

# Chorus Education Trust

## Health and Safety Policy

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<b>Related documents:</b>	Fire Risk Assessment Accident Reporting and Investigation Procedures Adverse Weather Procedures Asbestos Management Procedures Accessibility Plan



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## Health & Safety Policy Statement of Intent

Our Health & Safety Policy is outlined below. It is endorsed by the Board of Trustees, who accept full responsibility for these issues, and require all employees to help in complying with our legal and moral duties. The Board accept the delegated overall responsibility for all operational matters within the organisation.

- This Policy sets out the health and safety management system, policy and organizational responsibility for health & safety at Chorus Education Trust, detailing our organisations commitment to and arrangements for providing a safe environment.
- This Policy applies to all employees of Chorus Education Trust.
- The policy will be reviewed as a minimum every year, or earlier if legislation changes.

The Trustees, executive leadership team, and our Heads of School/ Headteachers, senior leadership teams, and local governors and staff at our Trust/schools are committed to providing a safe and healthy environment for all users of the trust premises. We all take responsibility for being vigilant to and aware of possible risks. Students and adults alike are encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately. We will keep an active balance between security and safety and the maintenance of a comfortable and welcoming environment.

### Our Health and Safety Aims

- To ensure a safe working environment for members of the Trust/schools, visitors and others using trust premises
- To ensure the systems in place provide plant, equipment, resources and systems of work that are safe and minimise the risk to health as far as is reasonably practical.
- To raise awareness among all users of the Trust schools as to their responsibility for managing the health & safety of themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees and authorised volunteers to avoid hazards and contribute positively to their own health and safety at work.
- To periodically monitor and review safety procedures throughout the Trust/schools.
- To create, maintain and monitor an appropriate system for health & safety which places the safety of all who use the Trust buildings at the forefront of our processes and procedures.
- To routinely review, update and appropriately communicate our health & safety principles and policy.

## 1. The Health & Safety Management System Framework

The successful management of health & safety in The Trust and our schools is a key priority of the Trustees and executive team, each Head of School/Head Teacher, senior managers/leaders and the local governing bodies, our health & safety management system and health & safety policy document demonstrates:

- Our clear commitment to the safety and well-being of employees, students and visitors/other users of our schools
- Compliance with legal requirements and the enhancement of our reputation.

Our Trust will devise and develop appropriate policies, procedures and systems which support the key Health & Safety Executive principles This will ensure that our Trust/Schools;

- Achieves a balance between the documented systems implemented and the physical behaviours of managers, staff and students
- Treats health and safety management as an integral part of good management generally, ensuring we clearly demonstrate a sustained and systematic approach to health & safety management.

Our Trust health & safety management system will incorporate the following key elements:

### Policy

An effective health & safety policy which sets the clear direction our Trust will follow and will contribute to the efficiency, effectiveness and continuous improvement of our organisation, it will demonstrate senior management commitment as well as clearly defining key roles and responsibilities of everyone within each of our schools.

### Organising

The Trustees and executive team in conjunction with each Head of School/ Headteacher and local governing bodies will ensure a strong and effective management structure is in place to proactively deliver our policy. There will be a shared understanding by both managers and staff of the Trust/school's desire to promote a positive and risk aware culture.

### Planning & Implementing

Our Trust will have a systematic approach to the implementation of our policy, by ensuring we have in place an effective management system integrating health and safety induction and training for all staff and ensuring any matters raised are promptly and effectively addressed. Our planning processes will use a risk assessment methodology, setting clear objectives for the effective identification and control of hazards and the mitigation of risk.

### Training

Will be provided at a level suitable to the individual and the task they perform. In addition to a general awareness training as part of our induction programme for all new staff and or volunteer workers, specialist training identified as appropriate to the post or through training & development plans or risk assessments will be provided. Details of training identified and received will be formally recorded in the appropriate HR MIS system with refresher training provided as required.

## Measuring, Auditing & Reviewing Performance

We will measure our Trust/schools performance, so we can clearly identify when and where improvements are needed. We will achieve this through both internal review and external auditing of our policies, premises, people and activities as well as through monitoring accident and incident information. Both internal and external findings and reports highlighting both good working practices as well as areas for improvement will be provided to both Trustee/ governor and staff representatives on at least an annual basis.

## 2. Organisation & Responsibilities

Our health & safety management system, associated policies and defined key responsibilities contained within this document are designed to underpin good health and safety management and meet our statutory responsibilities under health & safety law.

### The Trustees will:

- Ensure that adequate funding is provided from the Trust/ Schools budget in conjunction with Local Governing Bodies to enable the Trust schools to be organised and run in a safe and healthy manner.
- Where funding for particular hazards is the responsibility of another party (e.g. the PFI Provider/3<sup>rd</sup> party contractors etc), the Trustees and governors, through the Head of School/ Headteacher, will ensure the problem is highlighted and a satisfactory resolution is achieved.
- Deal with any health and safety problems brought to them by each Head of School/ Headteacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the Trusts Health and Safety Policy is reviewed annually, brought to the attention of all staff and is implemented in each school.
- Confirm the Trusts compliance with statutory policies and procedures
- Ensure that suitable systems are in place to undertake risk assessments.
- Ensure that systems are in place so that all members of staff receive appropriate training.
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working, through the appointment of a governor with health & safety responsibility, ensuring periodic staff surveys are undertaken and that clear two way communication is in place.

### The Executive Headteacher and Heads of Schools will:

- Ensure (as duty holder) as far as is reasonably practicable the requirements of health & safety legislation are complied with.
- Ensure that staff have access to this and other relevant policies and information required, and that such documents reflect any changes in legislation and guidance.
- Ensure that health and safety is incorporated into the planning and organisation of all curriculum activities, Trusts functions, and tasks undertaken

- To be available to any member of staff to discuss and to seek to resolve health and safety problems not solved at a lower level or through established arrangements.
- To seek additional advice from competent health & safety professionals as appropriate, and report to the Trustees or Local Governing Bodies those instances where the Head Teacher's executive authority does not allow the elimination or reduction of an identified hazard to a satisfactory level.
- Ensure that adequate communication takes place between managers, employees, students and others working on or visiting Trust schools to allow everyone to contribute to safe working. This consultation and communication will take place through:
  - Appropriate induction processes
  - The appraisal process
  - Staff/Team/Manager Meetings
  - Provision of Information through electronic means
- Satisfy his/her self that arrangements are in place for; suitable and sufficient training, supervision, provision of protective equipment and the undertaking of risk assessments in both curriculum and non-curriculum areas and where activities take place out of school hours or away from Trust/school sites.
- Ensure suitable arrangements are in place for the reporting, recording and investigation and analysis of accidents, incidents and near miss occurrences.
- Ensure health & safety is on the agenda at all appropriate management and Trustee or governor meetings, reporting findings from audits/inspections/investigations of accidents to all relevant stakeholders.
- Ensure that in consultation with the (PFI) facilities management contractor, systems are in place to; undertake regular inspections of all areas of the schools, relevant information on health & safety matters is shared between Trust organisations and that action is taken to rectify any issues noted.
- ensure that effective arrangements are in place and appropriately communicated in order to facilitate a safe evacuation of Trust sites.

### **All Managers, Employees & Authorised Volunteers will:**

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the Trust/schools policies, procedures and risk assessments and follow any information, instructions or guidance documents made available to them by their manager.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, as part of extended provision and or on offsite activities.
- Attend health and safety training courses/events/meetings as appropriate.
- Undertake suitable and sufficient risk assessments within their areas of responsibility/ for activities to be undertaken as required.
- Bring to the attention of their line manager and or other appointed person on site any accidents, near misses, dangerous equipment, premises defects or situations which may occur whilst in school or on an offsite activities.

- Report to their line manager and or the appointed person any problems that they feel they cannot deal with themselves.
- Have the responsibility to do what they can to take care of themselves, their colleagues, students and visitors. In particular employees must co-operate with their managers and not interfere with safety procedures or equipment designed to protect people from harm.

### 3. Operational Management Arrangements

#### Risk Assessment

**Our Trust acknowledges that risk assessments are a legal requirement particularly under the Management of Health and Safety at Work Regulations 1999, and we will formally record our risk assessments, in part this will be through using curriculum lesson planning/ schemes of work documentation, as well as by using generic and specific task & activity based risk assessment documents. Risk assessments will be reviewed periodically (depending on the significance of the risks involved), following an accident, on the introduction of any new process/equipment/ substance, as a result of staff raising concerns or any other significant change in circumstances.**

**All educational visits undertaken by our schools will also be subject to a written risk assessment and appropriate approval in line with schools procedures.**

#### Fire

An outbreak of fire in a school can be extremely serious. Under the **Regulatory Reform (Fire Safety) Order 2005**, there is a legal requirement for each building to have an up to date fire risk assessment. Our fire risk assessments will identify all sources of heat with the potential to cause fire along with considerations relating to the use and storage of combustible materials, the findings of fire risk assessments undertaken by the school and, where applicable, the PFI contractors will be discussed and appropriate details cascaded to all staff. A fire drill will be undertaken each term and organized by each Head of School/Head teacher (or designated person at a Trust office site), who will also have responsibility for ensuring that where a personal emergency evacuation plan (PEEP) is required this is undertaken and the findings shared as appropriate.

#### Site Security & Safeguarding

Our Trust recognises the importance of having suitable arrangements in place to manage general site security and safeguarding issues. We will:

- Ensure arrangements exist to maintain adequate levels of security and safety at all times, liaising with, where necessary, the PFI providers and communicating our arrangements to all relevant site users.
- Ensure activities that take place do not compromise security arrangements or the safe access/egress of site users.
- Ensure clear and concise procedures are in place to manage a range of emergency situations and that these are appropriately communicated, to ensure that all relevant site users are aware of the actions to take in an emergency situation.
- Safeguarding and security arrangements in place are communicated to all site users and are periodically reviewed at each site to ensure they remain suitable.

## Electricity

Our Trust recognizes that electricity has the potential to cause serious harm in order to minimize the risks involved all fixed wiring installations are inspected by external competent contractors or the PFI providers at least every five years and portable appliances annually. Staff are required to visually check items before use, report defects immediately to the site teams and/or the Business Manager and not use equipment they consider to be unsafe.

## Gas

All gas appliances central heating boilers, gas water heaters, cookers/hobs etc) will be checked, serviced and maintained by a competent (Gas Safe registered) Contractor on an annual basis, this will be arranged by the PFI contractors as appropriate. Staff who think they can smell gas should report this to the site teams immediately.

## Legionella Risk Management

Water hygiene management is the responsibility of the Trust premises teams and where applicable the PFI contractors, who will ensure the necessary testing is completed and employ competent contractors. Any concerns should be reported to the site teams in the usual way.

## Control of Hazardous Substances

Our Trust recognises that the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** requires an assessment to be made of the work processes that involve the use of substances that are hazardous to health. Cleaning products are the responsibility of each site team and where applicable PFI contractors. Science, design and technology, art and other relevant curriculum substances are the responsibility of the relevant heads of department.

**Each school holds a central register of all hazardous substances on site as well as individual departmental inventories.**

## Health & Safety During Practical Lessons

Our Trust recognises the educational benefits of using practical equipment during lessons, learning is enhanced through conducting experiments, using tools, machinery or apparatus.

The following precautions will be considered by staff in order to minimise the safety risk to students;

- Pre use check of substances, tools and equipment/apparatus to ensure they are suitable and safe for use by younger people
- Review of the risk assessment by the teacher and or technician
- Review of staffing levels to ensure they are suitable to maintain adequate supervision at all times
- Inform students of the safety rules and procedures before the practical element of any lesson begins
- Always instruct and supervise students carrying or moving equipment or apparatus
- Provide and enforce the wearing of suitable personal protective equipment (staff & students)

## **Lone Working/Working at Height/Manual Handling**

These activities will be discouraged where ever practical to do so, however where staff routinely undertake such tasks a suitable risk assessment, with appropriate procedures and training will be provided as necessary. Where staff are working in buildings after 5pm they are to advise another responsible adult where they are and what time they are due to leave. Under normal circumstances the buildings are to be vacated by 6pm on PFI sites and 7pm at Trust managed sites.

## **Driving on Work Related Business**

Any member of staff driving on Trust/School related business is required to read the Trust procedure and comply with requirements.

## **Staff Wellbeing**

All staff will be encouraged to attain a suitable work/life balance. Our Trust also recognises that workplace stress can occur from time to time, our (“Health & Wellbeing Policy”) has been developed to help minimise the risk of work place stress. Occupational health services/health surveillance will be available to staff where appropriate.

## **New & Expectant Mothers**

Employees are advised to notify their manager in writing of pregnancy or when returning to work having recently given birth, to ensure a suitable risk assessment can be undertaken and that their tasks will not cause any detrimental health effects.

## **Workers Under the Age of Eighteen**

A specific Risk Assessment will be undertaken for workers under 18 which considers:

- The extent of training provided, their inexperience/immaturity & lack of risk awareness
- the fitting and layout of the workplace, and the range and use of work equipment
- the nature, degree and exposure to processes and or physical/biological/chemical agents and or work/environments beyond their capabilities.

## **Accidents & First Aid**

All accidents to our staff, students or visitors will be recorded and investigated by the relevant School Business Manager or Trust Estates and Premises Manager, at a level appropriate to the nature of the incident and or the injury sustained, to find out what happened and how any similar incident can be avoided.

All staff have a responsibility to report and record accidents in line with our policies and procedures as soon as is practically possible. (Each school will make staff aware of the site specific reporting procedures.)

Our Trust recognises that under the **First Aid at Work Regulations 1981**, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. First aid staff will be made aware of any staff or student with medical conditons or allergies. Any one suffering with a minor injury should attend the medical room, in the event of a more serious accident reception should be contacted and the injured person should not be moved. First aid boxes are kept in the medical

room, science, art, technology and PE departments and a list of first aiders is available in the staff room or from medical room. First aid boxes will be checked regularly.

**All emergency instructions and evacuation procedures must be clearly displayed in every room.**