this statement, arrangements and references as necessary.
- Develop and maintain a sense of safety awareness and responsible attitudes in all employees and endeavour to provide enhanced safety awareness for children/students.
- Ensure joint consultation with employees in the achievement of the aims of The Shared Learning Trust Health and Safety Policy.
- Monitor the effectiveness of the Policy through regular reporting of serious incidents, legislative breaches and significant changes to arrangements in achieving the aim of maintaining a high standard of health, safety and welfare throughout the organisation.
- Reporting significant risks to the Board of Trustees through the risk management process.
- Ensure sub-contractors maintain legislative compliance in health and safety matters to at least the same standard as The Shared Learning Trust organisation.

- Ensure account is taken of the views and needs of young people and vulnerable individuals whilst participating in TSLT courses and other activities.

## 5. Policy detail

### HEALTH AND SAFETY INFORMATION AND LAW:

Every employee is provided with access to an electronic copy of this policy and is provided with instructions to access the Health and Safety tab on TSLT SharePoint, Teams and Z drive where this policy and its appendices are located. The Health and Safety Law poster showing basic legal duties is displayed in staff areas throughout the Trust and a short HSE document setting out basic health and safety legal requirements is provided to all staff by the HR department on appointment.

#### 5.1. Induction and Training

Training is key to any effective health and safety provision, the Trust ensures all employees are trained to undertake their jobs safely and to follow safety protocols and procedures with refresher training provided at appropriate intervals to ensure continual awareness of existing procedures as well as updates.

All employees undertake a mandatory induction which includes key facets of the Health and Safety Policy and Procedure. The induction includes:

- Fire safety, evacuation and the critical incident plan
- Incidents, emergency assistance and hazards
- Health and safety responsibilities and arrangements
- General workplace health and safety
- Risk assessment
- Display Screen Equipment
- Management of hazardous and dangerous substances (COSHH)
- Personal protective equipment
- Electrical safety
- Work equipment and machinery safety
- Lone working
- Use of motor vehicles
- Health and safety training arrangements

All employees are required to participate in mandatory health and safety training as identified in the Trust health and training needs assessment which identifies training needs by job role. Training requirements are reviewed on an annual basis both across the Trust by the Health and Safety Manager and on an individual basis during performance reviews.

## 5.2. Incident and first aid – The Health and Safety (First Aid) Regulations 1981

The Trust provides appropriate first aid equipment and facilities for employees, students and visitors if they are injured or become ill on the premises based on a first aid needs assessment, which is reviewed annually by the Trust Health and Safety Manager for each academy. It also seeks to ensure adequate provision of qualified first aiders to render first aid. In the absence of a first aider an appointed person shall take charge of first aid and any situation relating to an ill or injured person who may require first aid or more in depth medical assistance.

Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. All accidents and injuries sustained by students, staff or visitors must be recorded on the online Handsam incident management system.

The Health and Safety Manager will inspect the incident reports on a regular basis and will inform the Principal of any that require further investigation or follow up. The Health and Safety Manager, the Academy Principal or designated deputy will be responsible for informing the HSE Incident Reporting Centre of reportable incidents under RIDDOR (Reporting Incidents Diseases Dangerous Occurrences Regulations 2013) and also the Finance Department for informing insurers of any incidents which may result in an insurance claim. Accident statistics will be collated and are discussed at the Academy Health & Safety Committee and a termly summary presented to the local governing body.

An investigation will be carried out following any accidents or incidents of concern in order to identify potential new risks or highlight a lack of training, supervision or compliance with the Trust's policy and procedures or which may result in an insurance claim.

## 5.3 RIDDOR (Reporting of Accidents, Injuries, Diseases and Dangerous Occurrences)

By law, an incident must be reported if it is work related and if it results in an injury of a type that is reportable. The following must be reported to the Health and Safety Executive by the Trust Health and Safety Manager or nominated academy senior leader within 15 days of the accident/incident occurring:

- i. Any accident resulting in the death or major injury of any employee.
- ii. Injuries to employees which lead to incapacity for more than seven days.
- iii. An occurrence of an occupational disease.
- iv. Accidents/incidents resulting in the death of a student or person not at work
- v. Accidents / incidents leading to children/students or visitors being injured arising from or in connection with a work activity and removed to hospital from the scene for treatment of the injury.
- vi. A dangerous occurrence as specified in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

**The regulations require that items i, iii, and v must be reported by the quickest practicable means, i.e. by telephone or email.**

- All accidents, incidents and near misses must be reported immediately in accordance with the Trust's First Aid and Incident Reporting Procedure (HS1 Accident and First Aid Policy and Procedure) whether or not absence from work results.
- It is the responsibility of an injured employee to report any accident at work within 24 hours in accordance with the TSLT reporting procedure (HS1 on TSLT SharePoint).
- There should be no delay in reporting and dealing with any incident involving staff, students or visitors. An accident / incident report must be entered onto the Incident Log on the Handsam online health and safety management system by the person in charge of the person involved. The Health and Safety Manager, Principal or designated deputy will be responsible for ensuring that the appropriate information is supplied to the Health and Safety Executive. Investigation of accidents will be carried out by The Shared Learning Trust Principals and Health and Safety Manager and any remedial work required to prevent an accident recurring will be dealt with as a matter of urgency.
- Other hazards, near-misses and accidents involving damage to the property should be reported in accordance with the HS1 Accident and First Aid procedure.
- Certain dangerous occurrences (as defined in law) must be reported to the Health & Safety Executive without delay. Details of what constitutes a dangerous occurrence are contained in the HSE R.I.D.D.O.R. guide available on TSLT SharePoint or obtained from the Health and Safety Manager (**Ext 1219**)
- The Shared Learning Trust is required to report cases of occupational diseases which are linked with specified work activities as defined in law. Information about these is also contained in the R.I.D.D.O.R. guide available on SharePoint or from Handsam (03332 070737).
- Work related stress and stress related illnesses are not reportable under RIDDOR.  
For further information see procedures section HS1 on TSLT SharePoint under the Health and Safety tab.

#### 5.4 Risk management and risk reduction

The Trust adopts a pro-active approach to risk management and endeavours to reduce risks to health and well-being so far as is reasonably practicable. Working practices are designed to limit risks and are based on comprehensive risk assessments which identify hazards, risks and appropriate control measures which are then implemented. A risk

assessment procedure (HS09) is in place to assist with risk mitigation and employees are provided with training on risk management appropriate to their role.

ANNUAL RISK ASSESSMENTS of all The Shared Learning Trust departments will be arranged by the appropriate Academy Principal and the conclusions recorded in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999. Copies of all risk assessments will be made available to the Health and Safety Manager who will review to ensure legal compliance.

PREGNANCY: Any member of staff becoming pregnant should inform their line manager and the Human Resources Department so that a specific Risk Assessment can be carried out in accordance with the Management of Health and Safety at Work Regulations 1999 as amended (see procedure HS19 on TSLT SharePoint).

### 5.5 Inspections

Regular workplace inspections should be carried out by all staff and recorded. Further inspections are undertaken by site teams and the Health and Safety Manager undertakes a formal academy inspection a minimum of termly. Outcomes of inspections should be passed to site teams and department heads to ensure follow up actions are completed.

### 5.6 Safe systems of work

Safe systems of work should be developed for all activities using the risk assessment protocol outlined in the Trust procedure HS9 Risk Assessment or adopted from competent sources such as CLEAPSS for Science and Design and Technology or Association for Physical Education for PE.

Once developed, safe working procedures must be placed on the appropriate SharePoint or Teams site and must be promulgated to all relevant staff to protect them and students from risks to their health and safety. Staff must familiarise themselves with the procedures and ensure that others under their control are fully conversant with these procedures. Work should be well planned to avoid the risk of injuries particularly when working with heavy or unwieldy equipment or working at height. No employee should undertake a job until they have received adequate safety training and instruction and they are authorised to carry out the task. No employee should undertake a job, which appears to be unsafe, or that they cannot complete safely without assistance. Trust procedures such as HS8 Manual Handling Operations, HS10 Safe Use of Lifting Equipment, HS22 Safe Use of Work Equipment and HS26 Working at Height are some of the most frequently applied safe systems.

All employees must immediately report any unsafe working practices or conditions to their line manager, their health and safety representative or to the Principal. Inappropriate behaviour such as practical joking, running in the workplace, misuse of

equipment or any other acts which might jeopardise the health and safety of any other person are forbidden and may result in action under the Trust's disciplinary policy.

#### 5.7 Welfare, health and well being

The Trust supports the health and wellbeing of staff and will facilitate access to health services and welfare facilities, short of itself providing services that are generally available to the public. The Trust will make available access to occupational health services for staff that have a medical condition, which is affecting their ability to work effectively. In particular, support will be made available to avoid or alleviate work-related stress see HS15 Stress at Work Policy.

Any person whose levels of alertness are reduced due to illness, alcohol or drug use or fatigue will not be allowed to work if this might jeopardise the health and safety of themselves or others. A policy is available on the HR area of TSLT SharePoint.

#### 5.8 Safeguarding

The Shared Learning Trust holds a statutory and moral duty to safeguard and promote the welfare of young people and vulnerable individuals receiving education and training throughout the organisation and provision delivered both on and off campus. This policy and appendices should be read in conjunction with the Safeguarding Policy which sets out comprehensive arrangements for the promotion of welfare and identification of and protection from harm and abuse to children, young adults and other vulnerable learners.

The Safeguarding Policy is available on each academy's website.

#### 5.9 Fire

The Regulatory Reform (Fire Safety) Order 2005 requires employers to carry out a fire risk assessment and provide adequate fire precautions, including training, fire warning systems, fire-fighting equipment and means of escape.

The Shared Learning Trust complies with the current legislation by carrying out fire risk assessments with annual reviews by a competent person and ensuring that instruction in fire safety is given to all employees and students to ensure that they understand the fire precautions and the action to be taken in the event of fire.

Each Trust academy has a specific emergency evacuation procedure (located on TSLT SharePoint), which must be followed in case of a fire, bomb threat, terrorist activity or dangerous occurrence. In addition, notices setting out procedures to be followed in case of an outbreak of fire are posted throughout the Trust academies. Fire alarms will be tested weekly and details recorded in the academy fire log book or online Handsam record as appropriate.

TSLT will ensure that employees and pupils with disabilities have Personal Emergency Evacuation Plans (PEEPs) agreed and provided wherever necessary. Generic PEEPs will be available for Trust visitors if required. HS23 Personal Emergency Evacuation Plan procedure contains the necessary template.

#### 5.10 Visitors and Contractors

Visitors must report to Reception, sign in and be issued with a visitor's identity badge. Visitors must be accompanied by an employee at all times. Visitors will receive a safety information card and are subject to risk assessment for safeguarding purposes if they cannot demonstrate a current enhanced DBS. It is the duty of all staff to ensure the health and safety of all visitors to the school. Visitors without enhanced DBS must be accompanied at all times whilst on academy premises.

Contractors working within the Trust's academies are required to comply with the health and safety procedures of the Trust, which include arrangement for review and acceptance of contractor's health and safety procedures and method statements as set out in HS2 Contractor Policy and Procedure. All contractors will receive a safety information card and are subject to risk assessment for safeguarding purposes if they cannot demonstrate a current enhanced DBS when they first attend site and contractors expected to be on site for longer periods should receive a health and safety induction. Any contractors without DBS must be accompanied at all times when on academy premises.

#### 5.11 Premises defects

Premises defects concerning safety issues requiring attention should be reported directly and immediately to the Principals / designated deputies, Trust Facility Manager or Trust Health and Safety Manager.

Concerns relating to non-urgent hazards or requests for minor repairs and maintenance should be logged in accordance with the Trust reporting procedure, for the attention of the site agent

#### 5.12 Slips, Trips and Falls

The most common accidents in the workplace involve slips, trips and falls. Many of these accidents can be prevented by maintaining a tidy, clean and uncluttered workplace. The procedure for managing and maintaining a safe workplace is set out in HS3 Housekeeping Procedure.

Walkways and corridors must be kept clear and free from obstructions at all times. If a floor becomes wet it is to be clearly marked with warning signs and any liquid spilt on the floor will be wiped up immediately. Trailing cables must not be left in any walkway or corridor.

In the event a walkway is being used by vehicles or other moving machinery, an alternative route will be used by pedestrians where possible. If no alternative route is available, the area must be clearly marked with warning signs and a banksman should accompany the vehicle.

Employees should use handrails when going up and down stairs, should never read while walking, must close filing cabinet drawers when not in use and must keep all floor areas and doorways free of obstruction.

#### 5.13 Hazardous substances

When using hazardous substances all staff must ensure precautions are taken to prevent injury or long term damage to health. No new substances or chemicals are to be introduced unless a COSHH assessment (Control of Substances to Health) has been carried out and appropriate control measures implemented. The user must have access to the substance material safety data sheet. Further details can be found in the Trust procedure HS18 COSHH Policy.

The Trust maintains a subscription with CLEAPSS the schools science service to ensure up to date resources on chemicals and substances management are available including risk assessments and method statements for Science and Design and Technology curriculum activities.

Radioactive substances are handled in compliance with the latest CLEAPSS guidelines and a nominated radiation protection officer (RPO) (schools) is in place at each academy with a holding of radioactive sources. Training will be provided to appropriately trained science staff to undertake this role as required.

#### 5.14 Asbestos

A large number of premises, older plant and equipment still contain asbestos much of it hidden within the building fabric and not immediately obvious. When asbestos materials are damaged or disturbed they can release dangerous fibres which if breathed in can cause serious illness. Asbestos related disease is the largest cause of workplace related death in the UK with fatalities currently in excess of 4500 per annum.

Asbestos is present on the Vale Academy and Chalk Hills Academy premises. The Shared Learning Trust has a duty under the Control of Asbestos Regulations 2012 to manage the asbestos contained within its buildings and to ensure any disturbance does not pose any risk to the health of staff, students, contractors or visitors. To this end there is HS21 Control of Asbestos Policy (available on TSLT SharePoint ) applied across the organisation designed to ensure risk to health is minimised. Employees at affected academies are required to complete asbestos awareness training on an annual basis.

#### 5.15 Working conditions

Any practice or condition that is likely to have an adverse effect on the health and safety of staff or students or damage to equipment or property is to be reported to the relevant SLT member in the first instance. Such reports are to be recorded, along with any actions taken to alleviate the hazard, and the report should be passed to the principal. (See HS3 Housekeeping procedure).

During severe weather conditions e.g. snow and ice, employees must take extra care to prevent slips and falls. A contractor is used to grit academy car parks in the event of ice and snow and the site team will attempt to clear snow and ice and to lay down grit on paths and steps, but staff also have a responsibility to wear appropriate footwear and to take extra care especially in car parks and on slopes. In extreme circumstances, the principal may decide to close (or not open) the academy in which case staff should remain at home unless they have been asked to come in.

See HS12 Severe Weather Closure Policy for further information.

#### 5.16 Personal protection

Suitable clothing and footwear must be worn at all times. Personal protective equipment must be worn where appropriate. All materials must be properly and safely used and when not in use properly and safely secured. All waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other workers see also HS37 Personal Protective Equipment Policy.

#### 5.17 Lifting and handling

Injury is frequently caused in the workplace by poorly planned lifting and handling of large, heavy or unwieldy materials and equipment. Such movement must be properly planned and the correct equipment and methods used to ease the task to avoid injury.

All employees are required to undertake basic manual handling training using the Handsam resource. Additional training is provided to those employees regularly required to handle and carry loads.

Staff should not attempt to lift or move a load which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger of strain. Lifting and moving of heavy objects should be done by using mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand. The load to be lifted or moved must be inspected for sharp edges and damage and, when lifting or moving a load with sharp or splintered edges, gloves must be worn. The route over which the load is to be lifted should be inspected to ensure it is free of obstructions.

When lifting any object employees should assess the weight first before lifting. When lifting employees should assume a squatting position, keep the back straight and the load should be lifted by straightening the knees, not the back. Employees should not attempt to obtain items from shelves which are beyond their reach. A ladder or step stool/platform should be used. Employees should not use chairs or any makeshift device for climbing and should never climb up shelves.

Further information is provided in HS08 Manual Handling Operations Policy.

#### 5.18 Working at Height / Use of Access Equipment

Falls from height are the largest cause of severe injury and death in the workplace in the UK. Severe injury can be caused by very slight falls so the Trust requires all staff to undertake basic Working at Height training using the Handsam online resource. Further training is provided to staff required to work at height using ladders or other access equipment as part of their role.

Whenever access equipment is to be used it is important that the correct equipment is used for the task and that employees using such equipment have received the necessary training to ensure it is used safely and appropriately.

Training in use of ladders, scaffold towers and mobile elevating working platforms is provided where appropriate.

Ladders and stepladders must always be inspected before use and should subject to an inspection programme as set out in the Trust HS26 Working at Height Procedure where detailed information on use of ladders and other access equipment is provided.

#### 5.19 Work stations and display screen equipment (DSE)

Work stations and work sites must be kept clean and tidy with any spillages cleaned up immediately. All DSE users are required to undertake online DSE training and self-assessment on annual basis or whenever their frequently used work station location changes. Training is provided to all Trust staff via the Handsam online training resource.

Staff should notify their line manager of any adjustments, equipment or software required to ensure a safe work station to avoid injury.

Free eye tests are available to all employees who regularly use DSE in the course of their work for the Trust.

Further information and self-assessment documentation are available in HS16 Working with DSE Equipment Procedure and Risk Assessment on TSLT SharePoint.

#### 5.20 Vehicles and driving

Driving is the most dangerous work activity to which most people are exposed.

Employees driving for work in their own vehicle must ensure that it always complies with the law, is insured for business use, is in safe and roadworthy condition and is suitable for its purpose. A separate code of practice, HS14 Use of Motor Vehicles for Business provides more guidance and the Trust's requirements.

Staff driving a Trust vehicle i.e. minibus must hold the D1 category on their licence, complete further training e.g. MiDAS when required and must comply with the requirements of the risk assessment for the vehicle and any risk assessment for the particular activity or journey. Further information in the Trust HS38 Minibus Procedure.

#### 5.21 Educational visits

The Trust considers educational activity beyond the academy boundary to be extremely valuable for all students and will endeavour to ensure that as many students as possible are able to avail themselves of such opportunities.

There are significant potential risks in taking students away from the academy and there is a mandatory procedure in place for teaching staff to follow, incorporating ensuring competency of staff, vetting venues to be visited, conducting comprehensive risk assessments for every visit and ensuring a robust emergency management plan is in place both for staff off site with students and for the senior leaders in the academy in the event of any emergency incident.

Detailed information is contained in HS06 Educational Visits Policy and Procedure.

#### 5.22 Water safety and Legionella

Risks associated with water circulation and heating systems are managed by the Trust through the Facilities Manager ensuring risk assessments are in place for each academy appropriate control measures such as temperature monitoring and water tank disinfection taking place at appropriate intervals. See HS33 Legionella Policy and Procedure.

## 6. Summary of Responsibilities

Overall responsibility for health and safety at The Shared Learning Trust rests with the Board of Trustees and the Chief Executive. Individual Principals are responsible for health and safety in their academies under direction of their LGBs. To fulfil this obligation the following arrangements have been made:

- Responsibility for ensuring the effective implementation of the Health and Safety policy, organisation and arrangements rests with LGBs and Principals
- Competent advice is provided for implementation and amendments by the TSLT Health and Safety Manager
- The Shared Learning Trust insists on full involvement with staff on health and safety matters and in monitoring and reviewing the effective implementation of its health and safety policy. Trade Union appointed safety representatives where present and non-trade union representatives participate in the process through membership of the appropriate academy Health and Safety Committee.
- Staff members are expected to fulfil the specific responsibilities set out below in section B, Organisation
- Every individual member of staff has a personal responsibility to ensure that as far as possible he/she promotes and maintains:
  - *his or her own health and safety whilst at work*
  - *the health and safety of those who work with him or her*

- *the health and safety of children/students and members of the public on Trust premises or affected by the work of The Shared Learning Trust*

**All staff must familiarise themselves with The Shared Learning Trust Health and Safety Policy.**

## **SECTION B**

### **ORGANISATION**

Health and safety will be a recurring agenda item on all weekly senior leadership team meetings. Action plans will be created from the health and safety walks and will be discussed at committee meetings. Leaders will allocate to members of their team as appropriate responsibilities for elements of health and safety (e.g. equipment check, inspections and maintenance, checking protective equipment).

Everyone at TSLT has a responsibility to do all they can to make sure the Trust academy premises are safe places. Responsibilities of individuals and groups are as follows:

- 1. The Board of Trustees** of the Shared Learning Trust have ultimate responsibility for all aspects of health and safety within the Trust.
- 2. A governor** on each LGB will be the lead for health and safety and provides challenge and support to each Principal to ensure accountability. A termly meeting of each LGB has health and safety/safeguarding as a standing agenda item.
- 3. The Chief Executive** is responsible for the overall strategy and ensuring of appropriate Health and Safety resourcing across the Trust.
- 4. The Health and Safety Manager** is responsible for the provision of competent advice on the coordination and strategic management of Trust wide safety issues. He will ensure that legally compliant health and safety arrangements are in place for all Trust activities, sufficient training resources and updates are provided and will arrange external and undertake internal audits and monitoring to identify whether health and safety procedures are implemented across the Trust. The health and safety manager is responsible for provision of health and safety reports to the Trust Board, LGBs and Principals and attends academy health and safety committees.
- 5. The Human Resources Director** is responsible for communicating (through induction process) to all staff the Health Safety Policy Statement, procedures and means by which further training takes place.

6. **The LGB** is responsible for holding the Principal to account for the implementation, monitoring and review of health and safety management in the academy.
7. **The Principal / Head of School** of each academy is responsible for the effective implementation of the Health and Safety policy and for holding staff to account through regular monitoring to implement Health and Safety arrangements. S/he will report to the LGB or the nominated governors' lead. The Principal is the Responsible Officer under the fire safety regulations.
8. **The designated leads e.g. Vice and Associate Principals and Heads of Department** are responsible for monitoring and leading compliance with the Health and Safety policy and arrangements and for supporting effective implementation and monitoring of procedures, particularly by teachers in the departments and houses under their leadership. They arrange practice evacuations as well as having specified roles in the Emergency Action Plan and the Academy Emergency Response Team. They will sign off risk assessments and control measures, carry out regular safety inspections and ensure that staff are aware of their responsibilities for health and safety.
9. **Senior Leadership Team members and Heads of Department** (particularly in high-risk areas such as Design Technology, Science and PE) have additional responsibilities to ensure that their staff are trained, briefed and supervised so that they effectively implement health and safety procedures.
10. **The Facilities Manager** is responsible for ensuring that the premises, buildings and outside areas are clean, secure and maintained in as safe a condition as reasonably possible. He ensures that each Academy complies with premises fire safety regulations, appropriate building regulations, statutory safety inspections and other relevant legislation. He ensures site safety inspections are undertaken and recorded and maintains records of tests, inspections, defects and repairs. He has a key role in the Emergency Action Plan and the Incident Management and Critical Incident Plan.
11. **The Site Facilities team** in each academy have specific roles and responsibilities for inspections, testing, maintenance, repairs and making safe identified defects and a key role in the emergency action plan.
12. **Departmental Technicians** (Science, Design and Technology, Art and PE) have specific responsibilities for ensuring that their areas of work are operated safely. They will carry out workplace inspections, will ensure safe working practices and will maintain equipment in a safe condition.

**13. All leaders and managers** must ensure that new staff they line manage are briefed, as part of their induction, on the Health and Safety policy, arrangements and procedures and on their own responsibilities.

**14. All staff with responsibility for other staff, designated areas and/or programmes or activities** must:

- Be familiar with the Health and Safety policy, arrangements and procedures. Keep up to date with changes in policy and procedures; monitor implementation by others; participate in and contribute to wider evaluation and audit of health and safety; report health and safety matters to their line manager.
- Recognise that they have a key role in relation to the Emergency Action Plan - know what this is and do what it says.
- Make students and other staff aware of their responsibilities for health and safety, with regular reinforcement through training and instruction. Brief staff about what action to take in an emergency in line with the Academy Emergency Action Plan.
- Make regular inspections of areas of responsibility and take prompt remedial action where necessary. Ensure each member of their team does an annual check (e.g. classroom risk assessment), to identify hazards and report or remove them. Report issues and encourage team members to do the same.
- Carry out and keep up to date risk assessments and associated control measures. Monitor and promote safe working practices – challenge and advise staff where there may be a risk.
- Agree and implement any work area rules required for health and safety e.g. use of machinery, protective clothing or eye protection. Take action to prevent staff or students using machinery or equipment or carrying out activities that may be unsafe. Ensure that emergency equipment and signage are in place.
- Send a representative as required to the Staff Health and Safety Committee.
- Participate in health and safety training and ensure that their team members do too.
- In high risk areas (PE, science, design technology, catering, facility services) use and ensure adherence to specialist guidance such as CLEAPSS and confirm implementation as requested by line managers.
- Ensure that all students under their control are instructed about their own individual responsibility with regard to the Health and Safety.
- Give health and safety a high priority in lessons.
- Check that essential safety documentation such as fire evacuation procedures are displayed in rooms where they are working.

**15. All staff** have a responsibility to ensure that they act with reasonable care with regard to the health and safety of themselves, other team members, contractors and members of the public. They are required to cooperate with supervisors, line managers, safety

representatives and senior leaders and to adhere to safety guidance given in helping to maintain standards of health and safety within the academy. All employees should also:

- Be familiar with this policy, meet its requirements and ensure they know how issues are reported, including accidents, incidents and near misses
- Participate in training, follow safety advice (including any action to manage risk) and cooperate with any investigation, audit or evaluation related to health and safety.
- Carry out a daily visual check of their work areas and report defects or concerns as soon as practicable
- Carry out a careful safety check of their work areas with their line manager at least once a year and report issues to the relevant manager.

**All staff employed at TSLT have a duty to comply with the provisions of this policy.**

## **16. Pupils**

The pupils are expected:

- To exercise personal responsibility for the safety of themselves and their classmates
- To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, and other items considered dangerous)
- To observe all of the appropriate academy safety rules and codes of conduct, in particular the instructions of teaching and non-teaching staff given in an emergency situation.
- To use and not wilfully misuse, neglect or interfere with things provided for their safety.

## **17. Monitoring and review**

This policy and TSLT health and safety procedures will be reviewed annually or more frequently where required. The Impact and effectiveness will be determined through annual audit.

## **18. Dissemination**

All policies that need to be conveyed to students, staff and families will be available on the appropriate academy website. Staff will be informed about policies during induction and through ongoing In-Service Training.