

POLICY TYPE: PRESCRIBED
ACTION: FOR SCHOOL ADOPTION

Approval Body: SDBEMAT BOARD
Approval Date: SEPTEMBER 2022
Version: 3 (SEPTEMBER 2022)
Policy Ref: HS&WPHPTA



**Southwark Diocesan
Board of Education
Multi-Academy Trust**
Developing Church of England Education

HEALTH, SAFETY & WELFARE POLICY HANDBOOK

PART A - STATEMENT OF HEALTH, SAFETY & WELFARE

The Southwark Diocesan Board of Education Multi-Academy Trust (SDBE MAT) recognises the importance of ensuring the health, safety and welfare of its staff whilst in the workplace and will, so far as is practicable, provide and maintain safe and healthy working conditions, equipment and systems of work. Furthermore, the SDBE MAT recognises an obligation to protect the health and safety of others who may be affected by its activities, including volunteers, members of the public and contractors who may from time to time visit or work on our premises.

The SDBE MAT is committed to complying with the requirements of the Health & Safety at work Act 1974 and subsequently, The Workplace (Health, Safety and Welfare) Regulations 1992 and The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions, regulations and recognised codes of practices. Furthermore, it will provide such resources, information, training and supervision as is deemed necessary to enable compliance with health and safety responsibilities.

We are committed to:

- Providing a safe and healthy learning, working and visiting environment for all on our premises, with safe access and egress.
- Ensuring adequate emergency procedures are implemented, particularly in relation to fire, asbestos contamination or other significant incidents.
- Ensure that risk assessments and health and safety inspections are carried out in the workplace
- Preventing accidents and work related ill health.
- Ensuring safe working methods and providing safe working equipment.
- Making arrangements for the safe use, handling, storage and transport of articles and substances.
- Providing effective health and safety information, instruction, training and supervision.
- Ensuring adequate welfare facilities exist throughout the organisation.
- Providing competent health and safety advice, support and resources, as required, so far as is reasonably practicable
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Working with stakeholders to ensure that health and safety provision is appropriate.

For their part, all staff within each academy sponsored by the SDBE MAT (the employer) are expected to take reasonable care of their own health and safety and that of others who may be affected by what they do. It is therefore incumbent on them to report workplace hazards and unsafe working practices, and in general cooperate with the SDBE MAT and others having duties under health and safety law in order to achieve and maintain a high standard of health and safety in the workplace.

DECLARATION

On Behalf of the SDBE Multi-Academy Trust:	
Signature:	
Role:	Chief Operating Officer
Date:	1 st September 2022

On Behalf of the Academy:		
Signature:		
Role:	Headteacher	Chair of Governors
Date:	1 st September 2021	

IMPORTANT NOTES

This policy statement (PART A) shall be brought to the attention of all members of staff.
 A copy is to be displayed on the health and safety notice board.
 A reference copy of the full document is to be kept in each Academy and must be readily available.
 This policy statement and the accompanying organisation and arrangements will be reviewed annually.



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PART B - ORGANISATION OF HEALTH, SAFETY & WELFARE

ORGANISATION OF HEALTH, SAFETY AND WELFARE

In order to ensure that health and safety issues are dealt with in accordance with each establishment's health, safety and welfare needs, the following organisational framework has been adopted by the SDBE MAT Board of Directors.

This document defines the role we each play in the efficient and effective management of health, safety and welfare.

COMPETENCE

At all levels, those persons appointing a Trust employee to a role have a duty to ensure that the employee is, in all respects, 'competent' in undertaking the specific health and safety responsibilities and duties required of that role. 'Competence' can be defined as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform their duties safely.

TRAINING

All SDBE MAT employees are to be provided with such health and safety training, instruction, information or supervision as is as necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees and others. This means that if a SDBE MAT employee is required to carry out a task, or duty, that has a health and safety implication for themselves, or another person, they must be provided appropriate health and safety training prior to commencement of that task, or duty.

ROLES & CONTACT DETAILS

(For those defined within this policy)

ROLE	LOCATION	NAME	CONTACT DETAILS
Vice Chair – MAT Board	MAT Head Office	Dr Catharina Stibe Hickson	Mark.burnett@southwark.anglican.org
Chair of Governors	School		
Academy Headteacher	School		
Employer Appointed Competent Person	MAT Head Office	Jon Robinson Carstens & Robinson Ltd	jon@carstensandrobinson.co.uk 07769 882 900
Fire Safety Officer	School		
First Aid Coordinator	School		
Radiation Protection Supervisor*	School		
Asbestos Manager*	School		
Legionella Manager*	School		
Education Visits Coordinator	School		
Work Experience Coordinator*	School		
Trade Union H&S Rep	Union Offices / School		
Safeguarding Officer	School		

*Where applicable.



1. THE SDBE MAT BOARD OF DIRECTORS

The Trust will establish arrangements for ensuring the requirements of this policy and relevant legislation are properly implemented and that the policy remains effective and appropriate.

The SDBE MAT Board of Directors and Academy Governing Bodies will comply with any directions issued in the arrangements concerning the health and safety of persons on SDBE MAT or Academy premises, or taking part in Academy activities elsewhere.

Health & Safety will be a standing item on every Board or relevant sub-committee agenda.

The Trust shall arrange for competent health and safety assistance through the appointment of a “competent person” and provide access for Academy Governors and all SDBE MAT employees to such assistance. Contact details of the competent person will be published in this policy document. The Trust shall make arrangements for ensuring adequate co-operation with the “competent person”.

As the employer the Trust reserves the right to conduct periodic health and safety audits and inspections of all Academies in the Trust.

The Trust will establish Regional Health and Safety Committees in order to consult with employees on health and safety matters.

As a result of audit, inspection, or concern/s raised with the Trust, SDBE MAT reserves the right to direct health and safety improvements to local policy, organisation and arrangements that are non-compliant with legislation.

2. THE LOCAL GOVERNING BODY

The Governing Body of each Academy has a duty to scrutinise and challenge health and safety matters at a local level. In particular the LGB should satisfy itself that there

are robust arrangements in place for:

- the effective management of asbestos containing materials, where they are present on the premises and emergency arrangements for discovery, disturbance, or damage of the same;
- the effective evacuation of premises in the event of a fire;
- the upkeep of the single central register for DBS checks;
- the appointment and management of contractors, including reference and accreditation checks, and that the Headteacher, or delegated person, is fulfilling the duties of the ‘client’ in works that fall under The Construction (Design and Management) Regulations 2015.

The Governing Body of each Academy has a duty to comply with the requirements of the current Scheme of Delegation and in particular the responsibility to ensure the Academy adheres to its legal obligations. The Governing Body of each Academy is to appoint a Governor with a particular focus on health and safety. Health and safety should be represented at Local Governing Body level whether that be as a standing item on an appropriate Committee meeting, or as a standing item on the full Governing Body meeting.

The Governing Body of each Academy is to appoint a Fire Safety Officer for the Academy who will be the designated as the “responsible person” for fire safety. This person must be ‘competent’ to carry out the role and have sufficient authority and powers to be able to perform the role properly and must be a staff member of the Academy

The Governing Body of each Academy is required to ensure that a policy to cover the needs of children who have additional health needs and may require medicines, adaptations or support to keep well is developed and implemented. The policy must address emergency procedures, training, supervision, record-keeping, storage and disposal, and must establish a named staff member to coordinate health care needs and to link with parents.

The Governing body have a delegated duty to establish and review additional local policy, organisation and arrangements of particular health and safety matters. The content of all local policies, organisations and arrangements must comply with the whole SDBE MAT Health and Safety Policy. These local policies, organisations and



arrangements must include, as a minimum, provision for:

- Fire and evacuation.
- Emergency resilience/continuity plans and procedures.
- First aid arrangements.
- Lone working.
- Violence at work.
- Lettings and hiring of services and equipment (if applicable).

The Governing Body of each Academy must establish measures for the local implementation of this health and safety policy, organisation and arrangements, with regard to, but not limited to:

- Housekeeping and safe disposal of waste.
- Occupational health provision.
- Educational visits and transport.
- Work experience (if applicable).
- Local rules regarding radiation (if applicable).

3. ACADEMY PRINCIPALS AND HEADTEACHERS

Overall responsibility for the day to day management of health and safety in each Academy rests with the Principal/Headteacher, or the person delegated in an acting role as Principal/Headteacher. Matters requiring particular consideration by the principal/Headteacher will include:

- making sure that as far as reasonably practicable no one can come to any harm from asbestos on Academy premises, to ensure that, where asbestos containing material is present, emergency measures are in place and implemented and to appoint an asbestos manager if appropriate;
- ensuring there is an adequate system in place for the completion and review of suitable and sufficient risk assessments;
- ensuring that health, safety and welfare is managed effectively using the tools and resources provided by the Trust for that purpose, following the principles of “Plan, Do, Check, Act” as contained in HSG 65;

- ensuring adequate staffing levels for safe supervision of pupils and staff, both while at the Academy or School and for any external activities and that staff are trained and competent in their roles;;
- ensuring that facilities are safe to use when allocating teaching group sizes, particularly in respect of practical activities;
- Ensuring that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents, incidents and near misses;
- ensuring that arrangements are in place for local consultation with Trades Union Health & Safety Representatives and Representatives of Employee Safety and the communication of appropriate health and safety information to stakeholders;
- formulating and reviewing the detailed local arrangements for action to be taken in an emergency (including unplanned damage, disturbance or discovery of asbestos containing materials) and ensuring that all involved are informed of the arrangements;
- arranging for three evacuation drills, each to be completed between September to December, January to April and April to July respectively;
- ensuring that a minimum of three internal health and safety audits/inspections are performed evenly throughout the academic year and the results are reported to employees or their representatives;
- ensuring that the arrangements for the appointment of competent contractors, including accreditation where appropriate, are in place and complying with the duties imposed under The Construction Design and Management Regulations 2015, as the Headteacher is designated as the ‘client’ in respect of those duties;
- appointment of a competent person to coordinate first aid matters in the Academy;
- if a source of ionising radiation is held on Academy premises, the appointment of a competent Radiation Protection Supervisor to carry out radiation protection duties in the Academy;
- appointment of a competent person to manage legionella on the premises the provision of periodic health and safety reports to Governors and SDBE MAT.

4. EMPLOYER APPOINTED COMPETENT PERSON

The SDBE MAT Health and Safety Advisor will carry out the duties and responsibilities as the Appointed Competent Person, responsible for providing advice and assistance, carrying out audits and advising on legislative changes for the Trust.

In addition, the SDBE MAT Health and Safety Advisor will provide health and safety



advice and support to all Academy Governors and SDBE MAT employees.

Note: The following named roles are to be appointed by the Academy where appropriate

5. FIRE SAFETY OFFICER

The appointed person will be the 'responsible person' who has the authority and powers of sanction to ensure that standards of fire safety in the Academy are maintained. The main duties of the responsible person include, but are not limited to:

- Managing the Academy to minimise the incidence of fire (fire prevention); e.g. good housekeeping and security.
- Ensuring that current, suitable and sufficient, fire risk assessment has been carried out, or reviewed, on the Academy.
- Producing, or reviewing, a current Emergency Fire Plan, inclusive of a Fire Evacuation Plan.
- Ensuring that all persons entering Academy premises have had induction training on emergency evacuation procedure in the event of a fire.
- Ensuring that all SDBE MAT staff have received adequate fire and evacuation training consistent with their role.
- Checking the adequacy of fire-fighting equipment and ensuring its regular maintenance;
- Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly;
- Ensuring that fire detection and protection systems are maintained and tested and proper records are kept;
- Ensuring any close down procedures are followed.

Establishing and maintaining effective communication with the local fire authority and providing the required information and assistance to a fire authority to allow for effective discharge of their duties.

6. FIRST AID CO-ORDINATOR

Responsibility for the management of situations in the Academy relating to injured or ill persons who need medical assistance rests with the First Aid Coordinator.

The First Aid Coordinator is also required to take charge of the equipment and facilities

provided for first aid in the Academy and in addition ensure that:

- First aid facilities are maintained in a proper effective condition
- First aid boxes are checked and the contents maintained in a suitable condition.

7. RADIATION PROTECTION SUPERVISOR (WHERE APPLICABLE)

The appointed person has the authority and powers of sanction to ensure that standards of radiation protection are maintained locally. The main duties of the Radiation Protection Supervisor include:

- Establishing the local rules with the assistance of the appointed Radiation Protection Advisor, on behalf of the radiation employer, and adhering to such rules;
- Supervising sources of ionising radiation on the site, including effective security and protection;
- Implementing such monitoring measures as are necessary to provide sufficient monitoring of radiation exposure;
- Completing suitable and sufficient risk assessments of activities, in relation to the use of sources of ionising radiation, and ensure effective control measures are in place prior to activities being undertaken.
- Ensuring that provisions specific to the protection of women and young people are in place and strictly adhered to.
- Producing a Radiation Emergency Plan and liaising with the Fire Safety Officer on the provision of information for emergency services in the event of an emergency.
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- Producing a Radiation Emergency Plan and liaising with the Fire Safety Officer on the provision of information for emergency services in the event of an emergency.
- Ensuring that their knowledge of core competency in radiation protection is maintained and keeping abreast of any changes to relevant legislation, codes of practice, or guidance.



- How to access help and advice from the appointed Radiation Protection Advisor and other appropriate sources, e.g. HSE, etc.

8. ASBESTOS MANAGER (WHERE APPLICABLE)

The Asbestos Manager is responsible to the Principal/Headteacher for ensuring local compliance with all asbestos related legislation and the management of asbestos within the premises. The main duties of the Asbestos Manager include:

- The day to day requirement to inform relevant staff and contractors of the location, extent and condition of asbestos on the premises.
- A duty to inspect, or to arrange for the regular inspection of, asbestos containing materials, as required by the asbestos management plan.
- A duty to ensure that suitable and sufficient asbestos training and information is provided to all staff and that suitable and effective Personal Protective Equipment is provided where required.
- A duty to maintain records and update asbestos related documents as and when required, or as and when necessary and to maintain the local asbestos management plan.
- A duty to maintain emergency arrangements for the evacuation of affected areas in the event of unplanned damage or disturbance of known or newly discovered ACM.
- A duty to arrange for the safe control, survey, repair, maintenance, or removal of ACM in the affected area in the event of unplanned damage or disturbance of known, or newly discovered, ACM.
- A duty to maintain personal competence by ensuring familiarity with any changes to relevant legislation, Approved Codes of Practice, or Guidance and bringing to the attention of the Headteacher any additional or refresher training required.

9. LEGIONELLA MANAGER

The Legionella Manager is responsible to the Principal/Headteacher for ensuring local compliance with all legionella related legislation and the management of legionella within the premises. The main duties of the Legionella Manager include:

- Ensuring that a suitable and sufficient assessment is carried out by a competent person to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the premises and any precautionary measures needed.
- Ensuring that the risk assessment identifies and evaluates potential sources of risk and the particular means of preventing exposure to legionella bacteria; or if prevention is not reasonably practicable, the particular means of controlling the risk from exposure to legionella bacteria.
- Where the assessment demonstrates there is a reasonably foreseeable risk, or that risks are likely to increase, to arrange for review the assessment regularly and specifically when there is reason to believe that the original risk assessment may no longer be valid. The management and communication procedures should also be reviewed as appropriate.
- Ensuring that where the assessment shows that there is a reasonably foreseeable risk of exposure to legionella bacteria, the use of water systems, parts of water systems or systems of work that lead to exposure must be avoided so far as is reasonably practicable. Where this is not reasonably practicable, ensuring that there is a written scheme for controlling the risk from exposure that is properly implemented and managed. The written scheme should specify measures to take to ensure that it remains effective.
- Ensuring that the risk from exposure is normally controlled by measures which do not allow the growth of legionella bacteria in the system and which reduce exposure to water droplets and aerosols.
- Ensuring that precautions remain effective, including monitoring the condition and performance of the system. The overseeing and management of this, or where appropriate, the management of an external contractor or an independent third party.
- Ensuring that records include details about; the appointed responsible person for conducting the risk assessment, managing, and implementing the written scheme, any significant findings of the risk assessment, the written scheme and its implementation details about the state of operation of the water system, the results of any monitoring inspection, test or check carried out, and the dates. Records should be retained throughout the period they are current and for at least two years afterwards. Records of any monitoring inspection, test or check carried out, and the dates, must be retained for at least five years.

10. EDUCATION VISITS CO-ORDINATOR

The Educational Visits Coordinator is responsible to the Principal/Headteacher for



ensuring that the Academy procedures for educational visits are implemented;

- Has a responsibility to ensure that all school visits comply with Trust and Academy regulations in every respect;
- Must ensure that off-site activities are properly planned and supervised and that the pupils' safety is paramount;
- Is responsible for checking competency of all supervising staff and volunteers;
- Must ensure that the careful planning and preparation of the school trip includes a suitable and sufficient assessment of the risks and benefits of all activities;
- Must provide full written details of all overseas or high risk adventurous educational visits to the SDBE MAT Health and Safety Advisor for prior approval at least one month before the visit is due to commence.

11. WORK EXPERIENCE CO-ORDINATOR (WHERE APPLICABLE)

The Work Experience Co-ordinator is responsible to the Principal/Headteacher for the provision of safe work experience placements. This includes liaising with any external bodies appointed to organise the practical arrangements. The duties of the Work Experience Co-ordinator include, but are not limited to:

- Liaising closely with the Principal/Headteacher to decide the appropriate process for organising work experience placements, including the use of external bodies;
- Ensuring that all placements are risk assessed (by the Employer) and risk assessments are completed for members of staff that visit such employers during the work placements. These assessments should include lone working arrangements;
- Students and parents are provided with all relevant information regarding work experience placements, including risk assessments;
- Employers providing placements have full relevant information regarding students undertaking a placement with them, including details of additional educational or special needs;
- Where possible students are visited during their placement.

12. TRADE UNION HEALTH AND SAFETY REPRESENTATIVES AND REPRESENTATIVES OF EMPLOYEE SAFETY

Health and safety regulations provide for the appointment of Trade Union appointed Safety Representatives from amongst those employees who are members of a

recognised trade union. Similarly, provision is in place for employees who are not members of a recognised trade union, or where their trade union is not represented by a safety representative, to elect Representatives of Employee Safety to represent them.

Trade Union Health and Safety Representatives and Representatives of Employee Safety are afforded the right to paid release from duties to discharge their functions. "The SDBE MAT Agreement and protocol for relationships with recognised trade unions", dated May 2011, substantiates that right. The same right is extended by SDBE MAT to Representatives of Employee Safety.

Where Trade Union Health and Safety Representatives and Representatives of Employee Safety are timetabled regarding their employment duties Principals/Headteachers must ensure that when formulating the Academy or School staff timetable they take regard of the current "Trade Union Health and Safety Representatives and Representatives of Employee Safety Agreement" with SDBE MAT. This agreement will be reviewed annually by SDBE MAT with recognised trades unions.

Trade Union Health and Safety Representatives and Representatives of Employee Safety have the following functions:

- To represent the employees in consultations with the employer;
- To investigate potential hazards and dangerous occurrences at the workplace and to examine the causes of accidents at the workplace;
- To investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
- To make representations to the employer on matters arising out of potential hazards and dangerous occurrences or complaints relating to health and safety by any employee he/she represents;



- To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace;
- To carry out health and safety inspections;
- To represent the employees he/she was appointed, or elected, to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority;
- To receive information from inspectors;
- To attend meetings of safety committees where he/she attends in his capacity as a safety representative in connection with any of the above functions.

Trade Union Health and Safety Representatives and Representatives of Employee Safety have functions and not duties, or responsibilities, in respect of their roles as representatives.

13. ALL EMPLOYEES WITH MANAGEMENT OR STAFF SUPERVISORY RESPONSIBILITIES

All managers and supervisors are responsible to the Principal/Headteacher, or their immediate line manager, for ensuring the application of this policy to all activities undertaken by their department or area of management responsibility. They will also have responsibilities for ensuring that all relevant parts of the Health and Safety Policy are observed and implemented by all colleagues they supervise in their respective workplaces. In particular, staff holding such positions of responsibility will:

- Ensure that suitable and sufficient risk assessments are undertaken within their areas of responsibility, that control measures are implemented and those assessments are monitored and reviewed;
- Ensure that appropriate safe working practices and procedures exist (safe systems of work) within their areas of responsibility and that these are brought to the attention of everyone concerned;
- Ensure that all accidents and incidents (including near misses) occurring within their areas of responsibility are promptly reported and recorded using the appropriate system in the Academy;

- Ensure that all reported accidents and incidents within their areas of responsibility are fully investigated with a view to preventing a recurrence;
- Ensure that all staff within their areas of responsibility are aware of their specific roles in case of fire and/or emergency;
- Remove from use and report any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- Ensure the safe and secure storage of equipment, resources and materials in their areas of responsibility;
- Ensure that levels of class and staff supervision are adequate at all times;
- Monitor (in conjunction with other members of staff) housekeeping and health and safety within their areas of responsibility and report or rectify any issues as appropriate;
- Maintain, or have access to, an up to date library of sector specific relevant health and safety guidance from suitable sources, e.g. HSE, SDBE MAT, DfE, CLEAPSS, DATA, afPE etc., and ensure that all colleagues they supervise are aware of and make use of such guidance;
- Identify specific staff health and safety training needs and arrange for training to be completed so far as is reasonably practicable;
- Consult with appropriate staff on any matters which may affect their health or safety whilst at work;
- Carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to a department;
- Ensure that levels of first aid provision are in place for the activities being undertaken;
- Resolve local health and safety issues, within their competency, within their department, or seek further advice or assistance where necessary;
- Ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing activities which may involve some risk;
- Consult the SDBE MAT Health and Safety Advisor, or other appropriate bodies (including Trade Union Health and Safety Representatives and Representatives of Employee Safety), when additional assistance becomes necessary.



14. ALL EMPLOYEES WITH TEACHING OR PUPIL SUPERVISORY RESPONSIBILITIES

Teachers and pupil supervisors are responsible for the health and safety of all pupils under their control. Teachers and pupil supervisors shall:

- Ensure effective supervision by only permitting activities to be undertaken by pupils after carrying out a risk assessment if there are real risks associated with the activity. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will need to be considered;
- Be aware of the Trust's health and safety policy and any local policies, rules and arrangements which may apply specifically to a department concerned;
- Ensure that safety instruction is given to all pupils prior to commencing activities which may involve some risk;
- Know the location of the nearest fire-fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc;
- Ensure that pupils follow Academy or School safety rules and that protective equipment is worn where appropriate;
- Ensure that all personal protective equipment is suitable and in good condition prior to issue;
- Ensure safety devices e.g. machinery guards are in good condition and are used;
- Ensure that safe procedures are followed in respect of storage and use of equipment, resources and materials;
- Report any defective equipment to their manager/supervisor;
- Under the direction of management assist in the investigation of all accidents, incidents, near misses (in conjunction with relevant staff involved);
- Propose for consideration by their manager or supervisor any improvements which they consider would improve health or safety standards within a department.
- Ensure that an agreed adequate level of supervision is provided and that appropriate health and safety arrangements, including a suitable and sufficient risk assessment, exist prior to taking Academy parties off site on educational visits.

15. ALL EMPLOYEES (INCLUDING TEMPORARY EMPLOYEES)

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions or

omissions.

Employees must also co-operate with the Governing Body/SDBE MAT and senior management of the Academy so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

All employees are required to:

- Participate in the risk assessment process and comply with findings;
- Report all defects in the condition of the premises or equipment to which they become aware
- Report all accidents, incidents and near misses according to the procedures included in Part C of this document;
- Be familiar with the procedure to be followed in the event of a fire or other serious emergency;
- Know the location and condition of any asbestos containing materials identified in the school asbestos register and make themselves aware of SDBE MAT emergency action and any additional local emergency action in the event of damaged, disturbed, or newly discovered asbestos containing material, or potential asbestos containing material.
- Take part in health and safety training, provided by the employer, that the employer considers necessary to maintain the employee's health and safety;
- Make use of all necessary personal protective equipment provided for safety or health reasons;
- Where necessary, make use of all control measures made available to them, e.g. fume cupboards, etc;
- Follow all relevant safe practice and local rules including safe procedures in respect of storage and use of equipment, resources and materials;
- Report any unsafe practices to their manager or Principal/Headteacher, or if necessary the Governor responsible for health and safety.



- Where in the presence of pupils, as a 'reasonable person', ensure pupils follow safe practices and observe all Academy safety rules, and as far as is reasonably practicable ensure that pupils:
 - Follow all instructions issued by any member of staff in the case of an emergency, or a risk to safety.
 - Do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc;
 - Are encouraged to inform any member of staff of any situation which may affect their safety.

16. PUPILS

All pupils are expected to follow their respective Academy Behaviour Policy in order to maintain a safe environment for all.

Instances of unsafe conduct or behaviour should be managed effectively by Academies in accordance with their Behaviour Policy.

Where there are instances of vandalism to, or misuse of, safety equipment, pupils should be made aware that it is a criminal offence under Section 8 of the Health and Safety at work etc. Act 1974, for any person to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.



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PART C - ARRANGEMENTS FOR HEALTH, SAFETY & WELFARE

1. ACCIDENTS AND INCIDENTS

- 1.1. In order to avoid misunderstanding, the Trust deem an accident and incident to be defined thus:
 - 1.1.1. **Accident:** - "any unplanned event that results in personnel injury or damage to property, plant or equipment.
 - 1.1.2. **Incident:** - "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.
- 1.2. In the event of an accident all local emergency procedures appropriate to that accident must be put into action, including, but not limited to:
 - 1.2.1. Ensuring, where possible, that the scene of the accident is as safe as is reasonably practicable and poses no substantial risk to others.
 - 1.2.2. Where possible, providing first aid, by a first-aider, to any person who is injured.
 - 1.2.3. Obtaining further medical aid where appropriate.
- 1.3. All accidents must be recorded in the Academy/School accident book or form as soon as possible.
- 1.4. All incidents must be reported to the Principal/Headteacher, or the person delegated with the duty of managing accidents and incidents, as soon as possible and a record kept of the incident.
- 1.5. In order to comply with Regulation 5 of The Management of Health and Safety at Work Regulations 1995 it is important that adverse events are properly investigated. An 'adverse event' is an accident (an event that results in an injury or ill health), or incident (a near miss, or undesired circumstance).
- 1.6. The level of investigation should be determined by the potential consequences of the adverse event and the likelihood of it reoccurring.
- 1.7. Investigations should be carried out jointly by a competent Academy or School manager, nominated by the Principal/Headteacher, and a Health and Safety Representative if there is such a person in the Academy or School. A

Principal/Headteacher or any member of an investigation team can request additional health and safety support from the SDBE MAT Health and Safety Advisor.

- 1.8. Investigations should be conducted using the guidance and methodology contained in the HSE publication *HSG245 "Investigating accidents and incidents"*.
- 1.9. Academies are to report to SDBE MAT by the end of each calendar year the accident incident statistics for the Academy for the preceding academic year (1 September to 31 August), consisting of:
 - 1.9.1. The total number of accidents/incidents reported in that academic year.
 - 1.9.2. The total number of non-employee accidents/incidents (pupils, visitors, etc.) reported in that academic year.
 - 1.9.3. The total number of SDBE MAT employee accidents/incidents, and occupational diseases reported in that academic year.
 - 1.9.4. The total number of RIDDOR reportable accidents/incidents, and occupational diseases in that academic year.
- 1.10. Academies must ensure that the documents relating to any accident or incident investigation are retained for a period of five years and disposed of in accordance with confidential waste arrangements.

Recording and Reporting Arrangements

- 1.11. There is a legal duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report certain work-related accidents, industrial diseases and dangerous occurrences to the HSE. In short, these are:
 - 1.11.1. Work-related accidents which cause death;
 - 1.11.2. Work-related accidents which cause certain serious injuries (reportable injuries);
 - 1.11.3. Work-related accidents which cause an employee to be away from work or unable to perform their normal work duties for more than seven consecutive days
 - 1.11.4. Diagnosed cases of certain industrial diseases;



- 1.11.5. Certain 'dangerous occurrences' (incidents with the potential to cause harm).
- 1.11.6. Work-related accidents involving visitors or pupils must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.
- 1.12. There is also a requirement under RIDDOR to maintain a record of any work-related accidents which cause an employee to be away from work or unable to perform their normal work duties for more than three consecutive days.
- 1.13. Academies must ensure that there are written procedures in place, which have been communicated to all staff, to report and record all accidents, diseases and dangerous incidents, in order to be fully compliant with RIDDOR, the Social Security (Claims and Payments) Regulations 1979 and the Social Security Administration Act 1992.
- 1.14. Where an Academy has not entered into a service level agreement regarding recording and reporting arrangements an accident book meeting current standards (Data Protection Act compliant) must be used to record accidents at work. The HSE Accident book BI 510 is recommended for this purpose. A designated person should be appointed for the safe storage of completed accident reports.

Where an Academy enters into a service level agreement regarding recording and reporting arrangements, those arrangements and any complementary internal arrangements, taken as a whole, must meet the requirements of RIDDOR and the arrangements contained in this policy. Academies should satisfy themselves that such arrangements are fit for purpose.

2. ANIMALS

- 2.1. Where livestock and other farm animals or birds are kept on Academy premises, arrangements should be put in place by Academies to make suitable and sufficient risk assessment of the risks to those people coming into contact with such animals or birds.
- 2.2. In all cases where animals or birds are kept on site suitable and sufficient control measures must be put in place by the Academy to control the risk of transfer of

infection from E. coli O157.

- 2.3. Arrangements must also be put in place for the proper health and welfare of any animals or birds that are kept. These arrangements must include, but are not limited to:
 - 2.3.1. The regular provision of clean water and suitable food.
 - 2.3.2. Suitable accommodation in a low stress environment
 - 2.3.3. Adequate room to move and provision to address individual animal/bird welfare needs.
 - 2.3.4. Competent management of all animals or birds.
 - 2.3.5. Provision for weekends and holidays.
 - 2.3.6. Provision for veterinary and other expert assistance.
- 2.4. Academies must not keep animals or birds where they are unable to fully comply with legislation regarding the health and safety of persons in contact with those animals or birds, or where they are unable to meet acceptable standards of animal health and welfare.

3. ASBESTOS MANAGEMENT

- 3.1. In compliance with Regulation 4 of the Control of Asbestos Regulations 2012, where premises were built before the year 2000 Principals/Headteachers must ensure that the following obligations are carried out by a competent person, or persons:
- 3.2. Take reasonable steps to find materials in premises likely to contain asbestos and to check their condition.
- 3.3. Presume that materials contain asbestos unless there is strong evidence to suppose they do not.
- 3.4. Make a written record of the location and condition of asbestos and presumed asbestos-containing materials (ACM), keep the record up to date and ensure that a copy is available for on request to all visitors to the site (the Asbestos Risk Register)



- 3.5. Assess the risk of the likelihood of anyone being exposed to these materials (the Asbestos Risk Assessment) based on material and priority assessment scores.
- 3.6. Prepare a site specific written plan to manage that risk (the Asbestos Management Plan, inclusive of the Action Plan and Communication Plan) and put it into effect to ensure that:
 - 3.6.1. Any material known or presumed to contain asbestos is kept in a good state of repair and is monitored in line with the risk assessment.
 - 3.6.2. Any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary removed.
 - 3.6.3. Local emergency procedures are in place to address the unplanned damage or disturbance, or new discovery of asbestos including procedures for evacuation and subsequent control, survey, repair, maintenance or removal of the affected material.
 - 3.6.4. The effective communication regarding asbestos on the premises. The effective labelling of asbestos containing material, where appropriate. Information for all those who may come into contact with such material which makes them fully aware of its location, condition, type and extent and precautionary and emergency measures to be followed. Staff should receive this information upon induction. Contractors should be informed about asbestos before starting work and intrusive surveying carried out where required.
- 3.7. Principals/Headteachers and those persons who have delegated duties in relation to asbestos management must ensure that only licensed contractors are used in line with Trust policy.
- 3.8. Where SDBE MAT employees work, or access, areas that contain asbestos containing material, and they may damage, disturb, or newly discover such material, they must be provided with asbestos awareness training.
- 3.9. Where ACM is found to be damaged, deteriorated or newly discovered the Academy/School Asbestos Manager must take steps to arrange for assessment of the situation and consequential management. Unless the incident is very minor the matter is to be reported to the HSE.

4. AUDITS AND INSPECTIONS

- 4.1. Health and safety audits and inspections must be completed on a regular basis and will comprise, as a minimum, three site inspections , each to be completed between September to December, January to April and April to July respectively . These should be carried out by appropriate staff, Governors and representatives within the Academy, or by a suitably competent external provider.
- 4.2. A health and safety audit/inspection strategy and programme should be developed by the Academy. The strategy should include appropriate internal, external and SDBE MAT involvement.
- 4.3. Appointed Trade Union Health and Safety Representatives and elected Representatives of Employee Safety, can initiate an inspection in an Academy, as part of their functions.
- 4.4. Academies should record and use information gathered from inspections and audits to improve health, safety and welfare provision within the Academy, on a risk prioritised basis, so far as is reasonably practicable.
- 4.5. SDBE MAT health and safety inspections and audits will be carried out by a “competent person” employed by the Trust, or a specialist consultant contracted by SDBE MAT for that purpose.
- 4.6. Results of all health and safety audits and inspections must be made available to the Academy workforce concerned and the statistical results of SDBE MAT health and safety audits and inspections will be published internally for reasons of transparency and benchmarking.

5. **CONFINED SPACES**

- 5.1. No work shall be carried out in a confined space, as defined in Regulation 1(2) of The Confined Spaces Regulations 1997, by SDBE MAT employees without strict adherence to the provisions of those regulations and the corresponding HSE Approved Code of Practice, “*L101 Safe work in confined spaces. Confined Spaces Regulations 1997*”.

6. **CONSULTATION**

- 6.1. In order to provide for consultation with employees SDBE MAT requires Academies to follow the procedure for the ‘Election of a Representative of Employee Safety’ on



- an annual basis.
- 6.2. Recognised trades union will undertake the appointment of Union Safety Representatives in line with their internal procedures.
- 6.3. Where Academies have representation in place for all SDBE MAT employees, consultation on all written health and safety policies, organisation, arrangement and procedures may take place by the use of email, providing those representatives have a valid email address.
- 6.4. Principals/Headteachers and other senior managers shall give regard to the content of the current 'Trades Union Safety Representative and Representatives of Employee Safety Facilities Agreement' when providing facilities for Trades Union Safety Representatives and Representatives of Employee Safety.
- 6.5. Where any SDBE MAT employees are unrepresented regarding matters of health and safety within an Academy, in order to comply with Regulation 3 of The Health and Safety (Consultation with Employees) Regulations 1996, each such Academy must make arrangements for direct consultation with all SDBE MAT employees within the Academy on all health and safety matters that may affect them. Academies should note that unless all SDBE MAT employees in the Academy have email access, other arrangements must also be put in place. Where consultation involves SDBE MAT health and safety matters the results of this consultation must be collated and returned to the SDBE MAT Health and Safety Advisor.
- 6.6. SDBE MAT will establish a number of Regional Health and Safety Committees that will provide for dialogue with stakeholders about the general matters regarding health, safety and welfare. The committees should be comprised of:
- 6.6.1. Appointed Trade Union Health and Safety Representatives from Academies in the region
- 6.6.2. Elected Representatives of Employee Safety from Academies in the region
- 6.6.3. A Trust management representative.
- 6.6.4. The Trust Health and Safety Advisor.
- 6.6.5. Any other person/s that SDBE MAT considers to have business with the committee.
- 6.7. Governors with particular responsibilities for health and safety from Academies in the region will also be able to attend Regional Health and Safety Committee meetings, by request.
- 6.8. Trades Union officials from recognised trades union may also attend such meetings.
- 6.9. In order to comply with statutory obligations the Regional Health and Safety Committees will meet three times a year, evenly spaced throughout the academic year, at a suitable regional venue during working hours. All Representatives (regardless of designation) will be entitled to paid time off to travel to, prepare for and attend these meetings. Governors and Representatives will be entitled to claim travel expenses if the meetings are held outside of their own workplace. In addition to Regional Health & Safety Committees health & Safety will be a standing item on the agenda for all Trades Union JCC meetings so that consultation can take place on a trust wide basis with officers of the recognised trades unions.
- 6.10. SDBE MAT will make arrangements to consult on written Trust health and safety matters directly with Principals/Headteachers, or a person delegated for that duty, and health and safety Governors. Academies must make arrangements to consult with staff or their representatives on written local health and safety matters directly with the relevant Principal/Headteacher, or a person delegated for that duty, and their health and safety Governor.
- 6.11. A school based Safety Committee may also be established in compliance with the Safety Representative & Safety Committee Regulations 1977 should a request be made by Safety Representatives.
- 7. CONTRACTORS**
- 7.1. Anyone entering SDBE MAT Academies, or premises used by a SDBE MAT Academy, for the purpose of carrying out work, or who provides goods or services, specialised or otherwise, for the client, owner or occupier must be regarded as a "contractor" - to whom duties are owed and who, in turn, owes duties in respect of health and safety.
- 7.2. Contractors therefore include building, construction and maintenance workers, caterers, window cleaners, agency staff, equipment repairers, delivery drivers, service staff and consultants. In this policy the term Contractor, includes all sub-contractors and their employees.



- 7.3. By virtue of the hazardous nature of construction-related contracting compared with general consultancy work, this policy tends to concentrate on those higher risk areas, however many of the principles still apply to other areas of lower risk.
- 7.4. All construction projects now fall under the Construction (Design and Management) Regulations 2015 and SDBE MAT Academies are to ensure that all the duties required of the Client are completed thoroughly and in good time.
- 7.5. When children, young persons, or other vulnerable persons are present on the premises contractors without a valid DBS check must never be left unaccompanied whilst on site.
- 7.6. Academies must ensure the proper vetting and selection of contractors regardless of what work they may be required to carry out. It is important to ensure checks are made to ensure that contractors are properly qualified, have the necessary skills to carry out the work and are competent in assessing risks and applying effective health and safety practices. Where particular accreditation is required contractors checks should include such accreditation checks.
- 7.7. Academies must make themselves familiar with how to manage and work with contractors throughout the project. This includes the planning stage, standards and arrangements, while working on site and on work completion.
- 7.8. All contractors must receive Health and Safety Induction training from the Academy concerned before being allowed to work on site. This will constitute familiarisation of the Academy layout within the area of their work, including; access and egress, the location of all relevant health and safety items (e.g. fire exits), all local arrangements. A copy of this Health and Safety Policy and relevant local policies and supporting procedures will be made available if requested by the contractor.
- 7.9. The Academy Asbestos Risk Register shall be brought to the attention of a contractor with regard to the arrangements contained in the Academy's Asbestos Management Plan and a permit to work issued. No contractor may undertake maintenance or construction work without having signed the register and received a permit from the duty holder.
- 7.10. Where statutory documents are required to be produced by a contractor such documents must be made available for scrutiny by the Academy prior to commencement of associated works.

8. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

- 8.1. Academies must retain an accurate record of all hazardous substances on the premises.
- 8.2. All substances representing a potential hazard due to their storage, handling, use or disposal will be assessed to identify the level of risk. Safety data sheets should be used to provide a basis for the risk assessment regarding particular products. The safety data sheet is not a risk assessment in itself.
- 8.3. The substances and the corresponding process in which they are used shall have a written assessment carried out detailing the control measures to be used, and any residual risks.
- 8.4. All SDBE MAT employees who may be exposed to effects of the substances must be provided with the relevant assessment and acknowledge the control measures that are to be in place and any residual risks that remain.
- 8.5. Several chemicals in regular use in science can present major problems if spilt. Where appropriate, Academies must provide equipment and adopt working practises for students, teachers and technicians that minimise the risk of a spill occurring in the first place, but must also make provision for dealing quickly, safely and efficiently with any spills that do occur. This provision should form part of the risk assessment for the whole activity.
- 8.6. Local Exhaust ventilation inspections should take place every fourteen months.
- 8.7. **Legionella**
- Academies must take suitable precautions to prevent or control the risk of exposure to legionella, including, but not limited to:
- 8.7.1. Ensuring that a competent person is appointed to manage the health and safety risks from legionella, including the management of control measures.
- 8.7.2. Ensuring that a suitable and sufficient risk assessment is carried out by that competent person, or an external competent person contracted for the work.



- 8.7.3. Establishing any potential risks and implementing measures to either eliminate or control those risks.
- 8.8. If an Academy decides to employ contractors to carry out water treatment or other work, it is still the responsibility of the appointed competent person to ensure that the treatment is carried out to the required standard.
- 8.9. Academies must record any significant findings, including any groups of employees identified by it as being particularly at risk from legionella and the steps taken to prevent or control risks. Records should include details about:
 - 8.9.1. The person or people responsible for conducting the risk assessment, managing, and implementing the written scheme.
 - 8.9.2. Any significant findings of the risk assessment.
 - 8.9.3. The written control scheme and its implementation.
 - 8.9.4. The results of any inspection, test or check carried out, and the dates.
 - 8.9.5. Details about the state of operation of the system, i.e. in use/not in use.
- 8.10. Academies are reminded that records regarding legionella management should be retained for at least five years.
- 8.11. If an Academy has a case of legionellosis in an employee who has worked on hot water systems that are likely to be contaminated with legionella, the Academy must report this under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

9. DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES

- 9.1. Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion. They include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG), dusts from machining and sanding and dust/fumes from foodstuffs, etc.
- 9.2. In order to control the risks associated with these substances Academies must:

- 9.2.1. Find out what dangerous substances are in the Academy and assess what the fire and explosion risks are. If there are none, or the risks are negligible, no further action need be taken.
- 9.2.2. Where dangerous substances are identified Academies must:
 - 9.2.2.1. Put control measures in place to either remove those risks or, where this is not possible, control them effectively.
 - 9.2.2.2. Put controls in place to reduce the effects of any incidents involving dangerous substances.
 - 9.2.2.3. Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances
 - 9.2.2.4. Make sure employees are properly informed about and trained to control or deal with the risks from the dangerous substances.
 - 9.2.2.5. Identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources (from unprotected equipment, for example) in those areas.
- 9.3. It is likely that a number of dangerous substances may be present in Academies, but that most would not be in the quantities or conditions that may result in a fire or explosion. However, staff should be aware of the use of volatile substances in science, paints and coatings in technology, or art, the use of LPG in heating/cooking systems, the use of oils and fats in kitchens and the proximity of such substances to sources of ignition.
- 9.4. Many Academies will have Local Exhaust Ventilation (LEV) equipment used to extract dust, fumes and other substances from science laboratories, workshops and kitchens. Academies are reminded that in order to reduce the likelihood of fire and explosion all LEV systems must be inspected and tested at least every 14 months.

10. EDUCATIONAL VISITS

- 10.1. SDBE MAT encourages Academies to arrange a wide range of “out-of-school “ activities, which can include visits to museums, trips to the countryside, or taking part in challenging and adventurous activities, as it recognises the benefit of



learning away from the Academy. In support of this the HSE advises that the, “Courts have made clear that when health and safety law refers to ‘risks’, it is not contemplating risks that are trivial or fanciful. It is not its purpose to impose burdens on employers that are wholly unreasonable”.

- 10.2. Academies should ensure that they have arrangements in place to allow for the adequate planning and management of educational visits.
- 10.3. Academies need to ensure that the precautions proposed are proportionate to the risks involved, and that their paperwork is easy to use. They should also take account of the assessments and procedures of any other organisations involved, and ensure that communications with others are clear.
- 10.4. The Academy’s arrangements for trips should ensure that a competent person is appointed to manage the trips process, called and Educational Visits Coordinator (EVC). The EVC should ensure that:
 - 10.4.1. Risk assessment focuses attention on real risks – not risks that are trivial and fanciful.
 - 10.4.2. Proportionate systems are in place – so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed.
 - 10.4.3. Those planning the trips are properly supported – so that staff can readily check if they have taken sufficient precautions or whether they should do more.
 - 10.4.4. Staff running Academy trips should clearly communicate information about the planned activities to colleagues and pupils (and parents, where appropriate). This should explain what the precautions are and why they are necessary, to help ensure that everyone focuses on the important issues.
 - 10.4.5. It is important that those running Academy trips act responsibly by:
 - 10.4.5.1. Putting sensible precautions in place, and making sure these work in practice.
 - 10.4.5.2. Knowing when and how to apply contingency plans where they are necessary.

- 10.4.5.3. Heeding advice and warnings from others, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities).
- 10.5. SDBE MAT does not need to monitor the arrangements for each and every Academy trip, but the Trust will need to scrutinise the risk assessments for overseas visits, high risk activities and adventurous activities. Academies should arrange for copies of such risk assessments to be forwarded, electronically, or otherwise, to the SDBE MAT Health and Safety Advisor. This procedure is not designed to prevent activities from taking place, but is an additional control measure put in place to attempt to identify any significant risks that may have been inadvertently overlooked.

11. ELECTRICITY

- 11.1. With particular regard to The Electricity at Work Regulations 1989, the Trust will ensure that the following arrangements are in place so far as it is reasonably practicable to do so:
 - 11.1.1. Safe electrical systems are installed on premises that are under the control of the Trust.
 - 11.1.2. Suitable protective equipment is to be installed to reduce the risk of electric shock, excess current, or fire.
 - 11.1.3. Account must be taken regarding the environment that electrical systems are to be installed or used in and any external power supply must be rated accordingly.
 - 11.1.4. A suitable earth must be provided for the electrical system and used where appropriate.
 - 11.1.5. A means of isolating electrical systems must be provided and suitable precautions must be in place to ensure that circuits and equipment can be made dead, particularly prior to maintenance or repair work taking place.
 - 11.1.6. Academies are expected to ensure that all electrical works carried out should comply with these arrangements and in particular should ensure that:
 - 11.1.6.1. Persons working on electrical systems, or equipment, must be competent to do so, in order to prevent danger and injury.



- 11.1.6.2. Work activities that involve electrical systems are to be completed safely, with a safe system of work established where any activities that present a real risk are undertaken.
- 11.1.6.3. Testing and inspection of fixed installations must be completed every five years. Portable Appliance Testing (PAT) must be completed with regard to a current risk assessment and in line with HSE guidance.
- 11.1.7. Guidance on the requirements for inspection and testing is:
 - 11.1.7.1. All electrical equipment that is used by pupils must be inspected and PAT tested annually.
 - 11.1.7.2. Equipment that is rarely moved and not used by pupils (office computers, printers, copiers, etc.) must be inspected and PAT tested at least every four years. Staff personal electrical equipment should not be used at school unless PAT tested.
 - 11.1.7.3. Equipment that may be frequently moved, or equipment that is used in harsh environments (vacuum cleaners, power tools, soldering irons, etc.) must be PAT tested annually, with more frequent inspections.
 - 11.1.7.4. Records of electrical testing and inspection must be accurately maintained.
- 11.2. Overloading of plugs and sockets must be avoided as it can lead to fires. The use of cube adaptors is not permitted and only one plug is allowed per socket. Where extension leads are used the electrical capacity of the circuit must be considered before use.

12. EMERGENCY PLANNING AND PROCEDURES

- 12.1. Academies must complete a Business Continuity Plan (BCP) using the format agreed with SDBE MAT.
- 12.2. The content of the plan must include the following sections:
 - 12.2.1. Section 1: Incident Management Plan
 - 12.2.2. Section 2: Key Contact Information

- 12.2.3. Section 3: Threat Response Plans
- 12.2.4. Section 4: Key Documents
- 12.3. It is recommended that the Academy Business Continuity Plan be reviewed annually as a matter of routine, but must be reviewed immediately if there have been changes that may affect the plan. This may include, but is not limited to; key documents, key personnel, changes in threat, resource changes, premises changes.
- 12.4. Academies should integrate their BCP
- 12.5. Academies must ensure that emergency planning procedures are tested and practiced to ensure that plans are robust and fit for purpose.

13. EQUIPMENT AT WORK

- 13.1. Before the procurement of machinery and particular equipment checks must be made by a competent person as to the conformity of such equipment, the presence of a CE mark and the associated Declaration of Conformity for the equipment must be retained by the Academy. The measure of competency for the purpose of such checks will be the particular technical qualification/level and experience of the person completing the check in relation to the equipment being inspected.
- 13.2. When procuring such equipment SDBE MAT must be informed of the intent to purchase prior to purchase in order to ensure that competent technical advice is obtained with regard to safety requirements in respect of selection, installation, use, inspection and maintenance.
- 13.3. All Academies must ensure that the content of The Provision and Use of Work Equipment Regulations 1998 (PUWER) are adhered to in respect of the equipment resourced by, and used in, the Academy, in that it must be:
 - 13.3.1. Suitable for its intended use.
 - 13.3.2. Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
 - 13.3.3. Used only by people who have received adequate information, instruction and training.



- 13.3.4. Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices.
- 13.3.5. Suitable and sufficient risk assessment must be completed for the use of equipment and machinery where there is a risk to the health and safety of the operator, or other people.

13.4. Display Screen Equipment (DSE)

Academies must comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992, in that they should initially consider which SDBE MAT employees are Display Screen Equipment (DSE) “users” and then put in place the following arrangements:

- 13.4.1. The identification of SDBE MAT employees who are Display Screen Equipment (DSE) “users” will be supported with full DSE work station assessments by each Academy, where such employees have a fixed work station. A list of identified users will be kept with the assessments. The assessment of DSE workstations extends to include those that may be “off-site” for the management of working from home.
- 13.4.2. Where individual risk assessments identify adjustments or adaptations to control risks those adjustments or adaptations should be provided by the Academy where it is reasonably practicable to do so.
- 13.4.3. Identified users of DSE are entitled to regular eye tests carried out by a competent person. The Academy can choose to reimburse the individuals for these expenses or provide an appropriate voucher obtained through SDBE MAT and re-charged to the Academy.

13.5. Lifts and Lifting Equipment

Lifts and Lifting Equipment are specialised equipment and should be subject to regular examination and maintenance programmes, consistent with the type and use of the equipment concerned. These are as follows:

- 13.5.1.1. Examination should be as part of a written scheme of examination as follows:
- 13.5.1.2. When the equipment is new, on commissioning.

- 13.5.1.3. Lifting equipment such as cranes, hoists, roller shutter doors, etc.: Annual examination.
- 13.5.1.4. Equipment for lifting people such as passenger lifts, scissor lifts, cherry pickers, etc.: 6 monthly examination.
- 13.5.1.5. Other (ancillary) equipment such as slings, shackles, strops, etc.: 6 monthly examination.
- 13.5.1.6. Immediately for all lifting equipment that has been subject to ‘exceptional circumstances’ in its use.
- 13.5.1.7. All mobile lifting equipment must be visually checked before use.
- 13.5.1.8. All users of specialised lifting equipment must be trained in its use before being allowed to use it.
- 13.5.1.9. All users must ensure that they comply with the requirements of the Work at Height Regulations 2005 (as amended) and associated guidance.
- 13.5.1.10. It is recommended that where academies have lifts or lifting equipment they appoint a suitably competent contractor to maintain the equipment and crucially a different contractor to examine it. All examination records must be kept for the life of the equipment.

13.6. Personal Protective Equipment

Personal Protective Equipment (PPE) is subject to the requirements of The Personal Protective Equipment Regulations 2002 and Academies have duties regarding its supply, use, storage, maintenance and management.

- 13.6.1. All PPE required to carry out any task will be identified from appropriate risk assessments (COSHH, DSE, Manual Handling, etc.). Only when all other forms of controlling the risks have been considered should PPE be used to reduce risk. Such PPE will then be:



- 13.6.1.1. Identified as being suitable for the task
- 13.6.1.2. Supplied to SDBE MAT employees or pupils by the Academy free of charge
- 13.6.1.3. Fitted correctly to ensure effectiveness
- 13.6.1.4. Used by the operator as intended by the manufacturer
- 13.6.1.5. Stored in a suitable and safe condition when not in use
- 13.6.1.6. Maintained and inspected to ensure its continued suitability for use
- 13.6.1.7. Replaced if deemed unsuitable for use
- 13.6.2. The Academy will ensure suitable training is given for the use of PPE as required ensuring the correct use of the designated equipment.
- 13.6.3. SDBE MAT employees should be aware that declining to use PPE that they have been trained to use without having a valid reason, in the opinion of the Trust, may result in disciplinary action being taken.

13.7. **Pressure Systems**

Pressure systems are subject to the requirements of the Pressure Systems Safety Regulations 2000 (PSSR) and deal with any plant or equipment that uses a “Relevant Fluid” and require mandatory periodic inspection with regard to the following:

- 13.7.1. A relevant fluid is:
 - 13.7.1.1. A gas with a pressure >0.5 bar.
 - 13.7.1.2. Steam at any pressure.
- 13.7.2. Academies must arrange that pressure systems that use a relevant fluid are inspected within the maximum periods, as follows:
 - 13.7.2.1. Air pressure systems - 26 months (normally 24 months)
 - 13.7.2.2. Air steam boilers and boilers >100°C - 14 months (normally 12 months)

- 13.7.2.3. Refrigeration and air conditioning systems - 48 months
- 13.7.2.4. Steam generation equipment (autoclaves etc.) - 14 months (normally 12 months)
- 13.7.2.5. Steam receiving plant - 26 months (normally 24 months)
- 13.7.2.6. Other pressure systems 12 – 120 months Dependant on vessel type, contents and application.

14. **FIRE AND EVACUATION**

- 14.1. SDBE MAT general fire safety policy is that effective fire safety within individual Academies is best achieved through local fire safety policy and management that best addresses the local issues in each Academy, but is in accord with a standardised approach throughout the organisation. To achieve this objective all SDBE MAT Academies will ensure that their local fire safety policy and management conforms to SDBE MAT Fire Risk Management System (FRMS) under the PAS 7:2013 Specification.
- 14.2. With regard to, and in compliance with, The Regulatory Reform (Fire Safety) Order 2005, as occupiers, Academies are to put in place a local fire and evacuation policy and, based on a fire risk assessment of local conditions, a fire evacuation procedure must be devised and implemented.
- 14.3. Each Academy is required to include local objectives for fire safety within their local fire safety policy, organisation and arrangements.
- 14.4. Each Academy must review their local fire safety policy on an annual basis and commit within their policy to continual improvement in local fire safety management.
- 14.5. As an Academy Fire Risk Assessment becomes due for review, or renewal, Academies will be required to ensure that the assessment is compliant with the PAS 79:2012 Specification – ‘*Fire risk assessment – Guidance and a recommended methodology*’. Further guidance to be found in the HM Government publications, ‘*Fire safety risk assessment: educational premises*’ and ‘*Fire safety risk assessment: means of escape for disabled people*’ may be useful documents for Academies to consult with regard to their fire risk assessment.



- 14.6. In respect of The Regulatory Reform (Fire Safety) Order 2005 the “responsible person” will be the person in each Academy appointed by the relevant Governing Body as Fire Safety Officer.
- 14.7. Academies must ensure that they arrange any necessary contacts with external emergency services, particularly as regards fire-fighting, rescue work, first-aid and emergency medical care.
 - 14.7.1. In an emergency making available to relevant accident and emergency services the information required by articles 15 and 16 of The Regulatory Reform (Fire Safety) Order 2005 as follows:
 - 14.7.1.1. Procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons including:
 - 14.7.1.1.1. details of relevant work hazards and hazard identification arrangements; and
 - 14.7.1.1.2. specific hazards likely to arise at the time of an accident, incident or emergency;
 - 14.7.1.2. What suitable warning and other communication systems are established to enable an appropriate response, including remedial actions and rescue operations, to be made immediately when such an event occurs.
 - 14.7.1.3. Where the risk assessment indicates it is necessary, what escape facilities are provided and maintained to ensure that, in the event of danger, relevant persons can leave endangered places promptly and safely.
 - 14.7.1.4. The location/s of where such information is displayed at the premises.
 - 14.7.2. Co-operating with fire and rescue service inspectors whilst carrying out their duties.
- 14.8. In addition to the local scrutiny of Academy fire safety SDBE MAT reserves the right, as the employer, to satisfy itself that general fire safety precautions, fire safety arrangements and fire evacuation procedures are maintained to an acceptable standard.

15. FIRST AID

- 15.1. With regard to, and in compliance with, The Health and safety (First-Aid) Regulations 1981 (as amended) Academies are to put in place a local first-aid policy

and effective procedures based on an assessment of local need.

- 15.2. Academies will need to assess numbers of first-aid personnel, training needs, equipment, accommodation and recording and reporting arrangements.
- 15.3. All staff must be informed of the first-aid arrangements in their locality: the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the Academy’s first-aid needs.

16. GAS SAFETY

- 16.1. In order to ensure gas safety Academies must ensure that they comply with the provisions of the following regulations:
 - 16.1.1. Pipelines Safety Regulations 1996 (PSR)
 - 16.1.2. Gas Safety Installation and Use Regulations 1998 (GSIUR)
 - 16.1.3. Provision and Use of Work Equipment Regulations 1998 (PUWER)
- 16.2. In order to ensure compliance Academies must:
 - 16.2.1. Ensure that the gas supply and associated distribution pipework is examined every 5 years as a minimum, or sooner as the result of a risk assessment, and as part of that examination all pipework and associated fittings are fit for purpose and safe for use, to the extent that:
 - 16.2.1.1. All gas pipework is identified and appropriately labelled.
 - 16.2.1.2. The pipework and fittings are undamaged (by physical damage or corrosion) and fit for purpose
 - 16.2.1.3. Any pipework, or fitting, that is damaged, or not fit for purpose, is isolated wherever possible, pending repair/replacement.
 - 16.2.2. Ensure that an annual gas safety check is carried out on each gas appliance/installation/flue.
 - 16.2.3. Ensure that gas fittings and flues are maintained in a safe condition. Gas appliances must be serviced in accordance with the manufacturer’s instructions, or annually if



these are unavailable.

16.2.4. Keep the record of all safety checks for a minimum of 2 years following the check.

16.2.5. Academies must ensure that all work completed on any part of the gas system is done so by a competent, qualified and “Gas Safe” registered person. The Academy must ensure that proper checks are carried out to ensure the current status of the person concerned with regard to the “Gas Safe” register. Academies are alerted to the fact that accepting a “Gas Safe” identity/registration document alone may not be sufficient to verify compliance.

17. HEALTH AND HYGIENE

17.1. Employees must follow manufacturers’ instructions printed on containers or packages and wear any protective equipment advised. Staff should consult their manager/supervisor where doubt exists.

17.2. To reduce the likelihood of possible infection/disease staff should take the following precautions:

17.2.1. Always wash hands before eating.

17.2.2. Barrier creams can help minimise infection, use where appropriate.

17.2.3. Seek first aid immediately for cuts and abrasions and report all cases of suspected work-related illness.

17.2.4. Do not leave unwanted food lying around to encourage vermin (rats, mice, pigeons, etc.) and report any evidence of them.

17.3. All Academies are to undergo food hygiene inspections under the national Food Hygiene Rating Scheme. The frequency of inspection will be determined by the Academy’s local authority. Inspections should not normally exceed three years in frequency.

17.4. Academies (and any contractors) are required to achieve a minimum Food Hygiene Rating of 3 “*Generally Satisfactory*”. Where this rating is not achieved local remedial measures must be put in place, in consultation with the Local Authority and as directed by the Academy, to ensure the improvement to the quality of food hygiene

in the areas identified.

18. LETTING FACILITIES

18.1. Where Academies let, or hire out premises, services or equipment they are to put in place a local policy and procedures based on the premises, services or equipment offered. Academies should check what activities will be taking place with the event organiser, but only in relation to the impact on school facilities and users. Responsibility for the event rests with the event organiser.

18.2. The policy and procedures must include all health, safety and welfare provision associated with the let or hire. The responsibilities for provision must be made clear and drawn to the attention of the patron before a contract is entered into.

18.3. The provision must include, but is not limited to, the following health and safety matters:

18.3.1. A safe means of access and egress for the use of the hirers, and that all equipment made available to and used by the hirers is safe to use.

18.3.2. Fire escape routes and exits that are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;

18.3.3. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms, fire-fighting equipment and first aid equipment such as defibrillators. Notices regarding emergency procedures should be prominently displayed;

18.3.4. Hirers of any equipment or facility provided by the Academy are familiar with its safe use and, if necessary, briefed accordingly;

19. LONE WORKING

19.1. In order to comply with Section 2 of the Health and Safety at Work etc. Act 1974 and Regulation 3 of The management of Health and Safety at Work Regulations 1999 it is important for all Academies to ensure, so far as is reasonably practicable, the health and safety of SDBE MAT employees who are required to work alone.

19.2. To achieve this requirement Academies are required to put in place a local lone working policy in which the arrangements provide suitable and sufficient local



health and safety provision for lone working.

19.3. It is required that the arrangements contained within the policy will include the control measures identified as a result of risk assessment of the particular lone working circumstances within the establishment including travel to and from work, where that travel has significant hazards that cannot be otherwise avoided.

19.4. The duty for implementation, training, monitoring and reviewing the policy and procedures is delegated to the Governing Body of each Academy.

20. MANUAL HANDLING

20.1. In order to comply with the requirements of The Manual Handling Operations Regulations 1992 (as amended) all tasks requiring any lifting, twisting, pulling or other movement of materials or objects from one place to another, where there is the potential of a risk of injury, must be risk assessed.

20.2. The vast majority of such manual handling tasks will be risk assessed within the overall risk assessment for that task. Where specific hazards are observed e.g. where the weight to be lifted exceeds 25kg, or where the distance of relocation is significant, or where the number of repetitive tasks is high, the tasks will be assessed formally in detail. Appropriate tools to carry out detailed manual handling risk assessments should be used.

20.3. All SDBE MAT employees who undertake tasks involving manual handling must be made aware of the risks to their health and safety in completing such tasks and be adequately trained to adopt the appropriate control measures to reduce the risk of injury.

21. NOISE AND VIBRATION AT WORK

21.1. Academies have a duty to ensure that the effect of noise in the workplace is managed to effective levels. This issue is often underestimated within educational settings and is often likely to affect employees to a greater extent than pupils, as teachers and support staff are sometimes working for extended periods in noisy areas.

21.2. Where noise levels are at, or near, 80dB(A) (between the noise of a vacuum cleaner and a blender) for extended periods, or there is extended use of vibrating equipment a noise and/or vibration survey must be completed, or commissioned,

by Academies and where a hazard is apparent a risk assessment must be completed and control measures must be put in place to eliminate or reduce those risks.

21.3. Where new equipment is bought, consideration should be given to low noise/vibration options.

22. OCCUPATIONAL HEALTH

22.1. Each Academy must ensure that adequate arrangements are made and provision is in place regarding occupational health services. These include provision for, but not restricted to:

22.1.1. Pre-employment health checks.

22.1.2. Health surveillance (where identified by risk assessment).

22.1.3. Substance abuse support.

22.1.4. New and expectant mothers.

22.1.5. Medical referrals, including work related stress support.

22.2. Alcohol and drugs:

22.2.1. The possession or use of illegal drugs or substances is prohibited to all SDBE MAT employees and contractors on premises operated by the Trust.

22.2.2. Employees, parents, carers or visitors may not consume alcohol on Academy premises, unless this has been agreed by the Principal/Headteacher/Senior Manager of the premises concerned.

22.2.3. Personnel who have been prescribed drugs that may affect their ability to work safely must inform their manager immediately

22.2.4. Any person found to be under the influence of an illegal substance, or alcohol, during working hours shall be required to leave the premises in a safe manner.

22.2.5. Smoking is not allowed on any SDBE MAT Academy premises.



- 22.2.6. The use of e-cigarettes on SDBE MAT premises, in respect of health and safety, is dependent on the substance content of the e-cigarette and the resultant exposure of SDBE MAT employees to such a substance in the workplace. Typically, many e-cigarettes contain nicotine (CAS number 54-11-5) which has a long term exposure limit (8hr TWA) of 0.5 mg.m⁻³ and short term exposure limit (15 mins.) of 1.5 mg.m⁻³. Academies would need to base a decision on disallowing the use of e-cigarettes on health and safety grounds on the potential exposure of SDBE MAT employees to substances in excess of the Workplace Exposure Limit (WEL) for that substance.
- 22.3. Health surveillance can be a legal requirement in a range of health and safety related matters, as a risk management control. SDBE MAT employees may be subject to health surveillance measures when this control is indicated as a result of risk assessment.
- 22.4. **New and expectant mothers**
- 22.4.1. Under these circumstances an appropriate risk assessment must be carried out by the Academy in respect of the working conditions, physical, biological and chemical hazards, and the tasks undertaken by the pregnant women or nursing mothers
- 22.4.2. Particular attention should be paid to hazards such as ionising radiation, lead, mercury and pesticides.
- 22.4.3. Where required, additional or different control measures must be implemented by an Academy, such as temporarily adjusting working conditions and/or hours of work. If necessary, the employee may need to undertake suitable alternative duties in order to mitigate any risks
- 22.4.4. Where the risk is significant and is not possible to control SDBE MAT may consider suspending a female employee from work on paid leave for as long as necessary, to protect her health and safety, and that of her child.
- 22.4.5. Academies must ensure that suitable and appropriate rest facilities are provided for pregnant women or nursing mothers to enable them to rest. Similarly it is anticipated that as part of the risk assessment process it is likely that new or expectant mothers will need to go to the toilet more often. It is sensible to agree timing and flexibility of rest breaks with the employee.
- 22.5. Should a problem arise which needs further clarification, SDBE MAT retain the right to make a medical referral to an independent medical advisor selected by the Trust.

Where this becomes necessary, the right of an employee to access any medical report is protected under the Access to Medical Reports Act 1988. This and any related information will also be kept in accordance with the requirements of the Data Protection Act 1998 at all times.

23. RADIATION (IONISING AND NON-IONISING)

- 23.1. Sources of ionising radiation must be managed in Academies in accordance with the requirements of The Ionising Radiations Regulations 1999 and other relevant legislation
- 23.2. In complying with statutory legislation and the formulation of local rules regarding the management of sources of ionising radiation Academies must pay particular attention to the content of CLEAPSS publication, *“L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges, 2019”*.
- 23.3. If Academies use lasers for entertainment, theatre or public exhibition purposes they must consider the guidance to be found in the HSE publication, *“HSG95 The radiation safety of lasers used for display purposes”* in planning and managing the event.
- 23.4. When using projectors and laser pointers Academies should establish safe systems of work for teachers and pupils and give instruction on their adoption so that:
- 23.4.1. Staring directly into the projector beam is avoided at all times.
- 23.4.2. Standing in the beam, whilst facing the projector, is minimised. Users, especially pupils, should try to keep their backs to the beam as much as possible.
- 23.4.3. In this regard, the use of a stick or laser pointer to avoid the need for the user to enter the projector beam is recommended.
- 23.4.4. Pupils are adequately supervised when they are asked to point out something on the screen.
- 23.5. Academies must develop procedures for protecting staff and pupils from the effect of prolonged exposure to sunlight.
- 23.6.



24. RESOLVING DISAGREEMENTS

- 24.1. The Academy/Trust Collective Grievance procedure will be used for grievances arising from health and safety issues raised by staff and safety representatives.
- 24.2. Where a safety representative is of the opinion that there is immediate danger that demands urgent attention he/she shall have immediate access to an appropriate member of management.
- 24.3. This arrangement shall form part of the Trusts statutory policy and be subject to joint review after one year, and subsequently at any time.

25. RISK ASSESSMENT

- 25.1. In order to comply with The Management of Health and Safety at Work Regulations 1999 (and other legislation) suitable and sufficient risk assessments must be completed and recorded with regard to the risks to the health and safety of SDBE MAT employees at work and persons not in SDBE MAT employment arising out of, or in connection with, the conduct by SDBE MAT regarding their undertaking.
- 25.2. Risk assessment should be completed where potential hazards have been identified with regard to, but not exclusively confined to:
 - 25.2.1. Processes and procedures
 - 25.2.2. Equipment and materials
 - 25.2.3. Premises
 - 25.2.4. People
 - 25.2.5. Specialist matters
 - 25.2.6. Curriculum including visits
- 25.3. All risk assessments must be completed by a competent person. For the purposes of risk assessment “competent” can be regarded as the **combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform the task safely**. Where there is no competent person/s within an Academy to carry out routine risk assessments, provision for suitable training of staff must be put in place.
- 25.4. For routine risk assessments the “5 steps to risk assessment” model provided by the HSE should be followed.

- 25.5. For specialist risk assessments Academies should follow a hierarchy for provision:

- 25.5.1. Use an in house competent person to carry out the risk assessment, in the first instance, where such a person is employed at the Academy.
- 25.5.2. Where no such person is employed at the Academy consideration should be given to providing appropriate training to a suitable existing employee in order to establish competence, based on a need/cost analysis.
- 25.5.3. Where the need for a specialist risk assessment is urgent, or the cost of training an existing an employee to a competent standard is disproportionate to the need, external risk assessment provision can be procured.

26. SAFE SYSTEMS OF WORK

- 26.1. Part of the employer’s general duty is to provide systems of work that are, so far as is reasonably practicable, safe and without risks to health. Safe systems of work must be identified through the risk assessment process.
- 26.2. Individual Academies are responsible for ensuring that the components of a system are in place locally that include:
 - 26.2.1. Co-ordination of the work of different departments and activities.
 - 26.2.2. Training, instruction and supervision.
 - 26.2.3. Layout of plant and equipment.
 - 26.2.4. The method of using particular machines and of carrying out particular processes
 - 26.2.5. The instruction of trainees and inexperienced employees in particular tasks beyond their normal experience.
 - 26.2.6. The sequence in which the work is to be carried out.
 - 26.2.7. The provision of warnings, notices, and the issue of special instructions in particular cases.



- 26.2.8. The procedure for introducing changes into normally accepted routines and practices, including explanations of why the changes are necessary.
- 26.2.9. A contingency plan to deal with foreseeable emergencies.
- 26.2.10. An auditing or monitoring regime to ensure the system is working safely.
- 26.2.11. General conditions of the workplace.
- 26.3. Academies are expected to manage hazards with at least the same degree of attention and with at least the same allocation of resources and priorities as they manage all other management functions such as, quality, human resources and budgetary matters.
- 26.4. Academies should be aware that the principle of establishing and maintaining 'safe systems of work' is keenly regarded by enforcing authorities as a direct reflection of managerial competence and commitment.
- 26.5. All higher risk activities are subject to having a written safe system of work in place and it being readily available to all SDBE MAT employees concerned with the work.

27. Security

- 27.1. Each SDBE MAT Academy has the responsibility for ensuring that suitable and sufficient local arrangements are in place to prevent unauthorised access to its premises at all times, so far as is reasonably practicable.
- 27.2. From time to time access to specific areas within the SDBE MAT Academies may be restricted to authorised staff only, as identified by the assessments of particular hazards. Such restrictions must be clearly marked.
- 27.3. All visitors to SDBE MAT Academies are required to sign in at reception. On the first visit to an Academy a visitor will be made aware of the local emergency arrangements and of any alarm testing schedule. If the identity of the visitor is unclear the visitor must be asked for proof of identity before being allowed to proceed into any area of the Academy.
- 27.4. Visitors must always be accompanied within the Academy, unless there are no children or vulnerable people in the Academy at the time of the visit, or the visitor

has been verified by the appropriate DBS check.

- 27.5. Unauthorised visitors should be asked to leave the premises, but staff must be aware that they should not place themselves at risk in doing so. Assistance from local police should be sought if there is any concern regarding safety.

28. SLIPS AND TRIPS

- 28.1. Accident statistics show that approximately a third of all staff injuries in Academies result from slips, trips and falls. Even more significant is that about 80 per cent of all serious injuries to staff are caused in this way. Therefore, from an accident prevention viewpoint, Academies must pay particular attention to adopting effective preventative measures to reduce occurrences of slips and trips. In order to reduce risk the following measures must be put in place:
 - 28.1.1. Academies must develop local cleaning, housekeeping and repair arrangements to ensure a clean, orderly, well maintained and uncluttered workplace. These measures should identify particular responsibilities and procedures.
 - 28.1.2. Arrangements for the safe movement of people around the Academy should be established and these should be communicated to staff and pupils. These measures should include provision for inclement weather and snow and ice.
 - 28.1.3. Disposal of waste materials must be proactive and in accordance with the requirements of the local authority. Particular attention must be given to the safe disposal of hazardous waste.
 - 28.1.4. Appropriate training on slips and trips should be included within staff training requirements and preventative measures appropriately communicated to pupils (reporting spills and trip hazards, etc.)

29. STRESS MANAGEMENT

- 29.1. At times employees could be under unacceptable levels of stress, either from the effects of their home life, from their duties at work, or a combination of both. It is sometimes impossible to reduce external stressors, therefore it is important that Academies follow some key points to manage the levels of work-related stress of SDBE MAT employees, as follows;



- 29.1.1. Line managers and senior managers should ensure that employees are able to cope with the demands of their jobs.
- 29.1.2. Employees should be able to have a say about the way they do their work wherever possible.
- 29.1.3. Adequate information and support should be provided from colleagues and superiors.
- 29.1.4. Employees must never be subjected to unacceptable behaviours, e.g. bullying at work.
- 29.1.5. Managers and supervisors should ensure that employees understand their role and responsibilities.
- 29.1.6. Employees must be actively engaged and meaningfully consulted when the Academy is undergoing any organisational change that may affect them.
- 29.1.7. Systems are to be in place locally to effectively respond to any individual concerns regarding any of the above matters.
- 29.2. Academies must have suitable and sufficient provision in place for the management of work-related stress related illness. Where in doubt Academies should follow the principles of the HSE "*Management Standards for work related stress*".
- 29.3. Academies must complete a Stress Management Assessment for their school.

30. SUPERVISION AT WORK

- 30.1. Academies must provide an adequate and appropriate level of supervision for SDBE MAT employees, in that:
 - 30.1.1. Managers and Supervisors need to know what is expected from them in terms of health and safety. They need to understand the SDBE MAT and Academy Health and Safety Policies, where they fit in, and how SDBE MAT and the Academy want health and safety to be managed.
 - 30.1.2. Managers and supervisors may need training in the specific hazards of particular processes and how the Academy expects the risks to be controlled.

- 30.1.3. New, or inexperienced people, as well as those whose first language is not English, are very likely to need more supervision than others. Academies must ensure that employees know how to raise concerns and managers/supervisors are familiar with the possible problems due to unfamiliarity, inexperience and communication difficulties.
- 30.1.4. Managers and supervisors need to ensure that employees in their charge understand risks associated with the work environment and measures to control them.
- 30.1.5. Managers and supervisors will need to make sure the control measures to protect against risk are up to date and are being properly used, maintained and monitored.
- 30.2. Academies must make sure they have arrangements in place to check the work of contractors is being done safely and as agreed.
- 30.3. Under the Management of Health and Safety at Work Regulations 1999, Academies have a duty to ensure that young people (Under 18) employed by SDBE MAT are not exposed to risk due to:
 - 30.3.1. lack of experience;
 - 30.3.2. being unaware of existing or potential risks and/or
 - 30.3.3. lack of maturity.
- 30.4. With regard to young people employed by SDBE MAT all Academies must consider:
 - 30.4.1. the layout of the workplace;
 - 30.4.2. the physical, biological and chemical agents they will be exposed to;
 - 30.4.3. how they will handle work equipment;
 - 30.4.4. how the work and processes are organised;
 - 30.4.5. the extent of health and safety training needed;
 - 30.4.6. risks from particular agents, processes and work.



30.5. These considerations should be straightforward in low-risk areas, for example in an office. In higher-risk areas the risks are likely to be greater and will need more attention to ensure that they are properly controlled.

31. TRAINING AND INFORMATION

31.1. All new employees of SDBE MAT will receive Health and Safety Induction training. This will constitute familiarisation of their premises layout, including the location of all relevant health and safety items (e.g. fire exits) and all local arrangements. All SDBE MAT employees must be provided with fire emergency training and be trained in the recognition and use of fire extinguishers. Whilst the duties of some employees may be the management of the safe evacuation of the premises in the event of a fire, this would not prevent the coincidental discovery of a fire whilst about their normal duties and the decision to tackle such a fire, or to preserve or maintain a fire escape route. All SDBE MAT employees must be made aware of the content of this Health and Safety Policy, Organisation and Arrangements and relevant local policies and supporting procedures. These documents must be readily available to the employee. Where it is known that asbestos is present on the premises it is vital that all SDBE MAT employees are instructed in the general procedure in the event of accidental damage to, or discovery of, Asbestos Containing Material (ACM). Individual staff health and safety training needs must be assessed by a line manager on appointment of the member of staff and then annually as a minimum. Where employees have significant changes to their role, or they change role, this assessment must be carried out at the time of the change. Each Academy is required to put in place a written health and safety training programme that identifies the specific health and training needs of particular duties carried out by their staff and the frequency of appropriate refresher training.

31.2. Each Academy is required to ensure that suitable and sufficient health and safety training has been undertaken by all staff consistent with the needs of their role. All training relating to health and safety will be recorded and signed by the individual as a record that such training was completed.

31.3. If a member of staff declines to take part in health and safety training required for their role (in all cases induction health and safety training) the reason/s for declining the training must be provided by the employee. In such cases the matter should be investigated by the Academy.

31.4. Where a barrier to completing the training is identified, reasonable adjustments should be put in place to overcome that barrier, in order to allow the member of

staff to partake in the training.

31.5. Where an employee continues to refuse health and safety training further advice should be sought from SDBE MAT Executive Team on the matter.

31.6. SDBE MAT employees should be aware that declining health and safety training without having a valid reason, in the opinion of the Trust, may result in disciplinary action being taken.

31.7. SDBE MAT will ensure that comprehensible and relevant information regarding health and safety compliance and best practice is provided to Academies, on request, and that periodic health and safety advice and updates are published and distributed to Academies.

31.8. Each Academy must ensure that it provides to SDBE MAT employees comprehensible and relevant information on the risks to their health and safety identified by any risk assessment, including, but not limited to:

31.8.1. Any preventive and protective measures in place.

31.8.2. The procedures to be followed in the event of serious and imminent danger.

31.8.3. The measures for fire-fighting in the workplace.

31.8.4. The identity of those persons responsible for the evacuation from the premises.

31.9. Each Academy must take all reasonable steps to inform any other employers concerned of the risks to their employees' health and safety arising out of or in connection with conduct by the Academy

32. TRANSPORT AND VEHICLE MANAGEMENT

32.1. Academies must ensure that local arrangements are put in place for the safe use of transport operated by the Academy. Measures that should be in place include:

32.1.1. Designated drivers for minibuses, who hold the appropriate full driving licence and who have completed appropriate minibus driver safety training.



- 32.1.2. Arrangements for the management of servicing, maintenance, cleaning, insurance and, where required, MOT of all vehicles operated by the Academy.
- 32.1.3. Procedures for the safe use of vehicles operated by the Academy.
- 32.2. Academies have the responsibility to risk assess local requirements relating to traffic/pedestrian safety and segregation.
- 32.3. SDBE MAT employees are strictly forbidden from driving a vehicle on Academy business whilst under the influence of alcohol or drugs.
- 32.4. SDBE MAT employees are strictly forbidden from using hand-held mobile phones or similar devices whilst driving a vehicle on Academy business.

33. VIOLENCE AT WORK

- 33.1. Academies are required to put in place a local violence at work policy in which the arrangements provide reasonably practicable local health and safety provision for reducing the risk of violence towards SDBE MAT employees, or other persons that may be affected.
- 33.2. It is expected that the arrangements contained within the policy will include the control measures identified as a result of suitable and sufficient risk assessment of the particular working circumstances of employees and others within the establishment. Such circumstances may include:
 - 33.2.1. The possibility of violent behaviour by persons in the Academy.
 - 33.2.2. Situations that could escalate into violence if not managed effectively.
- 33.3. The duty for implementation, training, monitoring and reviewing the policy and procedures is delegated to the Governing Body of each Academy.

34. WELFARE

- 34.1. With particular regard to The Workplace (Health, Safety and Welfare) Regulations 1992, Academies have the duty to ensure the following provision so far as it is reasonably practicable to do so:
 - 34.1.1. Welfare Facilities:

- 34.1.1.1. Suitable and sufficient toilets and hand basins, with soap and towels or a hand-dryer.
- 34.1.1.2. Safe drinking water.
- 34.1.1.3. A place to store clothing, where required, (and somewhere to change if special clothing is worn for work).
- 34.1.1.4. Somewhere to rest and eat meals.
- 34.1.2. Health issues:
 - 34.1.2.1. Good ventilation – a supply of fresh, clean air drawn from outside, or a ventilation system.
 - 34.1.2.2. A reasonable working temperature (usually at least 16°C, or 13°C for strenuous work, unless other laws require lower temperatures).
 - 34.1.2.3. Lighting suitable for the work being carried out.
 - 34.1.2.4. Enough room space and suitable workstations and seating.
 - 34.1.2.5. A clean workplace with appropriate waste containers.
- 34.1.3. Safety issues:
 - 34.1.3.1. Properly maintained premises and work equipment.
 - 34.1.3.2. Floors and traffic routes kept free from obstruction.
 - 34.1.3.3. Windows that can be opened and also cleaned safely.
 - 34.1.3.4. Transparent (e.g. glass) doors or walls that are protected or made of safety material.

35. WORK EXPERIENCE SAFETY

- 35.1. Academies that provide work experience as part of their work related learning curriculum must ensure that adequate measures are in place to manage that provision. Academies may choose to self-manage such provision, or work in



partnership with a provider. Whichever is the arrangement Academies should ensure that either they, or their provider, are taking into account the guidance provided by SDBE MAT.

36. WORKING AT HEIGHT

- 36.1. Academies have a duty to manage work at height, in accordance with The Work at Height Regulations 2005, which requires Academies to follow the hierarchy of controls; avoid, prevent, arrest:
 - 36.1.1. Consider if the work can be done safely from the ground. Fall restraints and safety netting should only be considered as a last resort if other safety equipment cannot be used.
 - 36.1.2. Risk assess work at height. Assess the risks, take precautions, and issue clear method statements for everyone who will work at height.
 - 36.1.3. Roof work must have planned safe access, to prevent falls from edges and openings.
 - 36.1.4. When considering fragile surfaces the hierarchy of controls for working on or near fragile surfaces is; avoid, control, communicate, co-operate.
 - 36.1.5. Consider when it's appropriate to use ladders and the three key safety issues; position, condition, safe use (no job longer than 30 minutes).
 - 36.1.6. For using tower scaffolds; select the right tower for the job; erect, use, move and dismantle the tower safely, ensure that it is stable, inspect it regularly, prevent falls.

