



Salterns Academy Trust

## **Trust Health and Safety Policy**

## Document Control

**Review period** – 2 years or sooner if legislative changes require amendments.

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### 1. Aims

This policy sets out the Salterns Academy Trust approach to health and safety and the requirements and expectations it places on its schools.

Detailed arrangements and procedures for each of our Schools is set out in the individual School Health and Safety Policy.

The Trust will provide the resources and arrangements to ensure, so far as is reasonably practicable, the safety of all staff, students and any other person who may be directly affected by its operations, by:

- Managing and maintaining a safe and healthy working and learning environment, ensuring any significant health and safety risks arising from its activities are adequately controlled.
- Ensuring safe access and egress to and from its premises
- Ensuring safe handling, transport and storage of articles and substances
- Providing and maintaining safe plant, equipment and systems of work.
- Ensuring staff receive appropriate information, instruction, supervision and training to enable staff to safely carry out their own designated responsibilities.
- Ensuring adequate oversight and reporting procedures are in place.

- Developing and maintaining a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- › [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- ›
- › [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- › [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- › [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- › [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- › [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- › [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- › [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- › [Lifting Operations and Lifting Equipment Regulations 1998](#), which requires all equipment used for lifting is fit for purpose, appropriate for the task, suitably marked and, in many cases, subject to statutory periodic 'thorough examination'
- › [Provision and Use of Work Equipment Regulations 1998](#), which requires that equipment provided for use at work is suitable for the intended use and safe to use.

The trust follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

## 3. Roles and responsibilities

### 3.1 The Trust

The academy trust has ultimate responsibility for health and safety matters in each of its schools. The trust will oversee health and safety, as led by the Chief Operating Officer but will delegate day-to-day responsibility in each school to The Head teacher/Executive Head teacher in accordance with the trust scheme of delegation.

The trust has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The trust, as the employer, also has a duty to:

- › Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- › Inform employees about risks and the measures in place to manage them.
- › Ensure that adequate health and safety training is provided.

Each school has a named local governor who oversees health and safety. This person reports to the named health and safety lead in each school.

### **3.2 Headteacher/Executive Headteacher**

The Headteacher/Executive Headteacher of each school is responsible for health and safety day-to-day. This involves:

- › Implementing the health and safety policy
- › Ensuring there is enough staff to safely supervise students.
- › Ensuring that the school building and premises are safe and regularly inspected.
- › Providing adequate training for school staff
- › Reporting to the [local governing body on health and safety matters
- › Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- › Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- › Ensuring all risk assessments are completed and reviewed.
- › Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

Each Headteacher will make local arrangements to ensure the above day-to-day health and safety responsibilities are fulfilled in their absence.

### **3.3 Strategic Health and Safety Lead**

The nominated strategic health and safety lead for the Trust is the Chief Operating Officer.

### **3.4 Health and Safety Lead.**

Each school will have a named health and safety lead detailed within the School Health and Safety Policy.

### **3.5 Local Governing Body / Academy Committee**

Each Schools' Local Governing Body/ Academy Committee is responsible for local monitoring of health and safety arrangements within each school and will undertake general monitoring and action planning with regard to the safety of the school site and ensuring statutory training is undertaken and processes are in place for statutory reporting, including RIDDOR reporting.

### **3.6 Staff**

School staff have a duty to take care of students in the same way that a prudent parent would do so.

Staff will:

- › Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- › Co-operate with the Trust and school on health and safety matters.
- › Work in accordance with training and instructions
- › Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- › Model safe and hygienic practice for students
- › Understand emergency evacuation procedures and feel confident in implementing them.

### 3.7 Students and parents

Students and parents are responsible for following the trust's and School's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### 3.8 Contractors

Contractors will agree health and safety practices with the nominated Health and Safety lead for the relevant school before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Contractors must:

- Review and sign the asbestos register before work
- Follow Construction (Design and Management) Regulations 2015 where applicable
- Operate under a Permit to Work system for high-risk tasks (e.g., hot works, confined spaces)

### Competent person

Each school will secure the services of a competent person. This can be form within existing staff or bought in from an outside body, such as the Local Authority, The competent person should have the skills, knowledge and experience to be able to recognise hazards and help to put sensible controls in place to protect workers and others from harm.

### 3.9 Estates and Health and Safety leadership group

It is the function of the Trust Health and Safety and Estates Leadership Group to:

- Have oversight of the Trust and School Health and Safety Policies and risk assessment processes – ensuring these reflect the individual circumstances and requirements of each school and are robust, fit for purpose and reviewed as required.
- Receive feedback and issues from the LGB's/Trust on matters relating to Estates and Health and Safety including accident/incident reporting and to ensure processes are in place for the reporting of "RIDDOR" incidents to the Trust Board.
- Consider best practice and new guidance in Health and Safety and Estates management and consider how such best practice should be adopted by the Trust and the Schools.
- Consider the training needs of Trustees, LGB/ AC members and School Leaders in relation to matters within its remit.
- Provide input for consideration in the annual review of the Estates Strategy
- Monitor the Strategic delivery of the Estates Strategy
- Be a conduit for issues between the Trust Board and LGBs/AC's and Schools on matters relating to Estates and Health and Safety
- Consider how matters within its remit should be communicated to key stakeholders including parents and students within Trust schools and how the views / feedback of stakeholders can influence the development of strategy and policy.
- Make recommendations on matters within its remit to the appropriate decision maker for consideration.

## 4. Health and Safety Risk Assessments

Each School will put in place arrangements to adequately monitor risks related to health and safety and will put in place appropriate mitigations to manage health and safety risk at an appropriate level.

The relevant LGB/AC will monitor the use of risk assessments to ensure risk is managed at an acceptable level and ensure each risk assessment has a formal review period included.

Responsibility of signing off risk assessment lies with the Executive Headteacher or Headteacher.

Where risk assessment identifies a need, appropriate health surveillance will be arranged in line with HSE guidance (e.g., noise, vibration, COSHH)."

The Estates and Health and Safety Leadership Group will have oversight of risk assessments, to monitor that these reflect the individual circumstances and requirements of each school and are robust, fit for purpose and reviewed as required.

## **5. Site security**

The Head teacher/Executive Head teacher is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

They will ensure there are named key holders who will respond to an emergency.

## 6. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

Fire alarm testing will take place at least once a week.

New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in the relevant school Health and Safety policy.

Each School will ensure or personal emergency evacuation plans (PEEPs and in place where these are required.

Fire risk assessments will be reviewed annually and following any significant change or incident. FRA will be refreshed at least every three years

Schools and the Trust will comply with the Fire Safety (England) Regulations 2022 (post-Grenfell updates).

## 7. COSHH

Schools are required to have in place controls in relation to hazardous substances, including, but not limited to:

- Chemicals
- Products containing chemicals.
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of Substances Hazardous to Health (COSHH) risk assessments are completed by Building and Community Managers within each school and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

### 7.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

### 7.2 Legionella

- › A water risk assessment is in place for each school. The school Building and Communities Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- › This risk assessment will be reviewed in accordance with Legionella legislation/ regulation requirements and when significant changes have occurred to the water system and/or building footprint.
- › The details of how risks from legionella are mitigated are set out in each school Health and Safety Policy

### 7.3 Asbestos

- › Staff are briefed on the hazards of asbestos, the location of any asbestos in a school and the action to take if they suspect they, or others have disturbed it
- › Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not to be disturbed by their work.
- › Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- › A record is kept of the location of asbestos that has been found on each school site.

## 8. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

### 8.1 Electrical equipment

- › All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- › Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- › Any potential hazards will be reported to Buildings and Community Manager immediately.
- › Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- › Only trained staff members can check plugs.
- › Where necessary a portable appliance test (PAT) will be conducted by a competent person and equipment labelled once tested
- › All isolator switches are clearly marked to identify their machine.
- › Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- › Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

### 8.2 PE equipment

- › Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- › Any concerns about the condition of the gym floor or other apparatus will be reported to the relevant Buildings and Community Manager.

### 8.3 Display screen equipment

- › All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

- › Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use) all.

## 8.4 Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

## 9. Lone working

Lone working may include:

- › Late working
- › Home or site visits
- › Weekend working
- › Site manager duties
- › Site cleaning duties
- › Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If, following an assessment of the risks, there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

## 10. Working at height

Work must be properly risk assessed, planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- › The Facilities team retains ladders and other equipment for working at height.
- › Students are prohibited from using ladders or other equipment intended for working at height.
- › Staff will wear appropriate footwear and clothing when using ladders or other equipment.
- › Contractors are expected to provide their own ladders /equipment for working at height
- › Before using a ladder or other equipment, staff are expected to conduct a visual inspection to ensure its safety.
- › Access to high levels, such as roofs, is only permitted by trained persons and in accordance with the appropriate risk assessment.

## 11. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Proper mechanical aids and lifting equipment are available in the schools, and may only be used by staff that are trained in how to use them safely.

Staff and students are expected to use the following basic manual handling procedure:

- › Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- › Take the more direct route that is clear from obstruction and is as flat as possible.
- › Ensure the area where you plan to offload the load is clear.

- › When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## **12. Off-site visits**

When taking students off the school premises, each school will ensure that:

- › Risk assessments will be completed where off-site visits and activities require them
- › All off-site visits are appropriately staffed.
- › Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' contact details
- › There will always be at least one first aider on school trips and visits

## **13. Lettings**

This policy applies to all lettings. Those who hire any aspect of the school site, or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it.

## **14. Violence at work**

We believe that staff should not be in any danger at work, and the Trust will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their Headteacher/Executive Head teacher immediately. This applies to violence from students, visitors or other staff.

## **15. Smoking**

Smoking or vaping is not permitted anywhere on school premises.

## **16. Infection prevention and control**

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, and the policies set out by each school.

## **17. New and expectant mothers**

Risk assessments will be carried out whenever any employee or student notifies the school that they are pregnant.

Appropriate measures will be put in place to control any risks identified.

## **18. Occupational stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place in each school for responding to individual concerns and monitoring staff workloads. The operation of these systems is monitored by the trust Board as required.

The Trust will monitor stress using the HSE Stress Management Standards approach, and include support routes (e.g., occupational health, EAP).

## **19. Kitchens and Catering Equipment**

The Trust will ensure that all kitchens, food technology areas and catering equipment comply with relevant UK legislation, including the Food Safety Act 1990, Food Hygiene (England) Regulations 2013 and PUWER 1998. Equipment will be subject to routine inspection and maintenance, and only trained staff may operate commercial catering appliances. Clear procedures for safe food handling, allergen management, hot surfaces and use of sharp equipment will be followed, with any defects reported immediately and unsafe equipment taken out of use until made safe.

## **20. Pressure Vessels and Associated Systems**

The Trust will manage all pressure systems, including steam ovens, heating plant and any curriculum-based pressure equipment, in accordance with the Pressure Systems Safety Regulations 2000. Each school will maintain a Written Scheme of Examination and ensure statutory inspections are carried out by a

competent inspector. Records will be retained as required, and any defective or unsafe pressure equipment will be removed from service immediately until assessed and repaired.

## **21. Lockdowns / Invacuations**

The Trust will maintain clear procedures for initiating and managing a school lockdown in response to security threats or incidents in the vicinity. Each school will have a lockdown plan that sets out alert methods, staff responsibilities, supervision arrangements and communication protocols with emergency services. Lockdown drills will be practised periodically to ensure that staff and students understand the procedures, and any concerns or lessons learned will be reviewed to strengthen future responses.

## **22. Accident reporting**

### **22.1 Accident record book**

- Each School will have appropriate arrangements in place for the reporting and recording of incidents and near misses.
- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident or near miss.
- Information about injuries will also be kept in the student's educational record.

- › Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Near misses will be reviewed termly by the Estates and H&S Leadership Group to identify trends and lessons learned

### Reporting to the Health and Safety Executive

The Headteacher/ Executive Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher/ Executive Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Riddor reporting will be monitored by each LGB and at Trust level by the Estates and Health and Safety Leadership Group. Riddor reportable incidents will be reported to the trust board.

Reportable injuries, diseases or dangerous occurrences include:

- › Death
- › Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight.
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment.
  - Any loss of consciousness caused by head injury or asphyxia.
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- › Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- › Where an accident leads to someone being taken to hospital
- › Where something happens that does not result in an injury listed above , but could have done
- › Near-miss events that do not result in an injury listed above but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment.
  - The accidental release of a biological agent likely to cause severe human illness.
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion.

## 22.2 Notifying parents.

The Headteacher/Executive headteacher will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

## 23. Training

All staff are provided with health and safety training as part of their induction process and this is updated annually. .

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with students with special educational needs (SEN), are given additional health and safety training.

Training will be monitored by the Trust HR team who will record and retain training attendance and completion rates.

## **24. Monitoring**

This policy will be reviewed by the Chief Executive Officer and Chief Operating Officer every 2 years or sooner if legislative change requires it. .

At every review, the policy will be approved by the Board of Trustees.

## **25. Links with other policies**

This health and safety policy links to the following policies:

- › First aid
- › Risk assessment
- › Supporting students with medical conditions
- › Accessibility plan
- › Remote learning
- › Emergency or critical incident plan