

## HEALTH AND SAFETY POLICY

<p style="text-align: center;"><b>Two Counties Trust</b> <b>HEALTH AND SAFETY POLICY STATEMENT</b></p>
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Health and Safety is the concern of everyone within The Two Counties Trust. The Health and Safety Policy is intended to provide a practical framework for the implementation of the Health and Safety at Work etc. Act 1974 and all relevant UK and EU health and safety legislation and codes of practice, which will be the minimum standard acceptable. It demonstrates the Trust's commitment to health, safety, welfare and wellbeing and recognises that health and safety is equally as important as our other objectives.

The Health and Safety Policy demonstrates the Trust's duty of care to employees and non-employees (visitors, customers, contractors, pupils) by ensuring that the Trust's activities and services are provided in such a way as to not put them at risk.

The main aim of this Health and Safety Policy is to prevent accidents, incidents and cases of work-related ill health and to promote and implement safe systems of work, a safe working environment, a safe and healthy workforce. This enables the Trust to achieve a positive safety culture by meeting the following policy objectives:

- Compliance with all relevant Health and Safety Legislation.
- Its premises provide a healthy and safe working environment for all students, staff, clients, temporary contractors and the general public.
- Provide safe plant and equipment and maintain safe and healthy working conditions, providing health surveillance where necessary.
- Implement adequate measures to prevent, reduce, or protect against the Health and Safety risks arising from our work activities.
- There are safe systems of work for all employees and students.
- Information, instruction and training for employees maintaining effective communication and consultation on all health and safety matters.
- There are adequate welfare arrangements.
- Promoting the principles of sensible Risk Management.
- Provide professional Health and Safety advice, guidance and support.
- Ensure resources are available to ensure the successful management and implementation of health, safety and wellbeing.
- Securing co-operation and consultation between individuals, safety representatives, employee representatives and working groups.

The Two Counties Trust recognises its responsibility to provide adequate control of the health and safety risks arising from school and client's activities. An assessment of risks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage risks and ensure activities or tasks can be conducted in a safe manner.

Whilst day to day management of Health and Safety can be delegated to the individual schools, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Trust Board of Trustees. Specific aspects of health and safety procedure at each school/academy must integrate into this Health and Safety Policy.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Employees are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns as appropriate. The Trust commits to implementing the Health & Safety at Work etc Act 1974 and UK Statutory Instruments, as well as any future health and safety legislation.

The Trust's Health and Safety Manager will provide to the schools' leadership regular information on updates, changes and arrangements, about any revisions to safety legislation.

The Trust supports the view that a positive health and safety culture is of significant benefit to the good performance and safety of all schools. A positive and proactive approach for students will be encouraged, supported and developed through risk education and awareness. The organisational structure will ensure that sufficient resources are available so that the policy and its arrangements can be implemented effectively.

Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the Trust's strategy, UK or EU law and any changes will be brought to the attention of all staff.

**This statement sets out how these duties will be conducted and includes a description of the academy's organisation and arrangements for dealing with different areas of risk. Specific responsibilities at all levels of the academy's organisation are identified and the specific arrangements put in place to manage these areas of risk and hence to meet the all school's obligations under the law.**

**This policy will be brought to the attention of all members of staff at induction. A copy is available to view on line and on the Every Management System.**

## The Two Counties Trust Health and Safety Policy

### 1. Introduction

- 1.1 The Health and Safety Policy is a declaration of the Two Counties Trust's commitment to provide, so far as is reasonably practicable, safe and healthy conditions for employees and persons other than employees who use or visit Two Counties Trust premises, or who may be affected by our activities.
- 1.2 The Trust will establish and adopt procedures to ensure that health and safety objectives and priorities are monitored and delivered to a high standard and that a pro-active health and safety culture is promoted, developed and maintained throughout.
- 1.3 The Policy has been produced as required by Section 2(3) of the Health and Safety at Work etc. Act 1974 to clearly identify the responsibilities of the Trust Board of Trustees, Chief Executive Officer, Managers, Head Teachers and Employees.
- 1.4 The Head Teacher may delegate many of the responsibilities to other responsible staff e.g. Heads of Subject or equivalent. However, the Head Teacher retains the overall accountability and responsibility (this cannot be transferred).
- 1.5 All employees must play their part in achieving the highest possible standards of health and safety and rigorously comply with all aspects of this policy as it highlights the Trust vision for health and safety and everyone's role in achieving this. The Trust will ensure that adequate resources are available to implement the principles of this health and safety policy and conform to all relevant UK and EU health and safety statutory regulations, approved codes of practice, EU/British standards, HSE and industry guides where necessary.

### 2. Policy objectives

- To conduct all our activities safely and in compliance with legislation and best practice.
- To provide safe working conditions and equipment.
- To promote a positive safety culture.
- To ensure our procurement promotes best practice in health and safety.
- To establish targets and action plans for continuous improvement of health and safety performance.
- To report our health and safety performance both internally and externally.

### 3. Policy principles

- **Control** - those with management roles are responsible for the clear allocation of health and safety responsibilities and for monitoring that those responsibilities are implemented.
- **Co-operation** - we all have a responsibility to co-operate as individuals and as groups to make health and safety a collaborative effort.
- **Communication** - communication of health and safety information is essential and care must be taken to continually review and improve this.
- **Competence** - developing the health and safety competence of Board Members, managers, employees, students and contractors is at the heart of successful health and safety management.

### 4. Organisation and Allocation of Responsibilities

- 4.1 The Health and Safety at Work etc. Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This Section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

- 4.2 The Health and Safety at Work etc. Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

## 5. Chief Executive Officer

- 5.1 The Chief Executive Officer will assume overall responsibility for the Trust's health and safety performance and in particular is required to ensure that:
- The health and safety policy and adequate health and safety management systems are in place within every school.
  - A Health & Safety Appraisal framework is used to evaluate the performance of Local Governing bodies and Headteachers against health and safety targets and objectives.
  - A Trust Health and Safety audit and risk programme is implemented and progress of remedial actions is monitored.
  - Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the school.

## 6. The Two Counties Trust Board of Trustees

- 6.1 The Trust Board has the responsibility to set the strategic direction and objectives of all health and safety matters across the Trust.  
The Trust Board is responsible for ensuring that high standards of corporate governance are maintained. In the context of health and safety by monitoring Trust safety management systems and managing the Trust Risk Register. The overall aim is to ensure a positive health and safety culture is established and maintained across the Trust and must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and/or visitors.
- 6.2 The Two Counties Trust Board of Trustees responsibilities are to:
- Ensure that each Trustee accepts their individual role in providing health and safety leadership for the Trust and will take steps to manage these effectively.
  - Take all reasonably practicable steps to provide safe and healthy conditions for students, employees and others who may be affected by its activities.
  - Assess risks to the health and safety of staff, students and others affected by the school's actions.
  - Take sensible and proportionate steps to ensure compliance with all relevant health and safety legislation.
  - Expect all employees and students to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
  - Commit to providing the necessary information, instruction, supervision and training to all employees and students where applicable.
  - Acknowledge and actively support the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively, and/or the elected representatives of the staff who may not be members of a union.
  - Provide adequate resources to implement this policy, including access to support from health and safety competent persons. Where necessary, external specialist advice and assistance will be obtained.
  - Ensure that its decisions reflect its health and safety intentions, as articulated in the Trust Health and Safety Policy statement.
  - Provide strategic direction in health and safety matters.

- Ensure that the Trust's suppliers and contractors have been appropriately vetted for health and safety standards.
- Ensure that the Trust's Risk and Audit Committee is effectively discharging its delegated responsibilities in terms of health and safety.
- Ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored.
- Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, Legionella, electrical safety and other areas of health and safety.
- Ensure there is an effective business continuity and emergency plan in place.
- Ensure that adequate resources are committed to the management of health and safety.
- Ensure that specific responsibilities relating to health and safety are included in job descriptions of staff.
- Commit to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation, incidents and other changing circumstances, utilising external expertise or advice if required in order to ensure ongoing excellence and diligence in this area.

## 7. The Two Counties Trust Health and Safety Manager

7.1 The Trust's Health and Safety Manager is the conduit between the Risk and Audit Committee and the senior Trust members of staff with responsibility for health and safety within schools across the Trust and as such is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

7.2 The Health and Safety Manager must:

- Implement ways in reducing the likelihood of people being harmed by Trust activities.
- Monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- Implement and monitor an informed, proportionate and prioritised risk management system for the Trust.
- Ensure there is an effective accident reporting and investigation procedure across the Trust.
- Ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust's premises.
- Agree with the Audit & Risk committee a programme of health and safety inspections.
- Ensure the development and implementation of the overall health and safety strategic plan.
- Ensure all staff receive adequate health & safety training.
- Ensure effective arrangements are in place for carrying out and recording compliance inspections, surveys and risk assessments, and recommending remedial action.
- Ensure Trust policies and procedures are in place to ensure that premises, plant and equipment are maintained in a safe working condition.
- Ensure the correct procedures for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements on school premises are accurately carried out.
- School asbestos registers and asbestos management plans are maintained and readily available.
- Ensure all schools have a current Fire and Legionella Risk Assessment and all remedial actions have been rectified.
- Ensure there is a programme of servicing and inspection of workplace.
- Ensure there is a programme to ensure that all fire safety systems are checked and serviced e.g. fire alarm, fire doors, firefighting equipment, smoke detectors etc.

- Ensure there is a programme to ensure that the use of showers and all water systems are checked and maintained to ensure the control of Legionella.
- Establish systems to ensure that all contractors engaged by the Trust meet health and safety requirements, including relevant body registration, safe system of workings, risk assessments, COSHH, accident records and safeguarding checks.
- Health and safety information is provided to contractors e.g. asbestos register, underground services, floor loading, safe working loads, school activities - ensuring safeguarding requirements are met.
- Provide timely health and safety advice, support and training to the Trust, schools and their staff.
- Ensure all building projects comply with the Construction (Design and Management) Regulations 2015.
- Ensure, as far as reasonably practicable the provision of sufficient information, instruction, training and supervision to all employees and students.
- Support the Trust in ensuring that all Members, Trustees, Governors and members of staff are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement those duties to full effect.
- Undertake pro-active monitoring such as workplace inspections / audits and health checks.
- Explain and offer constructive feedback of the findings of the audits to senior managers in a style that achieves legal compliance.
- Hold a Health and Safety meeting each half term with the Health and Safety Working Group. The Trust Health and Safety working group must include the Health and Safety Competent Person from each school within the Trust.

## 8. Responsibilities of The Two Counties Trust Head Teachers

8.1 Each Headteacher is responsible and accountable for the implementation and compliance of this policy within their school, ensuring that a positive health and safety culture is encouraged and developed within the school, and that all staff and students understand their responsibilities and adhere to The Two Counties Trust Health and Safety Policy.

8.2 The Headteacher is responsible for:

- Ensuring that Health and Safety arrangements within the school are aligned to the Trust Health and Safety Policy and communicating this policy to all employees.
- Ensuring that the school appoints a named Health and Safety Competent Person.
- Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures. Communicating the policy and other appropriate health and safety information to all relevant people within the school, including occasional contractors not appointed by the Trust.
- Ensuring the school has a sufficient amount of competently first aid trained staff and records are kept.
- Ensuring that all accidents (including near misses) are promptly reported and investigated using the Every Management System.
- Ensure the school has a current Fire and Legionella Risk Assessment and all remedial actions have been rectified.
- Informing the Trust Health and Safety Manager of all RIDDOR reportable incidents within 24 hours of the incident occurring.
- Ensuring that an investigation is carried out by a competent person, following an accident or incident, liaising with appropriate authorities and third parties as necessary.
- Ensuring that all staff are aware that the Trust Health and Safety Working Group is established who meet a minimum of every half term. Any issues raised to the schools Health and Safety Competent Person can be addressed in these meetings.
- Ensuring that risk assessments are undertaken by the risk owner or Health and Safety Competent Person for any activity that has significant associated hazards and that a



written record of these assessments are kept and reviewed regularly.

- Ensuring safe systems of working (safe system of workings) are in place if identified from risk assessments and distributed to all relevant persons.
- Ensuring that the school appoints a named Educational Visits Co-ordinator, who has received relevant training to carry out the role (where educational visits are carried out by the school).
- Ensuring that there are effective first aid arrangements. Including appointing a named first aid co-ordinator for the school and ensuring that there is an adequate number of appropriately trained first aiders in the school and records kept.
- Ensuring that when present the school has an up to date Asbestos Management Plan which is reviewed annually or following any refurbishment/demolition work.
- Ensure, as far as reasonably practicable the provision of sufficient information, instruction, training and supervision to all employees and students.
- Keeping the Governing Body up-to-date with any changes in the school organisation that may require a fresh look at Health and Safety.

## **9. Senior Leadership Team and those with Management responsibilities including Health and Safety Competent Person**

9.1 Although the Headteacher is responsible overall for health and safety in the school, line managers have some specific responsibilities:

- Applying the Trust's Health and Safety policy to their own department or area of work. Developing, publishing and sharing with members of the team, specific Health and Safety procedures including codes of practice for high risk activities within their department such as Science, Design and Technology, PE and Art.
- Maintaining or having access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS and ensure that all staff are aware of and make use of such guidance.
- Ensuring regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented and shared with all staff.
- Carrying out and recording regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe. Reporting any defaults in line with school procedure where required.
- Checking the adequacy of fire precautions and procedures in liaison with the Headteacher. Ensuring that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible.
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility.
- Ensuring the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Ensuring that all accidents (including near misses) are promptly reported and investigated using the Every Management System.
- Resolving any health and safety or welfare problems members of staff report, informing the Headteacher of any problems to which they cannot achieve a satisfactory solution with the resources available to them.
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.
- Ensuring that a School Health and Safety Meeting is held each half term attended by representatives from all high-risk areas and inviting any other relevant staff. The Headteacher does not need to be part of this group but any issues should be reported and acted upon within an agreed timescale.

## 10. Responsibilities of all Employees

- 10.1 Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.
- 10.2 All employees have a responsibility to:
- Comply with the Trust's Health and Safety Policy and departmental health and safety policies.
  - Report all accidents, incidents and near misses through the Every Management System that have led or may lead to illness, harm or damage.
  - Understand and use the school health and safety management and reporting system.
  - Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager and or the Every Management System.
  - Observe all Health and Safety rules and procedures set out by the school and use all health and safety equipment provided.
  - Exercise good standards of housekeeping and cleanliness.
  - Report immediately to their line manager any shortcomings in the school's arrangements for health and safety.
  - Co-operate with the schools' leadership and management on all matters relating to health and safety.
  - Inform the schools management if something happens that might affect their ability to work safely, e.g. suffering an injury, taking prescribed medication, or becoming pregnant.
  - Ensure that they only use equipment or machinery that they are competent / have been trained to use.
  - Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
  - Take reasonable precautions in safeguarding themselves and others.
  - Report any concerns they may have about the health, safety and welfare of any student in their charge in line with the school's 'Safeguarding Students' procedures.
  - Ensure that students' behaviour is regulated in accordance with the school's Student Behaviour policy.
  - Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed and have either received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge of the machine.
  - Ensure that no student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision.
  - Ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. (Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work).
  - All relevant staff will be trained to use the Every Management System.

## 11. Responsibilities of Students and Parents

- 11.1 Students play a part in overall Health and Safety and welfare of the school and will be encouraged to discuss Health and Safety issues at and Student Council meetings, and raise any concerns, which will be reported to the Trust's Health and Safety Manager.
- 11.2 In order to maintain safety and well-being, at all times, students are expected to:
- Exercise personal responsibility for the health and safety of themselves and others, to observe standards of behaviour and dress consistent with the safety and/or hygiene and to observe all the health and safety rules of the Trust and in particular, the instructions of staff given in an emergency.
  - Use and not wilfully misuse, neglect or interfere with facilities or equipment provided for theirs and others health and safety.



- Refrain from using anything which may harm any other person or themselves, including not using equipment on which they have not been trained.
- Be held accountable for any damage caused as a result of inappropriate behaviour; equally the school does not accept responsibility for any loss arising from such incidents.
- Report any issues to the person leading the activity in which they are participating or at the earliest opportunity to their form tutor.

11.3 Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security; safeguarding of students; road safety). The Head Teacher may determine the amount and manner of the consultation and will report the decision to the Local Governing Body.

11.4 It is the responsibility of the Headteacher of each school to ensure this is communicated to parents and students with suitable regularity.

## 12. First Aid

12.1 The First Aid Coordinator will be responsible for:

- Ensuring there is a sufficient amount of suitably first aid trained staff in the school and training records are kept.
- Ensuring there is a sufficient amount of first aid boxes in key locations that are kept well stocked and supplies are not out of date.
- Maintaining school and student records of first aid support given to staff and students. Administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Checking that all medication held on the school site is stored and labelled appropriately and is within its use by date.

## 13. Appointed Educational Visits Co-ordinator (EVC) (where Educational visits are carried out)

13.1 The Educational Visits Coordinator's responsibilities are to:

- Co-ordinate educational off-site visits and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers.
- Ensure that all visits are led by a trained and competent Visit Leader.
- Ensure that all visits are submitted to the Evolve system for assessment and approval within the allocated times scales relevant to the type of visit.
- Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
- Ensure that advice from the inclusion lead is sought if applicable for individual students.
- Communicate all relevant information and arrangements to providers of off-site visits, staff, pupils and parents / carers of pupils to ensure that the key learning objectives of the visit can safely be achieved.

## 14. Competent Health and Safety Advisor

14.1 The Two Counties Trust will seek competent Health and Safety advice to assist in discharging its Health and Safety responsibilities if the need arises.

## 15. Responsibilities of Visitors, Volunteers, Hirers or Contractors

15.1 Visitors are required to observe the safety rules of the school and will be informed of relevant regulations as and when necessary by an appropriate member of staff.

15.2 Consult the Trust Terms Lettings Policy for the Hiring of School Premises and Grounds. The Hiring of School Premises and Grounds Procedure covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

- 15.3 Persons/organisations hiring the site must agree to:
- Co-operate and co-ordinate with The Two Counties Trust on health and safety matters.
  - Agree to The Two Counties Trust Terms and Conditions for the Hiring of School Premises and Grounds in relation to health and safety arrangements.
  - Provide information relating to any additional risks or procedures which will be new or unusual to those of The Two Counties Trust that may arise from their activities
- 15.4 The Trust will ensure that:
- The premises are in a safe condition for the purpose of use.
  - Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated.
  - Adequate arrangements for emergency evacuation are in place and communicated.

## 16. Staff Safety Representative

- 16.1 Trade Union representatives or Staff Health and Safety Representatives have the right to:
- Investigate potential hazards and to examine the causes of accidents in the workplace.
  - Investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
  - Make representations to the Headteacher and the Trust's Health and Safety Manager, as appropriate, on general matters affecting the health, safety and welfare of employees.
  - Carry out workplace health, safety and welfare inspections.
  - Participate in the work of the School Health and Safety Working Group.
  - Receive paid time off to carry out their functions and to receive health and safety training.
- 16.2 None of the above functions given to a health and safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## 17. Trade Union Safety Representatives

- 17.1 Trade Union Safety Representatives are fully consulted on matters affecting the health and safety of employees they represent, in compliance with the Safety Representatives and Safety Committees Regulations 1977. Formal consultation with Trades Unions on health and safety takes place through the health and safety committee.

**These arrangements are specific to each school and will help to ensure that the aims and objectives of The Two Counties Trust's Health and Safety Policy are implemented.**

## 18. Health and Safety Poster

- 18.1 The Health and Safety Information for Employees Regulations requires the school to display an approved HSE Health and Safety Law poster. The poster is displayed in reception, staff rooms and various other key locations.

## 19. Accident Reporting, Recording and Investigation

- 19.1
- All accidents, incidents and near misses must be reported via the Every Management System or to the Health and Safety Competent Person who is responsible for accident and incident reporting.
  - Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) will be actioned by the Health and Safety Competent Person who will also inform the Trust's Health and Safety Manager.
  - Fatal or major injuries must be reported immediately to the Headteacher, Chief Executive Officer of the Trust and the Trust's Health and Safety Manager.

- Details of all accidents, incidents and near misses will be brought to the attention of the school's health and safety committee, where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.

## 20. Active Monitoring Systems

20.1 Active monitoring provides essential feedback on performance before and accident, incident or ill health. It involves checking compliance with performance standards and the achievement of specific objectives. Its primary purpose is to measure success and reinforce positive achievement by recognising good work.

20.2 The forms that these systems take at the Trust are:

- The periodic examination of documents to check standards are complied with, e.g. reviewing risk assessments, safe system of workings, training records, induction records.
- The systematic inspection of premises, plant and equipment to ensure the continued effective operation of hardware controls aided by the use of the Every Management System, checked periodically by the Trust Health and Safety Manager.
- Environmental monitoring and health surveillance to check the effectiveness of health control measures periodically by the Site Manager and Trust Health and Safety Manager.
- Safety tours carried out periodically by Site Managers and Trust Health and Safety Manager. Local Governing Bodies may request access to the reports for information purposes.
- Audits - Health and Safety Audits, Fire Risk Assessments carried out annually by relevant competent person.

## 21. Asbestos

21.1 Please refer to the school's Asbestos Management Plan for further advice and guidance. A copy of this must be held by the school's Site Manager as well as the Trust's Premises and Estates Manager.

## 22. Bodily Fluids & Clinical Waste

22.1 All staff notify the site team of any spillages or accidents. The site team will use spill kits to clean these up and dispose of the waste in conjunction with the proper procedures.

## 23. Contractors and Visitors

23.1 All visitors and contractors must report to the school reception. They will be signed in and be given an identity / visitors badge. On leaving the site they will be required to sign out at reception. Contractors must inform the Site Manager of the work / actions that have been carried out and any further work that is required.

23.2 Trust contractors appointed through the Trust Premises and Estates Manager will have been made aware of the Trust's health and safety policy by the Premises and Estates Manager. Occasional ad hoc contractors must be made aware of key health and safety issues on arrival at the site, relevant to the work they are doing.

23.4 Before any work commences, the school will ensure that all relevant staff have been informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works. The contractor will be appropriately supervised by school staff whilst on site. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures. DBS checks for all regular contractors will be held on the school's single central record.

## 24. Catering

- 24.1 The Catering manager is responsible for the safe operation of the catering facilities. They must:
- Be familiar with the Trust's Health and Safety Policies.
  - Prepare risk assessments for all catering activities.
  - Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
  - Inform the Headteacher or Site Manager of any potential hazards or defects.
  - Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.
- 24.1 School staff must not use the catering facilities and equipment without the prior agreement of the Catering Manager.

## 25. Cleaning

- 25.1 Companies listed in Appendix 1 is responsible for ensuring the safe routine cleaning of the school premises. They must:
- Be familiar with the Trust's Health and Safety Policies.
  - Prepare risk assessments for all cleaning activities.
  - Prepare safe system of workings for all cleaning activities.
  - Prepare COSHH assessments for all cleaning activities.

## 26. Compliance

- 26.1 The school's compliance arrangements are managed by the Trust Health and Safety Manager.

## 27. Confined Spaces

- 27.1 Working in confined spaces is strictly prohibited to all Trust employees. If work of this nature is required external specialist contractors will be arranged via the Trust Premises and Estates Manager.

## 28. COSHH (Control of Substances Hazardous to Health)

- 28.1
- An inventory of all hazardous substances used on site must be held by the Site Manager and reviewed regularly.
  - All regularly used products will have a COSHH assessment and a material safety data sheets (MSDS).
  - The arrangements for the delivery of hazardous substances to schools will be managed by the Trust Health and Safety Manager and/or the site team.
  - Any new products that are brought into schools that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities or storage, will require a risk assessment to be undertaken.
  - COSHH risk assessment forms are available from the Head of Department, Health and Safety Competent Person or the Trust Health and Safety Manager.
  - All schools will maintain a record of hazardous substances used by the cleaning contractor and other contractors.
  - Any decanted substances should clearly display the product name, information, dilution rates and safety information.
  - The Science, Design & Technology and Art departments must have their own departmental procedures and arrangements for the storage, use, handling and production of hazardous substances. Reference should be made in Science, D&T and, Art Health and

Safety Policies.

### 29. Defect Reporting Procedures

#### 29.1

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is reported. Defects should be reported via the Every Management System.
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of the appropriate Line Manager, so it can be logged, actioned and monitored.

### 30. Display Energy Certificates

30.1 A Display Energy Certificate is a legal requirement under the Energy Performance of Buildings Directive for all public buildings over 250m<sup>2</sup>. For buildings between 250m<sup>2</sup> and 999m<sup>2</sup> DECs are valid for 10 years, for buildings over 1,000m<sup>2</sup> DECs are required to be renewed annually.

30.2 The Trust will ensure that all buildings that meet the requirements will display a relevant certificate that is in date.

### 31. Display Screen Equipment (DSE)

31.1 The Trust has a duty to undertake risk assessments of the workstations of staff that habitually use a computer. A 'user' is defined as a member of staff who habitually uses display screen equipment daily as a significant part of their normal work.

31.2 Please refer to the Display Screen Equipment policy for further advice and guidance.

### 32. Educational Visits

32.1 All schools have a named Educational Visits Co-ordinator (EVC) who will ensure that:

- Activities will be led by appropriate Visit Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will complete the necessary Risk Assessments before departing.
- Staff to pupil ratios are assessed and are adequate for the trip.
- Plans for Category C trips (residential and higher risk activity), including risk assessments, are independently checked by the Trust's appointed contractor the 'Evolve' system.
- All visits must be authorised by the Headteacher in the timescales recommended by Evolve.
- All volunteers and staff will be DBS checked.

32.2 Group Leaders will be responsible for ensuring:

- Staff are fully briefed
- Parents and carers receive relevant information about the visit.
- Advice from the school's inclusion lead is sought if applicable for individual pupils.
- Volunteers on any off-site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information including risk assessments.

32.3 Please refer to the Educational Visits Policy for further guidance

### 33. E-Safety

33.1 Please refer to the E-Safety Policy

### 34. Electrical Equipment (Fixed and Portable)

- Any electrical faults should be reported immediately to the site team who will resolve them or inform the Trust Premises and Estates Manager. Any faulty fittings (e.g. cracked sockets etc) should be isolated until repaired.
- Portable appliance testing (PAT) is arranged by the Site Manager annually.
- Staff must not bring electrical items in from home.
- The periodic inspection of fixed electrical installations is arranged by the Trust Premises and Estates Manager.
- Where it is necessary to use an electrical extension lead this must be only as a temporary measure. Extension leads should be fully unwound.
- Third parties hiring school facilities must provide evidence that any electrical equipment brought on to school premises has passed a PAT test within the last year.

### 35. Fire and Emergency Procedures

35.1

- All fire appliances and installed fire safety systems will be checked in line with recognised best practice and British Standards by specialist personnel. Responsibility for arranging the checks and maintenance is the Site Manager.
- Fire alarms will be tested on a weekly basis using a different call point each time on each panel, the results will be recorded. This is the responsibility of the school's Site Manager.
- All sprinkler systems, automatic doorguards, fire doors, emergency exits and routes will be checked weekly, the results will be recorded. This is the responsibility of the school's Site Manager.
- Portable firefighting equipment and emergency lighting will be visually checked on a monthly basis and the results should be recorded. This is the responsibility of the school's Site Manager.
- Annual servicing of all firefighting equipment will be carried out by a competent contractor.
- Fire Drills will be held a minimum of three times per year. A record must be kept of each drill to include evacuation time, observations and follow up required, which must be reported to the Health & Safety Committee. This is the responsibility of the school's Site Manager.
- Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process.
- Fire Marshall training will be provided to all identified persons.
- Fire risk assessments will be carried out with a combination of competent advice and assistance from a competent advisor. A review of the fire risk assessment will be completed at least annually or if/when things change that may affect the original assessment. A copy of the Fire Risk Assessment is to be forwarded to the Trust Health and Safety Manager.
- An Emergency Evacuation Procedure is in place which identifies actions to be taken in the event of various emergencies including fire, intruders(lockdown), terrorism and bomb threat, outbreak of legionella, disturbance of asbestos, missing children, flooding, major gas leak and medical emergencies.

### 36. First Aid

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36.1 This is covered in the Organisation and Responsibilities of this policy.

### 37. Glass

37.1 All replacement glass must comply with the current regulations and all low-level glass and glass adjacent to doors must be of laminated safety quality.

### 38. Hand Arm Vibration

38.1 Hand-arm vibration (HAV) can be caused by operating hand-held power tools, such as road breakers, and hand-guided equipment, such as powered lawnmowers, or by holding materials being processed by hand-fed machines, such as pedestal grinders. Occasional exposure is unlikely to cause ill health.

38.2 Heads of Departments must assess the vibration risk to their staff to identify if there is a problem and put in place appropriate control measures to counter the risks by:

- Identify hazardous machines, tools and processes, especially those which cause tingling or numbness in the hands after a few minutes use.
- If possible, doing the job another way without using high-vibration equipment, e.g. rotary hammers, powered pedestrian-controlled mowers, hand-fed forging hammers etc.
- Asking about likely vibration levels for the way you use equipment before deciding on which new tool or machine to buy or hire.
- Providing suitable tools designed to cut down vibration.
- Making sure staff use the right tool for the job and are trained to use it correctly.
- Making sure machines (including tools) are maintained as recommended by the manufacturer to prevent vibration increasing – check their sharpness, the condition of abrasive wheels, and anti-vibration mounts etc. where fitted.
- Checking whether the job can be altered to reduce the grip or pressure needed.

### 39. Health and Safety Committee

39.1 The Trust Health and Safety Manager will hold a Health and Safety Committee meeting each half term where representatives from each school will discuss all the separate areas and systems of health and safety management.

39.2 The Health & Safety Committee must include the Health and Safety Competent Person from each school. The group can create its own terms of reference but the agenda should include:

- Accidents noted since the last meeting, what type of accident, who sustained the accident (staff/student/visitor/service user) how many accidents in total and are there any trends.
- Statutory compliance testing requirements.
- Building works/modifications planned.
- Review of action plan following audits / site inspections.
- Risk assessment progress and review.
- Training needs.
- First Aid provision / qualifications etc.
- Review of processes for risk assessing and authorising educational visits.
- Inspection findings and required actions.
- Consider the efficiency of emergency procedures in the school.
- Consider any items raised by staff members.

### 40. Health and Safety Training

40.1 Health and safety training is managed by the school's Health and Safety Competent Person. The Trust recognises that while many people will already be aware of risks around their school, effective training will always help reinforce a positive health and safety culture. The Trust will provide opportunities for all employees to have access to the information,

instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

Further advice can be obtained from the Trust Health and Safety Manager.

#### 41. Infectious Diseases

41.1 The Health Protection Agency poster on guidance on infection control in schools and other childcare issues is located in each building.

#### 42. Legionnaires Disease

42.1 All reasonable actions will be taken to identify potential Legionella hazards and to prevent or minimise the risk of exposure.

42.2 The school will:

- Carry out a Legionella Risk Assessment every two years, addressing any recommendations.
- Prepare a written plan for preventing and controlling the risk of Legionella.
- Implement and manage the plan.
- Keep records for a minimum of five years.

42.3 The Site Manager has responsibility for monitoring and ensuring the systems are being correctly operated.

42.4 To achieve control of Legionella bacteria in the hot and cold water storage and distribution system the school will implement the following:

- As far as practicable, water systems will be operated at temperatures that do not favour the growth of Legionella. The recommended temperature for hot water is 60 °C for storage, and either above 50 °C or below 20 °C for distribution as care must be taken to protect people from exposure to very hot water.
- Corrosion, scale deposition and build-up of bio films and sediments will be controlled. Tanks will be de-scaled.
- Monthly temperature checks of water outlets will be taken and recorded to ensure temperature controls to prevent the growth of bacteria.
- Shower heads will be disinfected periodically to remove any scale and bacteria.
- Establish emergency procedures are in place for an outbreak of Legionella bacteria.
- Provide relevant training to all persons responsible for the day to day management of the water systems.

#### 43. Lettings

43.1

- Conditions for lettings must be set out on the Letting Form which must be completed accordingly.
- Details of the school's emergency contact details are provided to the hirer. Emergency procedures and arrangements must in place and both parties must be aware of individual responsibility in the event of an emergency.
- Hirers' risk assessments may be requested along with copies of insurance certificates.
- The hirer must inform the school of any damage, equipment failure or faults with the fabric of the building.

43.2 Please refer to the Lettings Policy for further advice and guidance.

#### 44. Manual Handling

44.1 Staff must:

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Act according to any medical advice e.g. persons with back problems.

- All staff whose duties could include manual handling / lifting must be provided with suitable information and training.
- Ensure they are physically capable of safely completing a manual handling task.
- Use mechanical aids whenever possible and/or undertake team manual handling.

44.2 Manual handling risk assessments should be carried out for tasks that may pose a risk of injury to staff. This does not include tasks that are of a low risk, are straightforward or will only take a very short time.

44.3 Please refer to the Manual Handling risk assessment and safe system of workings for further advice and guidance.

#### 45. Noise

- 45.1 Where noise levels are identified at 80dB(A) or higher the Health and Safety Competent Person will:
- Conduct an adequate noise risk assessment and review at times of significant change.
  - Devise a noise reduction action plan.
  - Ensure staff and students are provided with adequate and suitable hearing protection and ensure mandatory hearing protection zones are clearly marked.
  - Ensure that there is a planned program of maintenance for noise reduction equipment and to ensure that machinery does not become noisier.

#### 46. Personal Protective Equipment

- 46.1
- Personal Protective Equipment (PPE) will be provided free of charge and must be used where it is identified as a control measure.
  - When PPE is issued to school staff a signed record of what has been issued to who on what date must be kept.
  - The Head of Department is responsible for periodic checking of the equipment and the teachers or responsible adults are responsible for ensuring the equipment is worn by the pupils when required.
  - Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.

#### 47. Pest Control

- 47.1 Each school has a specialist contractor who deals with all aspects of pest control in the school and its grounds.

#### 48. Pressurisation Units

- 48.1 These include steam boilers and associated pipework, pressurised hot-water boilers, air compressors, air receivers and associated pipework, autoclaves, gas storage tanks and chemical reaction vessels.
- 48.2 Any pressure system such as boilers, autoclaves, kitchen equipment etc. operating at greater than 0.5 bar above atmospheric pressure (1.0 bar) will be inspected and maintained every 12 months by an independent competent person and appropriate records kept.

#### 49. Radioactive Sources (where applicable)

- 49.1
- Radiation Protection Officer – Appendix 1.
  - Radiation Protection Advisor – Angela Howett through CLEAPSS
  - The member of staff in charge of radioactive sources – Appendix 1.

- The Head of Science is responsible for ensuring all records in relation to radioactive sources are maintained.
- The CLEAPSS guidance in managing Ionising Radiations and Radioactive sources must be followed.
- Working practices involving ionising radiation has been registered with HSE.

## 50. Risk Assessments

### 50.1

- Risk Assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk Assessments are available for staff to view and are stored in location with easy access.
- Blank risk assessment forms can be obtained from the Health and Safety Competent Person or the Trust Health and Safety Manager.
- The Headteacher has responsibility to ensure risk assessments are conducted, however this can be delegated to Senior leaders / Heads of Department/Managers/competent persons. All employees should have a copy of the risk assessments relevant to them.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities and sign and date to confirm they have read and understood the contents of the risk assessment. They must highlight any requirements for a review, amendments or additions to risk assessments.
- Risk assessments will be reviewed regularly. High risk faculties e.g. Science, Art, DT, PE should review their Risk Assessments annually as a minimum.
- A specific Risk Assessment for expectant and new mothers will be undertaken.
- A specific Risk Assessment for apprentices and young persons will be undertaken.
- All educational visits will have recorded risk assessments.
- Suitable training and instruction will be provided for all persons involved in the risk assessment process.
- All risk assessments will be written in conjunction with the relevant subject guides e.g. CLEAPSS for science and design technology.

## 51. Safeguarding

51.1 The Trust fully recognises its responsibility under section 175 of the Education Act 2002 and Keeping Children Safe in Education to safeguard and promote the welfare of children and to work together with other agencies to ensure there are adequate arrangements within each school to identify, assess, and support children who are suffering harm.

- Each school has a Safeguarding Policy which is reviewed annually and has clear protocols for visitors and contractors with procedures in place.
- All schools Designated and Deputy Safeguarding leads which are identified in various locations around the school.
- All staff will receive safeguarding training on appointment which will be updated on a regular basis every September.
- All schools have a Single Central Record which covers all staff, Governors, volunteers, frequent visitors, agency workers, contractors and others according to their role and responsibility. The Trust and each School will ensure the Register is accurate up to date and meets statutory requirements.
- All volunteers, contractors and agency staff will receive upon their initial visit information and expectations which they must agree to before their work within the school commences.

51.2 Please refer to the Safeguarding Policy for further advice and guidance.

## 52. School Transport

- Where staff and authorised volunteers are required to drive the minibus, they are required to undertake relevant training provided by the Health and Safety Competent Person.
- Checks are carried out on an annual basis and recorded that drivers hold a current and valid driver's licence.

### 53. Snow Removal

- 53.1 The Headteacher will make the decision whether to open the school in the event of adverse weather.
- 53.2 The Site Manager and their team responsible for clearing snow and gritting suitable pathways to allow access to the school site.
- 53.3 Please refer to the Ice and Snow Clearance guidance for further advice.

### 54. Smoking

- 54.1 The school is a non-smoking site including the use of E Cigarettes and Vapes.

### 55. Staff Consultation

- 55.1 The Headteacher, will make arrangements for full and proper consultation with employees on Health and Safety matters.
- 55.2 The Trust will co-ordinate consultation that impacts on staff across the Trust.

### 56. Stress Management and Mental Health

- 56.1 The Health and Safety Executive defines stress as the adverse reaction people have to excessive pressure or other types of demands placed on them. Stress is not an illness but sustained over a period of time, it can lead to mental and/or physical illness.
- 56.2 The Trust is committed to identifying, tackling and preventing the causes of work-related stress and to providing appropriate support and consideration to employees who are suffering from stress.

Please refer to the Stress Management Policy which is displayed on the Two Counties Trust website for further advice and guidance.

- 56.3 The Trust is committed to supporting all employees wellbeing which includes Mental Health and will offer support which can be accessed through the Employee Assistance Programme. Further information is available from Human Resources.

### 57. Swimming Pools (where applicable)

- 57.1 The Headteacher is responsible for ensuring the swimming pool is:
- Only used by authorised persons in accordance with the safe code of practice, with lifesavers and adequate supervision.
  - Correctly and safely maintained.
  - Regular inspections are carried out.
  - Remedial action is taken or if necessary the pool is taken out of use.
  - Appropriate records are kept.

### 58. Training and Induction

- 58.1 The Two Counties Trust will provide opportunities for all employees to have access to the

information, instruction, supervision and training required to enable them to perform their duties safely and work in a safe environment.

- 58.2 All employees whether permanent or temporary will undergo Induction training which will include the following health & safety matters:
- Emergency Arrangements.
  - Fire Drills.
  - Fire Marshal training.
  - First Aid Arrangements.
  - Accident reporting.
  - Good housekeeping.
  - Codes of safe practice and guidance. (used in Science, DT and PE departments)
  - Health & safety handbook and school arrangements.
  - Specific hazards/responsibilities associated with work activities.
  - Special needs of students including students with disabilities.
- 58.3 Further training needs will be considered when employees transfer or take on new responsibilities or when there is a change in the work equipment or systems of work in use.
- 58.4 The Headteacher will identify with relevant Heads of Department and staff the appropriate Health and Safety training needs.
- 58.5 Staff who feel that they have a need for health & safety training of any kind and feel that they have not been supported by Head of Department or Headteacher should notify the Trust Health and Safety Manager in writing or by email.
- 58.6 Individual schools will maintain records of individual employee training to ensure that training:
- is up to date and appropriate for the duties undertaken.
  - Where certificates of competence are required for potentially hazardous activities (e.g. woodworking machinery, swimming etc), Heads of Department are responsible for:
    - Checking the validity of certificates.
    - Arranging refresher training when necessary.
    - Keeping the Trust Health and Safety Manager informed.
- 58.7 The school SENCO will ensure that all staff who work with disabled students receive the appropriate training for the manual handling tasks required and will continue to assess individuals training needs on an ongoing basis.

## 59. Violence to Staff

- 59.1
- Headteachers are responsible for assessing the risks of violence to staff.
  - Staff must report incidents of violence and aggression to the Headteacher and are asked to complete an incident report form on the Every Management System which will also act as a record of such episodes.
  - The Trust may refer any incidents of violence or aggression towards staff to their legal advisor.

## 60. Waste Disposal

- 60.1
- Areas around trade waste compounds/bins should be kept clean and free from accumulations of rubbish and where possible at least 10 meters away from buildings.
  - Trade waste is collected weekly by the company named in Appendix 1.
  - Medical/Sanitary Waste is contracted to the company named in Appendix 1.
  - Disposal of science chemicals is done under CLEAPPS guidance.



## 61. Water Hygiene

### 61.1

- A copy of the Legionella Risk Assessment is held by the Site Manager.
- All Schools employ an external contractor to carry out the requirements of water testing under L8 guidance.
- The site team carries out regular flushing and temperature recording as per legionella risk assessment.

## 62. Working at Height

### 62.1

- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to minimise any risks.
- Risk Assessments prior to commencement of any working at height activity will be undertaken and where the risk still remains at a high-level method statements must be devised to ensure safe systems of working. It is the responsibility of the risk owner to ensure this takes place.
- Staff should only use the equipment they are trained to use and they should wear the appropriate clothing and footwear.
- Pupils are not permitted to use access equipment.
- Information, instruction and supervision will be provided to all staff that may use access equipment for school related activities.
- All access equipment must be stored securely when not in use.
- Contractors are expected to provide their own equipment and will not be permitted to use the school's equipment.
- All high risk working at height will be contracted to external specialist companies via the Trust Premises and Estates Manager.

Please refer to the Working at Height risk assessment and safe system of workings for further advice and guidance.

## 63. Work Equipment

### 63.1

- All work equipment used on the premises should be fully inspected upon installation.
- All work equipment must undergo an annual recorded maintenance and service inspection by a competent person.
- Any defects should be reported to the Site Manager / Head of Department.
- Employees must not provide their own equipment.
- Staff must ensure that they are appropriately trained to use equipment.
- Heads of Department are responsible for ensuring a suitable and sufficient risk assessment has been carried out prior to the use of such equipment. Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.

## 64. Work Experience

- 64.1 A designated person in each school or an appointed external company will provide guidance on student work experience placement. The nominated person will also carry out the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the

work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer.

## 65. Security

- 65.1 All staff and other persons on site will take note of the requirements of the Security policy and adhere to it at all times.
- 65.2 The security arrangements will cover as relevant:
- The site.
  - The buildings.
  - Control of visitors to the school.
  - Locks, keys and keyholders.
  - Out-of-bounds areas.
  - Dealing with trespassers.
  - Security of staff and student property.
  - Vehicles and cycles.
  - Movement around the site and buildings.
  - Vehicles and pedestrians arriving at the school in the morning and leaving in the afternoon.
  - Responsibilities for security aspects.
- 65.6 Please refer to the Security Policy for further advice and guidance.

## 66. Site Health and Safety Inspections

- 66.1
- A programme of Health and Safety Internal Inspections to be conducted by the Health and Safety Competent Person.
  - A member of the site team will conduct and record a monthly site inspection of all areas.
  - The Trust Health and Safety Manager will conduct internal audits.

## 67. Health and Safety Legislation

The general duties imposed on the Trust and individual schools are defined in various legal requirements. These include, but are not limited to:

### 67.1 Health & Safety at Work Act 1974

The Health and Safety at Work etc Act 1974, applies to all work activities and requires employers to ensure, so far as is reasonably practicable, the health and safety of:

- All employees
- All people who work on their site including contractors.
- All people who come into contact with work activities, including service users, pupils, visitors and members of the public.

### 67.2 Management of Health & Safety at Work Regulations 1999

The Management of Health and Safety at Work Regulations 1999, require employees to carry out risk assessments in order to identify and evaluate hazards, and devise and implement control measures. These Regulations specifically state that where two or more employees share a workplace, whether on a temporary basis or a permanent basis, each employer shall:

- Co-operate with other employers.

- Take reasonable steps to coordinate between other employers to comply with legal requirements.
- Take reasonable steps to inform other employers where there is risk to health and safety.

### **67.3 Construction (Design & Management Regulations) 2015**

The Construction (Design and Management Regulations) 2015, apply to:

- new-build construction
- alteration, maintenance and renovation of a structure
- site clearance
- demolition and dismantling of a structure
- temporary works

A project is notifiable to the HSE where the work lasts more than 30 days and it will have more than 20 workers working at the same time at any point in the building project. Or involves more than 500 person days of work regardless of the duration or number of people involved. The HSE must be given notice using an F10 form as soon as possible before the construction phase begins.

### **67.4 Health and Safety (Offences) Act 2008**

The new legislation introduces a power of imprisonment in both the lower and upper courts, together with greater financial penalties in the magistrate's court for a wider range of health and safety offences. In some cases, offences that would previously have brought fines up to £5000 will now carry a maximum penalty of £20,000.

One of the most important impacts of the legislation is that a power of imprisonment will now be available in respect of the key offences targeted at individuals under section 7 and section 37 of the Health and Safety at Work Act 1974. Section 7 requires all employees to take reasonable care for themselves and other in the way they conduct their work. Section 37 addresses the actions of directors, managers, head teachers, secretaries and other similar officers of corporate bodies.

### **67.5 Control of Substances Hazardous to Health Regulations 2002 (COSHH)**

Using chemicals or other hazardous substances at work can put people's health at risk, so the law requires employers to control exposure to hazardous substances to prevent ill health. They have to protect both employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Every employer shall ensure that the exposure of his employees to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled.

Hazardous substances include:

- substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
- substances generated during work activities (e.g. fumes from soldering and welding)
- naturally occurring substances (e.g. grain dust)
- biological agents such as bacteria and other micro-organisms

**Failure to adhere to the Trust's Health and Safety policy shall constitute a disciplinary offence as it places the health, safety and well-being of colleagues, students and visitors at risk.**

## **68. Measuring Performance within The Two Counties Trust**

- 68.1 The school will use the Every Management System to support relevant staff in carrying out their responsibilities for Health and Safety in their areas. Using the system, the Trust Health and Safety Manager will ensure that the following are carried out as appropriate, using the

- Every Management System for logging purposes.
- Regular documented audits.
  - Site inspections.
  - Review of risk assessments and the subsequent control measures.
  - Surveys by the health and safety Working Group.
  - Attendance at health and safety meetings.
  - Results of any external audits/reviews/investigations.
  - Regular review of accidents/incidents/near misses and use of the information and experience gained from the review.
  - A system of reviewing and developing improvement plans as identified.
  - Sharing experiences, findings and good practice inside the Trust.

The school shall ensure that in any term a minimum of 90% of their tasks on the Every Management System task list are completed.

**The Trust shall review monthly via the Every Management System dashboard the performance of each school and where performance is below 90% shall write to the Headteacher and Local Governing Body to set a date for a meeting to discuss this failure.**

## 69. Communication

- 69.1 Health and Safety issues associated with the school are communicated to staff through the appropriate channels including staff briefings, emails and training courses. All staff are able to report Health and Safety issues to the Site Manager, the Health and Safety Competent Person, the Trust Health and Safety Manager and online via the Every Management system.

## 70. Equal Opportunities

- 70.1 In making, reviewing and implementing this policy the school's equal opportunities policies must be taken into account. In particular the school must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students and visitors to use the school's facilities and curriculum as far as is reasonably practicable. The Disability Accessibility Plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, students and visitors.

## 71. Limitations of this Policy

- 71.1 This policy cannot anticipate all eventualities therefore, professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.

## 72. General Data Protection Regulation

- 72.1 All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

## Document Management

Review cycle:	Annually
Next review due:	1 September 2020
Policy owner	Health and Safety Manager
Approving body:	Board of Trustees
Equality Analysis completed:	27.02.2019

## Appendix 1.

	<b>Ashfield School</b>	<b>Frederick Gent School</b>	<b>Friesland School</b>	<b>Heritage High School</b>
Headteacher	John Maher	Chris Woollard	Peter Monk	Richard Marlow
Health and Safety Competent Person	Philip Wilson	Mike Bradshaw	Donna Bennett	Angela Lindley
Site Manager	Chris Patrick	Ben Wright	Steve Cooper	Angela Lindley
Educational Visits Coordinator	Nicola Cross	Mike Bradshaw	Donna Bennett	Angela Lindley/ Rosie Sambrook
Work Experience	Charlotte King	N/A	Abi Hird/ Karen Tideswell	Angela Lindley
Health and Safety Training	Philip Wilson/ Nicky Hillyard	Mike Bradshaw	Donna Bennett	Angela Lindley
Radiation Supervisor	N/A	Gemma Smith	David Vincent/ Emma Goodchild	N/A
Cleaning Contractor	Accuro	School staff	School staff	School staff
Catering Contractor	Caterlink	Derbyshire C.C.	School staff	Mellors
Grounds Maintenance	Ulyett Landscapes	Derbyshire C.C.	Greenacre Turf Works	Peter Bowden
Pest Control	Ashfield Council	Pestaid	Rentokil	Rentokil
Trade Waste	Ashfield Council	Veolia	Veolia	Bolsover D.C.
Clinical Waste	Shorrocks Trichem	Initial	P.H.S.	P.H.S.
Legionella	Western Environmental	Aquatec	Hydro X	H20

## Appendix 1 continued

	<b>Manor Academy</b>	<b>Selston High School</b>	<b>Swanwick Hall School</b>	<b>Wilsthorpe School</b>
Headteacher	Katrina Kerry	Paul Halcro	Jonathan Fawcett	Jonathan Crofts
Health and Safety Competent Person	Nichola Barsby	Julia Jewsbury	Pat Smith	Andrew Rose
Site Manager	Kevin Wright	Mark Springthorpe	Martyn Richmond	Paul Rudkin
Educational Visits Coordinator	Nichola Barsby	Amy Brooks	Louise Nicholls Andrea Hollingsworth	Sarah Jones
Work Experience	Daniel Waterhouse	N/A	Awaiting replacement	Pat Meller
Health and Safety Training	Nichola Barsby	Julia Jewsbury	Pat Smith / Sharon McCammon	Alison Smees
Radiation Supervisor	Liz Brennen	Sarah Keal	David Godwin / Rob Travis	Richard Bonser
Cleaning Contractor	Accuro	Accuro	Accuro	School staff
Catering Contractor	NCC	Caterlink	Caterlink	Mellors
Grounds Maintenance	Town and Country	Notts. C.C.	Ulyett Landscapes	Glendale Grounds Maintenance
Pest Control	Pest Aid	CSS Pest Services	Driveout Site Services	Rentokil
Trade Waste	Mansfield D.C.	Ashfield District Council	Amber Valley D.C.	Ward Waste
Clinical Waste	Shorrocks Trichem	Shorrocks Trichem	Shorrocks Trichem	P.H.S.
Legionella	LCS	LCS	Hydro X	Hydro X



## Appendix 2.

<b>Cross Reference of Content</b>			
<b>Item</b>	<b>Nottinghamshire County Council</b>	<b>Derbyshire County Council</b>	<b>Two Counties Trust</b>
Statement of Intent	Included	Included	1
Organisational Structure and Responsibilities	Included		4
Responsibilities of Board of Trustees	No	No	6
Responsibilities of Trust Health & Safety Manager	No	No	7
Responsibilities of Headteacher	Included	Included	8
Responsibilities of SLT & others with Management Responsibilities	Included	Included	9
Responsibilities of all employees	Included	Included	10
<b>Arrangements</b>			
Communication	Included	Included	69
Emergencies	Included	Included	35
Accidents and Medical Arrangements	Included	Included	12 19
Hazard Identification and Control	Included	Included	50
Information, Instruction and Training	Included	Included	58
Security	Included	Included	65
Lettings	Included	Included	43
Control of Contractors	Included	Included	23
Work Equipment	Included		63
Waste Disposal	Included	Included	60
Manual Handling	Included	Included	44
Educational Visits	Included	Included	13
Inspections	Included		66
Management Review	Included	Included	68