



# Health and Safety Policy

Embrace Multi Academy Trust strives to maintain and improve good provision and outcomes at each of its member schools. Based upon our shared ethos and our values of wisdom, collaboration, respect, integrity, inclusivity, and compassion, we aim to support the learning and development of every person within the trust and our policies are written from this perspective.

Version	Document History	Date	Date for Review
V1	Approved by Board of Trustees	23/02/2022	2 Years
V1	Issued to schools	08/04/2022	n/a
V1	Rawlins added to school list (point 1.1)	21/03/2023	n/a
V2	Approved by Board of Trustees	13/05/2024	2 Years

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# 1. Statement of Intent

- 1.1 As a responsible employer, Embrace Multi Academy Trust ('the trust'), which incorporates Arnesby C of E Primary School, Brockington College, Croft C of E Primary School, Huncote Primary School, Manorfield C of E Primary School, Rawlins, Sherrier C of E Primary School, St Peter's C of E Primary School Whetstone, St Peter's C of E Primary School Market Bosworth, and Swinford C of E Primary School, will honour legal obligations, in particular the requirements of the Health and Safety at Work Act 1974, associated regulations and codes of practice.
- 1.2 Embrace Multi Academy Trust recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, pupils, visitors, and any persons affected by its activities so far as is reasonably practicable.
- 1.3 In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken, and relevant arrangements made. Where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.
- 1.4 Embrace Multi Academy Trust is committed to the prevention of accidents and ill health.
- 1.5 Embrace Multi Academy Trust will work towards continual health and safety improvement.
- 1.6 To achieve these objectives, Embrace Multi Academy Trust will:
  - conduct all of its activities safely and in compliance with legislation and, where possible, best practice
  - ensure the provision of safe working conditions and safe equipment.
  - ensure a systematic approach to identify risks is developed and implemented and ensure sufficient resources are allocated to control them.
  - ensure the provision of suitable information, instruction, training and supervision.
  - promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare.
  - promote the principles of sensible risk management.
  - monitor, review, and modify this policy and any arrangements as required.
- 1.7 All Embrace Multi Academy Trust employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

## **2. Trust Organisation – Roles and Responsibilities**

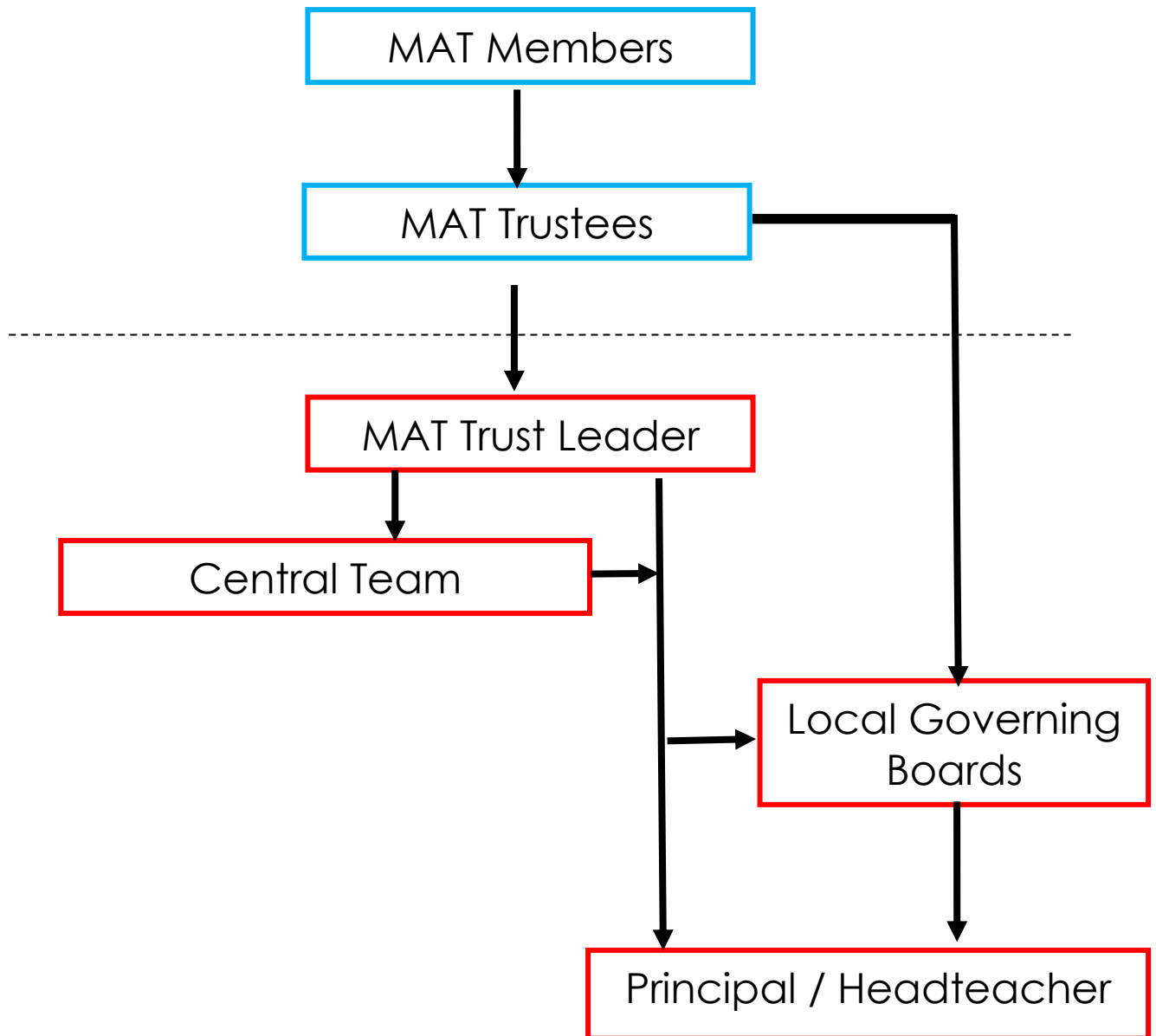
### **Background and Context**

- 2.1 Embrace Multi Academy Trust is a charitable company operating under Articles of Association. The trust has ultimate responsibility for ensuring legal and regulatory compliance for H&S for all of its schools.

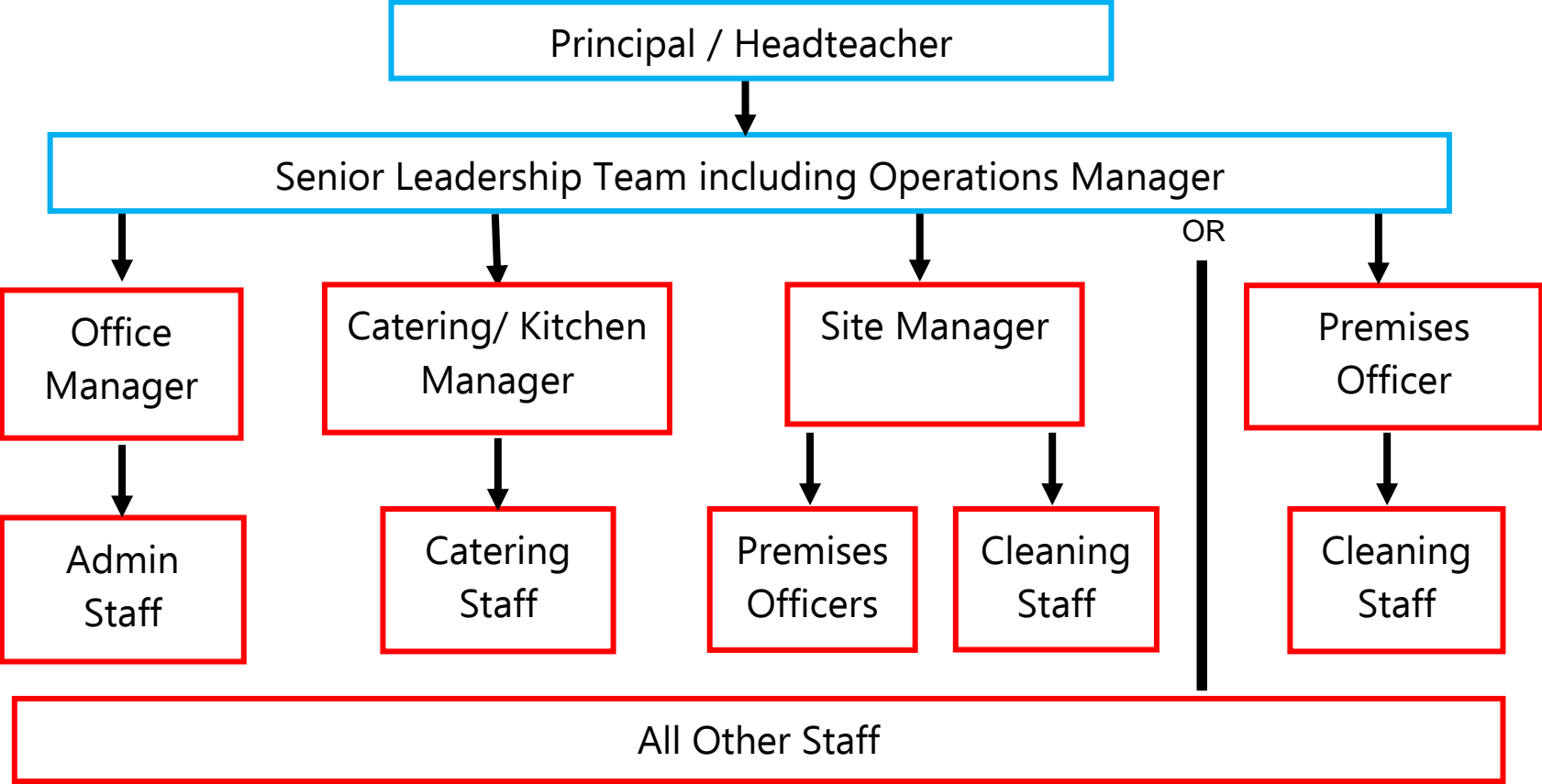
### **Structure and Organisational Responsibilities**

- 2.2 The board of trustees ensure that the charitable objects of the trust are carried out. It is the corporate body accountable for the overall health and safety (H&S) performance of all the schools in the trust.
- 2.3 The board will determine overarching H&S objectives for the organisation that are aligned to the vision and aims of the trust.
- 2.4 The board has delegated areas of governance across the trust, which are outlined in its Scheme of Delegation.
- 2.5 The trust leader (TL) has delegated responsibility for the executive management and the performance of the trust and its schools. The TL will delegate executive management functions to members of the central team (CT). The estates & compliance manager acts as the H&S coordinator across the schools in the trust. The TL retains accountability to the trust board for the performance of the CT.
- 2.6 Local Governing Boards have delegated responsibility to monitor the effectiveness and implementation of the H&S policy at school level.
- 2.7 The headteacher has delegated responsibility for the day-to-day implementation of this policy. They will develop the culture of H&S at their school by ensuring staff are aware of their H&S responsibilities and that relevant statutory training has taken place.
- 2.8 Where members of staff with delegated authority for H&S report to the CT rather than the headteacher, they hold shared responsibility with the headteacher for the H&S performance within their school.
- 2.9 The local arrangements within each school are documented in sections 4.0 - 4.63 of this policy.

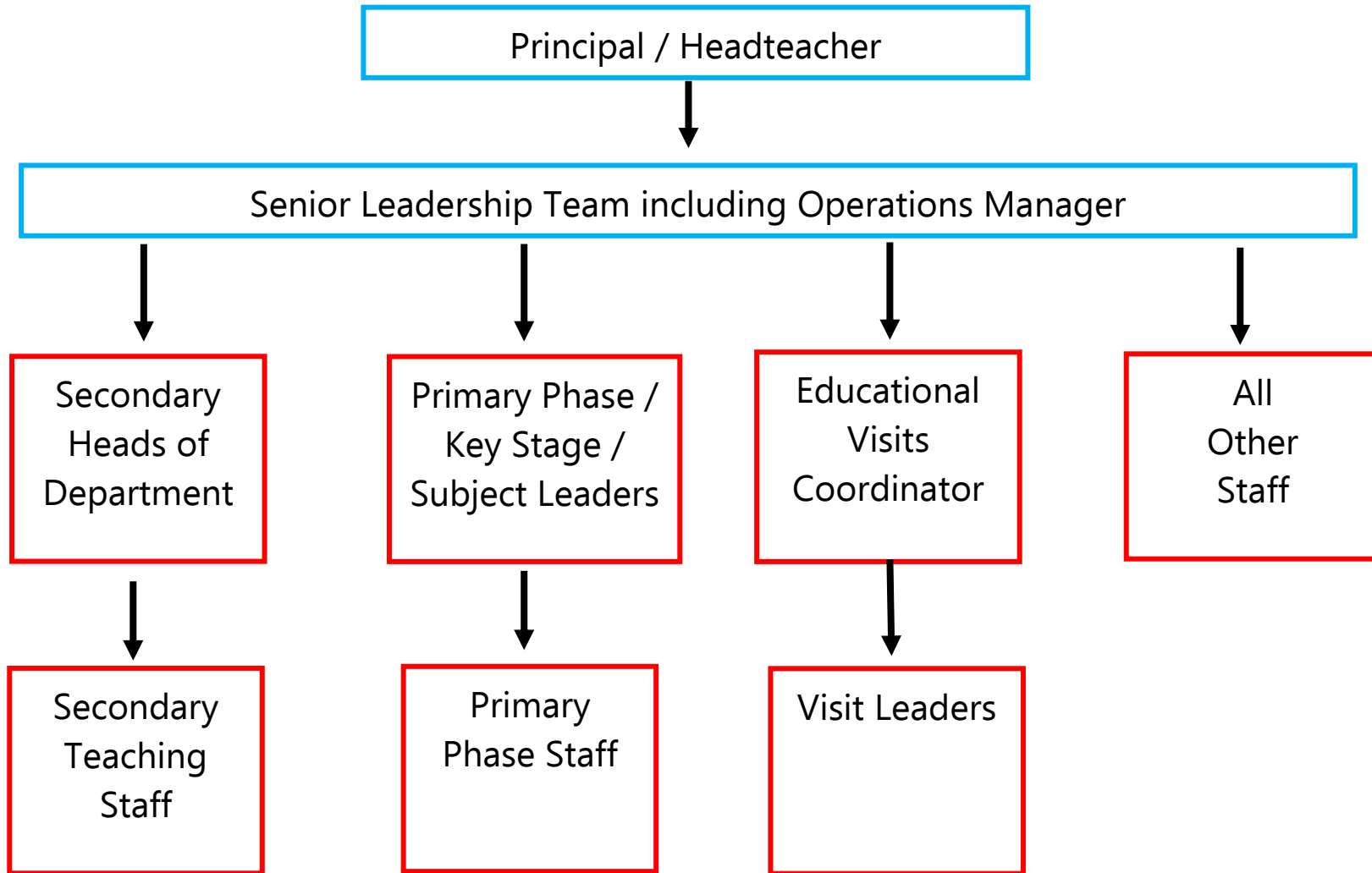
## Embrace Multi Academy Trust - Organisational



**Embrace Multi Academy Trust - Health and Safety Organisational Structure – Support Staff**



**Embrace Multi Academy Trust - Health and Safety Organisational Structure – Academic Staff**





## **Trust Board**

- 2.10 The board of trustees is responsible for:
- Establishing clear lines of local accountability for H&S.
  - Periodically assessing the effectiveness of its implementation of the trust H&S policy and ensuring that any necessary changes are communicated to the trust leader.
  - Ensuring that responsible staff have access to competent H&S advice
  - Ensuring the provision of a business continuity plan and SEMT (senior emergency management team) for each school within Embrace Multi Academy Trust.
  - Ensuring that each trust school allocates sufficient funds for H&S.

## **Trust Leader (TL)**

- 2.11 The TL has delegated responsibility for the executive management and the performance of the trust and all member schools for H&S. The TL will be responsible for:
- Ensuring that the trust properly discharges its duties under its H&S policy.
  - Ensuring that adequate resource is provided for H&S across the trust.
  - Establishing clear and measurable H&S aims and objectives.
  - Liaising with the estates and compliance manager (ECM) on a regular basis to ensure the effective management of H&S across the trust.
  - Supporting the ECM in carrying out the role of 'H&S coordinator' for the trust.
  - Providing regular H&S updates to the trust board and reporting any urgent H&S incidents / issues as required.
  - Delegating specific H&S responsibilities to other members of Embrace Multi Academy Trust staff if required.

## **Estates and Compliance Manager (ECM)**

- 2.12 The ECM will be responsible for:
- Acting as 'H&S coordinator' for the trust with the TL.
  - Maintaining a strategic overview of the H&S management system within the trust.
  - Ensuring that the trust properly discharges its duties under its H&S policy.
  - Setting clear H&S values and standards throughout the trust.
  - Integrating good H&S management into business decision.
  - Ensuring the trust H&S policy and procedures are reviewed and implemented throughout the trust.
  - Liaising with trust schools to coordinate and ensure the maintenance of H&S statutory documentation, to ensure the trust discharges its H&S duties.
  - Liaising with trust schools to ensure that H&S management systems, processes and practices are consistent, coordinated and synchronised across the trust.

- Working with trust schools to ensure that facilities-related risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by competent staff and contractors.
- Ensuring that adequate control measures are implemented to reduce H&S risks so far as is reasonably practicably.
- Implementing the trust's compliance management system (Every) and working with trust schools to ensure this is maintained and updated as required.
- Conducting H&S audits, site visits and attending contractor pre-start meetings at trust schools.
- Ensuring the provision of competent H&S advice and support.
- Ensuring that any H&S shortcomings are identified and rectified in a timely manner.
- Consulting with staff, union representatives, safety committees and stakeholders on H&S matters.
- Ensuring that all plant and work equipment provided is suitable, properly maintained, and subject to all necessary tests and examinations, including specific risk assessments if required.
- Ensuring that accidents and incidents (including near misses, violence, and aggression) are properly reported and investigated, and the findings acted upon without delay.
- Providing an annual H&S report for the trust standards committee for review.

### **Chief Financial Officer**

2.13 The chief financial officer (CFO) will be responsible for:

- Ensuring that sufficient funds have been set aside for maintaining a healthy and safe environment for all academies within the trust.
- Reporting any shortcomings in the H&S budget to the TL and ECM.
- Producing annual H&S budget forecast reports and communicating them to the TL / finance and audit committee.

### **HR Manager**

2.14 The HR manager will:

- Ensure that H&S responsibilities are included in job descriptions.
- Assist where necessary in facilitating clear lines of communication between management and employees across the trust.
- Communicate with the ECM to ensure the trust H&S policy aligns with HR policies.
- Make recommendations in relation to occupational health referrals to the TL and headteachers.

### **Local Governing Board (LGB)**

2.15 The trust board has delegated governance responsibility for holding each individual trust school's headteacher to account for H&S management and operational

matters relating to the academic work of each individual school (lesson risk assessments, trips, use of the building for teaching and learning, etc) to the LGB.

2.16 The LGB is responsible for:

- Appointing a named local governor for H&S to monitor the effectiveness and implementation of the trust's H&S policy within the school.

### **Principal / Headteacher**

2.17 The principal / headteacher has delegated responsibility for the management of H&S and the implementation of this policy within their own school. The principal / headteacher will implement an occupational H&S management system to comply with the Management of Health and Safety at Work Regulations 1999. To help achieve this the principal / headteacher will:

- Ensure compliance with the H&S policy regarding their school's local arrangements.
- Make clear any duties in respect of H&S that are delegated to members of staff.
- Familiarise themselves with any documentation and / or instruction referring to the H&S arrangements for staff, buildings maintenance or operation of their school and maintain an up-to-date system of policies, procedures, and risk assessments.
- Co-operate and communicate with trade unions and employee H&S representatives and ensure that all employees are aware of and accountable for their specific H&S responsibilities and duties as set out within the Every system.
- Take appropriate action to control a hazard / risk, in the event of any hazard or risk to the H&S of any persons under their leadership.
- Ensure the H&S policy, procedures and risk management programme are implemented as an integral part of business operational planning and service delivery.
- Co-operate and communicate with the senior leadership team (SLT), LGB, ECM and TL.
- Undertake regular monitoring and ensure the provision of adequate resources to achieve compliance.
- Provide regular updates to the LGB or sooner if required.
- Ensure that local procedures for the selection and monitoring of contractors are in place.
- Take appropriate action under the trust's disciplinary procedures if anyone under their leadership does not comply with H&S policies and / or procedures.
- Ensure the school seeks and has access to competent H&S advice via the ECM.
- Ensure there is a clear system for reporting accidents and incidents.
- Facilitate H&S audits.

- 2.18 In addition to their statutory duties, the principal / headteacher and teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".
- 2.19 The principal / headteacher may delegate various H&S responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively and efficiently implemented. Specific duties and responsibilities in relation to specific job roles are set out within Every.

### **Senior Leadership Team (SLT)**

- 2.20 The SLT will comprise of appropriate senior leaders at each school. The senior leadership team will:
- Familiarise themselves with and ensure the school's compliance with this policy.
  - Monitor the effectiveness of this policy, identify any shortcomings within the policy and communicate them to the principal / headteacher / LGB.
  - Provide a documented process for reporting and investigating all incidents, accidents and near misses.
  - Provide H&S performance reports to the principal / headteacher, as required.

### **Heads of Department and Phase / Key Stage / Subject Leaders**

- 2.21 Heads of department and phase / key stage / subject leaders at each school will undertake the general responsibility of ensuring that all necessary H&S activities, requirements, and standards are undertaken and met within their respective areas of leadership. This will be done under the direction of the principal / headteacher. Relevant members of staff with departmental / phase / key stage / subject management responsibilities will:
- Familiarise themselves with and ensure their department / area complies with this policy, including any procedures, instructions, and requirements for safe methods of work.
  - Science and design technology heads of department will ensure a departmental H&S policy is devised and communicated to all staff concerned.
  - Identify new and existing hazards, provide risk assessments, record the significant findings, implement any necessary control measures, and review these to ensure that they remain relevant.
  - Check and document that the working environment is safe; equipment, products and materials are used safely; that H&S procedures are effective and complied with and that any necessary remedial action is taken.
  - Provide information, instruction, training, and supervision for the departmental staff they are responsible for.
  - Ensure that a relevant H&S induction checklist has been completed for employees at the commencement of their employment.
  - Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent reoccurrence.
  - Be responsible for all aspects of H&S included in their job description.
  - Ensure that all statutory registers and records are retained and maintained.

- Report property defects within their department to the site team.
- Provide H&S performance reports to SLT as requested.
- Ensure the provision of adequate personal, protective equipment free of charge for staff and pupils within their departments.
- Facilitate H&S audits.

2.22 More specific duties for heads of design technology, science and PE in secondaries are set out in their departmental H&S policies and within Every.

### **Operations Manager / Office Manager (or equivalent)**

2.23 The operations / office manager will:

- Be responsible for ensuring the day-to-day operational requirements of the H&S policy are implemented.
- Maintain an up-to-date copy of the H&S policy, together with all associated documentation and in relation to school residentials, trips and visits (as set out in point 4.38 of this policy).
- Notify the principal / headteacher / SLT link and department leads or site manager / premises officer or educational visits coordinator of any H&S concerns and any financial implications identified by the risk assessment process.
- Liaise with and report directly to the principal / headteacher and SLT on matters of H&S.
- Ensure that all certification and statutory inspections are kept up to date and are uploaded to Every (the trust's central compliance system).
- Investigate accidents, dangerous occurrences and near misses and complete accident reports.
- Facilitate H&S audits.
- Provide H&S performance reports to the principal / headteacher / SLT as required.
- Ensure that the school has a Management of Medications Policy.
- Ensure that the school has an Educational Visits Policy.
- Ensure resource is allocated to enable statutory inspections, risk assessments, property maintenance and equipment maintenance to take place at the correct intervals and when necessary.
- Ensure there is a system in place for contractor procurement that identifies contractor competency working with the ECM.
- Ensure the provision of resources for staff H&S training.
- Establish a H&S training plan and matrix to identify staff training needs.
- Ensure that a relevant H&S induction checklist has been completed for employees at the commencement of their employment.

### **Site Manager (or Premises Officer for schools without a Site Manager)**

- 2.24 The site manager / premises officer is responsible for day-to-day management of property maintenance and compliance checks. The site manager / premises officer will be responsible for:
- Having a general responsibility for the application of the school's H&S policy to their own area of work and are directly responsible to the operations manager / office manager and principal / headteacher.
  - Establishing and maintaining safe working procedures including (referring to relevant legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to H&S in connection with the use, handling, storage and transport of articles and substances (eg chemicals, boiling water, and sharp instruments).
  - Carrying out regular H&S assessments of the activities for which they are responsible; reporting any defects which need attention to the operations manager / office manager; and monitoring their effective implementation by staff under their leadership.
  - Ensuring that relevant advice and guidance on H&S matters is sought, where appropriate.
  - Advising the principal / headteacher and / or business manager / operations manager on requirements for H&S equipment and on additions or necessary improvements to plant, tools, equipment, and machinery.
  - Carrying out compliance checks in accordance with their job description and updating Every (the trust compliance system).
  - Liaising and co-operating with the principal / headteacher and business manager/ operations manager on property related matters.
  - Providing a H&S report for the SLT, as required.
  - Retaining and maintaining compliance and H&S related documentation and ensuring this documentation is uploaded to Every.
  - Ensuring that statutory surveys, risk assessments and reports are organised and completed by competent contractors or trained site staff.
  - Conducting a contractor induction and recording the process.
  - Reporting incidents, accidents, dangerous occurrences and near misses to the operations manager / office manager.
  - Undertaking any training identified by the operations manager / office manager and principal / headteacher to enable them to perform their duties at the level of responsibility allocated to them.

### **Catering / Kitchen Manager**

- 2.25 The catering / kitchen manager is responsible for activities undertaken within the school kitchen and will:
- Take responsibility for the day-to-day management of health, safety and wellbeing within the school kitchen and the activities undertaken by kitchen staff.
  - Advise the site manager / premises officer and / or principal / headteacher of any H&S concerns.

- Provide risk assessments for activities associated with work and relevant employees in the kitchen and monitor their effective implementation.
- Ensure health, safety and wellbeing information is communicated to catering staff.
- Report accidents, dangerous occurrences and near misses to the operations manager / office manager.
- Ensure a food safety policy is devised and communicated to kitchen staff.
- Ensure the provision of adequate personal protective equipment (PPE) for staff that they are responsible for.
- Undertake any training identified by the operations manager / office manager or principal / headteacher to enable them to perform their duties at the level of responsibility allocated to them.

### **All Members of Staff, Contractors and Volunteers**

2.26 All employees, agency staff, peripatetic workers, contractors and volunteers must comply with the H&S policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All members of staff are required to:

- Take reasonable care of their own H&S at work and of those who may be affected by their actions or omissions.
- Cooperate with their line manager and senior management to work safely.
- Comply with H&S instructions and information and undertake appropriate H&S training as required.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare.
- Report to their manager any H&S concerns, hazardous condition, or defect in the H&S arrangements and / or in the workplace.
- Support the school / setting they work at in embedding a positive safety culture that extends to pupils and any visitors to the site.
- Undertake any training identified by the operations manager / office manager or the principal / headteacher to enable them to perform their duties at the level of responsibility allocated to them.

### **Pupils**

2.27 All pupils are expected to behave in a manner that reflects their school's behaviour policy and in particular are expected to:

- Take reasonable care of their own H&S and of their peers, teachers, support staff and any other person that may be at their school.
- Cooperate with teaching and support staff and follow all H&S instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare.
- Report any H&S concerns that they may have to a teacher or other member of staff at their school.

## **Shared Site Users**

- 2.28 Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under H&S legislation. Where any school has a shared site user, the school, as the primary site user, will have the lead responsibility.
- 2.29 All users of the shared site must agree to:
- Co-operate and co-ordinate on H&S matters.
  - Provide information relating to any additional risks or procedures which will be new or unusual to those sharing the site that may arise from their activities.
  - Meet the insurance requirements of the school's insurance provider.
  - Familiarise themselves with and communicate to their employees / users the school's H&S arrangements.
- 2.30 The school will ensure that:
- The premises are in a safe condition for the purpose of use.
  - There are adequate arrangements for emergency evacuation in place and that these are communicated.
  - Users are consulted on H&S matters.
  - The school's H&S arrangements are made available to shared users.

## **Lettings**

- 2.31 Schools that undertake lettings use the Embrace Lettings Policy. The policy covers procedures for fire evacuation, security arrangements, requirements relating to accident, assault and near miss reporting and requirements for the provision of first aid.
- 2.32 Persons / organisations letting the site must agree to:
- Co-operate and co-ordinate with the school on H&S matters.
  - Agree to the terms of the lettings policy in relation to H&S arrangements.
  - Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities.
- 2.33 The school will ensure that:
- The premises are in a safe condition for the purpose of use.
  - The H&S arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space / area of the school premises.
  - Adequate arrangements for emergency evacuation are in place and communicated.



### **3. Trust Organisational Arrangements for Health and Safety**

- 3.1 The following arrangements will be adopted to ensure that the board of trustees, the TL, the LGB, and the principal / headteacher fulfil their responsibilities and provide the foundation for securing the H&S of employees and all users of the site.

#### **Setting Health and Safety Objectives**

- 3.2 The board of trustees with the TL, and the LGB with the principal / headteacher, will specifically review the progress of H&S objectives at least annually. Where necessary, H&S improvements will be identified and included within the trust or school development plan.

#### **Provision of Effective Health and Safety Training**

- 3.3 The board of trustees with the TL, and the LGB with the principal / headteacher, will review H&S training on an annual basis focussing on mandatory training as a priority.

#### **Establishing Adequate Health and Safety Communication Channels**

- 3.4 Communication channels will be established for the exchange of H&S knowledge and information. Where necessary, these communications will be recorded and include:

- Board of trustees and LGBs.
- SLT meetings and staff meetings.
- Site H&S committee and / or site H&S line management meetings.
- Provision of information relating to safe systems of work and risk assessments.
- Training provided.
- Communications with relevant specialist advisors and bodies.

- 3.5 Where H&S issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

#### **Financial Resources**

- 3.6 The board of trustees and LGBs along with the CFO and relevant principal / headteacher will review budgets to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate H&S management and control.

#### **Specialist Advice / Support**

- 3.7 Embrace Multi Academy Trust will ensure that access to competent technical advice on H&S matters is procured to assist the trust in complying with statutory duties and meeting H&S objectives. It will do this by:
- Accessing the services of a competent H&S advisor through Leicestershire County Council Health, Safety and Wellbeing Service.

## **Audit**

- 3.8 Each school's H&S management system will be audited every two years by the Leicestershire Traded Services Health, Safety and Wellbeing Service or by the trust Estates and Compliance Manager. Embrace Multi Academy Trust reviews this process as a positive assessment of its H&S management system and takes appropriate action to continually improve H&S within the trust.
- External H&S audit reports will be delivered to the TL / ECM and each individual school for review and action as required.
- 3.9 Each school will address, in a timely manner, any issues raised in the H&S audit, working with the ECM.

## **4. Local Organisational Arrangements for Health and Safety (Schools)**

### **Accident and Assaults**

- 4.1 All accidents, assaults and near miss incidents will be reported in the accident book or on the agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Education Information Sheet No1 (Revision 3) will be reported to the HSE within the required timescales:  
<https://www.hse.gov.uk/pubns/edis1.pdf>
- 4.2 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises-related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.
- 4.3 Accidents, assaults and near miss incidents will be monitored at least termly; identification of significant trends or major incidents will be reviewed by the SLT as required with information communicated to the LGB.
- 4.4 Accident records will be retained for the following periods; pupil's records will be retained for a period of date of birth +22 years, adult / employee records will be retained from the date of incident +4 years and forms relating to work related ill health for the current year +20 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause, retention is last action +50 years).

### **Contractor Management**

- 4.5 Each school will comply with the Construction Design and Management Regulations 2015, <https://www.hse.gov.uk/pubns/indg411.pdf> and the HSE guidance document: HSG159 Managing contractors: A guide for employers. <https://www.hse.gov.uk/pubns/priced/hsg159.pdf>. Each school will ensure that:
- Roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated.
  - Competent contractors are used and checked by the ECM.

- Clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.
- Pre-start meetings will take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site. The ECM will attend the pre-start meeting to get an overview.
- Key contacts are identified.
- Regular update meetings take place throughout any works / projects.
- Works are visually monitored, and any concerns immediately reported.
- Works are signed off and any associated certification and documentation is obtained.
- All staff / pupils and other users of site remain in a safe environment for the duration of the works.
- All contractors are given access to the asbestos register and must sign the ASB100 form.
- All contractors to complete a site induction before work can proceed.

### **Control of Hazardous Substances**

4.6 Each school will comply with the HSE's approved code of practice Control of Substances Hazardous to Health (L5) relating to the management and control of hazardous substances on site <https://www.hse.gov.uk/pubns/priced/l5.pdf>. The trust school will ensure:

- An inventory of all hazardous substances on site is kept and updated regularly.
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used.
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff.
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and control measures implemented.
- Where identified as part of the risk assessment, appropriate PPE will be provided to staff.
- Any requirement for exposure monitoring or health surveillance will be carried out.
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided.
- Training records are maintained for those who receive training.
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.
- Only substances purchased through the school's procurement systems can be used on site.

- Substances are stored correctly and those that are no longer used are disposed of as per the substance's safety data sheet.
- COSHH risk assessments are monitored quarterly and reviewed annually.

### **Dealing with Health and Safety Emergencies - Procedures and Contacts**

- 4.7 As per legal requirements, all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale. <https://www.hse.gov.uk/pubns/edis1.pdf>
- 4.8 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

### **Defect Reporting**

- 4.9 Each school uses the defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

### **Display Screen Equipment (DSE)**

- 4.10 Each school acknowledges that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. Each school ensures that:
- All static workstations used by staff meet the minimum standards required.
  - Equipment is maintained in good working condition.
  - Staff are aware of best practice in using DSE and issued with relevant information.
  - Staff whose roles require significant use of DSE are prioritised for individual assessment.
  - Assessments are reviewed at least every two years, or earlier if there are significant changes to equipment, layout or individual health.
  - DSE training and assessment is available via LTS Health Safety and Wellbeing Service buy back. This can be accessed through the SHINE online system. For access call 0116 305 5515. <https://go-shine.co.uk/login/index.php>

### **Driving**

- 4.11 All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. All members of staff that drive a school or hired minibus must have received relevant training to do so.

## **Electrical Systems and Equipment**

- 4.12 Each school maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.
- 4.13 Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in low risk environments' (INDG236) <https://www.hse.gov.uk/pubns/indg236.htm> by a competent contractor or trained member of staff, with records maintained.
- 4.14 Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The defect reporting procedure (section 4.9) is then followed, as required.

## **Fire Safety**

- 4.15 Each school is committed to providing a safe environment for both staff and pupils. Schools manage the risk of fire by ensuring that:
- A detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected. Individual responsibilities and arrangements for safe evacuation are included, which will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation.
  - An annual fire risk review will be completed. A full fire risk assessment must be in place and reviewed on a regular basis; a new one will be completed every 5 years.
  - Actions highlighted in the fire risk assessments will be completed in order of priority as highlighted by the assessors within the assessments.
  - Statutory inspections are carried out on all fire related systems and equipment by both competent contractors and in house by trained staff.
  - All staff receive fire awareness training that is regularly updated, and fire marshals receive role specific instruction.
  - A fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
  - A fire logbook is kept and maintained

## **First-aid and Supporting Pupils' Medical Conditions**

- 4.16 Adequate first aid arrangements are assessed, maintained, and monitored at each school and for all activities. Each school ensures that:
- The number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences.

- All first aiders and appointed persons hold a valid certificate of competence, and each school maintains a register of all qualified staff and will arrange re-training as necessary.
- First aid notices are clearly displayed around the site at each school.
- Sufficient numbers of suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked.
- A suitable area is available for the provision of first aid.
- Staff are regularly informed of first aid arrangements within the school, usually through induction, teacher training days and the staff handbook or equivalent.
- Where first aid has been administered, this is recorded in the first aid treatment book.
- Correct reporting procedures are followed including those required under RIDDOR regulations. <https://www.hse.gov.uk/pubns/edis1.pdf>
- Individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- Information, instruction, and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of an emergency.
- Children with medical conditions will be cared for in line with specific information that is provided to all first aiders.
- Medication will be kept securely.

### **Glass and Glazing**

- 4.17 Each school will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing. <https://www.hse.gov.uk/pubns/priced/l24.pdf> (pages 29 - 31)
- 4.18 Each school will survey its glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect

### **Grounds - Safety**

- 4.19 Each school will ensure that there is safe access and egress from the buildings and grounds including balancing the need for security with the need for emergency escape. Schools will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment, e.g. outdoor play equipment.

### **Security**

- 4.20 All schools will have security fencing and / or doors that do not allow easy access to pupils or members of staff on-site.
- 4.21 All visitors to academies will be required to sign-in and will not be left alone with children, unless an enhanced DBS check has taken place and it provides evidence that they do not pose a safeguarding risk.

- 4.22 Any member of staff that is at increased risk of injury or illness will undertake a risk assessment with an appropriate manager.

### **Housekeeping – Storage, Cleaning and Waste Disposal**

- 4.23 Each school will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for safety.
- 4.24 Each school will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills / wet floors to minimise the risk of slips. Schools will ensure that there are suitable and sufficient external waste bins secured from the risks of arson and tampering.
- 4.25 Where applicable and to accommodate the requirements of environmental legislation, each school will arrange for suitable disposal / recycling of relevant items, eg fluorescent lighting and waste electrical appliances.
- 4.26 Suitable arrangements will be made for the clearing of snow as part of winter preparedness.

### **Jewellery**

- 4.27 Any policy on pupils wearing earrings or other jewellery, must be shared with the pupils and parents / carers.

### **Lone Working**

- 4.28 Each school will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures, including communications, emergency procedures and any restrictions during lone working, eg work at height.

### **Management of Asbestos**

- 4.29 Each school complies with the HSE's approved code of practice 'Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143) <https://www.hse.gov.uk/pubns/priced/l143.pdf>. Each school is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. Each school has a whole site asbestos 'management survey' (previously known as Type 2 survey) from which a local asbestos management plan (LAMP) has been developed. The LAMP along with the asbestos register will be kept up to date.
- 4.30 A minimum termly visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented; where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in each school's LAMP.
- 4.31 Prior to any works that will alter or has the potential to alter the fabric of the building; a 'refurbishment and demolition survey' (previously known as a Type 3 survey) <https://www.hse.gov.uk/asbestos/managing/survey-refurb.htm> will be procured in order to undertake a comprehensive assessment of the materials being



disturbed prior to any works commencing. Where necessary, works that are likely to disturb asbestos will be planned so as to avoid disturbance (re-routed) or the asbestos will be removed by competent licensed contractors prior to building works commencing.

- 4.32 Any changes to the building where asbestos is present or any work on or the removal of asbestos that has been carried out, will be recorded in the asbestos register and kept with the school's LAMP.

### **Moving and Handling**

- 4.33 Each school complies with the HSE's approved code of practice 'Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23). <https://www.hse.gov.uk/pubns/priced/l23.pdf>
- 4.34 Within each school there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. Schools manage the risk associated with moving and handling tasks by ensuring that:
- Moving and handling is avoided whenever possible.
  - If it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
  - Those undertaking specific moving and handling tasks have received appropriate training and training records are maintained.
  - Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
  - Any defective equipment is taken out of use until repaired or is replaced.
  - An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling tasks being restricted.
  - Any accidents resulting from manual handling operations will be investigated to identify root causes and to implement additional controls as required.

### **Noise**

- 4.35 Each school will plan for the assessment of risk, protection, and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005.  
<https://www.hse.gov.uk/pubns/indg362.pdf>

### **Occupational Health Services and Work-related Stress**

- 4.36 Each trust school acknowledges that there are many factors both work-related and personal that may contribute to staff being absent from work through injury and ill health, including stress.
- 4.37 Each school will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HSG 218).  
<https://www.hseni.gov.uk/sites/hseni.gov.uk/files/managing-the-causes-of-work->



[related-stress-hsg218.pdf](#) The following arrangements are in place to locally manage staff health issues:

- Employees are advised that it is their responsibility to inform their line manager, the principal / headteacher or another member of the senior leadership team of any ill health issues.
- An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels.
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- The member of staff will be advised that support can also be provided through their trade union.
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified.
- If it is identified that there is a high occurrence of staff ill health or stress within a school, the principal / headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and to implement a plan to improve the situation.

#### **Off-site Visits - Including School-led Adventure Activities**

4.38 Each school has created an off-site visits policy which should be followed by the EVC (educational visits coordinator) and visit leaders.

- Risk assessments will be created for all off-site visits by trained and delegated visit leaders.
- Each school requests staff to follow the Off-Site visits policy and adopt OEAP National guidance when creating risk assessments for off-site visits.  
<https://oeapng.info/>
- All residential, overseas and adventurous activity visits will be logged on the EVOLVE system. The LTS Health Safety and Wellbeing team duty officer at Leicestershire Traded Services will provide advice via the EVOLVE system.
- [https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=LeicestershireCountyCouncil](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=LeicestershireCountyCouncil) directs to the EVOLVE website. For login enquiries, the contact number is 0116 305 5515.
- The ECM and LGB must be informed of all off-site visits.
- Visit leaders will create risk assessments for visits, the EVC will review the visit forms and risk assessments and the headteacher will approve the visit.
- All approvals for off-site visits will be done by the headteacher / principal or designated and trained deputy.

## **Risk Assessment**

- 4.39 Risk assessments are undertaken for tasks / activities where hazards have been identified or where there is a foreseeable risk of injury / ill health.
- 4.40 A system for the development and upkeep of risk assessments is in place and documented at each school within the trust. Risk assessments will be shared with the TL and ECM, when requested.
- 4.41 Within each school, various persons are tasked with the development of risk assessments based on their knowledge, experience, and competence. Relevant staff will develop the risk assessments prior to consultation with all relevant members of staff, prior to sign off. Risk assessments are accessible to relevant staff at all times.
- 4.42 Risk assessments for new and expectant mothers will be conducted in line with HSE guidance. <https://www.hse.gov.uk/mothers/employer/risk-assessment.htm>
- 4.43 Risk assessments for young persons (under 18s) will be carried out for staff working on site falling within this age range, as applicable. <https://www.hse.gov.uk/youngpeople/>

## **Smoking**

- 4.44 Each school complies with UK law on smoking in both indoor and external spaces. Schools have a no smoking policy which extends to the limits of the curtilage of the site. The policy extends to the use of substitute inhalers and all types of vaping devices including e-cigarettes. Each school will ensure that persons seen smoking onsite are instructed not to do so, taking further action as necessary.

## **Statutory Inspections**

- 4.45 Each school ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed within Every (trust compliance central system), which is implemented by the site manager / premises officer and monitored by governors for each school and the trust board for the trust.

## **Preventing Workplace Harassment and Violence**

- 4.46 Each school is committed to providing a safe and secure working and educational environment for staff, pupils, and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific lone working risk assessment, the following procedures are in place:
- 4.47 Staff are advised to:
- Avoid confrontation if possible.
  - Withdraw from a situation or escalating situation.
  - Arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door or use a room with two doors.
  - Contact emergency services, as appropriate.

- Inform the principal / headteacher or a member of the SLT if confrontation has taken place.

4.48 Each school will:

- Ensure the principal / headteacher or member of the SLT attends the site of an incident on being informed of an incident, if considered necessary.
- Have in place procedures for the reporting of incidents, including to the TL and ECM.
- Offer counselling / support through Occupational Health.
- Debrief individuals following any incident.
- Provide training on how to manage conflict and aggression as required.
- Review the appropriate risk assessments following any incident.

### **Vehicles on Site**

4.49 Each school will determine their own local arrangements to ensure H&S in relation to vehicles on site, in liaison with the ECM.

4.50 Embrace schools have various measures in place to control traffic on individual sites. A site traffic risk assessment is completed annually.

### **Water Hygiene Management**

4.51 Each school will comply with the HSE approved code of practice 'Legionnaires' Disease - The Control of Legionella Bacteria in Water Systems'.  
<https://www.hse.gov.uk/pubns/priced/l8.pdf>

4.52 Each school will:

- Employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions.
- Employ a competent external contractor to provide a suitable survey / risk assessment periodically, as below:
  - for changes to the water system or its use
  - for changes to the use of the building in which the water system is installed
  - in the event of new information about risks or control measures
  - if the results of checks indicate that control measures are no longer effective
  - for changes to key personnel
  - for a case of Legionnaires' disease / Legionellosis associated with the system

If none of the above situations apply a new water hygiene survey / risk assessment will be conducted by a competent contractor every 2 years.

- Address any remedial actions identified by the survey including dead leg removal or drain down in order of priority determined by the survey / risk assessment.
- Employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMVs) as applicable. TMVs will be serviced in

accordance with the manufacturer's instructions or as advised by a competent contractor.

- Ensure regular flushing of little used outlets is completed by a competent individual on a weekly basis.
- Employ a competent person to undertake monthly monitoring of water systems including temperature readings.

### **Working at Height**

4.53 Each school will follow the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401). <https://www.hse.gov.uk/pubns/indg401.pdf> Schools use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. Each school ensures that:

- Work at height is avoided whenever possible.
- If it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking work at height have received appropriate training and training records are maintained.
- All access equipment (ladders, step ladders, loft ladders, tower scaffolds etc) is identifiable and inspected as required.
- Any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until repair or replacement.
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted.
- Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

### **Workplace Inspections**

4.54 Each school recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out. It is recognised that termly inspections alone will not keep premises safe and there is an expectation that staff will report any defects / damage to premises and equipment.

### **Monitoring and Review**

4.55 This H&S Policy together with the associated procedures and H&S performance, will be reviewed by the board of trustees / LGB and the TL / principal / headteacher on a regular basis (every two years as a minimum), or as required.

- 4.56 In order to substantiate that H&S standards are actually being achieved, each school will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.
- 4.57 Different types of systems will be used to measure H&S performance across the schools.

#### **Active Monitoring Systems**

- Spot checks and termly site inspections will be undertaken.
- Documents relating to the promotion of the H&S culture will be regularly examined and reviewed.
- Appropriate statutory inspections on premises, plant and equipment will be undertaken.
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

#### **Reactive Monitoring Systems**

- Identifying where H&S standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc.

#### **Reporting and Response Systems**

- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken.
- The board of trustees, LGB, TL and SLT will all receive and consider reports on H&S performance.

#### **Investigation Systems**

- Investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and the underlying causes of events.
- Analysing data to identify common features or trends and initiate improvements.
- Cases of occupational ill-health are to be investigated.
- Complaints relating to occupational H&S are to be recorded and investigated.
- Accidents / incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded, and appropriately investigated.

#### **Third Party Monitoring / Inspection**

- Each school will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit / inspection will be incorporated within each school's action plan with appropriate target dates for completion

## **Business Continuity**

- 4.58 The Embrace Business Continuity Policy and Emergency Plan will be used during events which have the potential to cause major disruption to our services. Although such events are rare, it is important that we have in place plans to help us manage and recover from these situations as they arise. Each school will keep a local version of the Business Continuity Policy and Emergency Plan specific to their site.
- 4.59 In the event of a major emergency or disruption, co-ordination and implementation of the business continuity plan is the responsibility of the TL and relevant headteachers / principals. A trust senior incident management team (SIMT) will be formed in the event of a major emergency or major disruption.
- 4.60 A copy of the Business Continuity Policy and Emergency Plan will be distributed to all members of the SIMT and they will ensure that pre-planning is carried out.
- 4.61 The Business Continuity Policy and Emergency Plan will be reviewed annually, when there is a change in staff, when there is a change in arrangements, following an incident and when there is a significant change to the premises. These reviews will be conducted by the TL.

## **Retaining and Maintaining Documentation**

- 4.62 Each school will centrally store all H&S related documentation.
- 4.63 H&S related documentation will be stored on the school's computerised network for future reference and will be updated to Every (trust central compliance system).