



# Health and Safety Policy

Policy reviewed by Academy Transformation Trust on	April 2017
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This policy links to:	Located:
<ul style="list-style-type: none"><li>• Educational Visits Policy</li><li>• Asbestos Management</li><li>• Premises Management</li><li>• Critical Incident</li></ul>	

Review Date – April 2018



## **Our Mission**

To provide the very best education for all pupils and the highest level of support for our staff to ensure every child leaves our academies with everything they need to reach their full potential.

We promise to do everything we can to give children the very best education that gives them the best opportunity to succeed in life. All of our academies have it in them to be outstanding and achieving this comes down to our commitment to our pupils, staff and academies.

## **Our commitment**

We are committed to taking positive action in the light of the Equality Act 2010 with regard to the needs of people with protected characteristics. These are age, disability, pregnancy and maternity, religion and belief, race, sex, sexual orientation, gender reassignment and marriage and civil partnership.

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## 1 Statement of Health and Safety

- 1.1 The Board of Directors of ATT will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and all other related Acts, Orders and Regulations and relevant common law duties.
- 1.2 ATT are committed to:
- Providing a safe and healthy learning, working and visiting environment for all on our premises, with safe access. Ensuring adequate emergency procedures are implemented, particularly in relation to fire, asbestos or other significant incidents
  - Preventing accidents and work related ill health
  - Ensuring safe working methods and providing safe working equipment
  - Making arrangements for the safe use, handling, storage and transport of articles and substances
  - Providing effective health and safety information, instruction, training and supervision
  - Providing effective online property software which updates to reflect changes in law and associated procedure to manage
  - Ensuring adequate welfare facilities exist throughout the organisation
  - Providing competent health and safety advice, support and resources, as required, so far as is reasonably practicable
  - Assessing and controlling risks from curricular and non-curricular activities
  - Consulting with employees and their representatives on health and safety matters
  - Monitoring and reviewing our systems and prevention measures to ensure they are effective
  - Working with stakeholders to ensure that the health and safety provision is appropriate.
- 1.3 At ATT health and safety is everyone's responsibility. We expect all staff and stakeholders to play their part in recognising, supporting and reinforcing our health, safety and welfare commitments.
- 1.4 This policy statement (1) will be brought to the attention of all members of staff. A copy is to be displayed on the health and safety notice board. Details of the local establishment's management organisation for health and safety and arrangements for implementing the policy are to be found in 2 and 3 of this document. A reference copy of the full document is to be kept in the academy office and must be readily available.
- 1.5 This policy has been subject to consultation with and has been agreed by the recognised Trade Unions.
- 1.6 This police statement (1) and the accompanying organisation and arrangements will be reviewed on an annual basis.

## 2 Organisation of Health, Safety and Welfare

- 2.1 In order to ensure that health and safety issues are dealt with in accordance with each establishment's health, safety and welfare needs, the following organisational framework has been adopted by the ATT Board of Directors.
- 2.2 The ATT Board of Directors
- 2.2.1 ATT appreciates that it can only operate within the allocation of the Trust budget and that it will only be accountable for deciding how the budget within its control is to be spent. The Trust has established arrangements for ensuring the requirements of this policy and relevant legislation are properly implemented and that the policy remains effective and appropriate.
  - 2.2.2 The Board of Directors is the main "duty holder" and has responsibility for the organisation and arrangements for the purposes of asbestos management for ATT, as set out in Regulation 4 (1) of the Control of Asbestos Regulations 2012.
  - 2.2.3 The Board of Directors and Academy Governing Bodies will comply with any directions issued in the arrangements concerning the health and safety of persons on ATT or academy premises, or taking part in academy activities elsewhere.
  - 2.2.4 Health and safety will be a standing item on every Board agenda.
  - 2.2.5 ATT's Estates department will receive regular reports from academies through ATT's Property Management Software in order to enable them to provide and prioritise support and resources for health and safety issues that fall within The Trust's organisational responsibility.
  - 2.2.6 The Trust will arrange for access for all ATT employees and where appropriate academy Governors to competent health and safety advice through the appointment of a "competent person" which is the Estates Director and specialist consultants. Contact details of the Estates Director are published in this policy document.
  - 2.2.7 As the employer, The Trust reserves the right to conduct periodic health and safety audits and inspections of all academies in ATT.
  - 2.2.8 ATT will establish Regional Health and Safety Committees in order to consult with employees and Trade Unions on health and safety matters.
  - 2.2.9 As a result of audit, inspection or concern(s) raised with The Trust, ATT reserves the right to direct health and safety improvements to local policy, organisation and arrangements that are non-compliant with legislation.
  - 2.2.10 ATT will establish arrangements for the provision of health, safety and welfare standards expected in our establishments.
  - 2.2.11 The Trust will ensure that local policy and procedures to accommodate any educational or special need are in place and reviewed regularly to ensure the safety of pupils.

2.2.12 The Trust will provide a property management system for reporting health and safety incidents and to house associated documents.

### 2.3 The Academy Governing Body

2.3.1 The Governing Body of each academy has a duty to monitor and report health and safety matters at a local level to ATT's Estates Department. This includes any reasonable adjustments required to assist the needs of pupils and staff. Where the spending decisions are controlled by the Governing Body they accept the duty for the new way in which health and safety issues are addressed.

2.3.2 The Governing Body is a "duty holder" for the purposes of asbestos management in each academy, as set out in Regulation 4 (1) of the Control of Asbestos Regulations 2012, in relation to their duty to scrutinise local asbestos management organisation and arrangements within the academy and report back to ATT's Estates Department.

2.3.3 The Governing Body of each academy is to appoint a Governor with particular responsibility for health and safety. Health and safety will be a standing item on every Governing Body agenda.

2.3.4 The Principal of each academy is to appoint a Fire Safety Officer for the academy who will be the designated "responsible person" for fire safety. This person must be competent to carry out the role and have sufficient authority and powers to be able to perform the role properly and must be a member of the academy's senior leadership team. For the purposes of fire safety "competent" can be regarded as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a role safely.

2.3.5 The Governing Body of each academy must ensure that they scrutinise the local arrangements for the effective evacuation of premises in the event of a fire. This will include the provisions contained in the local Fire Evacuation Plan and the effectiveness of the practical application of that plan and feedback to ATT's Estates Department.

2.3.6 The academy is responsible for ensuring that all appropriate DBS checks are carried out on all personnel who could potentially come into unsupervised contact with children, young people and vulnerable persons. This includes school staff, parents, Governors, trustees and contractors. Each academy is required to keep their own "central record" which contains all the details of the evidence of checks carried out.

2.3.7 The Governing Body of each academy must ensure that they scrutinise the local arrangements for the effective management of asbestos materials in the premises and ensure that the emergency measure arrangements are in place to evacuate the affected areas in the event of accidental or unforeseen damage to, or discovery of ACM and feedback to ATT's Estates Department.

2.3.8 The academy must ensure that staff and pupils have easy access at all times to free, fresh drinking water on academy premises.

2.3.9 The Governing Body of each academy is required to promote well-being of children in terms of:

- Physical, mental health and emotional well-being
- Protection from harm and neglect
- Education, training and recreation
- The contribution children make to society
- Social and economic well-being
- Equality and accessibility.

2.3.10 The Governing Body have delegated duty to establish and review additional local policy, organisation and arrangements of particular health and safety matters. The content of all local policies, organisations and arrangements must comply with the whole ATT H&S Policy and are subject to review by ATT's Estates Department. These local policies, organisations and arrangements must include, as a minimum, provision for:

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

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

- Housekeeping and safe disposal of waste
- Occupational health provision
- Educational visits and transport
- Work experience (if applicable)
- Local rules regarding radiation (if applicable)
- Report back to ATT's Estates Department.

<b>Name of H&amp;S Governor</b>	Dr Ron Impey
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## 2.4 Academy Principals

2.4.1 Overall responsibility for the day-to-day management of health and safety for pupils in each academy rests with the Principal.

2.4.2 As manager of the establishment and of all the activities carried out within it, the Principal will follow ATT policy and advise ATT's Estates Department of the areas of concern for health and safety which may need to be addressed by the allocation of funds or remedial works.

2.4.3 The Principal is a "duty holder" for the purposes of asbestos management in each academy, as set out in Regulation 4 (1) of the Control of Asbestos Regulations 2012, in relation to their duty to ensure the local asbestos management organisation and arrangements put in place by ATT are followed within the academy. This includes the delegated duty to make sure that as far as reasonably practicable, no-one can come

to any harm from asbestos on academy premises and to ensure that the emergency measure arrangements to evacuate the affected areas in the event of accidental or unforeseen damage to, or discovery of, ACM are carried out.

2.4.4 Matters requiring particular consideration by the Principal will include:

- Ensuring that there is an adequate use of the ATT property management system for the undertaking of suitable and sufficient risk assessment in compliance with the requirements of the Management Regulations 1999 and other regulations that require specific risk assessments to be completed. Ensuring that risk assessments are undertaken throughout the establishment and control measures are implemented and those assessments are monitored and reviewed appropriately
- Ensuring that the ATT property management system is used properly and follows the principles of “Plan, Do, Check, Act” as contained in HSG 65, for managing the effectiveness of health and safety arrangements, which form part of this policy
- Ensuring adequate staffing levels for safe supervision of pupils and staff, both while at the academy and for any external activities
- Ensuring that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents, incidents of violence and near misses
- Ensuring periodic testing of equipment, in relation to statutory maximum time intervals, or where this is not defined, through effective risk assessment; as detailed within ATT’s Property Management Procedures
- Ensuring the adequate provision of first aid materials and fire-fighting appliances
- The communication of appropriate health and safety information and ATT announcements to Governors/ATT academy staff, Trade Unions health and safety representatives, Representatives of Employee Safety, Visitors and Contractors
- Formulating and reviewing the detailed local arrangements for action to be taken in an emergency (including unplanned damage, disturbance or discovery of asbestos containing materials) and ensuring that all involved are informed of the arrangements and that these have been reviewed by ATT’s Estates Department
- Arranging for termly evacuation drills and weekly fire alarm tests and any other related inspections and ensuring records are up to date on the ATT Property Management Software
- Advising ATT’s Estates Department of any defect in the state of repair of the building, or its surrounds or services, which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged
- Arranging for the repair, replacement and/or safe disposal of any item of furniture or equipment which has been identified as unsafe
- Co-ordinating a termly health and safety audit/inspection and periodic health and safety checks, ensuring all areas of the establishment and all activities are covered in an appropriate schedule and records are maintained on ATT’s Property Management Software

- Ensuring effective liaison with and monitoring of the activities of contractors (including catering, cleaning and grounds staff), visitors and others on site to ensure that any risks to the health and safety of staff and others are kept to a minimum
- Ensuring that all ATT employees are provided with appropriate and adequate health and safety training consistent with their roles
- Ensuring that appropriate matters of health and safety are included within the Induction Programme for all new staff and students
- Consult with Trade Unions health and safety representatives and Representatives of Employee Safety.

- 2.4.5 The Principal may choose to delegate to other members of staff any, or all of the duties associated with the matters in paragraph 4 above. It is clearly understood by everyone concerned that the delegation of duties will not relieve the Principal from the overall day-to-day responsibilities for health and safety matters within the academy.
- 2.4.6 If the Principal chooses to delegate any health and safety duties to another member of staff he/she must ensure that the person appointed to carry out those duties is competent to carry them out. For the purposes of health and safety “competent” can be regarded as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical and mental ability, can also affect someone’s competence. The Principal must give due regard to this prior to the delegation of duties.
- 2.4.7 The Principal may wish to designate a person as the academy’s Health and Safety Officer, or similar title. The specific health and safety duties attached to any such appointment must be recorded in writing and cleared with ATT’s Estates Department.
- 2.4.8 The Principal must appoint a competent person to coordinate first aid matters in the academy.
- 2.4.9 If a source of ionising radiation is held on academy premises, the Principal must appoint a trained and competent Radiation Protection Supervisor to carry out radiation protection duties in the academy.
- 2.4.10 The Principal may choose to appoint a competent person to oversee all arrangements for educational visits and academy journeys.
- 2.4.11 If work experience is undertaken by pupils at the academy, the Principal may choose to appoint a competent person to oversee all work experience arrangements.
- 2.4.12 If any part of the academy premises was constructed before 2000, the Principal must ensure that an asbestos survey completed. If asbestos containing material (ACM) is discovered an asbestos register must be put in place, a risk assessment completed and an Asbestos Management Plan drawn up. The Principal may wish to delegate the role of Asbestos Manager and appoint a competent person to manage asbestos on the premises. Regardless of whom the Asbestos Manager is that person must be named in the Asbestos Management Plan and their particular asbestos management duties recorded and ATT’s Estates Department informed of any arrangements.

2.4.13 The Principal will provide a termly health and safety report for the Governing Body/ATT's Estates Department including, but not limited to; any accidents, near-miss incidents, identified gaps in health and safety legal compliance, Health and Safety Executive/Fire Authority intervention.

## 2.5 ATT's Estates Director

2.5.1 ATT's Estates Director holds delegated responsibility for the management and implementation of health and safety within ATT academies.

2.5.2 ATT's Estates Director holds ultimate responsibility and liability in relation to health and safety and has received appropriate accredited training across the following areas:

- Health and safety management
- Risk assessment
- Legionella
- Asbestos management duty of care
- Fire safety
- First aid
- CDM regulations.

2.5.3 ATT's Estates Director will ensure that the appropriate management documentation is in place for each site and where required specialist contractors/advisors who will carry out reviews as the Appointed Competent Person, responsible for providing advice and ensuring compliance across the following areas (but not limited to):

- Electrical issues
- Management and removal of asbestos
- CDM compliance for large complex projects
- CIBSE lighting requirements
- Accessibility
- Reasonable adjustments
- Health and safety legal advice for complex cases.

2.5.4 The competent person role, within each academy will be voluntary, unless the role is performed by the Principal or is included in the person's job description/role on appointment.

2.5.5 ATT's Estates Director will ensure that those performing competent person roles within our academies, receive appropriate accredited training specific to the role or already hold and can evidence the required accreditation in relation to consultants.

2.5.6 ATT's Estates Director will provide access for all academies to ATT Property Management Software, Every, which is an informed system that updates with changes to law/procedure and provides an online record for all checks and tests completed within an academy along with access to approved contractors.

2.5.7 ATT's Estates Director will provide health and safety advice and support to all academy Governors and ATT employees.

- 2.5.8 ATT's Estates Director will review health and safety arrangements within our academies, ensuring appropriate procedures and controls are in place for the management of risk including any educational or special needs.
- 2.5.9 ATT's Estates Director will ensure funding is made available to address health and safety issues through annual capital allocations whilst ensuring contingency plans are in place in the event of an emergency.
- 2.5.10 ATT's Estates Director will ensure that our academies adopt and follow the ATT Health and Safety Policy.
- 2.5.11 ATT's Estates Director will ensure that each ATT academy is accessible to all pupils and staff and that reasonable adjustments are made to accommodate educational or special needs.
- 2.5.12 ATT's Estates Director will ensure that each academy has an Accessibility Policy and Plan in place which is reviewed periodically. This will include a risk assessment to identify any reasonable adjustments required.
- 2.5.13 ATT's Estates Director will ensure that all our academies are compliant with statutory law and records maintained through ATT's Property Management Software.
- 2.5.14 ATT's Estates Director will enforce the terms of this policy and periodically review health and safety management within our academies.
- 2.5.15 ATT's Estates Director holds responsibility for reporting accidents to RIDDOR. ATT's Estates Director will consult with academies and if required, seek additional advice to ensure appropriate matters are reported.
- 2.5.16 ATT's Estates Director will investigate and liaise with HSE during incidents issues or enquiries.

<b>ATT's Estates Director</b>	Edward Thomas
<b>Telephone Contact</b>	0121 794 7275
<b>Emergency Out of Hours</b>	07876 861783

## 2.6 Fire Safety Officer

- 2.6.1 The appointed person will be the 'responsible person' who has the authority and powers of sanction to ensure that standards of fire safety in the academy are maintained.
- 2.6.2 The main duties of the responsible person include, but are not limited to:
- Managing the risk and minimising the incidence of fire (fire prevention); e.g. good housekeeping and security
  - Ensuring that a current, suitable and sufficient fire risk assessment has been carried out, or reviewed, for the academy
  - Producing, or reviewing a current Emergency Fire Plan, inclusive of a Fire Evacuation Plan

- Reviewing the individual evacuation plans completed within each academy by the designated SENCo for pupils with educational or special needs, ensuring any building developments/adaptations are considered and reasonable adjustments are made to ensure suitable evacuation procedures are in place
- Liaise with the designated SENCo and where applicable, parents to ensure appropriate risk assessments and personal evacuation plans are in place for pupils with educational or special needs
- Ensuring that all persons entering the academy premises have had induction training on emergency evacuation procedure in the event of a fire. Ensuring additional information in applicable formats are made available for pupils and visitors with special and educational needs
- Ensuring that all ATT staff have received adequate fire and evacuation training consistent with their role and training to accommodate any special or educational need
- Checking the adequacy of fire-fighting equipment and ensuring regular maintenance is carried out
- Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly
- Ensuring that fire detection and protection systems are maintained and tested and proper records are kept
- Ensuring any closing down procedures are followed
- Establishing and maintaining effective communication with local fire authorities and providing the required information and assistance to the fire authority to allow for effective discharge of their duties.

<b>Named Appointed Person</b>	
<b>Telephone Contact</b>	<b>T:</b> <b>M:</b>
<b>Emergency Out of Hours</b>	

## 2.7 First Aid Coordinator

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

2.7.2 The First Aid Coordinator is also required to take charge of the equipment and facilities provided for first aid in the academy and in addition ensure that:

- First aid facilities are maintained in a proper effective condition
- First aid boxes are checked and the contents maintained in a suitable condition
- First aid procedures are in place for those with additional need incorporating any reasonable adjustment required for policy/procedure.

<b>Named Appointed Person</b>	Garry Trott
<b>Telephone Contact</b>	T: 01473 466136

## 2.8 Radiation Protection Supervisor (where applicable)

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

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

<b>Named Appointed Person</b>	TBC by GTR at 19.10.2017
<b>Telephone Contact</b>	

## 2.9 Asbestos Manager (Regional Estates Manager)

2.9.1 The Asbestos Manager is responsible to the Principal for ensuring local compliance with all asbestos related legislation and the management of asbestos within the premises.

2.9.2 The main duties of the Asbestos Manager include:

- The day-to-day requirement to inform relevant staff and contractors of the location, extent and condition of asbestos on the premises
- A duty to inspect or to arrange for the regular inspection of asbestos containing materials (ACM), as required by the Asbestos Management Plan
- A duty to ensure that suitable and sufficient asbestos training and information is provided to all staff and that suitable and effective Personal Protective Equipment is provided where required
- A duty to maintain records and update asbestos related documents as and when required, or as and when necessary and to maintain the local Asbestos Management Plan
- A duty to maintain emergency arrangements for the evacuation of affected areas in the event of unplanned damage or disturbance of known or newly discovered ACM

- A duty to arrange for the safe control, survey, repair, maintenance or removal of ACM in the affected area in the event of unplanned damage or disturbance of known, or newly discovered ACM.

<b>Named Appointed Person</b>	Jon Paisley
<b>Telephone Contact</b>	M: 07949 079555

## 2.10 Educational Visits Coordinator (EVC)

- 2.10.1 The Educational Visits Coordinator is responsible to the Principal for ensuring that the academy procedures for educational visits are implemented.
- 2.10.2 The EVC has a responsibility to ensure that all educational visits are accessible to all pupils and through consultation with SENCo and parents to ensure that any reasonable adjustments are made.
- 2.10.3 The EVC has a responsibility to ensure that all academy visits comply with ATT's Educational Visits Policy and academy regulations in every respect.
- 2.10.4 The EVC must ensure that off-site activities are properly planned, supervised and the pupils' safety is paramount; a separate risk assessment may be required dependent on the pupils needs and the nature of the activity.
- 2.10.5 The EVC is responsible for checking competency of all supervising staff and volunteers.
- 2.10.6 The EVC must ensure that the careful planning and preparation of the school trip includes suitable and sufficient assessment of the risks and benefits of all activities; including any educational or special needs of pupils.
- 2.10.7 The EVC must ensure that all pupils can participate in educational visits and reasonable adjustments are made to ensure educational and special needs are met. This includes any necessary risk assessment.
- 2.10.8 The EVC must liaise with the designated SENCo and parents to complete a separate risk assessment where required to meet a pupil's needs.
- 2.10.9 The EVC must provide full written details of all overseas or high risk, adventurous educational visits to the ATT's Estates Director for prior approval at least one month before the visit is due to commence.

<b>Named Appointed Person</b>	Richard Hawkes
<b>Telephone Contact</b>	T: 01473 466110

## 2.11 Work Experience Coordinator (where applicable)

- 2.11.1 The Work Experience Coordinator is responsible to the Principal for the provision of safe work experience placements. This includes liaising with any external bodies appointed to organise practical arrangements.

2.11.2 The duties of the Work Experience Coordinator include, but are not limited to:

- Liaising closely with Principal to decide the appropriate process for organising work experience placements, including the use of external bodies
- Ensuring that all placements are risk assessed (by the employer) and risk assessments are completed for members of staff that visit such employers during the work placements. These assessments should include lone working arrangements, additional educational or special needs
- Liaising closely with the designated SENCo and parents to ensure individual needs of pupils are met and that any reasonable adjustments are made
- Students and parents are provided with all relevant information regarding work experience placements, including risk assessments
- Employers providing placements have full relevant information regarding students undertaking a placement with them, including details of additional educational or special needs
- Where possible, students are visited during their placement, those with educational and special needs will receive a visit during their placement.

<b>Named Appointed Person</b>	Kevin Roche
<b>Telephone Contact</b>	T: 01473 466124

2.12 Trade Union Health and Safety Representatives and Representatives of Employee Safety

2.12.1 Health and safety regulations provide for the appointment of Trade Union appointed safety representatives from amongst those employees who are members of a recognised Trade Union. Similarly, provision is in place for employees who are not members of a recognised Trade Union, or where their Trade Union is not represented by a safety representative, to elect Representatives of Employee Safety to represent them.

2.12.2 Trade Union Health and Safety Representatives and Representatives of Employee Safety are afforded the right to paid release from duties to discharge their functions. "The Academy Transformation Trust Agreement and protocol for relationships with recognised Trade Unions", dated May 2011, substantiates that right. The same right is extended by ATT to Representatives of Employee Safety.

2.12.3 Where Trade Union Health and Safety Representatives and Representatives of Employee Safety are timetabled regarding their employment duties. Principals must ensure that when formulating the academy staff timetable they take regard of the current "Trade Union Health and Safety Representatives and Representatives of Employee Safety Agreement" with ATT. The agreement will be reviewed annually by ATT with recognised Trade Unions.

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

- To represent the employees in consultations with the employer
- To investigate potential hazards and dangerous occurrences at the workplace and to examine the causes of accidents at the workplace
- To investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work and to inform ATT's Estates Department
- To make representations to the employer on matters arising out of potential hazards and dangerous occurrences or complaints relating to health and safety by any employee he/she represents
- To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace
- To carry out health and safety inspections
- To represent the employee, he/she was appointed, or elected, to represent in consultation at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority
- To receive information from inspectors
- To attend meetings of safety committees where he/she attends in his capacity as a safety representative, in connection with any of the above functions
- To be a part of Regional ATT Health and Safety Committees.

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

Trade Union H&S Representatives	Representatives of Employee Safety
<b>Robert Young (UNISON)</b>	
E: <a href="mailto:robert.young@westbourne.attrust.org.uk">robert.young@westbourne.attrust.org.uk</a>	E:
T: 01473 742315	T:
<b>Zoe Potter (NASUWT)</b>	
E: <a href="mailto:zoe.potter@westbourne.attrust.org.uk">zoe.potter@westbourne.attrust.org.uk</a>	E:
T: 014473 742315	T:
<b>Maria Graziani (NUT)</b>	
E: <a href="mailto:maria.graziani@westbourne.attrust.org.uk">maria.graziani@westbourne.attrust.org.uk</a>	
T: 07850 901422	

2.13 All employees with management or staff supervisory responsibilities

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

- Ensure that suitable and sufficient risk assessments are undertaken within their areas of responsibility, that control measures are implemented and those assessments are monitored, reviewed and uploaded to the ATT Property Management System
- Ensure that appropriate safe working practices and procedures exist (safe systems of work) within their areas of responsibility and that these are brought to the attention of everyone concerned
- Ensure that all accidents and incidents (including near misses) occurring within their areas of responsibility are promptly reported and recorded using the appropriate system in the academy and the ATT Property Management System
- Ensure that all reported accidents and incidents within their areas of responsibility are fully investigated with a view to preventing a recurrence and the findings passed to ATT's Estates Director for review
- Ensure that all staff within their areas of responsibility are aware of their specific roles in case of fire and/or emergency
- Remove from use and report to ATT's Estates Department any equipment/appliance which has been identified as being unsafe and which is in need of repair
- Ensure that levels of class and staff supervision are adequate at all times
- Carry out (in conjunction with other members of staff) daily housekeeping health and safety checks within their areas of responsibility and report or rectify any issues as appropriate
- Maintain, or have access to, an up-to-date library of sector specific relevant health and safety guidance from suitable sources (e.g. HSE, ATT, DfE, CLEAPSS, DATA, afPE etc.) and ensure that all colleagues they supervise are aware of and make use of such guidance
- Identify specific staff health and safety training needs and arrange for training to be completed so far as is reasonably practicable
- Consult with appropriate staff on any matters which may affect their health or safety whilst at work
- Carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to a department
- Ensure that levels of first aid provision are in place for the activities being undertaken
- Resolve local health and safety issues, within their competency, within their department, or seek further advice or assistance where necessary
- Ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction in line with ATT guidance prior to commencing activities which may involve some risk

- Consult ATT's Estates Director, or other appropriate bodies (including Trade Union H&S Representatives and Representatives of Employee Safety) when additional assistance becomes necessary.

## 2.14 All employees with teaching or pupil supervisory responsibilities

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

- Ensure effective supervision by only permitting activities to be undertaken by pupils after carrying out a risk assessment if there are real risks associated with the activity. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will need to be considered; along with any educational or special needs which may require reasonable adjustment and liaison with the designated SENCo
- Be aware of ATT's Health and Safety Policy and any local policies, rules and arrangements which may apply specifically to a department concerned
- Ensure that safety instruction is given to all pupils prior to commencing activities which may involve some risk
- Know the location of the nearest fire-fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.
- Ensure that pupils follow academy safety rules and that protective equipment is worn where appropriate
- Ensure that all Personal Protective Equipment (PPE) is suitable and in good condition prior to issue; ensure that reasonable adjustments are made in relation to PPE for pupils with educational or special needs
- Ensure safety devices (e.g. machinery guards) are in good condition and are used
- Where possible, ensure reasonable adjustments are made in respect of safety devices
- Report any defective equipment to their manager/supervisor
- Under the direction of management assist in the investigation of all accidents, incidents and near misses (in conjunction with relevant staff involved)
- Propose for consideration by their manager or supervisor any improvements which they consider would improve health or safety standards within a department
- Ensure that an agreed adequate level of supervision is provided and that appropriate health and safety arrangements, including a suitable and sufficient risk assessment, exist prior to taking academy parties off-site for educational visits and this information is shared with ATT's Estates Director
- Ensure that any pupils with additional, educational or special needs have an appropriate risk assessment in place completed in liaison with the designated SENCo to identify any reasonable adjustment.

## 2.15 All employees (including temporary employees)

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

2.15.2 Employees must also cooperate with ATT and senior management of the academy so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

2.15.3 All employees are required to:

- Participate in the risk assessment process and comply with findings
- Report all defects in the condition of the premises or equipment to which they become aware
- Report all accidents, incidents and near misses according to the procedures included in part 3 of this document
  
- Be familiar with the procedure to be followed in the event of a fire or other serious emergency
- Know the location and condition of any asbestos containing materials identified on the academy's asbestos register and know what to do should these be damaged, disturbed or if they discover new or potential asbestos containing materials
- Take part in health and safety training, provided by the employer, that the employer considers necessary to maintain the employee's health and safety knowledge
- Make use of all necessary PPE provided for safety or health reasons
- Where necessary, make use of control measures made available to them (e.g. fume cupboards, etc.)
- Follow relevant safe practices and local rules
- Report any unsafe practices to their manager or Principal, or if necessary the Governor responsible for health and safety
- Where in the presence of pupils, as a 'reasonable person', ensure pupils follow safe practices and observe all academy safety rules, and as far as is reasonably practicable ensure that pupils:
  - Follow all instructions issued by any member of staff in the case of an emergency, or a risk to safety
  - Do not intentionally or recklessly interfere with equipment provided for safety purposes (e.g. fire extinguishers, etc.)
  - Are encouraged to inform any member of staff of any situation which may affect their safety.

## 2.16 Pupils

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

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

### **3 Arrangements for Health, Safety and Welfare**

- 3.1 Each establishment has the duty to suitable and sufficient local policy, arrangements and procedures to comply with, and complement these arrangements. In all circumstances, where there is any doubt, these arrangements will take precedence. All arrangements must be approved by ATT's Estates Department.
- 3.2 Advice and guidance to support all the health, safety and welfare arrangements will be provided by ATT's Estates Department in electronic/web-based format. This resource will also provide links to where further information on specific topics can be obtained.
- 3.3 The following arrangements are put in place to establish, monitor and review measures needed to meet health and safety legal compliance and the required health and safety standards in ATT establishments and on ATT premises:

### 3.4 Accidents and incidents

3.4.1 In order to avoid misunderstanding, ATT deem an accident and incident to be defined thus:

- **Accident:** “any unplanned event that results in personnel injury or damage to property, plant or equipment”.
- **Incident:** “an unplanned event which does not cause injury or damage, but could have done so”. Examples of this include: items falling near personnel, incidents involving vehicles and electrical short-circuits.

3.4.2 In the event of an accident all local emergency procedures appropriate to that accident must be put into action, including, but not limited to:

- Ensuring, where possible, that the scene of the accident is as safe as is reasonably practicable and poses no substantial risk to others
- Where possible, providing first aid, by the first-aider, to any person who is injured
- Obtaining further medical aid where appropriate.

3.4.3 All accidents must be recorded in the academy accident book or form as soon as possible.

3.4.4 All incidents must be reported to the Principal, or the person delegated with the duty for managing accidents and incidents, as soon as possible and a record kept of the incident.

3.4.5 In order to comply with Regulation 5 of The Management of Health and Safety at Work Regulations 1995, it is important that adverse events are properly investigated. An ‘adverse event’ is an accident (an event that results in injury or ill health), or incident (a near miss, or undesired circumstance). All adverse events and associated investigation must be recorded on the ATT Property Management System.

3.4.6 The level of investigation should be determined by the potential consequences of the adverse event and the likelihood of it reoccurring.

3.4.7 Investigations should be carried out jointly by an Academy Manager, nominated by the Principal/and a Health and Safety Representative if there is such a person in the academy. Any member of an investigation team can request addition support from ATT’s Estates Director.

3.4.8 Investigations should be conducted using the guidance and methodology contained in the HSE publication *HSG245 “Investigating accidents and incidents”*.

3.4.9 Academies must ensure that the documents relating to any accident or incident investigation are retained for a period of five years, recorded on the ATT Property Management System and disposed of in accordance with confidential waste arrangements.

### 3.5 Animals

3.5.1 Where livestock and other farm animals or birds are kept on academy premises, arrangements should be put in place by academies to make suitable and sufficient

risk assessment of the risks to those people coming into contact with such animals or birds.

3.5.2 In all cases, where animals or birds are kept on site suitable and sufficient control measures must be put in place by the academy to control the risk of transfer of infection from E.coli O157.

3.5.3 Arrangements must also be put in place for the proper health and welfare of any animals or birds that are kept. These arrangements must include, but not be limited to:

- The regular provision of clean water and suitable food
- Suitable accommodation in a low stress environment
- Adequate room to move and provision to address individual animal/bird welfare needs
- Competent management of all animals and birds
- Provision for weekends and holidays
- Provision for veterinary and other expert assistance.

3.5.4 Academies must not keep animals or birds where they are unable to fully comply with legislation regarding the health and safety of persons in contact with those animals or bird, or where they are unable to meet acceptable standards of animal health and welfare.

### 3.6 Asbestos management

3.6.1 In compliance with Regulation 4 of the Control of Asbestos Regulations 2012, where premises were built before the year 2000, Principals must ensure that the following obligations are carried out by a competent person, or persons:

- Take reasonable steps to find materials in premises likely to contain asbestos and to check their condition
- Presume that materials contain asbestos unless there is strong evidence to suppose they do not (points 1 and 2 on the asbestos survey)
- Make a written record of the location and condition of asbestos and presumed asbestos containing materials (ACM), keep the record up-to-date and ensure that a copy is available on request for all visitors to the site (the Asbestos Risk Register) and also uploaded to ATT's Property Management System
- Assess the risk of the likelihood of anyone being exposed to these materials (the Asbestos Risk Assessment)
- Prepare a plan to manage the risk (the Asbestos Management Plan) and put it into effect to ensure that:
  - Any material known or presumed to contain asbestos is kept in a good state of repair
  - Any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary removed
  - Local emergency procedures are in place to address the unplanned damage or disturbance, or new discovery of asbestos including

procedures for evacuation and subsequent control, survey, repair, maintenance or removal of the affected material.

- Information on the location and condition of the material is given to anyone potentially at risk including all staff working in the affected area(s). Principals and those persons who have delegated duties in relation to asbestos management must ensure that legal requirements of licenced and non-licenced asbestos work are strictly adhered to.
  - If, despite taking every precaution, ACM are discovered during the course of work, or known ACM are damaged, the following actions must be taken:
    - **Stop** all work immediately
    - Turn off any fans/computers/extractors
    - Shut all windows
    - Evacuate the local area promptly, but orderly (e.g. the room where the damaged/discovered ACM is located, leaving bags/coats etc. in the room)
    - Shut all doors
    - Prevent anyone entering or re-entering the area
    - Keep the room occupants together in another vacant room nearby
    - Report the problem as soon as possible to the Academy Asbestos Manager
    - Arrange for the careful removal of any clothing contaminated with dust or debris and place in a plastic bag.
  - Where ACM is found to be damaged, deteriorated or newly discovered the Academy Asbestos Manager must take steps to arrange for assessment of the situation and consequential management in conjunction with ATT's Estates Department. Unless the incident is very minor the matter is to be reported to HSE.

### 3.7 Audits and inspections

- 3.7.1 Health and safety audits and inspections must be completed on a regular basis and will comprise, as a minimum, a termly site inspection. This should be carried out by appropriate staff, Governors and representatives within the academy or by a suitably competent external provider.
- 3.7.2 Appointed Trade Union H&S Representatives and elected Representatives of Employee Safety, can initiate an inspection in an academy, as part of their functions.
- 3.7.3 Academies should record and use information gathered from inspections and audits to improve health, safety and welfare provision within the academy, on a risk prioritised basis, as far as reasonably practicable.
- 3.7.4 ATT health and safety inspections and audits will be carried out by ATT's Estates Director with support from a 'competent person' employed by ATT, or a specialist consultant contracted by ATT for that purpose.

3.7.5 Results of all health and safety audits and inspections must be made available to the academy workforce concerned and the statistical results of ATT health and safety audits and inspections will be published internally for reasons of transparency and benchmarking.

### 3.8 Confined spaces

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

### 3.9 Consultation

3.9.1 In order to provide for consultation with employees ATT requires academies to follow the procedure for the election of Representative of Employee Safety on an annual basis.

3.9.2 Recognised Trade Unions will undertake the appointment of Union Safety Representatives in line with their internal procedures.

3.9.3 Where academies have representation in place for all ATT employees, consultation on all written health and safety policies, organisation, arrangement and procedures may take place by use of email, providing those representatives have a valid email address.

3.9.4 Where any ATT employees are unrepresented regarding matters of health and safety within an academy, in order to comply with Regulation 3 of The Health and Safety (Consultation with Employees) Regulations 1996, each academy must make arrangements for direct consultation with all ATT employees within the academy on all health and safety matters that may affect them. Academies should note that unless all ATT employees in the academy have email access, other arrangements must be put in place. Where consultation involves ATT health and safety matters the results of this consultation must be collated and returned to the ATT Health and Safety Advisor.

3.9.5 ATT will establish a number of Regional Health and Safety Committees that will provide for dialogue with stakeholders about the general matters regarding health, safety and welfare. The committees should be comprised of:

- Appointed Trade Union H&S Representatives from academies in the region
- Elected Representatives of Employee Safety from academies in the region
- An ATT Estates Management Representative
- ATT's Health and Safety Advisor
- Any other person(s) that ATT considers to have business with the committee.

3.9.6 Governors with particular responsibilities for health and safety from academies in the region will also be invited to attend Regional Health and Safety Committee meetings.

- 3.9.7 Trade Union officials from recognised Trade Unions may also attend such meetings.
- 3.9.8 Academy SENCo will be invited to attend Regional Health and Safety Committees to ensure accessibility, equality and additional needs, challenges and best practice are reviewed.
- 3.9.9 In order to comply with statutory obligations the Regional Health and Safety Committees will meet three times a year, evenly spaced throughout the academic year, at a suitable regional venue during working hours. All representatives (regardless of designation) will be entitled to paid time off to travel to, prepare for and attend these meetings. Governors and representatives will be entitled to claim travel expenses if the meetings are held outside of their own workplace. In addition to Regional Health and Safety Committees, health and safety will be a standing item on the agenda for all Trade Unions JCC meetings so that consultation can take place on a trust-wide basis with officers of the recognised Trade Unions.
- 3.9.10 ATT will make arrangements to consult on written Trust health and safety matters directly with Principals, or a person delegated for that duty, and health and safety Governors. Academies must make arrangements to consult on written local health and safety matters directly with the relevant Principal or a person delegated for that duty, and their health and safety Governor.
- 3.9.11 An academy-based Safety Committee may also be established in compliance with the Safety Representative and Safety Committee Regulations 1977 should a request be made by Safety Representatives.

### 3.10 Contractors

- 3.10.1 Anyone entering ATT academies or premises used by an ATT academy, for the purpose of carrying out work, or who provides a good or service, specialised or otherwise, for the client, owner or occupier must be regarded as a “contractor” – to whom duties are owed and who, in turn, owes duties in respect of health and safety.
- 3.10.2 Contractors therefore include building, construction and maintenance workers, caterers, window cleaners, agency staff, equipment repairers, delivery drivers, service staff and consultants. In this policy, the term “contractor” includes all sub-contractors and their employees.
- 3.10.3 By virtue of the hazardous nature of the construction-related contracting compared with general consultancy work, this policy tends to concentrate on those higher risk areas, however many of the principles still apply to other areas of lower risk.
- 3.10.4 When children, young persons or other vulnerable persons are present on the premises, contractors without a valid DBS check must never be left unaccompanied whilst on site.
- 3.10.5 Academies must comply with the requirements of the Construction Design and Management Regulations, when they apply and ensure that the necessary arrangements are in place.
- 3.10.6 Academies must ensure proper vetting and selection of contractors regardless of what work they may be required to carry out. It is important to ensure checks are

made and that contractors are properly qualified, have the necessary skill to carry out work and are competent in assessing risks and applying effective health and safety practices.

3.10.7 Academies must make themselves familiar with how to manage and work standards and arrangements, while working on site and on work completion.

3.10.8 All contractors must receive a health and safety induction training from the academy concerned before being allowed to work on site. This will constitute familiarisation of the academy layout within the area of their work, including; access and egress, the location of all relevant health and safety items (e.g. fire exits), all local arrangements. A copy of this Health and Safety Policy and relevant local policies and supporting procedures will be made available if requested by the contractor.

3.10.9 The academy Asbestos Risk Register shall be brought to the attention of a contractor with regard to the arrangements contained in the academy's Asbestos Management Plan and a permit to work issued. No contractor may undertake maintenance or construction work without having signed the register and received a permit from the duty holder.

### 3.11 Control of substances hazardous to health

3.11.1 All substances representing a potential hazard due to their storage, handling, use or disposal will be assessed to identify the level of risk. Safety data sheets should be used to provide a basis for the risk assessment regarding particular products. The safety data sheet is not a risk assessment in itself.

3.11.2 The substances and the corresponding process in which they are used shall have a written assessment carried out detailing the control measures to be used and any residual risks.

3.11.3 All ATT employees who may be exposed to effects of the substances must sign the relevant assessment indicating their acknowledgement of the controls and residual risks.

3.11.4 Several chemical sin regular use in science can present major problems if split. Where appropriate, academies must provide equipment and adopt working practises for students, teachers and technicians that minimise the risk of a spill occurring in the first place, but must also make provision for dealing quickly, safely and efficiently with any spills that do occur. This provision should form part of the risk assessment for the whole activity.

3.11.5 Academies must take suitable precautions to prevent or control the risk of exposure to legionella, including, but limited to:

- Ensuring that a suitable and sufficient risk assessment is carried out by a competent person
- Establishing any potential risks and implementing measures to either eliminate or control those risks
- Ensuring that a competent person is appointed to manage the health and safety risks of legionella, including the control measures.

3.11.6 If an academy decides to employ contractors to carry out water treatment or other work, it is still the responsibility of the appointed competent person to ensure that the treatment is carried out to the required standard.

3.11.7 Academies must record any significant findings, including any groups of employees identified by it as being particularly at risk from legionella and the steps taken to prevent or control risks. Records should include details about:

- The person or people responsible for conducting the risk assessment, managing and implementing the written scheme
- Any significant findings of the risk assessment
- The written control scheme and its implementation
- The results of any inspection, test or check carried out, and the dates
- Details about the state of operation of the system (e.g. in use/not in use).

3.11.8 Academies are reminded that records regarding legionella management should be retained for at least five years and uploaded to ATT's Property Management System.

3.11.9 If an academy has a case of legionellosis in an employee who has worked on hot water systems that are likely to be contaminated with legionella, the academy must report this under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

### 3.12 Dangerous substances and explosive atmospheres

3.12.1 Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion. They include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG), dust from machining and sanding and dust/fumes from foodstuffs, etc.

3.12.2 In order to control the risks associated with these substances academies must:

- Find out what dangerous substances are in the academy and assess what the fire and explosion risks are. If there are none, or the risks are negligible, no further action needs to be taken
- Where dangerous substances are identified academies must:
  - Put control measures in place to either remove those risks or, where this is not possible, control them effectively
  - Put controls in places to reduce the effects of any incidents involving dangerous substances
  - Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances
  - Make sure employees are properly informed about and trained to control or deal with the risks from the dangerous substances
  - Identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources (e.g. from unprotected equipment) in those areas.

- It is likely that a number of dangerous substances may be present in academies, but at most would not be in the quantities that or conditions that may result in a fire or explosion. However, staff should be aware of the use of volatile substances in science, paints and coatings in technology, or art, the use of LPG in heating/cooling systems, the use of oils and fats in kitchens and the proximity of such substances to sources of ignition.
- Many academies will have Local Exhaust Ventilation (LEV) equipment used to extract dust, fumes and other substances from science laboratories, workshops and kitchens. Academies are reminded that in order to reduce the likelihood of fire and explosion all LEV systems must be inspected and tested at least every 14 months.

### 3.13 Educational visits

3.13.1 ATT encourages academies to arrange a wide range of “out-of-school” activities, which can include visits to museums, trips to the countryside, or taking part in challenging and adventurous activities, as it recognises the benefit or learning away from the academy. In support of this the HSE advises that “the courts have made it clear that when health and safety law refers to ‘risks’, it is not contemplating risks that are trivial or fanciful. It is not its purpose to impose burdens on employers that are wholly unreasonable”. ATT’s Educational Visits Policy provides detailed advice and guidance on planning, assessing risk and making reasonable adjustments.

3.13.2 Academies should ensure that they have arrangements in place to allow for the adequate planning and management of educational visits and seek approval of ATT’s Estates Department and the designated SENCo for pupils with educational or special needs.

3.13.3 Academies should strike the right balance which means that:

- The academy and staff focus on real risks when planning trips
- Those running trips understand their roles, are supported and are competent to lead or take part in them
- The real risks are managed during the trip
- Learning opportunities are experienced to the full
- Any reasonable adjustments to meet the needs of pupils are identified in consultation with SENCo/parents when planning or assessing risk.

3.13.4 Striking the right balance does not mean that:

- Every aspect is set out in copious paperwork that acts as a security blanket for those organising the trip
- Detailed risk assessment and recording procedures aimed at higher-risk adventurous activities are used when planning lower-risk academy trips
- Mistakes and accidents will not happen
- All risks will be eliminated
- Discouraging those with additional needs from participating in educational visits.

3.13.5 Academies need to ensure that the precautions proposed are proportionate to the risks involved, and that their paperwork is easy to use. They should also take account

of the assessments and procedures of any other organisations involved and ensure that communications with others are clear.

3.13.6 The academy's arrangements for trips should ensure that:

- The risk assessment focuses on real risks – not risks that are trivial and fanciful including the identification of reasonable adjustment required to meet the needs of pupils
- Proportionate systems are in place – so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed
- Those planning the trips are properly supported – so that staff readily check if they have taken sufficient precautions or whether they should do more
- Staff running academy trips should clearly communicate information about the planned activities to colleagues and pupils (and parents, where appropriate). This should explain what the precautions are and why they are necessary, to help ensure that everyone focuses on the important issues
- It is important that those running academy trips act responsibly by:
  - Putting sensible precautions in place and making sure these work in practice
  - Knowing when and how to apply contingency plans where they are necessary
  - Heeding advice and warnings from others, e.g. those with local knowledge or specialist expertise (especially in respect of higher-risk activities)
  - Liaising with the SENCo/parents to ensure additional needs are met and reasonable adjustment is made.

3.13.7 ATT does not need to monitor the arrangements for each and every academy trip, but The Trust will need to scrutinise the risk assessments for overseas visits, high-risk and adventurous activities. Academies should arrange for copies of such risk assessments to be forwarded, electronically or otherwise to ATT's Estates Director. This procedure is not designed to prevent activities from taking place, but is an additional control measure put in place to attempt to identify any significant risks that may have been inadvertently overlooked.

### 3.14 Electricity

3.14.1 With particular regard to The Electricity at Work Regulations 1989, ATT will ensure that the following arrangements are in place so far as reasonably practicable to do so:

- Safe electrical systems are installed on premises that are under the control of ATT
- Suitable protective equipment is to be installed to reduce the risk of electric shock, excess current or fire
- Account must be taken regarding the environment that electrical systems are to be installed or used in and any external power supply must be rated accordingly

- A suitable earth must be provided for the electrical system and used where appropriate
- A means of isolating electrical systems must be provided and suitable precautions must be put in place to ensure that circuits and equipment can be made dead, particularly prior to maintenance or repair work taking place
- Academies are expected to ensure that all electrical works carried out should comply with these arrangements and in particular should ensure that:
  - Persons working on electrical systems or equipment must be competent to do so, in order to prevent danger and injury
  - Work activities that involve electrical systems are to be completed safely, with a safe system of work established where any activities that present a real risk are undertaken
  - Testing and inspection of fixed installations must be completed every five years. Portable Appliance Testing (PAT) must be completed with regard to a current risk assessment and in line with HSE guidance
  - Guidance on the requirements for inspection and testing is:
    - All electrical equipment that is used by pupils must be inspected and PAT tested annually
    - Equipment that is rarely moved and not used by pupils (office computers, printers, stage lighting, copiers etc.) must be inspected and PAT tested at least every five years
    - Equipment that may be frequently moved or equipment that is used in harsh environments (vacuum cleaners, power tools, soldering irons etc.) must be PAT tested annually with more frequent inspections
    - Records of electrical testing and inspection must be accurately maintained.

3.14.2 Overloading of plugs and sockets must be avoided as it can lead to fires. The use of adaptors is not permitted and only one plug is allowed per socket. Where extension leads are used the electrical capacity of the circuit must be considered before use.

### 3.15 Emergency planning and procedures

3.15.1 Academies must complete a Business Continuity Plan (BCP) using the format agreed by ATT insurers (currently Zurich). The content of the plan must include the following sections:

- Section 1 – Incident Management Plan
- Section 2 – Key Contact Information
- Section 3 – Threat Response Plans
- Section 4 – Key Documents

3.15.2 It is recommended that the academy Business Continuity Plan be reviewed annually as a matter of routine, but must be reviewed immediately if there have been changes that may affect the plan. This may include, but is not limited to: key documents, key personnel, changes in threat, resource changes or premises changes.

3.15.3 Academies must ensure that their BCP is reviewed by ATT.

3.15.4 Academies should integrate their BCP.

3.15.5 Academies must ensure that emergency planning procedures are tested and practiced ensuring that plans are robust and fit for purpose.

3.15.6 Academies must ensure that appropriate consideration has been given to any educational or special needs of pupils or staff when planning emergency procedures. The designated SENCo should complete a separate risk assessment and Evacuation Plan.

3.15.7 Academies must report any reasonable adjustment required to ATT's Estates Department who will work with the SENCo to ensure the safety of pupils with educational or special needs.

### 3.16 Equipment at work

3.16.1 All academies must ensure that content of The Provision and Use of Work Equipment Regulations 1998 (PUWER) are adhered to in respect of the equipment, resourced by and used in the academy, in that it must be:

- Suitable for its intended use
- Safe to use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate
- Used only by people who have received adequate information, instruction and training
- Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices
- Suitable and sufficient risk assessment must be completed for the use of equipment and machinery where there is a risk to the health and safety of the operator or other people
- Suitable and sufficient risk assessment must be completed to take into account any educational or special needs of pupils and reasonable adjustment made to allow use of machinery.

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

- The identification of ATT employees who are Display Screen Equipment (DSE) users will be supported with full DSE assessments by each academy. A list of identified users will be kept with the assessments. The assessment of DSE work stations extends to include those that may be off-site for the management of working from home

- Where individual risk assessments identify adjustments or adaptations to control risks, those adjustments or adaptations should be provided by the academy where it is reasonably practicable to do so
- Identified users of DSE are entitled to regular eye tests carried out by a competent person. The academy will reimburse the individuals for these expenses in accordance with current procedures within the academy.

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

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

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

- All PPE required to carry out any task will be identified from appropriate risk assessments (COSHH, DSE, Manual Handling etc.). Only when all other forms of controlling the risks have been considered should PPE be used to reduce risk. Such PPE will be:
  - Identified as being suitable for the task
  - Supplied to ATT employees or pupils by the academy free of charge
  - Fitted correctly to ensure effectiveness
  - Used by the operator as intended by the manufacturer
  - Stored in a suitable and safe condition when not in use
  - Maintained and inspected to ensure its continued suitability for use
  - Replaced if deemed unsuitable for use.
- The academy will ensure suitable training is given for the use of PPE as required, ensuring the correct use of the designated equipment

- ATT employees should be aware that declining to use PPE that they have been trained to use without having a valid reason, in the opinion of The Trust, may result in disciplinary action being taken
- Assessment of risk and reasonable adjustment requirements will be undertaken in relation to PPE for those with educational or special needs.

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

- A relevant fluid is:
  - A gas with a pressure >0.5 bar
  - Steam at any pressure.
- Academies must arrange that pressure systems that use a relevant fluid are inspected within the maximum periods, as follows:
  - Air pressure systems – 26 months (normally 24 months)
  - Air steam boilers and boilers >100°C – 14 months (normally 12 months)
  - Refrigeration and air conditioning systems – 48 months
  - Steam generation equipment (autoclaves etc.) – 14 months (normally 12 months)
  - Steam receiving plant – 26 months (normally 24 months)
  - Other pressure systems 12-120 months, dependant on vessel type, contents and application.

### 3.17 Fire and evacuation

3.17.1 With regard to and in compliance with, The Regulatory Reform (Fire Safety) Order 2005, as occupiers academies are to put in place a local fire and evacuation policy and based on a fire risk assessment of local conditions, a fire evacuation procedure must be devised and implemented.

3.17.2 In respect of The Regulatory Reform (Fire Safety) Order 2005, the responsible person will be the person in each academy appointed by the relevant Governing Body as Fire Safety Officer.

3.17.3 Academies must ensure that they liaise with ATT’s Estates Department and local emergency services with regard to:

- Arranging any necessary contacts with external emergency services, particularly in regards to fire-fighting, rescue work, first-aid and emergency medical care. Ensuring that local plans for those with educational or special needs are reviewed by the appropriate service and reasonable adjustment is made to ensure compliance with safety regulations
- In an emergency making available to relevant accident and emergency services the information required by articles 15 & 16 of The Regulatory Reform (Fire Safety) Order 2005 as follows:

- Procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons including:
  - o Details of relevant work hazards and hazard identification arrangements
  - o Specific hazards likely to arise at the time of an accident, incident or emergency.
- What suitable warning and other communication systems are established to enable an appropriate response, including remedial actions and rescue operations, to be made immediately when such an event occurs
- Where the risk assessment indicates it is necessary, what escape facilities are provided and maintained to ensure that, in the event of danger, relevant persons can leave endangered places promptly and safely
- The location(s) of where such information is displayed at the premises.
- Cooperating with fire and rescue service inspectors whilst carrying out their duties.

3.17.4 In addition to the local scrutiny of academy fire safety, ATT reserves the right, as the employer to satisfy itself that general fire safety precautions, fire safety arrangements and fire evacuation procedures are maintained to an acceptable standard.

3.17.5 ATT will ensure that each academy has in place an individual accessibility plan in line with ATT's Accessibility Policy completed by the designated SENCo in consultation with parents/carers of pupils with any additional educational or special needs.

### 3.18 First Aid

3.18.1 With regard to, and in compliance with, The Health and Safety (First-Aid) Regulations 1981 (as amended) academies are to put in place a local first aid policy and effective procedures based on an assessment of local need.

3.18.2 Academies will need to assess numbers of first-aid personnel, training needs, equipment, accommodation and recording and reporting arrangements.

3.18.3 All staff must be informed of the first-aid arrangements in their locality: the location of equipment, facilities and first-aid personnel and the procedures for monitoring and reviewing the academy's first-aid needs.

3.18.4 All staff must be informed of the individual needs of pupils within their care, in relation to first-aid to ensure it is documented and processes and procedures for the management and delivery of first-aid are reasonably adjusted. This information will be provided by the SENCo and arrangements reviewed by ATT's Estates Department.

### 3.19 Gas safety

3.19.1 In order to ensure gas safety, academies must ensure that they comply with the provisions of the following regulations:

- Pipelines Safety Regulations 1996 (PSR)
- Gas Safety Installation and Use Regulations 1998 (GSIUR)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)

3.19.2 In order To ensure compliance, academies must:

- Ensure that the gas supply and associated distribution pipework is examined every 5 years as a minimum, or sooner as the result of a risk assessment, and as part of that examination all pipework and associated fittings are fit for purpose and safe for use, to the extent that:
  - All gas pipework is identified and appropriately labelled
  - The pipework and fittings are undamaged (by physical damage or corrosion) and fit for purpose
  - Any pipework or fitting that is damaged or not fit for purpose is isolated wherever possible, pending repair or replacement.
- Ensure that an annual gas safety check is carried out on each gas appliance/installation/flue
- Ensure that gas fittings and flues are maintained in a safe condition. Gas appliances must be serviced in accordance with the manufacturer’s instructions or annually if these are unavailable
- Keep the record of all safety checks for a minimum of 2 years following the check
- Academies must ensure that all work completed on any part of the registered gas system is done so by a competent, qualified and “Gas Safe” registered person. The academy must ensure that proper checks are carried out to ensure that current status of the person concerned with regard to the “Gas safe” register. Academies are alerted to the fact that accepting a “Gas Safe” identity/registration document alone may not be sufficient to verify compliance.

### 3.20 Health and hygiene

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

3.20.2 To reduce the likelihood of possible infection/disease, staff should take the following precautions:

- Always wash hands before eating
- Barrier creams can help minimise infection, use where appropriate
- Seek first aid immediately for cuts and abrasions and report all cases of suspected work-related illness
- Do not leave unwanted food lying around to encourage vermin (e.g. rats, mice, pigeons etc.) and report any evidence of them.

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

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

### 3.21 Letting facilities

3.21.1 Where academies let or hire out premises, services or equipment they are to put in place a local policy and procedures based on the premises, services or equipment offered.

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

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

- A safe means of access and egress for the use of the hirers, and that all equipment made available to and used by the hirers is safe to use
- Fire escape routes and exits that are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment. Notices regarding emergency procedures should be prominently displayed
- Hirers of any equipment or facility provided by the academy are familiar with its safe use and, if necessary, briefed accordingly.

### 3.22 Lone working

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

3.22.2 To achieve this requirement, academies are required to put in place a local lone working policy in which the arrangements provide suitable and sufficient local health and safety provision for lone working.

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

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

### 3.23 Managing health and safety

3.23.1 ATT will adopt the Health and Safety Executive (HSE) HSG65 “Managing for Health and Safety” in making judgements regarding the effectiveness of provision of health

and safety in academies. Consequently, academies are advised to use the HSG65 framework of “Plan, Do, Check, Act” in managing health and safety matters.

3.23.2 ATT will review health and safety provision within ATT academies to ensure appropriate reasonable adjustments are made to accommodate local need and ensure equality and accessibility.

### 3.24 Manual handling

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

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

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

### 3.25 Noise and vibration at work

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

- Music departments
- Indoor physical education
- Technology departments
- Grounds maintenance.

3.25.2 It is important for academies to identify persons who use machinery or equipment that may cause harm through vibration. Examples of such equipment are as follows:

- Floor polishers
- Mowers
- Grinders
- Polishers
- Drills
- Sanders
- Hand held saws
- Leaf blowers
- Grass cutters.

3.25.3 Where noise levels are at, or near, 80dB(A) (between the noise of a vacuum cleaner and a blender) for extended periods, or there is extended use of vibrating equipment, a noise and/or vibration survey must be completed, or commissioned by academies and where a hazard is apparent a risk assessment must be completed and control measures must be put in place to eliminate or reduce those risks.

### 3.26 Occupational health

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

- Pre-employment health checks
- Health surveillance (where identified by risk assessment)
- Substance abuse support
- New and expectant mothers
- Medical referrals, including work-related stress support.

3.26.2 Alcohol and drugs:

- The possession or use of illegal drugs or substances is prohibited to all ATT employees and contractors on premises operated by The Trust
- Employees, parents, carers or visitors may not consume alcohol on academy premises, unless this has been agreed by the Principal/Senior Manager of the premises concerned
- Personnel who have been prescribed drugs that may affect their ability to work safely must inform their manager immediately
- Any person found to be under the influence of an illegal substance or alcohol during working hours shall be required to leave the premises in a safe manner
- Smoking is not allowed on any ATT academy premises.

3.26.3 Health and surveillance can be a legal requirement in a range of health and safety related matters, as a risk management control. ATT employees may be subject to health surveillance measures when this control is indicated as a result of risk assessment. This includes the management of residual risks in the following areas:

- Noise
- Night work
- Ionising radiation
- Vibration
- Asbestos
- Solvents
- Dusts
- Fumes
- Biological agents
- Lead
- Compressed air.

3.26.4 New and expectant mothers

- Under these circumstances an appropriate risk assessment must be carried out by the academy in respect of the working conditions, physical, biological and chemical hazards, and the tasks undertaken by the pregnant women or nursing mothers
- Particular attention should be paid to hazards such as ionising radiation, lead, mercury and pesticides
- Where required, additional or different control measures must be implemented by an academy, such as temporarily adjusting working conditions and/or hours of work. If necessary, the employee may need to undertake suitable alternative duties in order to mitigate any risks
- Where the risk is significant and is not possible to control ATT may consider suspending a female employee from work on paid leave for as long as necessary, to protect her health and safety and that of her child
- Academies must ensure that suitable and appropriate rest facilities are provided for pregnant women and nursing mothers to enable them to rest. Similarly, it is anticipated that as part of the risk assessment process, it is likely that new or expectant will need to use the toilet more often. It is sensible to agree timing and flexibility of the rest breaks with the employee.

3.26.5 Should a problem arise which needs further clarification, ATT retain the right to make medical referral to an independent medical advisor selected by The Trust. Where this becomes necessary, the right of an employee to access any medical report is protected under the Access to Medical Reports 1988. This and any related information will also be kept in accordance with the requirements of the Data Protection Act 1998 at all times.

### 3.27 Radiation (ionising and non-ionising)

3.27.1 Sources of ionising radiation must be managed in academies in accordance with the requirements of The Ionising Radiations Regulations 1999 and other relevant legislation.

3.27.2 In compliance with statutory legislation and the formulation of local rules regarding the management of sources of ionising radiation, academies must pay particular attention to the content of CLEAPSS publications, "*L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges, 2013*".

3.27.3 If academies use lasers for entertainment, theatre or public exhibition purposes they must consider the guidance to be found in the HSE publication, "*HSG65 The radiation safety of lasers used for display purposes*" in planning and managing the event.

3.27.4 When using projectors and laser pointers, academies should establish safe systems of work for teachers and pupils and give instruction on their adaptation so that:

- Staring directly into the projector beam is avoided at all times
- Standing in the beam, whilst facing the projector is minimised. Users, especially pupils should try to keep their backs to the beam as much as possible

- In this regard, the use of a stick or laser pointer to avoid the need for the user to enter the projector beam is recommended
- Pupils are adequately supervised when they are asked to point out something on the screen.

3.27.5 Academies must develop procedures for protecting staff and pupils from the effect of prolonged exposure to sunlight.

### 3.28 Recording and reporting arrangements

3.28.1 There is a legal duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report certain work-related accidents, industrial diseases and dangerous occurrences to the HSE. In short, these are:

- Work-related accidents which cause death
- Work-related accidents which cause certain serious injuries (reportable injuries)
- Work-related accidents which cause an employee to be away from work or unable to perform their normal work duties for more than seven consecutive days
- Diagnosed cases of certain industrial diseases
- Certain 'dangerous occurrences' (incidents with the potential to cause harm)
- Work-related accidents involving visitors or pupils must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment for this injury. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

3.28.2 There is also a requirement under RIDDOR to maintain a record of any work-related accidents which cause an employee to be away from work or unable to perform their normal work duties for more than three consecutive days.

3.28.3 Academies must ensure that there are written procedures in place, which have been communicated to all staff, to report and record all accidents, diseases and dangerous incidents, in order to be fully compliant with RIDDOR, the Social Security (Claims and Payment) Regulations and the Social Security Administration Act. These should also be uploaded to the ATT Property Management System.

3.28.4 Where an academy has not entered into a service level agreement regarding recording and reporting arrangements, an accident book meeting current standards (Data Protection Act compliant) must be used to record accidents at work. The HSE Accident Book BI 510 is recommended for this purpose. A designated person should be appointed for the safe storage of completed accident reports. These should also be recorded on the ATT Property Management System.

3.28.5 Where an academy enters into a service level agreement regarding recording and reporting arrangements, those arrangements and any complementary internal arrangements, taken as a whole, must meet the requirements of RIDDOR and the arrangements contained in this policy.

### 3.29 Resolving disagreements

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

### 3.30 Risk assessment

- 3.30.1 In order to comply with The Management of Health and Safety at Work Regulations 1999 (and other legislation) suitable and sufficient risk assessments must be completed and recorded with regard to the risks to the health and safety of ATT employees at work and persons not in ATT employment arising out of, or in connection with, the conduct of ATT regarding their undertaking.
- 3.30.2 Risk assessments should be completed where potential hazards have been identified with regard to, but not limited to:
- Processes and procedures
  - Equipment and materials
  - Premises
  - Specialist matters.
- 3.30.3 All risk assessments must be completed by a competent person. For the purposes of a risk assessment 'competent' can be regarded as the combination of training, skills, experience and knowledge that person has and their ability to apply them to perform the task safely. Where there is no competent person(s) within an academy to carry out routine risk assessments, provisions for suitable training of staff must be put in place.
- 3.30.4 Risk assessments for educational and special needs will be completed by designated SENCo and reviewed by ATT's Estates Department who will ensure funding is available to make identified reasonable adjustments.
- 3.30.5 For routine risk assessments the "5 Steps to risk assessment" model provided by HSE should be followed.
- 3.30.6 For specialist risk assessments, academies should follow a hierarchy for provision:
- Use an in house competent person to carry out the risk assessments, in the first instance, where such a person is employed at the academy
  - Where no such person is employed at the academy consideration should be given to providing appropriate training to a suitable existing employee in order to establish competence, based on a need/cost analysis and advice should be sought from ATT's Estates Department
  - Where the need for a specialist risk assessment is urgent, or the cost of training an existing employee to a competent standard is disproportionate to the need, external risk assessment provision can be procured with the approval from ATT.

3.30.7 All risk assessments must be uploaded to the ATT Property Management System with a review date included.

### 3.31 Safe systems of work

3.31.1 Part of the employer's general duty is to provide systems of work that are, as far as is reasonably practicable, safe and without risks to health. Safe systems of work must be identified through the risk assessment process.

3.31.2 Individual academies are responsible for ensuring that the components of a system are in place locally that include:

- Coordination of the work of different departments and activities
- Training, instruction and supervision
- Layout of plant and equipment
- The method of using particular machines and of carrying out particular processes
- The instruction of trainees and inexperienced employees in particular tasks beyond their normal experience
- The sequence in which the work is to be carried out
- The provision of warnings, notices and the issue of special instructions in particular cases
- The procedure for introducing changes into normally accepted routines and practices, including explanations of why the changes are necessary
- A contingency plan to deal with foreseeable emergencies
- An auditing or monitoring regime to ensure the system is working safely
- General conditions of the workplace.

3.31.3 Academies are expected to manage hazards with at least the same degree of attention and with at least the same allocation of resources and priorities as they manage all other management functions such as, quality, human resources and budgetary matters.

3.31.4 Academies should be aware that the principle of establishing and maintaining safe systems of work is keenly regarded by enforcing authorities as a direct reflection of managerial competence and commitment.

3.31.5 ATT's Estates Department (via Regional Estates Managers) will ensure the above is put in place and reviewed periodically in line with statutory Regulation.

3.31.6 ATT's Estates Department (via Regional Estates Managers) will work with the designated SENCo to ensure suitability of procedures in relation to special or educational needs and ensure reasonable adjustments are made where required.

### 3.32 Security

3.32.1 Each ATT academy has the responsibility for ensuring that suitable and sufficient local arrangements are in place to prevent unauthorised access to its premises at all times, so far as is reasonably practicable.

3.32.2 From time to time access to specific areas with the ATT academies may be restricted to authorised staff only, as identified by the assessments of particular hazards. Such restrictions must be clearly marked.

3.32.3 All visitors to ATT academies are required to sign in at reception. On the first visit to an academy, a visitor will be made aware of the local emergency arrangements and of any alarm testing schedule. If the identity of the visitor is unclear, the visitor must be asked for proof of ID before being allowed to proceed into any area of the academy.

3.32.4 Visitors must always be accompanied (by someone who is enhanced DBS checked) within the academy, unless there are no children or vulnerable people in the academy at the time of the visit, or the visitor has been verified by the appropriate DBS check.

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

### 3.33 Slips and trips

3.33.1 Accident statistics show that approximately a third of all staff injured in academies result from slips, trips and falls. Even more significant is that about 80% of all serious injuries to staff are caused in this way. Therefore, from an accident prevention point of view, academies must pay particular attention to adopting effective preventative measures to reduce occurrences of slips and trips. In order to reduce risk the following measures must be put in place:

- Academies must develop local cleaning, housekeeping and repair arrangements to ensure a clean, orderly, well maintained and uncluttered workplace. These measures should identify particular responsibilities and procedures
- Arrangements for the safe movement of people around the academy should be established and these should be communicated to staff and pupils. These measures should include provision for inclement weather, snow and ice
- Disposal of waste materials must be proactive and in accordance with the requirements of the local authority. Particular attention must be given to the safe disposal of hazardous waste
- Appropriate training on slips and trips should be included within staff training requirements and preventative measures appropriately communicated to pupils (reporting spills and trip hazards etc.)

### 3.34 Stress management

3.34.1 At times employees could be under unacceptable levels of stress, wither form the effects of their home life, from their duties at work or a combination of both. It is sometimes impossible to reduce external stressors; therefore it is important that academies manage the levels of work-related stress of ATT employees, by following these key points:

- Line managers and senior managers should ensure that employees are able to cope with the demands of their jobs
- Employees should be able to have a say about the way they do their work wherever possible
- Adequate information and support should be provided from colleagues and superiors
- Employees must never be subjected to unacceptable behaviours (e.g. bullying at work) as outlined in ATT's Behaviour at Work Policy
- Assessment and reasonable adjustment must be made to accommodate individual need and ensure equality within the workplace
- Managers and supervisors should ensure that employees understand their role and responsibilities
- Employees must be actively engaged and meaningfully consulted when the academy is undergoing any organisational change that may affect them
- Systems are to be in place locally to effectively respond to any individual concerns regarding any of the above matters.

3.34.2 Academies must have suitable and sufficient provision in place for the management of work-related stress-related illness. Where in doubt, academies should follow the principles of the HSE "*Management Standards for Work related stress*".

3.34.3 Information, advice and guidance is available from ATT's Human Resources Department.

### 3.35 Supervision at work

3.35.1 Academies must provide an adequate and appropriate level of supervision for ATT employees, in that:

- Managers and supervisors need to know what is expected from them in terms of health and safety. They need to understand the ATT and academy Health and Safety Policies, where they fit in and how ATT and the academy want health and safety to be managed
- Managers and supervisors may need training in the specific hazards of particular processes and how the academy expects the risks to be controlled
- New or inexperienced people, as well as those whose first language is not English, are very likely to need more supervision than others. Academies must ensure that employees know how to raise concerns and managers/supervisors are familiar with the possible problems due to unfamiliarity, inexperience and communication difficulties
- Managers and supervisors need to ensure that employees in their charge understand risks associated with the work environment and measures to control them
- Managers and supervisors will need to make sure the control measures to protect against risk are up to date and are being properly used, maintained and monitored. They must also ensure this information is shared with ATT's Estates Department and the relevant documentation is uploaded to the ATT Property Management System.

3.35.2 Academies must make sure they have arrangements in place to check the work of contractors is being done safely and as agreed.

3.35.3 Under the Management of Health and Safety Regulations 1999, academies have a duty to ensure that young people (under 18) employed by ATT are not exposed to risk, due to:

- Lack of experience
- Being unaware of existing or potential risks
- Lack of maturity.

3.35.4 With regard to young people employed by ATT, all academies must consider:

- The layout of the workplace
- The physical, biological and chemical agents they will be exposed to
- How they will handle work equipment
- How the work and processes are organised
- The extent of health and safety training needed
- Risks from particular agents, processes and work.

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

### 3.36 Training and information

3.36.1 All new employees of ATT will receive health and safety induction training. This will constitute familiarisation of their premises layout, including the location of all relevant health and safety items (e.g. fire exits) and all local arrangements.

3.36.2 All staff must be aware of the content of this Health and Safety Policy, organisation and arrangements and relevant local policies and supporting procedures. These documents must be readily available to the employee.

3.36.3 Individual members of staff health and safety training needs must be assessed by a line manager on appointment of the member of staff and then annually as a minimum. Where employees have significant changes to their role, or they change role, this assessment must be carried out at the time of the change.

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

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

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

3.36.7 Where an employee continues to refuse health and safety training further advice should be sought from ATT's Estates Director or HR Director on the matter.

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

3.36.9 ATT will ensure that comprehensible and relevant information regarding health and safety compliance and best practice is provided to academies, on request and that periodic health and safety updates and advice are published and distributed to academies. Each academy must ensure that it provides all ATT employees with comprehensible and relevant information on the risks to their health and safety identified by any risk assessment, including, but not limited to:

- Any preventive and protective measures in place
- The procedures to be followed in the event of serious and imminent danger
- The measures for fire-fighting in the workplace
- The identity of those persons responsible for the evacuation from the premises and any special or educational need which requires an individual evacuation plan.

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

### 3.37 Transport and vehicle management

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

- Designated drivers for minibuses, who hold the appropriate full driving licence and who have completed appropriate minibus driver safety training
- Arrangements for the management of servicing, maintenance, cleaning, insurance and, where required, MOT of all vehicles operated by the academy
- Procedures for the safe use of vehicles operated by the academy
- The individual needs of pupils and staff have been assessed and reasonable adjustments to allow use of transport have been made.

3.37.2 Academies have the responsibility to risk assess local requirements relating to traffic/pedestrian safety and separation. This includes any educational or special needs.

3.37.3 ATT employees are strictly forbidden from driving a vehicle on academy business whilst under the influence of alcohol or drugs.

3.37.4 ATT employees are strictly forbidden from using hand-held mobile phones or similar devices whilst driving a vehicle on academy business.

### 3.38 Violence at work

3.38.1 Academies are required to adopt ATT's Behaviour for Learning Policy in which the arrangements provide reasonably practicable local health and

safety provision for reducing the risk of violence towards ATT employees, or other persons that may be affected.

3.38.2 It is expected that the arrangements contained within the policy will include the control measures identified as a result of suitable and sufficient risk assessment of the particular working circumstances of employees and others within the establishment. Such circumstances may include:

- The possibility of violent behaviour by persons in the academy
- Situations that could escalate into violence if not managed effectively.

3.38.3 The duty for implementation, training, monitoring and reviewing the policy and procedures is delegated to the LGB of each academy.

### 3.39 Welfare

3.39.1 With particular regard to The Workplace (Health, Safety and Welfare) Regulations 1992, academies have the duty to ensure the following provision so far as it is reasonably practicable to do so:

- Welfare facilities:
  - Suitable and sufficient toilets and hand basins, with soap and towels or a hand-dryer
  - Safe drinking water
  - A place to store clothing, where required, (and somewhere to change if special clothing is worn for work)
  - Somewhere to rest and eat meals.
- Health issues:
  - Good ventilation - a supply of fresh, clean air drawn from outside, or a ventilation system
  - A reasonable working temperature
  - Lighting suitable for the work being carried out
  - Enough room space and suitable workstations and seating
  - A clean workplace with appropriate waste containers.
- Safety issues:
  - Properly maintained premises and work equipment
  - Floors and traffic routes to be kept free from obstruction
  - Windows that can be opened and cleaned safely
  - Transparent (e.g. glass) doors or walls that are protected or made of safety material.
- Reasonable adjustment:
  - Will make reasonable adjustment to the physical environment, management and procedure within an ATT academy to ensure the welfare of pupils and staff.

### 3.40 Work experience safety

3.40.1 Academies that provide work experience as part of their work-related learning curriculum must ensure that adequate measures are in place to manage that provision. Academies may choose to self-manage such provision, or work in partnership with a provider. Whichever is the arrangement academies should ensure

that either they, or their provider, are taking into account the guidance provided by ATT and sharing the relevant information with ATT's Estates Department.

3.40.2 The Designated SENCo will highlight any educational or special needs and work with ATT's Estates Department to ensure appropriate measures for risks are in place and reasonable adjustments completed to ensure all pupils have access to work experience.

### 3.41 Working at height

3.41.1 Academies have a duty to manage work at height, in accordance with The Work at Height Regulations 2005, which requires academies to follow the hierarchy of controls; avoid, prevent, arrest:

- Consider if the work can be done safely from the ground. Fall restraints and safety netting should only be considered as a last resort if other safety equipment cannot be used
- Risk assess work at height. Assess the risks, take precautions, and issue clear method statements for everyone who will work at height
- Roof work must have planned safe access to prevent falls from edges and opening
- When considering fragile surfaces the hierarchy of controls for working on or near fragile surfaces is; avoid, control, communicate, cooperate
- Consider when it's appropriate to use ladders and the three key safety issues; position, condition, safe use (no job longer than 30 minutes)
- For using tower scaffolds; select the right tower for the job; erect, use, move and dismantle the tower safely, ensure that it is stable, inspect it regularly, prevent falls.