



Health and Safety Policy

Tees Valley Education Trust

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1 INTRODUCTION

Contained within this document is the policy, organisation details and arrangements for the health, safety and welfare of staff within Tees Valley Education Trust (the Trust).

This health and safety policy has been developed to enable the Trust to comply with the statutory requirements of section 2(3) of the Health and Safety at Work Act 1974.

The Trust believes that health, safety and welfare issues rank equally with other Trust/academy objectives, and good health and safety performance is recognised across the Trust as being an integral part of the overall performance.

The Trust takes an active approach to integrate this health and safety policy across the organisation and its academies, failing to do so could result in avoidable harm to people as well as the associated loss and damage to the Trust.

It is recommended that this policy be read alongside the following:

- Health and Safety procedures and policies
- Health and Safety risk assessments
- HSE Approved Codes of Practice (ACOP)

2 OBJECTIVES

The health and safety objectives for Tees Valley Education are:

- To maintain statutory standards of health and safety performance and ensure continuous improvement and compliance.
- To reduce as far as reasonably practicable accidents and ensure nobody suffers ill health as a result of employment or attendance within Tees Valley Education, or due to any activities undertaken.
- To plan and manage activities so that foreseeable hazards are assessed and risks within our academies and across the organisation are managed as far as reasonably practicable.
- To review and compare the results annually with the previous year's results to measure the effectiveness of controls and determine any further actions.

3 SAFETY MANAGEMENT SYSTEM

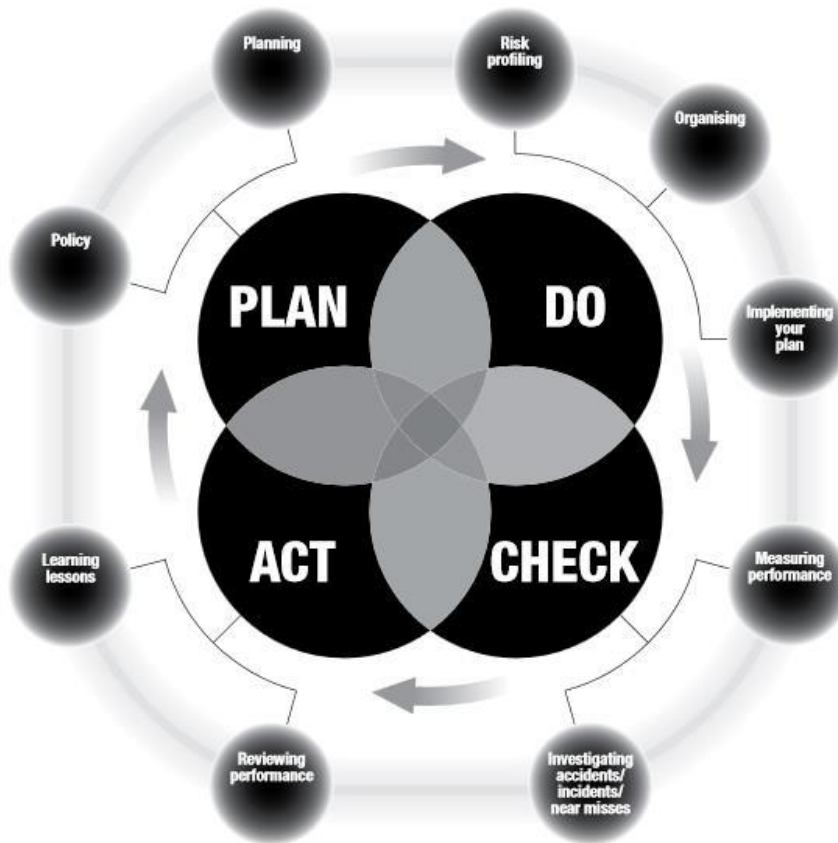
This health and safety policy forms part of the Trust's safety management system as the foundation document from which the management system can be developed and maintained. Redcar & Cleveland Borough Council (R&CBC) have the responsibility to keep the Trust up to date with new developments, updates in legislation, case law and best practice relating to health and safety. The Trust agrees to follow and implement recommendations and guidance provided by R&CBC to ensure compliance with health and safety.

The Trust's Safety Management System, including this policy and all other associated procedures, will be reviewed in light of relevant information provided to us by R&CBC, following any significant change within the organisation or its' academies and at least every 12 months.

To help maintain the highest standards of health and safety performance and ensure continuous improvement, the Trust, will establish and review annual objectives for health and safety.

The key elements of the SMS are outlined in the following illustration:

THE PLAN DO CHECK ACT CYCLE



4 PLANNING & IMPLEMENTATION

4.1 Health & Safety Policy Statement

Tees Valley Education are committed to planning, controlling and reviewing activities in such a manner, that wherever practicable, no harm or ill health befalls employees, pupils or any other persons who may be affected by work activities.

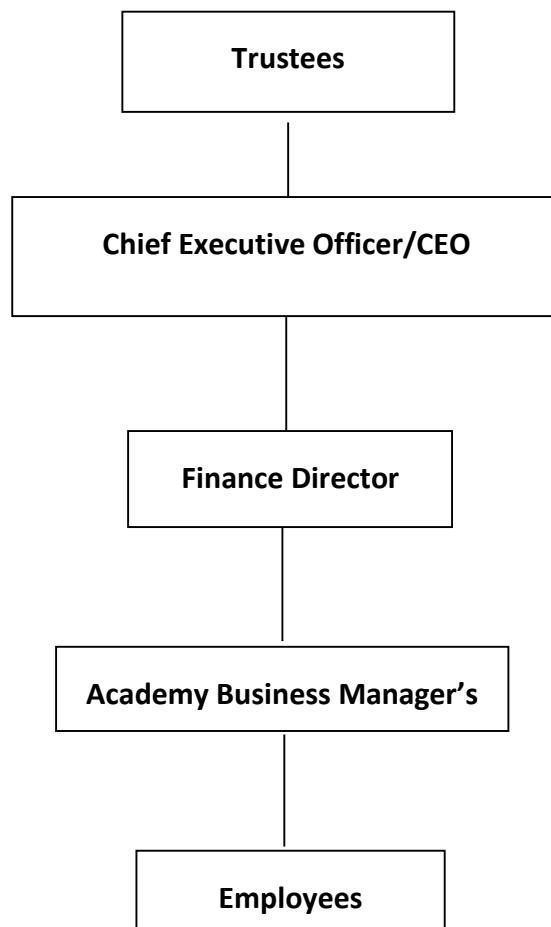
Towards achieving this objective:-

- The Trustees and CEO will ensure adequate resources are provided in terms of finance, time and people to meet the Trusts health and safety and operational needs.
- Avoidance of occupational injury and ill-health will be given priority in methods of work and selection of suppliers, and will not be compromised.
- There will be full compliance with legal safety requirements.
- Work will only be undertaken, managed and supervised by those who are competent; training will be available to all employees concerned.

- All accidents, incidents and near-misses will be recorded; significant events reported, investigated, and the findings shared; in order to continually improve the health and safety performance of the Trust.
- There will be a regular review and audit of Health and Safety Management Systems.
- All employees and suppliers are required to cooperate with Trust policies and with each other as a vital part of the strong health and safety culture.
- Both employees and suppliers are encouraged to contribute to the safest methods of working through consultation.
- Breach of safety rules will be corrected, investigated and appropriate disciplinary action taken against those who create or condone unnecessary risk.
- The Trustees and CEO recognise and value the importance of the Trust health and safety culture and ask everyone to play an enthusiastic part in maintaining and improving on it. The Trust must be vigilant; quickly reporting dangerous acts or situations and striving to make the workplace a safer and better place to work.

4.2 Organisation Structure

Below is the organisation structure for Tees Valley Education. Responsibilities are detailed further on in this section.



4.3 Responsibilities

Section 2 of the Health and Safety at Work Act 1974 places a duty on the Trust to prepare a written health and safety policy that includes details of responsibilities for ensuring the health, safety and welfare of all employees and pupils. The following list of responsibilities has been collated to ensure compliance with legislation.

General Duties of the Trust Board

The Trust Board has ultimate responsibility for Health, Safety and welfare.

The Trust is responsible for bringing the policy to the attention of all management, employees and suppliers and ensuring compliance through monitoring arrangements.

This Policy is a live document, which needs to be reviewed regularly to ensure that it remains current with the Trust activities and changing legislation. It is the responsibility of the Academy Business Manager, with the assistance of the Head Teacher's (HT's), to assess the implications of new legislation and best practice, investigation/audit reports, monitoring systems etc., and for the Trust to amend the policy as necessary.

Throughout the Trust, the visible and active leadership of the CEO/Head Teacher, through to managers is necessary to develop and maintain a positive culture, supportive of Health and Safety management by promoting an interest in, and enthusiasm for, occupational Health and Safety matters throughout their employees by ensuring:

- Notwithstanding their individual executive functions, monitor the safety performance of their area of the business and take such steps as may be necessary to improve the performance.
- That personnel within their sphere of influence are aware of their responsibilities as laid down by the Health & Safety Policy and Safety Management System.
- That all personnel under their control receive adequate and appropriate training in Health and Safety matters and are provided with all necessary information to enable them to carry out their duties safely. Training is to be provided in accordance with the Trusts training policy. This will include suitable induction training at the start of employment before any work activities are undertaken by:
 - Arrangements for fire safety are implemented and that all relevant checks are carried out.
 - Allocate sufficient resources to enable the Health & Safety Policy and Procedures to function effectively, with particular emphasis being given to Health and Safety training.
 - Give employees under their control the opportunity to air any concerns they may have on any Health, Safety, or welfare issue during staff meetings.
 - All Health and Safety issues raised by employees will be recorded and investigated.
 - Be familiar with the broad requirements of Health & Safety legislation.
 - Liaise closely with staff, as required to ensure the academies comply with the Health & Safety Policy and Safety Management System.

Academy Business Managers

Academy Business Managers have operational responsibility for Health and Safety and are responsible for ensuring that:

- They identify and implement risk control measures in accordance with the 'general principles of prevention'.
- Health and Safety standards are maintained with the aim of continual improvement.
- Health and Safety issues are given priority.
- Health and Safety performance within their area of responsibility is monitored and corrective action is taken if standards fall below academy expectations.
- Appropriate resources are allocated to the planning of all activities and they are effectively managed and supervised.
- Relevant persons are aware of their responsibilities concerning safety management and that they receive appropriate training.
- The safety training and development needs of all employees under their control are appropriately met so they are competent to discharge their duties.
- The reporting of accidents, occupational ill health and near miss incidents are in accordance with Academy procedures and ensure that investigations are carried out.
- The relevant safety management system is applied to all activities under their control.
- They monitor the Health and Safety performance of employees and suppliers through site visits and inspections as per the requirements of the Safety Management System.
- They keep up to date with changes in legislation, codes of practice, and Academy procedures.
- They set an example in safe behaviour, good management and positive leadership.
- Promote a positive Health and Safety culture.
- The requirements for occupational health and sickness absence management are followed.

Employees

The Trust requires the full support of all employees to discharge required duties where necessary, under the health and safety at work act.

Employees have the responsibility to:

- Look after their own safety and give consideration to the safety of others.
- Co-operate with the Trust so far as necessary to enable successful implementation and compliance with health and safety legislation.
- Familiarise themselves with this document, in particular their individual responsibilities and all other relevant sections to their role to discharge duties safely and efficiently.
- Not intentionally or recklessly interfere with or misuse health, safety and welfare provisions.
- Report any accidents, incidents, near misses or occurrences of ill health in line with the Trust's safety management system.
- Report any faults/defects in any equipment, or any hazardous situations to the Academy Business Manager immediately.

- Work in accordance to any safety instructions provided, including risk assessments and any other safe systems of works created, and to inform the Trust Board if they do not feel competent to undertake a task they have been set.
- Use and store any issued Personal Protective Equipment (PPE) correctly at all times in line with risk assessments and training.
- Report any matters that may compromise the effectiveness of the health and safety management system.
- Raise any concerns relating to health, safety or welfare to the Academy Business Manager immediately.

Communication of Information to Employees

To ensure the effective communication of health and safety information to employees, the Trust uses the following systems:

- Verbal communication
- Memorandums
- General notices

In addition, a health and safety law poster is displayed in a prominent location and the safety management system is made readily available to all employees.

Important communications will require receipt from employees to confirm they have read and understood the information they contain.

Personnel with access to the Trust computer network may be sent this information electronically. Any electronic communications will be saved and any delivery/read receipts kept on file to ensure that they can be suitably monitored.

Safety Committee

The Trust is committed to ensuring that Health and Safety matters are communicated correctly to all employees and recognise and support the role of safety committees in trying to achieve this.

Arrangements will be agreed between the Trust and the employees, or their representatives as to how the membership of the committee is made up.

The committee members will include representatives who have the authority to give proper consideration to views and recommendations, employee representatives appointed by a trade union, elected by the workforce, or a combination of both, who have knowledge of the work of those they represent; people who are included because of their specific competences such as the health and safety adviser and other specialists.

All significant employee groups will be represented; however, the total size of the committee should be kept to a minimum.

All members will be expected to attend the health and safety committee meetings and postponements or cancellations should only be made in exceptional circumstances. Any absences must be consulted with to ensure adequate communication.

Co-operation and Consultation

The Trust ensures that all employees are provided with the information that they require to work safely and without risk to their health. This includes information, such as the results of assessments and the appointment of competent persons, as required under various pieces of legislation.

It is recognised that co-operation and co-ordination on health and safety matters is required between the Trust and other employers. A nominated designated competent person will be selected to undertake this duty. This includes communicating information relating to the hazards and controls relating to our work activities.

Responsible Persons

The following list will be held in each academy and updated as required. All ‘responsible persons’ are nominated to undertake specific health and safety duties within the Trust.

| Duties | Name | Details |
|--------------------------|-------------|----------------|
| Health and Safety Advice | | |
| Fire Marshalls | | |
| Paediatric First Aider | | |
| Emergency First Aider | | |
| Appointed First Aider | | |

5. IMPLEMENTATION AND OPERATION

4.4 Reporting and Investigating Accidents and Incidents at Work

It is the policy of the Trust to record all accidents and incidents that occur due to workplace activities, including those of violence and aggression. All accidents or incidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will be reported, these include:

- Fatalities
- If an employee suffers a major injury as defined by the HSE
- If an employee has been off work or unable to perform normal duties for over 7 days
- If a member of the public is injured due to workplace activities and taken directly to hospital for treatment
- If an employee suffers a work related diseases defined by the HSE
- If there is a dangerous occurrence defined by the HSE

Following an accident or incident the Trust will undertake the following steps:

- Ensure that the correct records have been completed
- Appropriate first aid treatment is administered
- Contact Tees Valley Education who will advise and support the academy.
- Report under RIDDOR if required
- Review relevant risk assessments and implement any additional control measures required to prevent reoccurrence
- Monitor controls to ensure they are suitable and sufficient

Redcar & Cleveland Council will liaise with the Trust in relation to all accidents to ensure that any and all control measures implemented are done so on a group wide basis to ensure that accidents are prevented as far as reasonably practicable.

4.5 First Aid and Emergency Procedures

The Trust will ensure that adequate first aid provisions are identified and made available by completing the first aid provision risk assessment form. From this it will identify:

- The number of first aiders and appointed persons required
- What first aid equipment is needed, and
- The emergency procedures that must be followed

All first aid personnel and equipment will be provided and maintained in accordance with the Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice L74, as a minimum standard.

A record will be made of any occasion where a member of staff, pupil or other person receives first aid treatment either on Trust premises or as part of academy-related activities.

The Trust will assess the first aid requirements on a minimum of an annual basis to ensure that all requirements are suitably met.

4.6 First Aid Personnel

All first aid personnel are employees who have been assessed and deemed suitable to undertake the role. Consideration has been given to ensure that there is an adequate number of personnel available at all times, including cover for holidays and sickness.

Qualified first aiders and emergency first aiders will have undertaken appropriate training in line with the health and safety executive requirements and training is reviewed prior to expiration.

Appointed persons are given clear indication of their role and responsibilities, and are suitably trained to undertake their duties.

All first aid personnel are aware of the Trusts' emergency procedures.

The Trust will ensure that all relevant First Aid certification is kept up to date at all times.

4.7 First Aid Equipment

First aid equipment is provided through the Trust and is stocked with adequate supplies for the hazards present. All first aid kits contain at least the minimum supplies as required by law.

All first aid equipment and the details of the first aid personnel are clearly identified with the appropriate signage around the Trust. It is the responsibility of the first aid personnel to ensure that:

- All first aid kits are maintained and replenished accordingly with checks not exceeding 3 months.
- All first aid supplies are within their use by date, where necessary.
- There is no unauthorised supplies kept in the first aid kits, for example creams, drugs etc.

4.8 Hazard Detection and Near Misses

Trust employees are encouraged to report any hazards or near misses to their line manager, either verbally or in writing, to ensure a safe working environment can be maintained.

Following notification of a hazard or a near miss the Trust will investigate to ensure suitable controls are identified and implemented to prevent harm. Controls will then be monitored and the results documented to ensure they are suitable and sufficient.

In the event of a dangerous occurrence the following steps will be taken:

- Ensure the area is cleared and made safe as a priority to ensure that no persons are at risk of harm
- Notify Tees Valley Education
- Completing the incident investigation form
- Reporting under RIDDOR if required
- Review relevant risk assessments and implement any additional control measures required to prevent reoccurrence
- Monitor controls to ensure they are suitable and sufficient

4.9 Planning and Safe Systems of Work

Risk Assessments

The Trust is committed to ensuring the safety of employees and those who may be affected by work activities. Through completing risk assessments foreseeable hazards can be identified and the necessary controls that are required to eliminate or reduce risks as far as reasonably practicable.

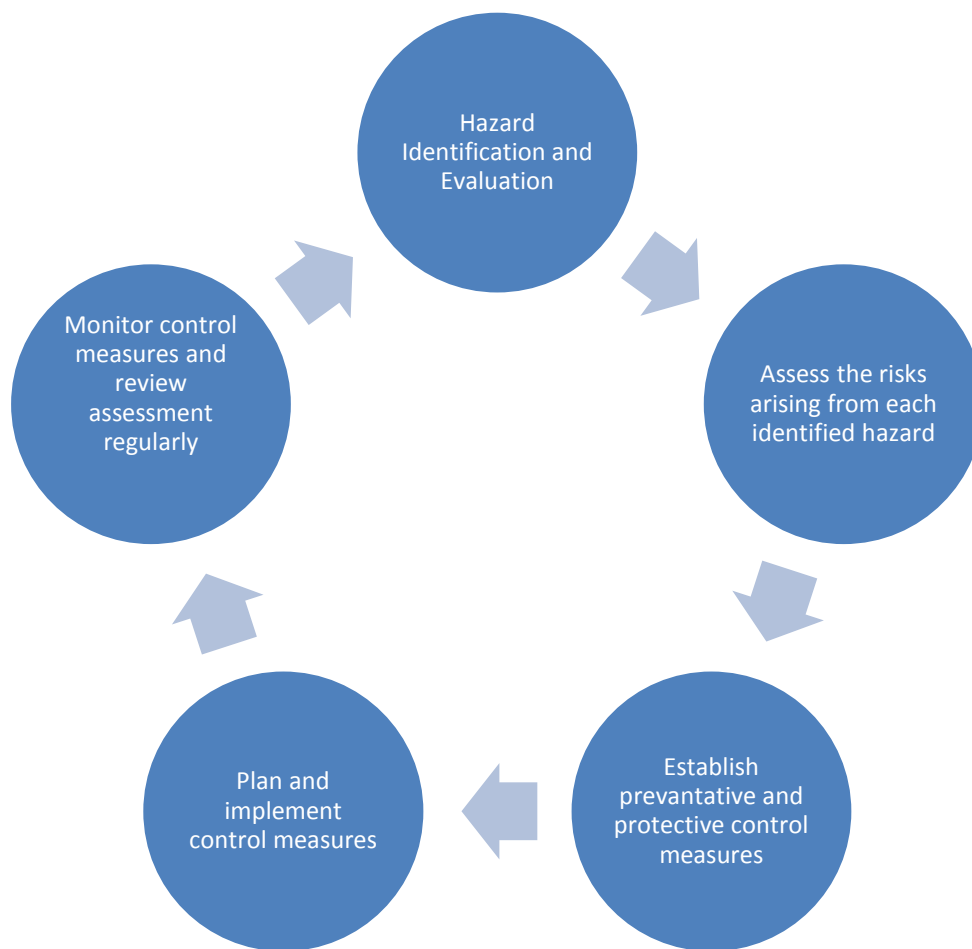
The Trust uses a qualitative technique of risk assessment which relies upon the judgement of a competent person (or Risk Assessor). All employees appointed to undertake the role of risk assessor have been deemed competent by management and have received the relevant training.

All of our risk assessments are documented, communicated to relevant employees and regularly reviewed as per the requirements of the Management of Health and Safety at Work Regulations 1999.

The Trust follows a standard risk assessment template to enable employees and other parties to easily understand completed assessments.

Where certain other pieces of legislation require specific risk assessments to be completed, such as Control of Substances Hazardous to Health (COSHH) and the Manual Handling Operations Regulations 1992, the Trust will conduct the relevant risk assessments. Further information is contained in the relevant arrangements within further sections of this policy and in the supporting guidance for those sections.

The cycle below illustrates the key steps for undertaking a risk assessment:



Construction, Design and Management (CDM)

In the case where a project becomes notifiable and the Trust is the client, in addition to general duties under CDM ensure that:

- A competent CDM Co-ordinator and Principle Contractor are appointed
- All relevant pre-construction information is provided as early as practicable to the CDM Co-ordinator
- Suitable welfare facilities are available prior to work commencing
- There is a completed construction phase plan in place prior to work commencing

The Trust will agree and receive the health and safety file from the CDM Co-ordinator following the works.

Method Statement

Where identified by risk assessment or required by other parties to undertake works, the Trust will undertake a method statement to detail how work activities will be undertaken and their controls.

All method statements will be created and documented by competent persons and communicated to all relevant employees.

Where a method statement has been created for a particular work activity, Trust employees will follow the method of work and ensure all control measures are implemented in a suitable manner.

4.10 Control of Premises

Access and Egress

All access and egress routes in Trust premises are:

- In a safe and well maintained condition to prevent harm
- Kept free of obstruction and subject to good housekeeping rules
- Have suitable handrails, floor covering, markings and lighting as required
- Segregated where appropriate to separate people and vehicles/plant equipment
- Clearly identified with any restrictions (such as a “do not enter” sign for restricted areas) or other relevant information
- Continually monitored to ensure the above points are adhered to

Windows, Doors and Stairs

All windows, doors and stairs in the Trust are:

- Of suitable construction for the premises
- In a safe and well maintained condition to prevent harm
- Kept free of obstruction and subject to good housekeeping rules
- Have suitable safety devices, handrails, markings and lighting as required
- Clearly identified with any restrictions (such as a “fire door keep shut” signage for fire doors) or other relevant information
- Continually monitored to ensure the above points are adhered to

Welfare

To comply with the Workplace (Health, Safety and Welfare) regulations the Trust has assessed the welfare requirements for all academies and implemented the necessary facilities and controls. Assessment has taken into consideration:

- Toilets and sanitary conveniences
- Workplace temperature and ventilation
- Lighting
- Washing and drinking facilities
- Rest and break facilities

- Desks, seating and workplace areas
- General workplace environment, layout and cleanliness

Fire Safety

It is the policy of the Trust to take all necessary measures to prevent an outbreak of fire, and to ensure the safety of all those on Trust premises if a fire should occur.

To ensure steps are taken to comply with applicable fire safety legislation, a competent person will undertake and maintain a fire risk assessment if required which identifies the fire hazards around the premises and the controls required to ensure that the risk of harm is eliminated or reduced as far as reasonably practicable.

The following are fire precautions we adhere to in our premises:

- All employees are suitably trained/instructed in the fire procedures for the premises.
- Nominated employees who have been deemed suitable are chosen to undertake fire marshal training and duties for the premises.
- There are sufficient number of Fire Marshals, taking into account cover for holidays and sickness.
- An up to date register of employees is kept and used during fire drills to help identify if any employees are at risk of harm.
- A register will be performed for pupils at the start of each day and again immediately following lunch.
- Visitors are required to sign in and out of the premises and are given relevant information relating to fire procedures.
- Fire marshals monitor fire routes and exits to ensure they are clearly marked, free from obstruction and not locked at any time during working hours.
- The fire alarm system is tested weekly by choosing a different call point to activate and documents kept of the results, ensuring all call points are checked in a single rotation.
- The fire alarm system is maintained in a safe and suitable condition in line with manufacturer's instructions if applicable.
- All firefighting equipment is subject to regular inspection by a competent contractor.
- Firefighting equipment must not be obstructed and is monitored by Fire Marshals to ensure they are in the correct position and undamaged.
- Damaged or missing firefighting equipment is repaired/replaced immediately.
- Damaged fire detection units are repaired/replaced immediately.
- Emergency lighting is subject to monthly and quarterly testing with all results documented and required actions undertaken.
- A fire drills and evacuation are undertaken at least six monthly and the results documented.
- Smoking is not permitted in or around the premises.
- The assembly point is in a safe point away from the immediate vicinity of the premises, identified with the correct signage and its location communicated to all employees.
- Sources of ignition are located away from flammable liquids or vapours.
- All relevant checks, drills and inspections are recorded and kept on file for reference.

Emergency Plans

In case of explosion, flooding, bomb threats or other emergency situations, the Trust Board will ensure all employees, pupils and visitors to premises are informed of the evacuation procedure and the designated assembly point.

Emergency plans will take into account the measures required to save lives, prevent injury and minimise loss as far as possible.

Workplace activities that pose significant risks are risk assessed and any emergency plans required are created and documented specifically for those activities.

Fire Procedures

- In the event of fire, do not panic and do not take any personal risk.
- If a fire is discovered, immediately activate the nearest alarm call point and notify a responsible person.
- If the fire alarm should sound, or if you are given instructions by a fire marshal or other responsible person, evacuate the building immediately using the nearest safe fire exit route and go straight to the designated assembly point.
- Ensure all doors and windows are closed on exit if it is safe to do so. Do not stop to collect personal possessions under any circumstances.
- Do not stand and watch, nor make any attempt to remove vehicles or property.
- The responsible person will call the fire brigade by dialling 999 and inform them of the academy name and address where they need to respond.
- At the assembly point, the responsible person will ensure that all persons who were on the premises are accounted for.
- If you have any relevant information, such as knowing the location of the fire or if any persons are trapped in the premises inform the responsible person immediately.
- Do not forget to help and guide visitors or suppliers who may be in the building at the time.
- Do not leave the assembly point or re-enter the premises until informed to do so either by the responsible person or the Fire Officer.
- Only use firefighting equipment if you are trained and it is safe to do so and if it is necessary to do so to safely escape the premises. Always ensure that the alarm is raised first.
- Never take personal risks in the event of a fire. The safety of lives takes priority over a building or possessions.

Gas Safety

All persons who install, maintain, inspect, repair or conduct any other works, including performing the annual gas safety check, on any gas installations and appliances within the Trust are required to be competent gas safety engineers holding the correct qualifications in line with the Gas Safety (Installation and Use) Regulations. Written records of all works are kept on file.

All safe systems of work and other relevant information are readily available to employees, contractors, clients and other required parties.

Signage

Where identified by risk assessment or legislation, the Trust will ensure that all required signage is:

- Placed in suitable areas and not obstructed
- Easily legible, including both pictogram and text
- Made of a suitable material and complies with the appropriate standards

Smoking

The Trust does not allow any persons to smoke or use e-cigarette inside the premises. This policy is clearly communicated to all persons and appropriate “No Smoking” signage has been placed at the entrance and around the premises (refer to the Trust’s Smoking Policy).

Fixed Electrical Installation

The fixed electrical installation in the Trust premises is subject to effective monitoring as well as periodic inspection and testing to ensure it is in a safe and suitable condition in line with the Electricity at Work Regulations.

Any works, including installation, general maintenance and repair, are only conducted by competent and qualified electricians. Written records of works undertaken and monitoring are kept and provided, where required.

Fixed cabling is subject to a visual inspection on an annual basis.

Housekeeping and Maintenance

To reduce the risk of injury on our Premises, the Trust ensures:

- A high standard of housekeeping is maintained and monitored around the premises
- Employees and pupils are trained and instructed to keep a high standard of housekeeping during their work and learning activities
- Suitable cleaning arrangements are in place
- Effective cable management when conducting work activities in or away from the premises
- An effective maintenance schedule is in place and any maintenance/repairs are carried out safely by competent persons.

Storage of Goods

Suitable storage facilities are provided for the materials stored on the premises, as far as reasonably practicable. All materials are clearly identifiable and stored in a way to reduce manual handling as far as possible, as well as aid housekeeping.

Hazardous substances or materials are stored in accordance with the requirements contained in relevant legislation and regulation.

Flammable and explosive materials are stored away from sources of ignition.

Control of Asbestos on the Premises (Confirmed asbestos)

The Trust takes a proactive approach towards controlling asbestos within the premises and will ensure that:

- A survey of the premises conducted by a competent person is available to determine the location of asbestos containing materials (ACM's) and the condition they are in.
- Information gathered from the survey will be documented in the asbestos register.
- The risks from the asbestos are assessed and a plan is created to set out how the asbestos must be managed.
- If asbestos is deemed to be in a condition, where it is beyond a state of being managed, it will be removed by a competent licensed contractor.
- Corrective actions identified in the plan are implemented and both the ACM's and controls are monitored in accordance to the management plan and a documented record is kept.
- All ACM's will be clearly marked and information of the location and condition of asbestos will be given to all relevant persons, including employees and contractors.
- Employees who are deemed to be at risk of being exposed to asbestos as part of their working duties will be given suitable instruction, training and supervision.
- Only competent persons who hold the relevant training and qualifications will be permitted to work on asbestos in the Trust.

Control of Visitors

Any special arrangements required by visitors are ascertained, where practicable, before arrival. This may include bringing vehicles or other machinery or substances onto the premises, or personal needs such as coping with disability or language barriers.

All visitors must make themselves known to reception and sign in to the visitor's system.

Visitors will then be provided with an identification label which must be worn at all times. Visitors will remain accompanied at all times unless deemed unnecessary.

All visitors are provided with relevant information relating to safety and emergency procedures.

The person(s) from the Trust who the visitors are meeting take responsibility of the visitors in their care whilst they are on the premises.

Pedestrian and Traffic Segregation

Pedestrians and vehicles are segregated on our premises as far as reasonably practicable to avoid risk of harm to persons and damage to the premises and vehicles.

An assessment will be created and monitored by a competent person to determine suitable segregated routes and methods that are appropriate for the premises and activities undertaken. Where segregation cannot practicably be implemented, control measures will be identified and implemented to reduce the risks as far as practicable.

These controls and segregated routes will be regularly monitored to ensure effectiveness and suitability.

All persons will be informed of the traffic policy. Employees and pupils will receive appropriate instruction, and all visitors will be informed when they first arrive on the premises.

Waste Disposal

It is Trust policy to identify waste which results from work activities. Adequate waste disposal measures will be implemented from the results of the assessment, including the provision of suitable waste containers which will be emptied on a weekly basis.

The Trust will ensure that all waste is disposed of suitably and correctly. Hazardous waste will only be removed by authorised contractors.

All waste disposal companies contracted to remove waste will be subject to competency checks and must hold the appropriate certification and a hard copy of all waste transfer notes will be kept for a minimum of 2 years.

Where waste can be recycled, the Trust will ensure that it is separated from general waste and disposed of correctly.

All employees are informed of the policy regarding waste disposal and the correct waste disposal techniques that they must follow.

The provision of a general spill kit will be available for emergencies and all such matters will be reported to Redcar & Cleveland Council as a matter of urgency.

Sanitary disposal bins/nappy collection bins are serviced and collected.

4.11 Employee and Pupil Safety

Training

It is the policy that Trust employees undertake appropriate training to ensure the safety of themselves and others whilst at work, in line with the Health and Safety at Work Act 1974 (HASWA).

Induction training is given to all employees as a basic grounding, and from this additional training is provided taking into account each employees position, work activities, working environment and requirements under law.

All training will be given by competent persons, whether internal or external.

Training records are kept for each employee and contain information on:

- What training the employee has completed?
- Who conducted the training?
- When the training was undertake?
- When the training expires or refresher training is required?
- Training records in SIMS are continually updated and reviewed to ensure existing training is appropriate and if any further training is required.

Training records will be reviewed:

- On a regular basis
- When there is a change to work activities

- When new plant/equipment/technology is introduced or existing plant/equipment/technology is changed
- When a safe system of work is changed, or a new one introduced

Alcohol and Substance Misuse

The Trust prohibits the possession of, or being under the influence of alcohol or illegal substances whilst on the premises. This policy applies to both employees and non-employees, such as visitors and contractors.

Employees are additionally prohibited from being in possession of, or being under the influence of alcohol or illegal substances when working away from our premises, such as on school trips and including when driving for business purposes.

Employees found to be under the influence of alcohol or illegal substances will be subject to disciplinary procedures for actions deemed as gross misconduct. Non-employees will be asked to leave the premises immediately and relevant persons notified.

Where an employee has been issued with medicine by a medical professional which may affect their ability to work safely, they must inform their manager immediately.

The Trust will support and help employees who may have a dependency on alcohol or substances under the condition that the employee discloses the problem first. All matters relating to this will be discussed in confidence.

All employees are encouraged to report to their manager if they notice obvious signs of alcohol or substance abuse in a colleague.

Stress

As part of the risk assessment process, the Trust is responsible for preventing psychological as well as physical injury by taking into account the possible risks to health arising from work-related stress.

The first step in the approach to stress management is to identify work activities which may impose unnecessarily high levels of stress upon the individual employees undertaking them. Where possible such activities will be redesigned in order to eliminate or control the causes of the stress.

The second step is to educate employees identified as being at risk from work-related stress as to the dangers to their health and to encourage them to reduce their stress levels, where possible, through participation and co-operative working. Where necessary, training will be provided in order for them to monitor and control their own stress levels.

Lastly, employees identified as being in need of rehabilitation due to work-related stress may be provided, upon request, with independent and confidential counselling.

The above measures will be subject to regular monitoring and review. Employees and their representatives being kept fully informed of developments.

The Trust encourages employees who feel that either they or other employees are subject to levels of stress which are detrimental to their health to report this, in the strictest confidence to their Manager.

Violence

The Trust assesses the risks of violent incidents to determine the appropriate preventive measures which must be introduced. Once introduced, the measures are subject to monitor and review in order to gauge their effectiveness.

All employees are informed that they must report all incidents of a potentially violent nature to the Trust Board in order that the scale of the problem can be determined and the employees or pupils at risk identified.

Employees who have been subject to violent assault will, upon request, be provided with independent and confidential counselling. Employees will be trained in techniques for dealing with potentially violent situations if identified as being particularly at risk.

All violent incidents are recorded and are notified to the Trust Board for review.

Lone Working

Where practicable it is the policy of the Trust to avoid lone working.

Where it is not practical to avoid, the Trust will identify all employees who undertake lone working activities.

All lone working activities are risk assessed, taking into account the:

- Task the employee will be undertaking
- Environment the employee will be working in
- The health of the employee who will be lone working, capabilities and competence
- The equipment used for the task
- Identified control measures are implemented prior to lone working activities, and monitored to ensure they remain effective
- All lone workers will be provided with a means of communication and instructed on its use
- All employees are suitably trained prior to lone working activities and are instructed in the correct procedures to follow in the event of an emergency or potentially violent situation.

Use of Mobile Phones

The Trust permits the use of mobile phones only in the event that it is necessary and safe to do so.

Employees are not permitted to use a mobile phone at any point whilst driving.

Young Persons (non-pupil)

The Trust assesses the risks posed to a young person before they are permitted to start work. Where residual risk remains, that cannot be eliminated and has been controlled so far as is reasonably practicable, we will communicate this to the young person's parents/guardian and written consent will be obtained.

Suppliers must notify the Manager before allowing young persons to work on site.

Home Workers

Employees who work from home may be required to complete a home worker assessment that takes into account the following:

- Use of display screen equipment

- The workspace
- Work activities
- The assessment must be returned to the Academy Business Manager
- This additionally applies to persons who work from home as a part of Planning, Preparation and Assessment time (PPA)

New and Expectant Mothers

Trust employees must inform the academy in writing when they know that they have become pregnant. Following written confirmation, a competent person will undertake a New and Expectant Mothers risk assessment to identify risks posed to mother and child resulting from work activities.

Risks will be controlled as far as reasonably practicable and the employee informed of the controls and any residual risk that remains. The assessment will be reviewed multiple times throughout the pregnancy and following the return to work after maternity leave to ensure the effectiveness of controls and to identify if further actions are required.

The Trust encourages all new and expectant mothers to inform the academy of any problems or concerns resulting from their work and or work activities.

Control of Contractors

The Trust requires all contractors to be vetted by completing an Authorisation to Work Form (AW3) prior to starting any activities for, or on behalf of, the academies to determine their competence. Completed questionnaires will be kept on file and repeated as necessary.

Following the assessment of the AW3, a further assessment may be required in the form of an audit undertaken by a Trust Representative.

A register will be maintained of approved suppliers, vendors and contractors that have been vetted and have agreed to adhere to the minimum performance standards of Tees Valley Education. Only contractors who have been satisfactorily vetted can be used. Contractors will also be required to demonstrate that they have adequate insurance cover and that they are complying with health and safety law. This may include sight of risk assessment records, records of test for electrical equipment, method statements etc.

Any contractor who fails to adhere to the required minimum performance standards of the Trust may be removed from the register of approved suppliers.

All contractors will be informed of the significant hazards that may be encountered, and in return are required to inform the Trust of any risks associated with their activities.

Personal Protective Equipment (PPE)

Where the provision of personal protective equipment (PPE) is identified it will be provided to employees and pupils without charge.

The Trust only identify PPE as a valid control measure as a last resort, after all other reasonable control measures have been implemented and a residual risk remains.

A PPE register is kept to identify what PPE has been issued to employees and its issue date. Teaching staff are required to maintain a record of PPE within their classrooms that has been issued to students. Our employees have the responsibility to maintain and store their PPE correctly, and inform the Trust if they lose their PPE or it is damaged.

Supporting pupils with medical requirements

The Trust recognises that a considerable number of pupils will at some time have a medical condition that may affect their participation in academy activities.

Staff in charge of pupils have a duty of care and in an emergency, action will be taken to safeguard the welfare of the pupil. Teachers' Conditions of Employment do not include giving medication or supervising a pupil who is self-medicating.

The Trust will implement a procedure which outlines the academies arrangements for managing children with a medical need so that pupils remain safe and their education is not limited.

Any medical needs for pupils are discussed as part of the application process/induction process for new children. If necessary medical care plans are put into place in consultation with school nurses/other outside agencies if appropriate.

Site Security

To maintain the safety of our employees and pupils during school hours, all persons must adhere to the site security policy.

The site security policy is available at all times to all employees.

Use of External Transport Companies

The Trust will only use previously approved coach/minibus providers.

4.12 Occupational Health

Manual Handling

The Trust strives to eliminate or reduce the risk of manual handling injury as far as reasonably practicable. Where a work activity includes manual handling and is appropriate, staff must ensure that an assessment has been carried out, taking into account the:

- Nature of the task
- Person's ability to undertake the task
- Nature of the load
- Environment which the manual handling task will take place

From the assessment, it will be determined what the necessary control measures are and implement where necessary.

All relevant employees will be trained in the correct manual handling techniques, receive relevant instruction and information before undertaking a task and be supervised as deemed necessary.

If an employee is deemed unable to perform manual handling activities for whatever reason, reasonable arrangements will be made so not to cause injury or ill health.

Control of Substances Hazardous to Health (COSHH)

The Trust complies with the Control of Substances Hazardous to Health Regulations (COSHH) to prevent harm from chemicals and hazardous substances as far as reasonably practicable. This includes substances that are:

- Directly used in work activities
- Generated from work activities
- Naturally occurring
- Classed as biological agents

Hazardous substances within the Trust are identified and documented in a COSHH inventory before being assessed by a competent person to determine the level of risk and controls required when the substances are in use, being handled or are stored. All COSHH assessments are stored on file and are easily accessible.

All suppliers of materials are required to provide all relevant health and safety information, such as safety data sheets (SDS), relating to their products to form the basis of the COSHH assessment. This information is to be requested for each product before procurement stage, so that consideration can be made for the use, handling and storage of that substance. All COSHH assessments are reviewed on an annual basis as a minimum.

Pupils may be required to handle hazardous substances within a classroom environment. In these cases, they will be supervised by a member of the Teaching Staff at all times, and must be wearing all relevant PPE. In the case of misuse, the pupil will be ejected from the class immediately.

All relevant persons, such as those who are at risk of exposure, are trained in the correct use, handling and storage of hazardous substances. First aid personnel are additionally given information about the recommended first aid treatments for each substance used or created in work activities.

In some cases it may be necessary for the Trust to conduct health screening on employees. Please refer to the arrangement in the section below on health surveillance and screening for further information.

Noise

To ascertain the noise levels employees, pupils and other relevant persons are exposed to when at work, a risk assessment has been created by a competent person, using the correct specialist equipment. Where noise levels exceed the exposure action values we will implement the necessary control measures to reduce the noise to the safest practicable level.

As per regulations the Trust will:

- Reduce the noise level if it exceeds the First Action Level (80 dB (A)) to below this level and provide hearing protection if requested.
- Reduce the noise level if it exceeds the Second Action Level (85 dB (A)) to below this level and create hearing protection zones where protection must be worn.

- Train and give information to employees regarding noise at work, where relevant.

Vibration

To prevent injury caused by not effectively controlling vibrating equipment, such as 'vibration white finger (VWF), exposure of employees and pupils to vibration is risk assessed.

All controls established must as a minimum requirement be provided in accordance with those specified in the Health and Safety Executive's guidance booklets HS(G) 88 Hand-arm vibration and HS(G) 170 Vibration solutions.

Health Surveillance and Screening

Where health surveillance has been identified in regulation, risk assessments or COSHH assessments the Trust will ensure that this is completed in line with the requirements and is subject to regular review.

All new employees must complete a health screening questionnaire, which is contained in the application form. The Trust vets all medical questionnaires, and any medical conditions identified are referred to the Trust's healthcare provider for assistance.

Asbestos Exposure during Work Activities (Non active working)

It is our policy to prevent the exposure of employees and contractors to asbestos as far as reasonably practicable and to not actively work on asbestos containing materials (ACM).

All areas of asbestos have been identified and documented in the asbestos hazard register report that is updated annually. All contractors are shown the register and signposted to the area they will be working before any work is undertaken. They are then required to sign and date to confirm their understanding of the file.

Skin Care

During hot weather, measures shall be taken to raise awareness of the risks from sun exposure and the precautions that should be taken by employees who conduct work outside. This includes sun protection and a reminder of the minimum standards of attire when on Trust or customer premises.

Other skin care measures may be implemented as a result of our COSHH risk assessment.

Legionella

The Trust is committed to assessing the risk of Legionella in our premises and implements the necessary control measures required to reduce risk.

The management plan created by a competent person is followed and all relevant documentation is maintained and updated.

4.13 Work Activities

Educational Visits

All educational visits must first be approved by the EVC/HT before teaching staff are able to obtain permission from the Parents/Carers of relevant pupils.

All visits are assessed to determine the level of supervision required and the risks posed to both employees and pupils. Control measures from this assessment must be in place prior to the visit commencing.

Loading and Unloading Vehicles

Only trained and competent Trust employees are permitted to load and unload goods from vehicles. The task will be assessed and identified controls implemented prior to the work being undertaken.

A competent company person will inspect all loads and pallets prior to them being loaded and unloaded to ensure they are safe and they are not likely to collapse or become unstable when being lifted.

If a load that is delivered to the premises is deemed to be unsafe then it will be rejected by the competent employee.

Electricity

Only competent, qualified and authorised employees are permitted to install, repair, service or alter any electrical appliance, plug, wiring configuration or any other relevant electrical item.

Safe systems of work are required to be in place and followed at all times when electrical work is being conducted, and only tools and equipment authorised by the Trust can be used.

Periodic inspections will be carried out in accordance with regulations.

Lifting Operations

All lifting operations shall be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER), the Approved Code of Practice and its Guidance. All lifting operations will be assessed, controlled and correctly planned to reduce the risk of injury as far as reasonably practicable.

All lifting equipment owned or controlled by the Trust is subject to statutory inspections and thorough examinations as required by LOLER, inspection prior to use and also inspection in line with manufacturer's instructions. Copies of LOLER certificates/reports are stored and readily available for examination on request.

Only lifting equipment that is fit for purpose, safe and displaying the correct information, e.g. safe working loads, is permitted to be used.

Only appointed and trained employees are permitted to operate lifting equipment or plant, and supervision must be in place where identified.

Work at Height

The Trust strives to avoid working at a height wherever practicable, however, on some occasions this may not be a reasonable option and working at a height may be required.

Where working at a height is required, it will be assessed to determine the correct control measures which need to be implemented to lower the risks as far as practicable.

Only trained employees are permitted to work at height, and can only do so when:

- The task, including the working environment and conditions, has been correctly planned, organised and assessed
- The required control measures have been implemented and have been deemed suitable by a competent person
- All work at height equipment has been suitably inspected
- The correct level of supervision is available, where required

Protection of Others not in Employment

The Trust strives to protect not only employees from harm, but also those who may be affected by activities including pupils, visitors and members of the public. Work activities are risk assessed and take account of the controls required to protect persons who are not in our employment

4.14 Work Equipment

Power Tools and Portable Appliances

All employees are given suitable training and instruction prior to being permitted to use power tools. Employees are required to perform a visual check of power tools prior to use and report any defects to the manager.

The Trust ensures that all portable electrical appliances are inspected and portable appliance tested (PAT) on an annual basis. An inventory of portable appliances is kept and regularly updated with new equipment and the most recent testing dates. The frequency of PAT testing is dependent on:

- The frequency of use
- Environmental conditions
- The persons using the equipment
- RCD's are tested on a 6 monthly basis

Equipment Safety

All equipment provided by the Trust will be in a suitable and safe condition in accordance with the Provision and Use of Work Equipment Regulations, manufacturer's guidance and the relevant British Standards.

Employees and pupils are not permitted to use any equipment unless they have received the appropriate training and hold the relevant qualification where required. Employees are additionally restricted from removing any guards or fixed covers from machinery or equipment unless they have been authorised to do so.

Pupils are supervised at all times by a competent member of staff whilst using any equipment.

Only competent persons are permitted to perform maintenance and repairs on equipment within the Trust, and all activity is kept in a service log. All machinery or equipment found to be defective is taken out of operation immediately until either repaired or replaced.

Ladders and Step Ladders

The use of ladders and stepladders is only permitted for short term works where other access methods are not practicable for use.

All employees are required to have completed appropriate training before being permitted to use ladders and stepladders. Employees are instructed that they must follow the safe systems of work relating to the task at all times.

The Trust keeps a register of all ladders and stepladders and regularly inspects their condition. Where a defect is identified, the ladder/stepladder is removed from use immediately and repaired/replaced.

All ladders are:

- Stored in a correct manner to avoid damage
- Subject to regular maintenance
- Fit for purpose and free from defects

Display Screen Equipment (DSE)

All of our employees who use display screen equipment (DSE) equipment for a large part of their working day are required to complete a DSE assessment. All issues raised in DSE assessments are investigated and necessary control measures are implemented to reduce the risk of harm as far as reasonably practicable.

The Trust will meet the cost of an eye test for employees who are classed as a “DSE User”. Further to this, if an employee requires a pair of corrective lenses for the sole purpose of using DSE equipment The Trust may contribute to the cost of a single basic pair of corrective appliances.

Provision and Use of Workplace Equipment

The Trust requires that all equipment within the academies be fit for purpose and compliant with all relevant guidance and standards. Therefore any new equipment must be approved in the first instance. This includes ensuring equipment is:

- Well maintained and serviced
- Suitably inspected
- Not damaged or compromised in any way

As per arrangements on training, and the provision and use of workplace equipment regulations, all employees must be competent before using any equipment, and employees must only use equipment in line with manufacturer’s instructions.

Additionally all control measures identified by risk assessment must be implemented before use of any equipment is permitted.

All play equipment must conform to the relevant British Standards.

4.15 Inspections and Enforcement

Safety Inspections

It is the policy of the Trust that formal safety inspections must take place on a regular basis, to identify hazards and risks and develop a management plan for timescales, in dealing with remedial actions. The time scale for inspections will be annual or sooner if required.

Middlesbrough Council is contracted to provide external playground safety inspections and provide management reports on an annual basis or sooner if required.

Enforcement Visits and Action

In the event of an enforcement visit, including visits from the Health and Safety Executive (HSE), Local Authority, Environment Agency, Fire Authority and the Police, the Trust will endeavour to provide full co-operation.

In the event of an enforcement visit the Trust will contact Redcar & Cleveland Council immediately who will provide support.

If enforcement action is taken such as a Prohibition Notice or Improvement Notice issued, then the Manager/Supervisor to whom it is issued must comply with any immediate requirements and notify the relevant persons, including Redcar & Cleveland Council for further advice.

If as part of an investigation by the enforcing authorities, any employee required to make a statement or interview under caution, will be appointed a solicitor through the Trust, to be present. Additionally the solicitor will be present if any employee is required to make a statement or interview under caution and the Police and Criminal Evidence Act (PACE) as part of an investigation.

5 MONITORING

As per our legal requirements, the Trust integrates active and reactive monitoring techniques. Monitoring is aimed primarily at the prevention of accidents, ill-health and other forms of incident which present a potential loss to both employees and to the Trust.

Our monitoring techniques include, but are not limited to:

- Active monitoring - safety tours, safety inspections and safety audits.
- Reactive monitoring - accident and incident investigations, investigations into trends in accident and incident figures and investigations into trends in first-aid treatments.
- To achieve excellence in health and safety performance the Trust regularly evaluates performance in order to maximise learning and take appropriate action to ensure continuous improvement.
- Health and Safety is integrated into all formal review meetings such as staff meetings and management meetings. An agenda is set and minutes of the meeting are taken to record findings and actions. The agenda of each meeting includes the following items:
 - Health & Safety Performance (accidents, incidents, enforcement action etc)
 - Significant Issues raised from formal monitoring and auditing.

The Trust will ensure that a termly inspection of the premises, assessments of work and all academy-sponsored activities is undertaken to identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such inspections, along with the results of inspections undertaken by Redcar & Cleveland Council will be reported to the Trustees.

A Safety management review meeting will be held at least annually. The Trust chairs the meeting and all Senior Management should be represented. The purpose of these meetings is to:

- Review overall Health and Safety performance against objectives.
- Establish and agree new objectives for improvement.
- To monitor implementation & effectiveness of the system.
- An agenda and supporting information is prepared prior to the meeting. Formal minutes of the meeting will be recorded.

6 AUDIT

The Health and Safety Policy and Safety Management Systems are audited and reviewed at least on an annual basis by our nominated Health & Safety Consultants Redcar & Cleveland Borough Council. The auditing procedure encompasses all elements of the Policy and Safety Management System as part of a continuous drive to improve standards within the Trust.

Periodic inspections and audits are undertaken of trust operations, procedures and locations with formal audit and inspection documentation provided by Redcar & Cleveland Council. Audits and inspections will be undertaken by nominated academy personnel as well as being supplemented by visits from Redcar & Cleveland Health & Safety Consultant as and when required.

A written audit and inspection will be prepared by Redcar & Cleveland Council detailing:

- The scope of the audit/inspection
- Findings and conclusions
- Recommendation and remedial actions

All audits/inspections will be communicated to the relevant persons to ensure that any remedial actions are undertaken within the prescribed timescales.

The frequency of audits and inspections will vary depending upon operations to ensure monitoring is undertaken on a regular basis as part of the risk management strategy.