

HEALTH AND SAFETY POLICY

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Introduction

The West Norfolk Academies Trust (WNAT) Health and Safety Policy is produced in accordance with the requirements of Section 2 (3) of the Health and Safety at Work Act 1974. This Health and Safety policy consists of four Parts:

Part 1 – Statement of Intent and Policy objectives.

Part 2 – Organisation for Health and Safety.

Part 3 – Arrangements for implementing the policy.

Part 4 – Arrangements for measuring performance, monitoring and review of the Health and Safety policy.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the Arrangements section.

1. Statement of Intent and Policy objectives

WNAT, acknowledges and accepts the responsibilities placed on it as 'Employer' by the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and accompanying protective legislation, and the Trust Executive Head Teacher and Chair of Trustees recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for students, staff and visitors.

The Trust Executive Head Teacher and Chair of Trustees considers the health, safety and welfare of students, staff and visitors to be of paramount importance, and that a safe and healthy working environment is a pillar to reaching excellence in all organisational activities across the WNAT.

Through the implementation of the Health and Safety Policy the Trust Executive Head Teacher and Chair of Trustees are fully committed to achieving the following objectives:

1. To provide, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for staff, students, and visitors.
2. To create for employees, as far as is practicable, a working environment where potential work-related stressors are avoided, minimised, or mitigated through good management practices, effective human resources policies and staff development.
3. To ensure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them.
4. To ensure that staff have access to appropriate training and development to enable them to discharge competently the responsibilities assigned to them.
5. To have an effective system for communicating and consulting on health and safety matters and securing the co-operation of employees and students in implementing the Health and Safety Policy.
6. To have in place arrangements to plan, implement, monitor, and review measures to address risks arising from the Trust's activities.
7. To strive to improve continuously the Trust's health and safety performance.
8. To develop campaigns to promote and encourage safety and health awareness of employees and others affected by their undertakings.
9. To ensure that adequate consideration is given to the protection of the environment.

The Trust Executive Head Teacher and Chair of Trustees seek and expect the full cooperation and support from all Trust stakeholders in order, to ensure that the Health and Safety Policy and Arrangements are implemented effectively

2. Organisation for Health and Safety

The Trust Executive Head Teacher and Chair of Trustees of WNAT consider health and safety to be an integral part of the management function and have assigned health and safety responsibilities as follows:

2.1 Trust Executive Head Teacher, WNAT

The Trust Executive Head Teacher is responsible for ensuring that the Health and Safety Policy of WNAT is implemented and monitored at all levels in the organisation.

2.2 WNAT Chief Finance & Operations Officer (CFOO)

WNAT CFOO is responsible for establishing, monitoring and communicating the Health and Safety Policy and management system of WNAT, reporting back to the Executive Head teacher and Trust Board where appropriate. WNAT CFOO will provide guidance, management, and leadership. The WNAT CFOO will seek support and professional advice from external advisors as necessary.

2.3 WNAT Estates Manager (EM)

WNAT Estates Manager is a member of the Academies Health and Safety Committees acting as the Trusts point of contact for health and safety matters. WNAT Estates Manager monitors the level of compliance with the WNAT Health and Safety Policy through auditing alongside providing guidance and actions plans, reporting findings to the WNAT CFOO. The WNAT Estates Manager will seek support and professional advice from external advisors as necessary.

2.4 WNAT Senior Leadership Team and Headteachers

All WNAT Head teachers and senior leaders are responsible for implementing the WNAT Health and Safety Policy along with any other subsidiary policies, audit findings, outcomes, and procedures within their areas of control and must ensure that risks are identified and avoided or controlled within those areas. They must ensure that adequate resources are provided and that those specifying, purchasing, or hiring equipment of materials consider health and safety. Adequate information related to health and safety must be obtained and passed on to relevant staff, contractors, members of the public, statutory authorities, and clients.

2.5 Academy Site Facilities Managers

Academy Site Facilities Managers advise the WNAT Estates Manager, ensuring that details related to health and safety management are passed on. Provide support and advice to managers and staff and act as Health and Safety representatives for the site they are responsible for. The Site Managers will undertake periodic health and safety audits to ensure the site they are responsible for are fulfilling their requirement to follow safe systems of work in the running of their area of the business. This person will formulise and deliver local onsite communication of health and safety matters with contractors that are appointed.

2.6 Line Management and Supervisors

All WNAT Managers, whether Teaching or Support Staff, where appointed, are responsible for:

1. The practical implementation of the Health and Safety Policy and other subsidiary policies and procedures, the requirements of the Health and Safety at Work Act 1974 and other relevant legislation.
2. Ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees or others affected by their activities.
3. Ensuring adherence to a safe system of work by competent employees and contractors.
4. Ensuring that their area of responsibility is subject to risk assessment, regular inspections, and adequate supervision.
5. Ensuring that all accidents, incidents, and dangerous occurrences, within their area of responsibility, are reported in accordance with WNAT first aid reporting process and that recommendations for improvement are expediently implemented.
6. Making adequate consideration to health and safety when specifying, purchasing or hiring equipment or materials and ensuring that contractors under their control do likewise where applicable.

2.7 Employees and Staff

All employees and staff are required to, as part of the Health and Safety at Work Act 1974:

Section 7, - take reasonable care for the health and safety of him/herself and others who may be affected by his/her acts of omissions. To co-operate with his/her employer in matters relating to health and safety to enable the employer to comply with requirements.

Section 8, - not to misuse or interfere with anything provided in the interests of health and safety or welfare (not restricted to employees).

To ensure compliance employees are required to:

1. Co-operate in the implementation of the requirements of all Health and Safety legislation, related codes of practice and safety procedures /instructions.
2. Refrain from doing anything, or omitting to do anything, that causes danger to themselves or others.
3. Immediately bring to the attention of their Line Manager or Site Health and Safety Representative, any situation or practice of which they are aware, which may lead to injury or ill health.
4. Take responsibility for good housekeeping in the area within which they work.
5. Report all accidents, incidents, and dangerous occurrences in accordance with company guidelines.

6. Follow the advice given in Health and Safety Training in order to control workplace risks.
7. Take responsibility for their own Health and Safety.

2.8 Class Teachers

Class teachers are expected to:

1. Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out when required to do so
2. Follow the health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice.
3. Give clear oral and written instructions and warnings to pupils when necessary.
4. Follow safe working procedures.
5. Use protective clothing and guards where necessary and to carry out periodic checks to ensure the items are serviceable
6. Make recommendations to their Head Teacher or manager regarding equipment and improvements to plant, tools, equipment or machinery.
7. Integrate all relevant aspects of safety into the teaching process.
8. Report all accidents, defects, and dangerous occurrences to their manager.

2.9 Pupils

Pupils, allowing for their age and aptitude, are expected to:

1. Take personal responsibility for the health and safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

2.10 Contractors

All Contractors working on WNAT premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on WNAT premises or elsewhere on WNAT behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

2.11 Communication

The name of the persons appointed with responsibility for health and safety on WNAT or associated premises will be clearly communicated. The designated person with site responsibility will ensure that any relevant information and the control of risks at that premises, is communicated to all staff and visitors.

2.12 Employee Consultation/Safety Representatives

The Trust Executive Head Teacher and Trustees believe that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment.

Safety representatives of trade unions recognised by WNAT will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.

Before making any decisions, which could have health and safety consequences for staff, the Trust Executive Head Teacher and Trustees will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

2.13 Consultation and Training

The Trust Executive Head Teacher of WNAT along with Senior Leaders and Managers of each Academy under its overall jurisdiction are committed to involving employees at all levels in the maintenance of Health and Safety standards by supplying appropriate training and development to enable employees to discharge competently the responsibilities assigned to them. External Health and Safety Consultants may be used to provide professional health and safety advice if required.

2.14 Policy Review

The Health and Safety Policy is to be monitored and reviewed on a regular basis. For this to be successful a series of benchmarks need to be established. Such benchmarks, or examples of good practice, are defined by comparison with the health and safety performance of other parts of the organisation or the national performance of the occupational group of the organisation. The Health and Safety Executive (HSE) publish an annual report, statistics, and a bulletin, all of which may be used for this purpose. Typical benchmarks include accident rates per employee and accident or disease causation.

There are several reasons to review the Health and Safety policy such as, but not limited to:

1. Significant organisational changes have taken place.
2. There have been changes in key personnel.
3. There have been changes in legislation and/or guidance.
4. New work methods have been introduced.
5. There have been alterations to working arrangements and/or processes.
6. There have been changes following consultation with employees.

7. The monitoring of risk assessments or accident/incident investigations indicates that the Health and Safety policy is no longer effective.
8. Information from manufactures has been received.
9. Advice from an insurance company has been received.
10. The findings of an external Health and Safety Audit has been received.
11. Enforcement action has been taken by the HSE or Local Authority (LA).
12. A sufficient period has elapsed since the previous review.

3. Arrangements for implementing the policy.

The following procedures and arrangements have been adopted to ensure compliance with the Trust's Statement of Intent.

3.1 Internal Auditing

Internal audits will be conducted throughout the academic year and will focus on the following aspects

- General site H&S
- Technology and Art department H&S
- Science department H&S
- Physical Education H&S

Audit reports will be retained, and findings reviewed periodically to ensure compliance.

3.2 Risk Assessments General

Risk Assessments should be completed following the WNAT guidance. Risk assessments should be stored within the online school Estates Management System (EMS) and should be reviewed as required in line with the guidance provided.

3.3 Risk Assessment of Curriculum Activities

Risk Assessments for curriculum activities within secondary settings will be carried out by relevant Heads of Department/Heads of Faculty using model risk assessments available through CLEAPSS. For departments where CLEAPSS is not relevant, or information is not available either the WNAT risk assessment checklist or general Risk assessment should be used.

For curriculum activities within a primary setting the WNAT primary curriculum risk assessment check list or general risk assessment should be used completed by the Head teacher.

All Risk assessments should be stored within the school online Estates Management System (EMS) where possible

3.4 Violence to Staff

Assessment of the risks of violence to staff will be carried out by all line managers following WNAT guidance. This assessment cross-refers to the school's behaviour policy.

3.5 Consultation with Employees

Staff should be made aware of who their union representative is and how to contact them if required

Staff not represented by a union should be made aware of who they can approach for consultation

3.6 Health and Safety Training

3.6.1 Induction

The induction of new staff, either in a teaching or support role, is an important process. Health and safety induction training will be provided for all new employees and for work experience placement students following WNAT guidance. An induction template form is available and when complete should be forwarded to the Trust HR team.

3.6.2 Training Records

Health and safety training records for Site teams, Catering staff & Cleaning staff are maintained by the Trust Estates Manager using the online training provider portal.

Teaching staff and office-based staff H&S records are maintained by the Trust HR team

3.6.3 Course requirements

The following H&S training is required to be completed by **ALL** members of staff employed by WNAT annually.

- Fire awareness training – It is mandatory for all employees within an organisation to undergo fire awareness training annually.

In addition to fire awareness training the following identified training is highly recommended for all headteachers, leadership teams and site managers to assist in maintaining an overview of the H&S requirements.

- Health and Safety for managers
- Legionella awareness training
- Lone working managers training
- Asbestos awareness training
- General Risk Assessment
- Office safety

In addition to fire awareness training, teaching staff should undergo H&S training pertinent to their role.

In addition to fire awareness training all site teams/ caretakers should complete the following H&S training annually as required by their role.

- Asbestos awareness training
- Control of Substances Hazardous to Health awareness training
- Electrical safety training
- First Aid in the workplace training
- Legionella awareness training
- Lone working awareness training
- Manual handling training
- Safe use of hand and power tools training
- Slips, Trips and Falls training
- Spill prevention and control training
- Step ladder and Ladder safety training
- Working at height training

In addition to fire awareness training all catering staff should complete the following training annually

Catering Manager

- First aid in the workplace training
- Food Allergies training
- Food safety level 3 training
- H&S for managers training

Catering supervisors

- First aid in the workplace training
- Food Allergies training
- Food safety Level 3 training
- Leadership training
- Teamwork training

Catering assistants

- First aid in the workplace training
- Food allergies training
- Food safety level 2 training
- Teamwork training

In addition to fire awareness training all cleaning staff should complete the following training annually

- H&S for Cleaners

In addition to fire awareness training all office-based staff should complete the following annually

- Office safety training

3.7 Information and Advice

Information relating to Health and safety can be obtained from the Trust Estates Manager.

S.Bowdery@WestNorfolkAcademiesTrust.co.uk

A Health & Safety at Work act poster is to be displayed in a prominent position such as reception or the Staffroom at every site.

4.0 Occupational risks

4.1 Fire Safety

ALL staff should receive annual fire awareness training in accordance with the Regulatory Reform (Fire Safety) order 2005.

A statutory fire risk assessment will be carried out as required in the Regulatory Reform (Fire Safety) Order 2005. It is recommended for larger complex sites that an external Subject Matter Expert (SME) be commissioned to carry out the requirement. For smaller sites it is acceptable for suitably experienced and trained staff to conduct on site

assessments utilising the WNAT Fire risk assessment template. However, it is recommended that small sites also commission external SME advice every 3 years. The FRA should be stored within the school online Estates Management System (EMS) and should be reviewed annually.

Identified issues will be recorded and acted upon as required by the relevant department.

All sites will review their evacuation procedure annually or when required following an incident or identification of a new Personal Emergency Evacuation Plan (PEEP). An evacuation drill will be conducted termly at all sites

Site teams and caretakers will be responsible for the following on site checks in relation to fire safety

- Weekly fire alarm call point tests
- Monthly emergency light checks (Where not covered by external contract)
- Monthly fire extinguisher checks
- Monthly fire exit checks

ALL staff must remain proactive regarding fire safety and ensure that escape routes always remain clear.

4.2 First aid

A First aid needs assessment should be completed to ascertain number of first aid qualified staff required at each site.

All sites, irrespective of first aid requirements, should allocate a nominated person. This person is responsible for the management of First Aid training, monitoring first aid equipment, coordinating incidents, and completing the required reports and follow up actions.

Completion of the first aid assessment will provide guidance on the numbers of first aid qualified staff required. First aid responsibilities are voluntary only and staff cannot be nominated as part of their role. However, some aspects of the curriculum have activities that provide a higher risk of injury such as Sports, Technology and Science. Staff in these areas should be encouraged to complete first aid at work training.

Types of training provision

- Paediatric first aid – Mandatory requirement in Primary school settings
- Emergency first aid – Covers basic first aid principals such as bruises and minor injuries (1 day course)
- First aid at work – Covers in depth requirements such as breaks and bleeds (3-day course)

Moving and Handling of Disabled Pupils – Where identified there may be a requirement to conduct moving and handling of disabled pupils.

First aid kits should be spread around site with regularly contents checks conducted. First aid kit locations should be clearly identifiable.

A list of qualified staff should be prominently displayed.

4.2.1 Incident Reporting and Investigation

All accidents and cases of work-related ill health involving employees (or non-employees i.e., students and visitors, where the injury is potentially caused by a deficiency in activity, equipment, or premises) must be reported to the Trust Estates Manager using the WNAT incident form where records will be maintained centrally.

Once received an assessment will be conducted to identify if the incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and if required an investigation will be conducted.

Minor injuries to non-employees (i.e., pupils and visitors) where first aid is given will be reported on the First Aid Record of Treatment form or within an accident book. These records are to be kept for future reference if required.

4.2.2 Supporting Pupils with Medical Conditions

Responsibility for the management of administration of medicines to pupils should be held by a nominated person

Responsibility for the creation and review of Educational Health & Care Plans (EHCP) is held by the SENCo

Responsibility for the creation and review of Personal Emergency Evacuation Plans (PEEP) forms is held by the SENCo with support from the Site manager or Trust Estates Manager where appropriate. Parents/ carers should be actively involved in the PEEP process

4.2.3 Occupational Health

Access to occupational health services is via the Trust HR team

4.3 Legionella control

A legionella risk assessment should be conducted by an external Subject Matter Expert (SME) and issues identified should be addressed in a timely manner as required. Although it is no longer a mandatory requirement to review the risk assessment every two years it is highly recommended.

A copy of the legionella risk assessment is to be held within the school online Estates Management System (EMS).

An inspection of the water system at each site should be conducted annually and recommendations should be acted upon.

Site teams and caretakers should complete legionella awareness training as part of their role and should conduct the following on site checks

- Weekly flushing of seldom used outlets
- Monthly temperature recording of cold and hot water system (If not covered via external contract)
- 6 monthly descaling of showers and other outlets

4.4 Asbestos control

An asbestos survey is to be conducted at all sites annually and a copy is to be made available for all staff or contractors who may be required to conduct infrastructure maintenance.

The survey will identify low, medium or high-risk areas of confirmed or suspected asbestos. Sites should utilise this information to create a local asbestos management plan for the inspection and monitoring of identified areas as per the relevant timescale.

Site teams and caretakers should complete asbestos awareness training as part of their role and should monitor areas identified within the survey and management plan.

The surveys conducted are basic and a more in-depth survey may be required prior to any demolition or construction works

Teaching and teaching support staff are NOT permitted to carry out any drilling or hanging of display material on walls without prior consent of the site manager or Trust Estates Manager.

4.5 Manual Handling

Manual handling risk assessments, where required, will be completed following WNAT guidance. Manual handling RAs should be stored within the school online Estates Management System (EMS). If a specific RA is required for a period of more than 12 months a general RA should be produced. All RAs should be reviewed annually.

Site teams and caretakers should conduct manual handling training as part of their role

4.6 Hazardous Substances

Hazardous substances will be in use in both curriculum settings and for general maintenance and cleaning requirements.

Risk assessments for hazardous substances utilised as part of the curriculum should be made accessible to both staff and students. Model risk assessments provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) are acceptable.

For hazardous substances used for general maintenance and cleaning, risk assessments must be completed for all substances that may be a hazard to health. However, where you can readily demonstrate the risk is low and easily controlled by following manufacturer's instructions (such as those in the Safety Data Sheet (SDS)); detailed assessments are not necessary e.g., when using domestic cleaning chemicals or standard office products.

Safety Data sheets (SDS) for all hazardous substances, irrespective of whether a risk assessment is required will be recorded, maintained and accessible to all

4.7 Computers and Workstations

Computer and workstation DSE risk assessments should be completed by all staff identified as DSE users following completion of Part 1 of the DSE user self-assessment form. DSE assessments should be stored within the school online Estates Management

System (EMS) and reviewed bi-annually.

Staff working from home on a regular basis will complete a DSE working from home user assessment.

Where identified, any issue should be investigated and mitigating measures put in place by the relevant department

4.8 Safe Plant and Equipment

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors/ personnel appointed by West Norfolk Academies Trust

Records should be held in the online Estates Management System (EMS) using the compliance datasheet management tool

Any problems or defects regarding plant and equipment should be reported to the Site Manager or Trust Estates Manager

4.9 Working at height

The use of ladders should be restricted to those members of staff who have completed both working at height and step ladder & ladder safety training. Where a requirement has been identified for teaching or office staff to use step ladders the step ladder & ladder training should be completed.

Site staff and caretakers should complete working at height and step ladder & ladder safety training as part of their role.

Flat roofs are located across all sites associated with WNAT in some description. Due to the lack of suitable equipment access to all roofs is restricted at all sites and a specific risk assessment for each roof should be completed where access is required. Where fall arrest systems are in place suitable PPE and training should be arranged.

Risk assessments should be recorded on the school online Estates Management System and should be reviewed annually.

4.10 Operation of Minibuses

All WNAT minibuses are leased vehicles. All damage is to be reported to the Site manager or Trust Estates Manager at the earliest opportunity.

All drivers of WNAT minibuses must hold a D1 category licence and are solely responsible for the vehicle and occupants H&S when in operation. Vehicle control forms must be completed prior to and immediately following all trips as per WNAT minibus guidance.

4.11 Site Security and Visitors

All sites should be made secure throughout the school day. Main entrance and exit points should be controlled and a holding area/ foyer should be utilised. Where there is no provision to do this then all visitors should be monitored until their escort arrives.

All visitors must report to the Reception Office area where they will be asked to sign the visitor's book or utilise the electronic system. Visitors must wear a visitors' badge & lanyard

when on site. Persons not wearing a visible lanyard are to be challenged including 6th form students.

All visitors should be escorted whilst on site although some regular contractors will hold enhanced DBS. WNAT HR team can provide access to a list of approved contractors.

Visitors should be informed of the location of the fire assembly point and advised on any works that may impact their H&S whilst on site.

4.12 On-Site Vehicle Movements

Where access to the site is possible by vehicles a minimum speed limit of 4 mph should be imposed and displayed in prominent locations. Additional safety signage such as children at play, pedestrians etc should also be considered.

4.13 Educational Visits

Educational visits, including residential visits and any school-led adventure activities, will be organised following the EVOLVE system provided by Norfolk County Council

5. Covid- 19

Covid-19 requirements are now covered in the separate WNAT Coronavirus policy.