

Diocese of Gloucester Academies Trust

Health & Safety Policy

January 2017

Health and Safety Policy Statement

This is the Health and Safety Policy Statement for all academies in the Diocese of Gloucester.

1. **Purpose & Scope:** The Trust applies high standards in the management and control of all its operations, which includes matters of health and safety. This policy is designed to ensure that staff, pupils and those who visit the Academy or may otherwise be affected by the Academy's operation are safe. This Health and Safety Policy therefore applies to all staff (including employees, fixed-term, part-time, temporary and voluntary staff and helpers), pupils and visitors at the Academy.

2. This Policy is issued in accordance with the Health and Safety at Work etc Act 1974 and subsequent regulations and pursuant to the Education (Independent Schools Standards) (England) Regulations 2010 (SI 2010/1997).

Policy Statement

3. The Trust's statement of general policy is:

   i. to provide adequate control of the health and safety risks arising from the work of Trust academies

   ii. to consult with governors, employees, pupils and anyone else affected on matters affecting their health and safety

   iii. to provide and maintain safe plant and equipment

   iv. to ensure safe handling and use of substances; to ensure that academies have access to one or more competent persons (persons with sufficient knowledge, training and experience) to assist the Trust in complying with health and safety obligations

   v. to provide information, instruction and supervision to employees

   vi. to ensure all employees are competent to do their work and to provide and review training, where it is required

   vii. to prevent accidents and cases of work-related ill health

   viii. to maintain safe and healthy working conditions

   ix. to review and revise this policy as necessary at regular intervals

   x. to ensure that adequate resources are available for the management of health and safety issues

4. A copy of this Policy can be made available in large print or other accessible format upon request.

5. Any references to legislation in this Policy include any subsequent amendments to that legislation.

Responsibilities

6. Pursuant to Sections 2 and 3 of the Health and Safety at Work etc Act 1974, the Trust, as employer, has overall responsibility for health and safety in its academies and those involved in the Academy's operation.

7. The Trust also has responsibility under section 4 Health and Safety at Work etc Act 1974, as the owner and controller of academy premises, to take such care as is reasonable in the circumstances to ensure that the premises are reasonably safe.

8. The Trust delegates day to day responsibility for health and safety matters to the Local Governing Body of each academy, who, in turn, may delegate tasks to the Principal of each academy or an alternative, suitably qualified, named individual.

9. To this end the term Responsible Person is used throughout this document and the term shall mean the Principal or the person who has been correctly delegated by the Principal, giving due care to competence and training of the delegated person to carry out that particular function. Such delegated persons shall be listed in Appendix 2 and that appendix be kept current at all times.

10. This Policy relates to health and safety whilst on school premises. The Academies' separate policy on educational visits relates to health and safety issues relating to off site visits.

11. Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with their employer in order to comply with the law.

12. All **employees** must:

    i. co-operate with supervisors and managers on health and safety matters;

    ii. not interfere with anything provided to safeguard their health and safety;

    iii. take reasonable care of their own health and safety;

    iv. report all health and safety concerns to an appropriate person (as detailed in this Policy).

13. All **pupils and visitors** must:

    i. co-operate with the academy on health and safety matters and in particular follow the instructions of staff in the event of an emergency;

    ii. take reasonable care for their own health and safety and that of others at the academy;

    iii. observe standards of dress consistent with safety and/or hygiene;

    iv. use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety;

    v. report all health and safety concerns to a member of staff.

Risk assessment

14. The Trust will ensure that the Responsible Person at each academy will carry out risk assessments in order to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the academy's operation. Risk assessments should identify, prioritise and implement control measures necessary to reduce the risk to the level required by law.

15. Particular risk assessments will be conducted for new and/or expectant mothers, employees aged under 18.

16. Specific risk assessments will also be undertaken to deal matters including school visits/trips, arranging work pupil work experience, personal protective equipment, display screen equipment, manual handling operations, substances hazardous to health, noise at work, lead at work, asbestos at work, ionising radiation and fire safety.

17. Specific risk assessments will also be conducted for use of high risk areas, such as gymnasia, teaching and office areas where machinery is present, food technology rooms, laboratories and workshops.

18. Risk assessments are the overall responsibility of the Responsible Person who is named in Appendix 2.

19. The findings of the risk assessments will be reported to those directly involved in the particular activity that is being risk assessed and to the Principal and/or Local Governing Body and/or Trust (where appropriate).

20. Action required to remove/control risks will be approved by the Responsible Person.

21. The Responsible Person will be responsible for ensuring the action required is implemented.

22. Risk assessments will be reviewed on a regular basis, for example, annually or termly as appropriate or when the activity changes, whichever is soonest.

23. Further guidance on risk assessment and risk assessment templates can be found at http://www.hse.gov.uk/risk/.

Consultation with employees [and pupils]

24. The Trust will consult with individual academies who in turn will consult with employees either directly or through their elected representative(s) and/or through their union appointed safety representative(s) in good time on issues such as the introduction of measures which may affect their health and safety, the appointment of a competent person, and information provision and training on health and safety.

25. The academy council or equivalent where in existence shall also be included in appropriate consultation.

26. Representatives will be provided with sufficient information to enable them to participate fully in the consultation process.

Information, instruction and supervision

27. The Health and Safety Law poster will be displayed in the staff room of all Trust academies and further general Health and Safety advice is available on the Health and Safety Executive website.

28. Further notices relating to first aid and fire safety will be displayed as appropriate.

29. Each academy will display a certificate of employers' liability insurance in the staff room.

30. Health and safety advice is available from the Responsible Person.

31. Supervision of young workers/trainees will be arranged/undertaken and monitored by the Responsible Person.

32. Competency for tasks and training

33. All employees will be provided, by the Principal or the Responsible Person, with adequate information on risks to their health and safety at work, preventative and protective measures to control those risks, emergency procedures, and their general health and safety duties.

34. All employees will be given health and safety induction training when they start work, which covers these issues and health and safety basics such as first aid and evacuation procedures.

35. Induction training will be provided for all employees by the Responsible Person.

36. The academies will also ensure that all employees receive job specific health and safety training, as appropriate.

37. Job specific training will be identified and arranged by the Responsible Person.

38. Further training will be provided if risks change and refresher training when skills are not frequently used.

39. Training records are kept by the Principal or appropriate Line Manager.

Workplace safety

40. The Local Governing Body will ensure that the academy's premises are safe and in good repair and are kept free of reasonably avoidable safety hazards. The Local Governing Body will be responsible to this end of regularly monitoring the premises and land and reporting any area of concern to the Trust.

41. All reasonable steps will be taken to ensure that the academies' premises are maintained in such a way (to include ensuring that all traffic routes are of suitable construction, free from defects and obstructions and are adequately lit) to reduce the risk of slips and trips to employees, pupils and other uses of academy premises and that it complies with its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992 (SI 1992/3004).

42. The Responsible Person will arrange a **regular** survey of the Academy's premises and the maintenance and repair of school premises.

43. The Responsible Person will promote effective infection control by ensuring that premises are kept clean and tidy.

44. The Responsible Person will ensure that access to high risk areas, including roofs, laboratories, workshops, swimming pools (where applicable) and gymnasia is appropriately controlled and restricted.

Vehicle safety

45. The Responsible Person will ensure that there is adequate segregation of pedestrians and vehicular traffic on the academy site.

Safe plant and equipment

46. The Responsible Person will be responsible for identifying all equipment/plant needing maintenance as well as for ensuring effective maintenance procedures are drawn up and implemented.

47. Any defects or problems found with plant/equipment should be reported to the Responsible Person and the plant/equipment should be immediately taken out of use until it has been made safe. Concerns regarding major plant and equipment must be reported to the Trust as soon as the Responsible Person is made aware of the problem, and within 24 hours of the matter being reported.

48. The Responsible Person will check that new plant and equipment meets health and safety standards before it is purchased.

49. The Responsible Person will ensure that employees are provided with suitable personal protective equipment where risks to their health and safety cannot be controlled in other ways and this equipment is used correctly and are provided with adequate instructions and/or training on how to use it safely.

Testing of electrical equipment, gas appliances etc.

50. The Responsible Person will ensure that all equipment and systems including mains and portable electrical equipment, gas appliances, local exhaust ventilation, pressure systems, lifting equipment and glazing, used at or by the academy are well maintained, inspected and tested regularly by a competent and appropriately qualified person who has been authorised by the academy and that records of inspection, maintenance and testing are retained.

51. In particular, the Trust will ensure that assessments are undertaken to comply with the Electricity at Work Regulations 1989 (SI 1989/635) and the Gas Safety (Installation and Use) Regulations 1998 (SI 1998/2451).

VDUs and display screen equipment

52. The Trust will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment at in accordance with their duties under the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002) (SI 1992/2792).

53. The Responsible Person will ensure that an individual VDU assessment will be carried out for all those who require it.

54. In line with the requirements of The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002), the Responsible Person shall ensure that all 'users' of display screen equipment, as defined by the Regulations, are provided with information, instruction and training in the safe working with such equipment. Assessments of all work stations shall be carried out to establish the equipment requirements for the particular operation and the correct setting of workstation apparatus hardware and software.

55. Following an assessment of workstations and an examination of the operational environment, taking into account any possible area re-organisational possibilities, the academy will provide any equipment found to be necessary to comply with the Regulations, and shall ensure that the required working practices and methods are in place to meet the statutory requirements.

Manual handling

56. The Trust aims to avoid the need for manual handling at the academies (defined for the purpose of this Policy as the transporting of loads by hand or using bodily force) wherever possible.

57. In line with the requirements of the Manual Handling Operations Regulations 1992, the Responsible Person will ensure that all work activities involving manual handling operations at the Academy are, where possible, avoided or, where this is not reasonably practicable, detailed assessments of the manual handling operations are carried out. Every effort shall be taken to reduce loads and the risk of injury from manual handling operations. Arrangements shall be put in place to ensure that members of staff are made aware of assessment findings and of the control measures required to minimise the likelihood of injury from manual handling operations.

58. These measures shall include the provision of mechanical aids such as sack trucks, trolleys, suitable containers, etc and the provision of manual handling training for those persons who need to repeatedly carry out such operations.

59. Where the manual handling assessments identify any residual risk involving any unavoidable manual handling operations being conducted then as well as employees receiving information they will also receive additional and specific training in safe lifting techniques i.e. The Kinetic Method.

Safe handling and use of substances

60. The Local Governing Body ensure that the academy has appropriate procedures in place to ensure that exposure to hazardous substances is minimised. In order to do so, the Responsible Person will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677) (**COSHH**) and prevent, reduce or control exposure of staff to these hazards by the institution of proper controls and protective equipment.

61. All staff, visitors and pupils will be advised of hazardous materials to be used by them and any policies relating to their use (including emergency procedures to deal with accidents/ incidents) and will be given suitable information, instruction and training in their safe use, storage and handling.

62. The Responsible Person will be responsible for the following:

    i. identifying all substances which need a COSHH assessment.

    ii. will be responsible for completing COSHH assessments sheets and ensuring that these are available to staff, as appropriate.

    iii. will be responsible for ensuring that all actions identified in the assessments are implemented.

    iv. will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

63. Assessments will be reviewed on a regular basis or when the work activity changes, whichever is soonest.

64. All staff will ensure that hazardous substances are locked away after use.

Asbestos

65. The Trust and Local Governing Bodies recognise that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (**ACM**) or presumed ACMs on academy premises by complying with the Control of Asbestos Regulations 2012 (SI 2012/632).

66. The Trust will be responsible, with support from the Local Governing Body for:

i. Ensuring compliance with its duties in relation to licensed and non-licensed work, including notifying the relevant enforcing authorities in relation to non-licensed work, where appropriate. Detailed guidance can be found in the *Asbestos essentials: advice on work on non-licensed work with asbestos* (A01) (04/12) at http://www.hse.gov.uk/pubns/guidance/a0.pdf;

ii. preparing and keeping up to date a record of the location and condition of ACMs or presumed ACMs;

iii. carrying out a written assessment of the risks presented by ACMs and presumed ACMs;

iv. regular inspections, reviews and/or monitoring, as appropriate;

v. ensuring that adequate records are kept in relation to non-licensed work done on ACM or presumed ACM at the academy;

vi. ensuring that information about the location and condition of ACMs or presumed ACMs is passed on to anyone who is likely to disturb it and to the emergency services in the event of an emergency.

vii. ensuring that ACM or presumed ACM is not be disturbed unless prior agreement has been given by the Chief Executive and there are appropriate control measures in place to ensure that staff, pupils or any other users of the academy premises are not exposed to asbestos;

viii. ensuring that only authorised staff and/or fully licensed contractors are permitted to carry out any work in the relation to ACM or presumed ACM.

67. If anyone disturbs or suspects that they have disturbed ACM they should:

i. not disturb it further under any circumstances;

ii. ensure that access to the affected area is restricted and put up a warning sign stating "possible asbestos contamination";

iii. immediately report it to the Principal who will take appropriate action, including reporting to the Chief Executive;

iv. ensure that any clothing which have been covered in dust or debris is appropriately disposed of.

Emergency procedures - fire and evacuation

68. The Local Governing Body must ensure that fire risk assessments are carried out at the academy to examine and control the likelihood of a fire starting and the consequences of a fire, pursuant to the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541). This will include the identification of fire hazards and people at risk and implementing control measures to remove or reduce that risk. The findings will be recorded and staff and safety representatives will be informed of these.

69. The Responsible Person is responsible for:

    i. ensuring the fire risk assessment is undertaken and implemented and that any recommendations made by the Fire Service are implemented.

    ii. Escape routes are checked by weekly.

    iii. Fire extinguishers and other fire fighting equipment (such as alarms and detectors) are maintained and checked by the academies appointed contractor for such things regularly in accordance with British Standards.

    iv. Alarms are tested and a record kept at least once per week.

    v. Organising a whole school practice fire drill and evacuation each term.

    vi. Maintaining records in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills and maintenance records and certificates.

70. In addition to the procedures regarding fire, the Local Governing Body will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put staff, pupils, visitors or other users of the academy's premises at risk and will ensure that staff and pupils are trained in what to do in an emergency evacuation. Such evacuation procedures should include any special arrangements required for employees or staff with disabilities.

71. Nothing in this policy prevents anyone from dialling 999 in an emergency.

72. All health and safety emergencies should also be reported to the Principal or Deputy if not in school and also to the Trust.

73. Where an evacuation is considered necessary, the main academy fire bell will be activated and the emergency routine followed.

74. The Assembly points are to be clearly shown and all staff made aware of the fire exit routes to the same. The academy will be kept up to date fire exit route plans at ALL times and arrange for signage within the school to ensure these fire routes can be followed.

75. All fire routes will be kept clear and no storage within the designated fire routes will occur.

Accidents, first aid and work-related ill health

76. This Policy should be read in conjunction with the academy's first aid policy.

77. The Responsible Person will ensure that there are adequate numbers of appropriately qualified first aiders / appointed persons on the academy premises and on academy-arranged trips and visits at all times.

78. A risk assessment will be carried out to determine the level of equipment, facilities and personnel necessary to enable first aid to be rendered to a casualty. The risk assessment will also identify where specialist health surveillance is needed.

79. The appointed person(s)/first aider(s) will be noted in the academy reception office.

80. The first aid box is kept in the academy reception office.

81. Health surveillance will be implemented for any task where deemed necessary.

82. Health surveillance records will be kept in a locked cupboard in the academy reception or office, where all accidents are to be reported to and recorded in the accident book (see section 0 below).

83. The Trust and thereby the Academy on the Trust's behalf will take reasonable care to ensure that the health of their employees are not placed at risk. In doing so, the Local Governing Body will consider the risk of their employees suffering from stress through, for example, hours worked, the allocation and organisation of work, the way people deal with each other and the demands placed on staff.

84. All work-related ill health including work-related stress should be reported to the Chief Operating Officer.

Reporting requirements and record keeping

85. The Trust, as employer, is legally obliged to report certain accidents, diseases, incidents, dangerous occurrences and / or near misses to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (**RIDDOR**). Reporting is most easily done online at www.riddor.gov.uk. Fatal and major injuries can also be reported by calling 0345 300 9923.

86. Further guidance can be found in *Incident reporting in schools (accidents, diseases and dangerous occurrences): guidance for employers* (EDIS1 (revision 1)), and at http://www.hse.gov.uk/riddor/index.htm

87. The Responsible Person is responsible for ensuring that the reporting and record keeping obligations are complied with.

88. The Responsible Person is responsible for reporting accident, diseases and dangerous occurrences to the Head of Business and Finance so that the Trust can report incidents to the HSE or enforcing authority.

89. If anyone at a Trust academy is known or suspected to be suffering from disease which is classified as a notifiable disease, and/or in the opinion of a registered medical practitioner has an infection and/or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010), the Chief Operating Officer must be informed so that a report can be made by the proper officer at the relevant local authority. More information can be found at www.hpa.org.uk.

90. The Responsible Person will also report the accident or incident to the LA and other regulatory body or organisation (as appropriate).

91. The Responsible Person will notify the Trust and local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.

92. The Responsible Person must also notify Ofsted of any serious accident, illness or injury to, or death of, any child whilst in their care, and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

93. Details of injuries, conditions, dangerous occurrences and occupational diseases should also be kept in an accident record book which must be kept for at least three years from the date of the last injury.

94. Following an incident or accident the Academy will take all reasonable steps to collect and preserve relevant evidence and documentation.

95. The Trust and/or Academy will not keep evidence and documentation containing personal information which has been collated as a result of an accident or incident for any longer than is reasonably necessary in compliance with its data protection obligations.

96. Where there is a risk of litigation, enforcement action or other proceedings, against or on behalf of the Trust and/or academy, documents (which includes electronic documents) will generally be retained for at least six years unless: the accident or incident involved a pupil or anyone else who was under the age of 18 at the time of the incident, in which case documentation will generally be retained at least until that person's 24th birthday, or; the accident or incident may have resulted in exposure to a substance which may be hazardous to health, such as asbestos, and / or there is a risk that any person may develop an occupational disease or illness or work-related medical condition, in which case records should be retained for a minimum of 40 years.

Monitoring and internal investigation

97. The Trust and Local Governing Body must monitor health and safety at the academy both actively and reactively.

98. The Responsible Person is responsible for monitoring health and safety procedures, regularly reviewing risk assessments, accident books/reports and accident investigations. Reviews should include a review of health and safety related complaints and sanctions taken against employees and / or pupils for health and safety breaches.

99. The Responsible Person is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident to prevent a recurrence, to discipline employees or pupils or to brief lawyers for the purpose of obtaining legal advice or to aid litigation.

100. The Responsible Person will report on matters of health and safety to the Local Governing Body of the academy and the Trust regularly and whenever required.

101. Where appropriate, the Trust will seek further professional guidance before commencing an internal investigation.

102. The scope of an internal investigation may be restricted to fact-finding and may not make any finding of fault or allocation of blame.

103. No internal investigation will be sanctioned which may prejudice the investigations of outside agencies. All internal investigations must be sanctioned by the Chief Executive.

104. No admission of liability shall be made without legal advice (if required) and prior agreement from the Trust's insurers.

105. The Responsible Person is responsible for acting on investigation findings to prevent a recurrence.

Hirers, visitors and contractors

106. All hirers, visitors and other users of an academy premise (to include parents, contractors, delivery people and inspectors) must:

    i. observe the rules of the academy;

    ii. ensure that they report to Reception where their identity will be checked, a pass issued and their host notified or alternatively have consulted with the academy regarding the appropriate means of their access to and egress from the site and host arrangements. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the academy and then a suitable and sufficient site induction has been given and recorded.

107. All visitors to the academy will report to the Reception and be presented with an academy Visitor Badge.

108. All visitors must ensure that they are familiar with the academy's fire and emergency evacuation procedures. In the event of the fire alarm sounding, they should proceed to the nearest assembly point.

109. Contractors will be selected and managed in accordance with *Use of contractors: a joint responsibility* (Health and Safety Executive (**HSE**), December 2003) and, where appropriate, in accordance with the Construction (Design and Management) Regulations 2015(SI 2007/320).

110. All contractors who work at the academy are required to comply fully with the provisions of the Trust's policy on staff conduct.

111. Contractors must also ensure safe working practices by all of their employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the academy premises.

112. All contractors will be fully briefed on the safety aspects of the job in question and satisfactorily supervised by their own company's supervisory staff. Job specific method statements and risk assessments must be provided by the contractors and shown to the academy's instructing person before commencing work.

Security

113. The Trust aims to provide a safe and secure environment for all employees, pupils and other visitors to the Academy's premises.

114. The Trust has a policy of restricting access to academy premises to members of the public in order to ensure the safety and security of employees, pupils and other visitors to the academy premises and takes all reasonable measures to deter unauthorised public access to the premises.

115. Each Local Governing Body will take appropriate steps to ensure that there are adequate security arrangements for academy premises (which includes the academy buildings and grounds) by ensuring that:

i. there are sufficient security arrangements in place to protect the security of the premises and persons on it, including in the use of isolated areas (such as remote car parks);

ii. security assessments are conducted and reviewed regularly;

iii. all employees and pupils are trained about the existence and operation of the academy's security arrangements and that staff training is updated as required;

iv. visitors to the premises are appropriately identified;

v. there are adequate supervision arrangements in place;

vi. all security breaches or incidents are reported to The Responsible Person and/or to the police or other emergency services and Trust as appropriate;

vii. security measures do not compromise or intrude on the reasonable privacy of employees and pupils.

Protection from violence and harassment

116. The Trust will not tolerate any act of violence or harassment in which an employee or pupil or any other person on an academy site is abused, threatened or assaulted, or placed in fear for their own safety.

117. In the event of an act of violence, harassment or serious security breach incident, those affected should take immediate steps to safeguard those affected and contact the Principal and/or the Police as appropriate.

118. Violence or harassment by employees will constitute gross misconduct and will be dealt with under the disciplinary procedure. Violence or harassment by pupils is likely to be treated as a serious disciplinary offence which may warrant suspension, required removal or expulsion.

Lone workers

119. The Trust understands the additional hazards to staff safety presented by lone working (defined for the purpose of this policy as employees working by themselves in situations where there is no close or direct contact with other academy staff).

120. The Local Governing Body must ensure that the individual academies work activities are arranged so that lone work activities are eliminated as far as possible in all circumstances is normally not undertaken.

121. Where lone working by exception is absolutely unavoidable this will be the subject of a separate risk assessment which will consider the additional hazards posed by lone working and introduce adequate control measures in response.

122. Communication arrangements shall be put in place to ensure that emergency services can be summoned if necessary.

Safe Place of Work Workplace (Health, Safety & Welfare) Regulations 1992

123. The Trust, through its Local Governing Bodies, will provide all employees with a safe working environment. A safe means of access and egress shall be provided and maintained for all work areas, including the offices, classrooms, laboratories, gymnasia, swimming pools, if applicable, and the like. Every such place shall be made and kept safe for persons using the facilities.

124. Welfare facilities shall be provided which, as a minimum, meet the requirements of the Welfare Regulations and shall be maintained in a good state of repair.

125. Consideration shall be given to the environmental conditions in the offices, classrooms etc to ensure that the temperature, ventilation and workspace requirements are in line with the applicable Regulations.

126. A good standard of housekeeping shall be maintained by all employees and particularly the cleaning company/employed persons. The Responsible Person shall ensure that there are suitable and sufficient waste receptacles and arrange suitable waste disposal facilities to ensure that a satisfactory housekeeping standard can be achieved.

Smoking Policy

127. All Trust premises are non-smoking. Employees are reminded that disciplinary action shall be taken against any employee in breach of this policy.

Young Workers

128. In line with the requirements of Regulation 3 and 19 of The Management of Health and Safety at Work Regulations, the Trust, through the Local Governing Bodies, will ensure that young persons employed by the academy are protected at work from any risks to their health and safety which are a consequence of their lack of experience, absence of awareness of existing or potential risks or the fact that the young person has not yet fully matured.

129. In order to deliver this policy, adequate assessment of the young person's activities shall be undertaken, suitable control measures put in place and close supervision maintained.

130. In addition the Responsible Person shall ensure that the required weekly rest periods, rest breaks and supervision are provided for young persons.

131. A 'young person' is defined as – a person above compulsory school age who has not yet reached the age of 18.

Expectant Mothers

132. The Responsible Person will make suitable arrangements in full consultation with the expectant mother to accommodate any particular need during pregnancy, prior to maternity leave being taken.

133. Such arrangements will include changes in working arrangements, rest periods as required or designation of activities to suit the condition of the expectant mother.

134. These arrangements shall be regularly reviewed jointly by the Responsible Person and the expectant mother to ensure the arrangements are still suitable as the pregnancy develops.

135. The Responsible Person shall never refuse to consult on / review these issues with the expectant mother.

Breaches in Health and Safety conduct

136. Any action by any Trust staff member that breaches any of the arrangements described in this policy and the associated Trust policies and procedures will be reviewed by the Principal or Chief Executive (for centrally employed staff) and further training provided and / or disciplinary action be instigated of an appropriate level, in accordance with Employment Law current at the time of the action.

137. Any action that directly and immediately endangers fellow Trust staff, pupils, visitors and contractors will be result in immediate removal from the situation and if the situation is severe enough result in immediate suspension and dismissal for gross misconduct.

Audit Review

138. The Local Governing Body is responsible for ensuring that all Health and Safety related matters have been completed by the Responsible person(s) and all documentation is appropriately recorded and centrally kept. The Local Governing Body must ensure that Health and Safety matters are recorded as part of the minutes of Local Governing Body meetings.

139. The Trust will ensure that external audits of the documented policy and procedures and their implementation within academies are completed against HSE guidance HS(E) 65 and other models, such as OHSAS 18001 / Link-up / British Safety Council etc. All areas of the health and safety systems will be examined – including changes in legislation.

140. The findings of each academy audits shall be documented and used to improve and develop existing policies and procedures.

141. The Academy shall keep their health and safety management systems under review, in particular, the way in which their activities are managed and organised by senior management.

142. Total compliance with health and safety requirements will be monitored and maintained.

Linked policies

143. Other policies and arrangements such as educational visits First Aid and the Administration of Medicines, Critical Incident Management and Safeguarding and Child Protection should also be read in conjunction with appropriate school policies.

Appendix 1

This is the statement of general policy and arrangements for	Coaley Church of England Academy
Overall and final responsibility for health and safety is that of the Principal in each Academy. Day-to-day responsibility for ensuring this policy is put into practice is delegated to those persons declared with specific roles in Appendix 2.	

Statement of general policy	**Responsible person (position and name)**
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	
To provide adequate training to ensure employees are competent to do their work	
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	
To implement emergency procedures - evacuation in case of fire or other significant incident	
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage / use of substances	
Health and safety law poster is displayed	
First aid box and accident book are in place and kept replenished	
Accidents and ill health at work reported under RIDDOR	

Signed		Date	
Subject to review, monitoring and revision by		Every [number] months or sooner if work activity changes	
Name	**Responsibility**		

A copy of appendix 1 and 2 should be returned to the Trust, following completion.

Appendix 2

Responsible Appointed Person for:-	Name of Responsible Person
4.5 Risk Assessment Preparation	
6.4 Health and Safety Advice	
6.5 Supervision of Young Workers/ New Recruits / Trainees	
7.3 Induction Training	
7.5 Training Provision	
8.3 Regular Survey of Premises	
8.4 Infection Control	
8.5 High Risk Areas	
9.1 Traffic / person Segregation	
9.2 School Vehicles	
9.3 Qualified Drivers	

10 Safe Plant and Equipment	
11 Testing of Electric and Gas Equipment	
14 Safe Handing of Substances	
15 Asbestos	
16 Fire and Emergency Procedures	
17 First Aid	
18 Accident and Record Keeping	
19 Monitoring	
21 Security	
24 Expectant Mothers	
25 Discipline	Principal
26 Audit and Review	

A copy of appendix 1 and 2 should be held centrally.