Health & Safety Policy

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Increasing Opportunities
Improving Outcomes

THE MERCIAN TRUST

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HEALTH AND SAFETY POLICY

PART A. STATEMENT OF HEALTH AND SAFETY

The Mercian Trust Board will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and all other related Acts, Orders and Regulations and relevant common law duties.

We 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 safe use, handling, storage and transport of articles and substances.
- Providing effective health and safety information, instruction, training and supervision.
- Ensuring adequate welfare facilities exist throughout the organisation.
- Providing competent health and safety advice, support and resources, as required, so far as is reasonably practicable.
- Assessing and controlling risks from curriculum and non-curriculum 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 health and safety provision is appropriate.

At The Mercian Trust 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.

This policy statement (Part A) will be brought to the attention of all members of staff. A copy is to be displayed on health and safety notice boards. Details of the local establishment's management organisation for health and safety and arrangements for implementing the policy are to be found in parts B and C of the document. A reference copy of the full document is to be kept in the academy and must be readily available.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

PART B. ORGANISATION OF HEALTH, SAFETY AND WELFARE

In order to ensure that health and safety issues are dealt with in accordance with each establishment's health, safety and welfare needs, the following organisational framework has been adopted by The Mercian Trust Board:

The Mercian Trust Board (Central Team) responsibilities

To meet these responsibilities the Trust Board will pay particular attention to:

- The safety of plant equipment, buildings and safe systems of work.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Appropriate information, instruction, training and supervision to assist all employees and others to avoid hazards and to contribute positively to their own health and safety whilst on company/school premises.
- Monitoring of work practices
- A safe workplace and safe access and egress.
- A healthy working environment.
- Procedures for fire evacuation, first aid cover and other emergency situations.
- Accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken.
- Adequate first aid provision is made for employees and other persons, whilst on company premises.
- Training needs are identified, and arrangements are made for those needs to be met.
- Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- Any unsafe items which constitute a health and safety hazard are taken out of use.
- Awareness and co-operation amongst employees with regard to health and safety matters is actively encouraged.

Employees working in the Central Team

All employees must:

- Take reasonable care of their personal safety and that of other persons.
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.
- Report any defective equipment to his/her supervisor or other appropriate person, i.e., safety representative.
- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and comply with all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.
- To attend training courses where applicable.
- To inform the Trust Board of any change to driving licences (i.e. points or disqualification from driving)
- Changes to health or medication which could affect your ability to drive a vehicle.

The Mercian Trust Board (school) Responsibilities

- The Trust 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.
- The Trust Board are the main "duty holders" and has responsibility for the organisation and arrangements for the purposes of asbestos management for the Trust, as set out in Regulation 4(1) of the Control of Asbestos Regulations 2012.
- The Trust Board and Academy Governing Bodies will comply with any directions issued in the arrangements concerning the health and safety of persons on Academy or Trust premises or

taking part in activities elsewhere.

- Health & Safety will be a standing item on every Board agenda.
- The Trust will arrange access for all employees and where appropriate academy governors to competent health and safety advice.
- As the employer the Trust reserves the right to conduct periodic health and safety audits and inspections of all Academies in the Trust.
- The Trust may establish Regional Health and Safety Committees to consult with employees and Trade Unions on health and safety matters.
- As a result of an audit, inspection, or concern/s raised with the Trust, we reserve the right to direct health and safety improvements to local policy, organisation and arrangements that are non-compliant with legislation.
- The Trust will establish arrangements for the provision of health, safety and welfare standards expected in our establishments.

Individual Academy Governing Body

- The Governing Body of each academy has a duty to monitor and report health and safety matters. Where spending decisions are controlled by the Governing Body they accept the duty for the way in which health and safety issues are addressed.
- The Governing Body is a "dutyholder" for the purposes of asbestos management in each Academy or School, 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 or School.
- The Governing Body of each academy is to appoint a Governor with responsibility for health and safety. Health & Safety will be a standing item on every Governing Body agenda.
- 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.
- The academy is responsible for ensuring that all appropriate Disclosure Barring Service (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 register" which contains details of checks carried out.
- The Governing Body of each academy must ensure that they scrutinise the local arrangements for the effective management of asbestos materials on the premises and ensure emergency measures detailed in the policy arrangements are in place to evacuate the affected areas in the event of accidental or unforeseen damage to, or discovery of asbestos containing materials (ACMs) and feedback to The Mercian Trust.

- The Academy must ensure that staff and pupils have easy access to free, fresh drinking water on Academy premises.

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

- Physical and 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.

The Governing body have a delegated duty to establish and review additional local policy, organisation and arrangements of health and safety matters. The content of all local policies, organisations and arrangements must comply with the whole Trust Health and Safety Policy and are subject to review by the Safety Consultants. These local policies, organisations and arrangements must include, as a minimum, provision for:

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

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

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

Academy Principals/Headteachers

- Overall responsibility for the day-to-day management of health and safety in each academy rests with the Principal/Headteacher, or the person delegated in an acting role as Principal.
- As manager of the establishment and of all the activities carried out within it, the Principal/Headteacher will advise The Mercian Trust of the areas of health and safety concern which may need to be addressed by the allocation of funds.
- The Principal/Headteacher 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 implement local asbestos management organisation and arrangements within the academy. This includes the delegated duty, as far as reasonably practicable, to provide emergency measures to evacuate affected areas in the event of accidental or unforeseen damage to, or discovery of ACM.
- Matters requiring consideration by the Principal/ Headteacher will include:
    - Ensuring that there is an adequate system for undertaking 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. That risk assessments are undertaken throughout the establishment and control measures are implemented, and risk assessments monitored and reviewed appropriately.
    - Ensuring that systems are used properly and follow the principles of “Plan, Do, Check, Act” as contained in HSG 65, for managing the effectiveness of health and safety arrangements.
    - Ensuring adequate staffing levels for safe supervision of pupils and staff, both while at the academy and for any external activities.

- The delegated responsibility for the maintenance of the premises and the provision of adequate welfare facilities for all pupils and employees.
- Ensuring that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents, incidents of violence and near misses.
- Ensuring the periodic testing of equipment, in relation to statutory maximum time intervals, or where this is not defined, through effective risk assessment.
- Ensuring the adequate provision of first aid materials and fire - fighting appliances.
- The communication of appropriate health and safety information and Trust announcements to Governors/Academy staff, Trade Union Health & Safety Representatives, Representatives of Employee Safety, visitors and contractors.
- Formulating and reviewing the detailed local arrangements for action to be taken in an emergency.
- Arranging termly evacuation drills, weekly fire alarm tests, other related inspections and ensuring records are up to date and recorded.
- Advising the Trust of any defect in the state of repair of the building, or its surrounds, or services, which is identified as being unsafe and take action as 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 maintained.
- Ensuring effective liaison with, and monitoring of, visitor and contractor activities (including catering, cleaning and grounds staff) to ensure that risks to the health and safety of staff and others are kept to a minimum.
- Ensuring that all 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 pupils.
- Consultation with Trades Union Health & Safety Representatives and Representatives of Employee Safety.

- The Principal/Headteacher may choose to delegate to other members of staff any, or all, of the duties associated matters above. The delegation of duties will not relieve the Principal/Headteacher from the overall day-to-day responsibilities for health and safety matters within the establishment.
- If the Principal/Headteacher chooses to delegate any health and safety duties to another member of staff. The person appointed to carry out those duties must be 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/Headteacher must give due regard to this prior to the delegation of duties.
- The Principal/Headteacher may wish to designate a person as the academy Health and Safety officer, or similar title. The specific health and safety duties attached to any such appointment must be recorded in writing.
- The Principal/Headteacher must appoint a competent person to coordinate first aid matters in the academy.
- If a source of ionising radiation is held on Academy premises, the Principal /Headteacher must appoint a trained and competent Radiation Protection Supervisor to carry out radiation protection duties in the academy.
- The Principal/Headteacher may choose to appoint a competent person to oversee all arrangements for educational visits.
- If work experience is undertaken by pupils at the academy, the Principal/Headteacher may choose to appoint a competent person to oversee all Work Experience arrangements.
- If any part of the Academy premises was constructed before 2000 the Principal/Headteacher

must ensure that an asbestos survey has been completed. If ACM is discovered an asbestos register must be put in place, a risk assessment completed, and an Asbestos Management Plan drawn up. The Principal/Headteacher 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 asbestos management duties recorded.

- The Principal/Headteacher will provide an annual health and safety report for the Governing Body 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.

The Mercian Trust Health & Safety Advisors

The Mercian Trust will delegate responsibility for the management and implementation of Health and Safety within academies to the Principal/Headteacher and external Safety Advisors. The Trust holds ultimate responsibility and liability in relation to Health and safety across the following areas:

- Health and Safety Management
- Risk Assessment
- Legionella
- Asbestos Management Duty of Care
- Fire Safety
- First Aid
- CDM Regulations

The Trust will appoint advisors who will carry out the duties and responsibilities as the Appointed Competent Person, responsible for providing advice and assistance to the Trust but not limited to the following areas:

- Electrical Issues
- Management and removal of asbestos
- The Equality Act 2010
- Health and Safety Legal advice for complex cases

Competent person roles within an academy will be voluntary unless the role is performed by the Principal/Headteacher or is included in the person's job description/role on appointment.

The Trust will ensure that those performing competent person roles within academies receive appropriate training specific to the role or already hold accreditation and can evidence the required accreditation in relation to consultants. The Trust will provide health and safety advice and support to all academy Governors and employees.

The Trust will review Health and Safety arrangements within the academies, ensuring appropriate procedures and controls are in place for the management of risk. It 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.

The Trusts Health & Safety Advisors will ensure all academies are compliant with statutory law and records maintained. They will enforce the terms of this policy and periodically review Health and Safety management within our academies. Health & Safety Advisors will investigate and liaise with the HSE during incidents, issues or enquiries.

Fire Safety Officer

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

- Managing the academy to minimise the incidence of fire (fire prevention); e.g. good housekeeping and security.
- Ensuring a suitable and sufficient fire risk assessment has been carried out or reviewed.

- Producing, or reviewing, a current Emergency Fire Plan, inclusive of a Fire Evacuation Plan.
- Ensuring that all persons entering academy premises have had induction training on emergency evacuation procedure in the event of a fire.
- Ensuring that all staff have received adequate fire and evacuation training consistent with their role.
- Checking the adequacy of fire-fighting equipment and ensuring its regular maintenance.
- Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly.
- Ensuring that fire detection and protection systems are maintained and tested, and proper records are kept.
- Ensuring any close down procedures are followed.
- Establishing and maintaining effective communication with local fire authorities and providing the required information and assistance to the fire authority to allow for effective discharge of their duties.

First Aid Coordinator

Responsibility for the management of situations in the academy relating to injured or ill persons who need medical assistance rests with the First Aid Coordinator. The First Aid Coordinator is also required to take charge of the equipment and facilities provided for first aid in the academy and in addition ensure that:

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

Radiation Protection Supervisor (where applicable)

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

- 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 that their knowledge of core competency in radiation protection is maintained and keeping abreast of any changes to relevant legislation, codes of practice, or guidance.
- How to access help and advice from the appointed Radiation Protection Advisor and other appropriate sources, e.g. HSE, etc.

Asbestos Manager (where applicable)

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

- The day-to-day requirement to inform relevant staff and contractors of the location, extent and condition of asbestos on the premises.
- A duty to inspect, or to arrange for the regular inspection of, asbestos containing materials, as required by the asbestos management plan.

- A duty to ensure that suitable and sufficient asbestos training and information is provided to all staff and that suitable and effective personal protective equipment is provided where required.
- A duty to maintain records, update asbestos related documents and 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.

Education Visits Coordinator (EVC)

- The EVC is responsible to the Principal/Headteacher for ensuring that the academy procedures for educational visits are implemented.
- Has a responsibility to ensure that all school visits comply with Trust and academy regulations in every respect.
- Must ensure that off-site activities are properly planned and supervised, and that the pupils' safety is paramount.
- Is responsible for checking competency of all supervising staff and volunteers.
- Must ensure that the careful planning and preparation of the trip includes a suitable and sufficient assessment of the risks and benefits of all activities.
- Must provide full details of all overseas, residential or high-risk adventurous educational visits to the Trust or their representatives for prior approval at least one month before the visit is due to commence.

Work Experience Co-Ordinator (where applicable)

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

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

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

Trade Union Health and Safety Representatives and Representatives of Employee Safety

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

Trade Union Health and Safety Representatives and Representatives of Employee Safety are afforded the right to paid release from duties to discharge their functions.

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

- Represent employees in consultations with the employer.
- Investigate potential hazards and dangerous occurrences in the workplace and examine the

cause of accidents.

- Investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work and inform the Trust.
- 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.
- Carry out health and safety inspections.
- Represent employees appointed or elected to represent in consultations in the workplace with inspectors of the Health and Safety Executive and any other enforcing authority.
- Attend meetings of safety committees in the capacity of safety representative in connection with any designated functions.
- To be a part of any regional Trust Health and Safety Committees.
- Trade Union Health and Safety Representatives and Representatives of Employee Safety have functions and not duties, or responsibilities, in respect of their role as representatives.

All employees with management or staff supervisory responsibilities

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

In particular, staff holding such positions of responsibility will:

- Ensure suitable and sufficient risk assessments are undertaken within their areas of responsibility, implement control measures, monitor and review risk assessments.
- Ensure 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 accidents and incidents (including near misses) occurring within their areas of responsibility are promptly reported and recorded.
- Ensure reported accidents and incidents within their areas of responsibility are fully investigated with a view to preventing a recurrence and findings are passed to consultants or competent staff for review.
- Ensure 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 Principal/Headteacher any equipment/appliance identified as being unsafe and which needs repair.
- Ensure levels of class and staff supervision are adequate at all times.
- Carry out (in conjunction with other members of staff) daily housekeeping within their areas of responsibility and report or rectify any issues as appropriate.
- Maintain, or have access to, an up-to-date library of relevant health and safety guidance from suitable sources, e.g. HSE, The Mercian Trust, DfE, CLEAPSS, DATA, afPE etc., and ensure colleagues 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 information and training that may be necessary.
- Ensure 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 guidance prior to commencing activities which may involve some risk.

- Consult with Safety Consultant/Advisors, or other appropriate bodies (including Trade Union Health and Safety Representatives and Representatives of Employee Safety), when additional assistance becomes necessary.

All employees with teaching or pupil supervisory responsibilities

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

- Ensure effective supervision by only permitting activities to be undertaken by pupils after carrying out a risk assessment if there are real risks associated with the activity. Class size, the abilities of the pupils involved, the activities to be undertaken etc. will need to be considered; along with any educational and special needs which may require reasonable adjustment and liaison with the designated SENCO.
- Be aware of the Trust's health and safety policy and any local policies, rules and arrangements which may apply specifically to a department concerned.
- Ensure 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 pupils follow academy safety rules and protective equipment is worn where appropriate.
- Ensure personal protective equipment is suitable and in good condition prior to issue.
- Ensure safety devices e.g. machinery guards are in good condition and are used.
- Report any defective equipment to their manager/supervisor.
- Under the direction of management assist in the investigation of all accidents, incidents, near misses (in conjunction with relevant staff involved).
- Propose for consideration by their manager or supervisor any improvements which they consider would improve health or safety standards within a department.

All Employees (including temporary staff)

All employees have general health and safety responsibilities under criminal and civil law. Staff must be aware of obligations to take care of their own safety and health, along with that of others who may be affected by their actions or omissions.
Employees must also co-operate with The Mercian Trust and senior management of the academy so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.
All employees are required to:

- Participate in the risk assessment process and comply with findings.
- Report defects in the condition of the premises or equipment to which they become aware.
- Report accidents, incidents and near misses according to the procedures included in Part C of this policy document.
- Be familiar with the procedure to be followed in the event of a fire or other serious emergency.
- Know the location and condition of any asbestos containing materials identified in the asbestos register and 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.
- Make use of all necessary personal protective equipment provided for safety or health reasons.
- Where necessary, make use of all control measures made available to them.
- Follow all relevant safe practice and local rules.
- Report any unsafe practices to their manager or Principal/Headteacher, or if necessary, the Governor responsible for health and safety.

Ensure pupils follow safe practices and observe academy safety rules, and as far as is reasonably

practicable ensure that pupils:

- Follow 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.

Pupils/ learners

- All pupils/ learners are expected to follow their respective academy Behaviour Policy in order to maintain a safe environment for all.
- Instances of unsafe conduct or behaviour should be managed effectively by academies in accordance with their Behaviour Policy.

PART C. ARRANGEMENTS FOR HEALTH, SAFETY AND WELFARE

Each establishment has the duty to develop 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. Advice and guidance to support all the health, safety and welfare arrangements will be provided by The Mercian Trust.

This resource will provide links to where further information on specific topics can be obtained.

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 The Mercian Trust academies and premises:

Accidents and Incidents

In order to avoid misunderstanding, the Trust 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 include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

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, provide first aid, by a first aider, to any person who is injured.
- Obtain further medical aid where appropriate.
- All accidents must be recorded on an accident form/ book/ on EVOLVE as soon as possible.
- All incidents must be reported to the Principal/ Headteacher, or the person delegated with the duty of managing accidents and incidents, as soon as possible and a record kept of the incident.
- Comply with Regulation 5 of The Management of Health and Safety at Work Regulations 1999, it is important that adverse events (accidents or incidents) are properly investigated and recorded.
- The level of investigation should be determined by the potential consequences of the adverse event and the likelihood of it reoccurring.
- Investigations should be carried out by a person, nominated by the Principal/ Headteacher and a Health and Safety Representative if required.
- Academies must ensure that documents relating to any accident or incident investigation are retained in accordance with relevant guidance.

Asbestos Management – Refer to Trust Asbestos Management Policy

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

- Take reasonable steps to find materials in premises likely to contain asbestos and check their condition.
- Presume that materials contain asbestos unless there is strong evidence to suppose they do not.
- Make a written record of the location and condition of asbestos and presumed asbestos-containing materials (ACM), keep the record up to date and ensure that a copy is available for on request to all visitors to the site (the Asbestos Risk Register).
- Assess the risk of the likelihood of anyone being exposed to these materials (the Asbestos Risk Assessment).
- Prepare a plan to manage that 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/ Headteachers and those persons who have delegated duties in relation to asbestos management must ensure that the legal requirements of licensed and non-licensed asbestos work are strictly adhered to.

The general procedure in the event of accidental damage to, or discovery of, ACMs must be followed and 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, i.e. the room where the damaged/discovered ACM is located leaving all bags/coats etc. in the room.
- Shut all doors.
- Prevent anyone entering or re-entering the area.
- Keep 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 competent person must take steps to arrange for assessment of the situation and consequential management in conjunction with the Trust, if required.
- Unless the incident is minor the matter is to be reported to the HSE.

Audits and Inspections

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, representatives within the academy, or by a suitably competent external provider.

Appointed Trade Union Health and Safety Representatives and elected Representatives of Employee Safety can initiate an inspection in an academy, as part of their function.

Academies should record and use information gathered from inspections and audits to improve health, safety and welfare provision within the academy, on a risk prioritised basis, so far as is reasonably practicable.

Results of all health and safety audits and inspections must be made available to all academy employees concerned.

Confined Spaces

No work shall be carried out in a confined space, as defined in Regulation 1(2) of The Confined Spaces Regulations, by Mercian Trust 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"*.

Consultation

In order to provide for consultation with employees The Mercian Trust requires academies to follow the procedure for the Election of a Representative of Employee Safety. Recognised trades union will undertake the appointment of Union Safety Representatives in line with their internal procedures.

Where academies have representation in place, consultation on all written health and safety policies, organisation, arrangement and procedures may take place using email, providing those

representatives have a valid email address.

Where 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 each such academy must make arrangements for direct consultation with all employees within the academy on all health and safety matters that may affect them. Academies should note that unless all employees in the academy have email access, other arrangements must also be put in place.

Contractors

Anyone entering The Mercian Trust schools, or premises for the purpose of carrying out work, or who provide goods or services, specialised or otherwise, for the client, owner or occupier must be regarded as a "contractor" - to whom duties are owed and who, in turn, owes duties in respect of health and safety.

Contractors 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.

By virtue of the hazardous nature of construction-related contracting, compared with general consultancy work, this policy concentrates on those higher risk areas. However, many of the principles still apply to other areas of lower risk.

When children, young persons, or other vulnerable persons are present on the premises contractors without a valid Disclosure Barring Service (DBS) check must never be left unaccompanied whilst on site.

Academies must comply with the requirements of the Construction Design and Management Regulations (CDM), and ensure that necessary arrangements are in place.

Academies must ensure the proper vetting and selection of contractors regardless of what work they may be required to carry out. It is important to ensure checks are made to ensure contractors are properly qualified, have the necessary skills to carry out the work and competent in assessing risks and applying effective health and safety practices.

Academies must make themselves familiar with how to manage and work with contractors throughout the project. This includes the planning stage, standards and arrangements, while working on site and on completion.

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

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 if required. No contractor may undertake maintenance or construction work without having signed the register.

Control of Substances Hazardous to Health

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.

The substances and 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.

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

Several chemicals in regular use in science can present major problems if spilt. Where appropriate, academies must provide equipment and adopt working practices for pupils, teachers and technicians that

minimise the risk of a spill occurring, 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.

Academies must take suitable precautions to prevent or control the risk of exposure to legionella, including, but not limited to:

- Ensuring 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 from legionella, including the control measures.

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

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(s) 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, i.e. in use/not in use.

Academies are reminded that records regarding legionella management should be retained for at least five years.

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

Dangerous Substances and Explosive Atmospheres

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

To control the risks associated with these substances Academies must establish what dangerous substances are in the academy and assess what the fire and explosion risks are. If there are none, or the risks are negligible, no further action need be taken. Where dangerous substances are identified academies must:

- Put control measures in place to remove the risks, where this is not possible, control them effectively.
- Put controls in place to reduce the effects of any incidents involving dangerous substances.
- Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances.
- Ensure 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 (from unprotected equipment, for example) in those areas.

It is likely that a number of dangerous substances may be present in academies, but that most would not be in the quantities or conditions that may result in a fire or explosion. However, staff should be aware of the use of volatile substances in science, paints and coatings in technology, or art, the use of LPG in heating/ cooking systems, the use of oils and fats in kitchens and the proximity of such substances to sources of ignition.

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.

Educational Visits - Refer to Trust Educational Visits Policy

The Mercian Trust aims to equip all pupils to live life to the full, enabling them to: realise their potential; thrive in the world of work; and make a positive contribution to the local, national and international community.

Outdoor Learning and educational visits offer unique opportunities to fulfil this aim, contributing significantly to both the curriculum and to the wider development of pupils. They offer the opportunity for developing teamwork, self-confidence, problem solving, self-reliance and responsibility, whilst offering new challenges and environments to support learning. Increasingly Outdoor Learning is being recognised for its contributions to well-being and healthy lifestyles.

Such activities are an integral part of an ambitious and well-designed curriculum that gives all learners the knowledge and capital they need to succeed in life. They can contribute towards:

- Quality of education through direct curriculum links
- Overall development of knowledge and "cultural capital"[1]
- Personal development through discovering interests and talents
- Character development, including resilience, confidence, and independence.

The Trust will encourage staff in undertaking visits and will provide support to staff in the detailed planning and organisation of such visits.

Each Academy should ensure that all pupils have an entitlement to take part in enrichment activities, and that their participation is not prejudiced by any protected characteristic. Each Academy should make reasonable adjustments to enable the inclusion of pupils with a disability or who have medical needs.

Academies should ensure that they have arrangements in place to allow for the adequate planning and management of educational visits and seek appropriate approval.

Academies are required to comply with the Trust Educational Visits policy, which provides detailed advice and guidance on planning and assessing risk.

Electricity

In regard to The Electricity at Work Regulations 1989, the Trust will ensure that the following arrangements are in place so far as it is reasonably practicable:

- Safe electrical systems are installed on premises that are under the control of the Trust.
- Suitable protective equipment is to be installed to reduce the risk of electric shock, excess current, or fire.
- 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 in place to ensure electrical circuits and equipment can be made dead, particularly prior to maintenance or repair work taking place.

Academies are expected to ensure all electrical work carried out comply with these arrangements and in particular should ensure that:

- Persons working on electrical systems, or equipment, must be competent to do so, 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.

[1] OFSTED define "cultural capital" as "the essential knowledge that pupils need to be educated citizens, introducing them to the best that has been thought and said and helping to engender an appreciation of human creativity and achievement"

- 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 on a regular basis.
- Equipment that is rarely moved and not used by pupils (office computers, printers, copiers, stage lighting, 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.
- Overloading of plugs and sockets must be avoided. 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.

Emergency Planning and Procedures

Academies must complete an Emergency Planning and Business Continuity Plan (EPBCP). The content of the plan should give consideration to the following:

- Incident Response Activation
- Planning
- Key Contact Information
- Threat Response Plans
- Key Documents
- Recovery
- Resources

It is recommended that the Academy EPBCP be reviewed annually as a matter of routine but must be reviewed immediately if there have been changes that may affect the plan. This may include, but is not limited to; key documents, key personnel, changes in threat, resource changes, premises changes.

Academies must ensure their EPBCP is reviewed by the Trust or nominee.

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

Academies must ensure that appropriate consideration has been given to any educational or special needs or staff when planning emergency procedures.

Academies must have lockdown procedures to be used in the case of an emergency, which require all students/ staff to be inside academy buildings. Lockdown procedures should be practiced routinely and at least annually to ensure all control measures are implemented and staff/ students are aware of the lockdown action plan.

Equipment at Work

All academies and premises must ensure that the content of The Provision and Use of Work Equipment Regulations (PUWER) 1998 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 for 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.
- Supported by a suitable and sufficient risk assessments for the use of equipment and machinery where there is a risk to the health and safety of the operator, or other people.

Academies must comply with the requirements of the Health and Safety Display Screen Equipment Regulations 1992. The identification of employees who are Display Screen Equipment (DSE) "users" will be supported with full DSE assessments by each Academy. The assessment of DSE workstations 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.

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

- 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 the Work at Height Regulations (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 a different contractor to inspect it. All examination records must be kept for the life of the equipment.

Personal Protective Equipment (PPE) is subject to the requirements of The Personal Protective Equipment Regulations, 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 suitable for the task.
- Supplied to 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.

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 Dependent on vessel type, contents and application.

Fire and Evacuation

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

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.

Academies must ensure they liaise with local emergency services with regard to arranging any necessary contacts, particularly related to firefighting, rescue work, first-aid and emergency medical care.

Relevant accident and emergency services require information relating to procedures, including safety drills, when there is serious and imminent danger to relevant persons including:

- Details of relevant work hazards and hazard identification arrangements.
- 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, when an emergency occurs.
- Where the risk assessment indicates it 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.
- Co-operating with fire and rescue service inspectors whilst carrying out their duties.

In addition to local scrutiny of academies fire safety, The Mercian Trust 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.

First Aid

With regard to, and in compliance with, The Health and safety (First-Aid) Regulations 1981 (as amended) Academies are required to implement a local first-aid policy and effective procedures based on an assessment of local needs.

Roles and responsibilities

Academies must have trained first aiders who are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment.
- Sending pupils home to recover, where necessary once contact with Parents has been made.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.
- Keeping their contact details up to date.

First Aiders and Qualifications:

Each academy has a responsibility to ensure they have the correct number of first aiders and the correct level of first aid in place.

First Aid at Work and Emergency First Aiders:

The First Aid at Work Regulations place a duty on the employer to ensure there are sufficient first aiders available for employees who work within the academies.

Academies also have a moral duty of care to pupils and visitors on their site.

The starting point is 1 first aider for every 50 employees, however academies must carry out an assessment of the risk in their establishments.

Secondary Academies would require considering the number of high-risk areas and activities carried out (DT, Science, PE etc.) and able to take immediate action in the event of an injury.

Academies must ensure any lone workers or remote working staff are first aid trained.

Academies should also consider first aid training for identified staff who will be responsible for supervising pupils at lunchtimes.

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 that processes and procedures for the management and delivery of first aid are reasonably adjusted.

Gas Safety

To ensure gas safety Academies must ensure 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)

In order to ensure compliance academies must:

- Ensure the gas supply and associated distribution pipework are fit for purpose and safe for use.
- Identify and label gas pipework.
- Check pipework and fittings for damage (by physical damage or corrosion).
- Ensure pipework, or fittings that are damaged, or not fit for purpose, is isolated wherever possible.
- Ensure an annual gas safety check is carried out on each gas appliance, installation, flue.
- Ensure gas fittings and flues are maintained in a safe condition.
- Keep a 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 gas system is done so by a competent, qualified and “Gas Safe” registered person.

The academy must ensure that proper checks are carried out to ensure the current status of the person concerned with regard to the “Gas Safe” register. Academies are alerted to the fact that accepting a “Gas Safe” identity/registration document alone may not be sufficient to verify compliance.

Health and Hygiene

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

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

- Always wash hands before eating.
- In periods of pandemic, regularly sanitise hands.
- 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 (rats, mice, pigeons, etc.) and report any evidence any activity.

All academies are to undergo food hygiene inspections under the national Food Hygiene Rating Scheme. The frequency of inspection will be determined by the academies Local Authority. Inspections should not normally exceed three years in frequency.

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 improvement to the

quality of food hygiene in the areas identified.

Infectious Diseases and Pandemics

Employees must follow Government, United Kingdom Health Security Agency (UKHSA), Local Directors of Public Health and The Mercian Trust guidance, policies, and procedure during periods of pandemic, infectious diseases and threat to public health such as COVID-19.

The Mercian Trust as employer will adapt to the threat of pandemics by completing additional risk assessments, introducing additional emergency procedures and following Government, United Kingdom Health Security Agency (UKHSA) and Local Directors of Public Health guidance in relation to transmissions and prevention of infectious diseases, PPE and social distancing measures to protect the health and wellbeing of all employees.

Risk Assessment; Academies must take reasonable steps to protect employees and others from coronavirus by completing a risk assessment to help manage risk and protect people.

Consult with Employees and provide information; during periods of outbreak academies must consult with employees and share details of risk assessments and procedures either via email/website or direct staff meeting/briefings.

Make your academy infectious disease/COVID secure; Due to the difficulties in delivering education and working from home, coupled with the requirements for pupils to attend staff. The Trust and our academies must take steps to ensure schools are able to operate whilst remaining COVID secure.

Letting Facilities

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.

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.

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.

Lone Working

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

Lone Working will include lone working in academies and when home visits are required.

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.

It is required that the arrangements contained within the policy 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.

The duty for implementation, training, monitoring and reviewing the policy and procedures is delegated

to the local governing body of each academy.

Managing Health and Safety

The Mercian Trust 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.

Review Health and Safety provision within Mercian Trust academies to ensure appropriate reasonable adjustments are made to accommodate local need and ensure equality and accessibility.

Manual Handling

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 injury, must be risk assessed.

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.

All 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.

Noise and Vibration at Work

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

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
- Handheld saws
- Leaf blowers
- Grass cutters

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. 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.

Occupational Health

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.

Alcohol and Drugs:

- The possession or use of illegal drugs or substances is prohibited to all 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/ Headteacher 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 academy premises including electronic vaping devices or other forms of smoking.

Health surveillance can be a legal requirement in a range of health and safety related matters, as risk management control. 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

Radiation (ionising and non-ionising)

Sources of ionising radiation must be managed in academies in accordance with the requirements of The Ionising Radiations Regulations 2017 (IRR17) and other relevant legislation. In complying with statutory legislation and the formulation of local rules regarding the management of sources of ionising radiation academies must pay particular attention to the content of CLEAPSS publication, *"L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges, 2017"*.

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.

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

- Staring directly into the projector beam is always avoided.
- 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.
- Pupils are adequately supervised when they are asked to point out something on the screen.

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

Recording and Reporting Arrangements

There is a legal duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (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 to that injury. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

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 seven consecutive days.

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.

For minor injuries academies must comply with the General Data Protection Regulation (GDPR) and use an accident book with tear out strips for children (if can be seen by unauthorised persons) or use of an accident form. 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.

For serious incidents to staff, visitors, contractors and pupils the accident/incident form must be completed and a copy sent to The Trust.

Academies are responsible for informing RIDDOR where applicable.

Risk Assessment

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 employees at work and persons not in Trust employment arising out of, or in connection with work activities.

Risk assessment should be completed where potential hazards have been identified with regard to, but not exclusively confined to:

- Processes and procedures
- Equipment and materials
- Premises
- Specialist matters

All risk assessments must be completed by a competent person. For the purposes of risk assessment "competent" can be regarded as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform the task safely. Where there is no competent person(s), within an academy, to carry out routine risk assessments, provision for suitable training of staff must be put in place.

For routine risk assessments the "5 steps to risk assessment" model provided by the HSE should be followed. For specialist risk assessments Academies should follow a hierarchy for provision:

- Use an in-house competent person to carry out the risk assessment or a nominated contractor.
- Where no such person is employed at the academy, consideration should be given to providing appropriate training to a suitable existing employee to establish competence, based on a need/cost analysis and advice should be sought.

- Where the need for a specialist risk assessment is urgent, or the cost of training an existing an employee to a competent standard is disproportionate to the need, external risk assessment provision can be procured with approval from the Principal/ Headteacher or the Trust.

Safe Systems of Work

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.

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

- Co-ordination 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.

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.

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.

Security

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

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

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

Visitors must always be accompanied within the academy, unless there are no children or vulnerable people at the time of the visit, or the visitor has been verified by the appropriate DBS check.

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

Slips and Trips

Accident statistics show that approximately a third of all staff injuries in academies result from slips trips and falls. Academies must pay particular attention to adopting effective preventative measures to reduce occurrences of slips and trips. 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.
- 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.)

Stress Management

At times employees could be under unacceptable levels of stress, either from the effects of their home life, from their duties at work, or a combination of both. It is important that academies follow some key points to manage the levels of work-related stress, as follows:

- 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.
- Adequate information and support should be provided from colleagues and superiors.
- Employees must never be subjected to unacceptable behaviours, e.g. bullying at work
- Managers and supervisors should ensure that employees understand their role and responsibilities.
- Employees must be actively engaged and consulted when the academy is undergoing organisational change that may affect them.
- Systems are to be in place locally to effectively respond to individual concerns regarding.

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".* Information, advice and guidance is available from The Mercian Trusts Human Resources department.

Supervision at Work

Adequate and appropriate levels of supervision for employees must be provided:

- Know what is expected from them in terms of health and safety.
- Understand academy Health and Safety policies, where they fit in, and how health and safety is managed.
- Managers and supervisors may need training in the specific hazards and how the academy expects 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 employees know how to raise concerns and managers/ supervisors are familiar with the potential issues related to unfamiliarity, inexperience and communication difficulties.
- Ensure employees understand risks associated with the work environment and measures to control them.
- Adopt a system to ensure work carried out by contractors is safe and as agreed.

Under the Management of Health and Safety at Work Regulations 1999, academies have a duty to ensure young people (Under 18) employed by the Trust are not exposed to risk due to a lack of experience or maturity.

Consideration must be given to all young people employed by the Trust in regard to:

- Layout of the workplace.
- physical, biological and chemical agents they will be exposed to.
- Handling work equipment.
- Organisation of work and processes.
- Health and safety training needs.

- Risks from particular agents, processes and work.

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

Training and Information

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

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

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

Ensure that suitable and sufficient health and safety training has been undertaken by all staff consistent with the needs of their role. All training related to health and safety will be recorded and signed by the individual as a record that such training was completed.

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.

Where a barrier to completing the training is identified, reasonable adjustments should be put in place to enable the member of staff to partake in the training. Where an employee continues to refuse health and safety training further advice should be sought from Trust Management or HR. 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.

The Trust will ensure that comprehensible and relevant information regarding health and safety compliance and best practice is provided to academies, on request, and that periodic health and safety advice and updates are published and distributed to academies.

Employees must be provided 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.
- Procedures to be followed in the event of serious and imminent danger.
- Measures for firefighting in the workplace.
- The identity of those persons responsible for the evacuation from the premises.

Transport and Vehicle Management

Academies who own/ hire/ lease a minibus must ensure they are adhering to the current guidelines set out by the Department for Transport (DfT), Department for Education (DfE) and the Association of Chief Police Officers (ACPO) when driving a school minibus.

Driving school minibuses advice: schools and local authorities - GOV.UK (www.gov.uk)

Academies must not operate their minibus for hire or reward, which includes making a charging a fare or an indirect payment in connection with the opportunity to travel. If schools (or their insurers) are concerned that they may not meet the definition of not operating for hire or reward they are advised to consider applying for a section 19 permit.

It is the driver's responsibility to check that the academies insurance policy covers a minibus in the circumstances in which it is proposed to be driven. The driver should also check whether their driving triggers other legal requirements, such as the laws in respect of drivers' hours, tachographs and Certificates of Professional Competence.

The Mercian Trust has made it compulsory that all drivers (regardless of if they have D1 on their licence) undertake MiDAS training prior to pupils being transported in school minibuses. This will ensure drivers feel more confident in their ability to drive and gain valuable experience driving a minibus, thereby, increasing competence.

Approved drivers must be medically fit to drive and are required by law to inform the DVLA at once if they have any disability, which is or may become likely to affect their fitness as a driver, unless they do not expect it to last for more than three months. They must also inform their line manager.

Approved drivers are responsible at all times for the operational safety and legal requirements of their vehicle, and must carry out a walkaround check prior to any journey.

Drivers must adhere to the current speed limits. All fines and fixed penalty tickets are the responsibility of the driver of the minibus.

All staff who drive on behalf of Trust schools will:

- From the risk assessment findings, take appropriate corrective actions where identified and record the action taken.
- Be required to carry out an annual driving licence check.
- Report any endorsements, impending endorsements and disqualifications to their line manager immediately.
- Carry out the pre-start checklist at the start of your journey when driving on school business.
- Wear seat belts at all times, unless they hold a medical exemption.
- Not drive under the influence of drugs or alcohol.
- Not eat, drink or use a mobile phone whilst static or driving.
- Drive in accordance with the Highway Code.
- In the event of a road traffic collision, obtain the following information:
- Stop and check whether you need the emergency services.
- Are there any witnesses? If so, record their details.
- Exchange details with other drivers.
- Call for further assistance if required and inform SLT.
- Make a sketch drawing/ take photograph of the accident site.

Tree Management

Academies have a duty to ensure that arrangements are in place for the management of all trees on the school site. This consists of:

- An annual tree inspection carried out by an appropriately qualified arborist.
- Having regard to any trees not on the school site but overhanging onto school property.
- Keeping a written record of reports for each tree.
- Taking account of advice given and acting upon the findings and recommendations of the arborist.
- Incorporating tree management into the school's health and safety management/ improvement plans and associated grounds inspection records.
- Providing assurance to the Trust that appropriate arrangements are in place.

Violence at Work

Academies are required to provide reasonably practicable local health and safety provision for reducing the risk of violence towards employees, or other persons that may be affected. Arrangements should include control measures identified as a result of suitable and sufficient risk assessment of the particular working circumstances of employees and others within the establishment. The duty for implementation, training, monitoring and reviewing the policy and procedures is delegated to the Governing Body of each academy.

Welfare

With particular regard to The Workplace (Health, Safety and Welfare) Regulations 1992, the Trust has a 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, suitable workstations and seating.
- A clean workplace with appropriate waste containers.

Safety Issues:

- Properly maintained premises and work equipment.
- Floors and traffic routes kept free from obstruction.
- Windows that can be opened and also cleaned safely.
- Transparent (e.g. glass) doors or walls that are protected or made of safety material.

Work Experience Safety

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. Whatever the arrangement, academies should ensure that either they, or their provider, take account of guidance provided by the Trust and share relevant information.

Working at Height

Academies have a duty to manage work at height, in accordance with The Work at Height Regulations, 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 openings.
- When considering fragile surfaces, the hierarchy of controls for working on or near fragile surfaces is; avoid, control, communicate, co-operate.
- 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.