THE PEGASUS PARTNERSHIP TRUST
"Children First"

HEALTH AND SAFETY POLICY

Name of Academy within The Pegasus Partnership Trust	Name of Academy

Date this policy takes effect:	Review frequency:	Date to review:	Date to be ratified:
12.1.2021	Annually	Operations Committee Spring 2022	Board of Trustees Spring 2022
How will Trustees be assured this has been implemented?		Through termly visits and minutes of meetings.	

Signed:		Sash Hamidi EXECUTIVE HEADTEACHER
Signed:		Aliya Dhanji CHAIR OF TRUSTEES

All policies are subject to change or review in light of Government guidance or when applied.

This policy works alongside the following policies: Premises Management, Lone Worker, Medical, BCP, Risk Assessments, Safeguarding, Fire Evac Procedures

THE PEGASUS PARTNERSHIP TRUST
"Children First"

Our Vision Statement

Within The Pegasus Partnership Trust, our vision and aims of education are underpinned by the UNICEF United Nations Conventions on the Rights of the Child (UNCRC).

We believe:

- All learning should be purposeful and experiential
- In learning values and skills for whatever the future brings
- We can be world changers

We are a PRIMARY MAT for PRIMARY SCHOOLS so every child's PRIMARY EXPERIENCE enables lifelong learning

This means we are committed to providing an education, for all children, that should develop their personality, talents and abilities to the full (article 29). We encourage a sense of community spirit, where children pastoral care and well-being underpins academic, co-curricular and sporting excellence. We aim to achieve this through an inspiring curriculum, that is child-centred (article 3), and extends child learning beyond the constraints of the classroom. We want to instil a life-long love of learning and equip children with skills that develop their independence, critical thinking, self-awareness, resilience and self-confidence.

Statement of intent

The Pegasus Partnership Trust aims to ensure that all personal data collected about staff, children, parents, those in governance, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. The academy may, from time to time, be required to share personal information about its staff or children with other organisations, mainly the LA, other schools and educational bodies, and potentially social services. This policy applies to all personal data, regardless of whether it is in paper or electronic format.

Safeguarding Statement

The Pegasus Partnership Trust respects and values all children and are committed to providing a caring, friendly and safe environment for all our children so they can learn, in a relaxed and secure atmosphere (article 31). We believe every child should be able to participate in all academy activities in an enjoyable and safe environment and be protected from harm (article 19). This is the responsibility of every adult employed by, or invited to deliver services to academies within the Trust. We recognise our responsibility to safeguard all who access school and promote the welfare of all our children by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Equality Statement

At The Pegasus Partnership Trust, we ensure equality of education and opportunity for all children, staff, parents and carers receiving services from the academy, irrespective of age, race, gender (re-assignment), disability (article 23), religion and belief (article 14), sexual orientation, marital/cohabiting status or socio-economic background (article 2). We develop a culture of inclusion and diversity in which all those connected to the academy feel proud of their identity and able to participate fully in academy life.

The achievement of children is monitored by race, gender and disability and we use this data to support children, raise standards and ensure inclusive teaching. We tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. We believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

This policy sets the expectation that all staff at The Pegasus Partnership Trust (the "Trust") see themselves as learners and therefore reflects their development as professionals.

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Health and Safety Guide

Name of Academy	
Academy Lead	
Executive Headteacher	
Site Lead	
HR Officer	
Site Team	
ECV Co-ordinator	
Welfare	
Senior TA	
PPM Contractor	
Health & Safety Consultant	
Play Equipment Testing	
PAT Testing	

THE PEGASUS PARTNERSHIP TRUST HEALTH AND SAFETY POLICY for : Insert Academy Name Here

1.0 GENERAL STATEMENT OF INTENT

1.1 The Pegasus Partnership Trust (the Trust) will strive to achieve the highest standards of Health, Safety and Welfare consistent with its responsibilities under the Health and Safety at Work Act 1974 and subsequent legislation.

1.2 The Trust is committed to the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all of its employees and to the provision of information, training and supervision for this purpose.

The Trust also recognizes and accepts its responsibility to protect the Health and Safety of pupils and all other visitors to its sites, to include contractors, temporary staff and members of the public.

1.3 The Trust is committed to on-going monitoring and review processes in order that continual improvement in the management of Health and Safety can be achieved.

1.4 This policy will be brought to the attention of all staff. The policy will be reviewed on an annual basis or as required.

1.5 This Trust policy allows for specific Health and Safety procedures that may be required by individual academies.

2.0 ORGANISATIONAL RESPONSIBILITIES

2.1 The person with overall responsibility for Health and Safety at the Trust is the Chief Executive Officer of the Trust. As the employer, the Trust has overall responsibility for Health and Safety within their academies.

2.2 Responsibilities of the Members, Trustees and Local Stakeholder Groups

General responsibilities include:

- To ensure that the Trust has access to competent Health and Safety advice as required by the Management of Health and Safety at Work Regulations 1999.
- To ensure that there exists an effective policy for Health and Safety management, supplemented by additional documents and safe systems of work relating to the required performance in each particular area and type of activity and that this document is implemented throughout the organisation.
- To ensure that each academy also has an effective procedure for Health and Safety management.
- To ensure that the Trust's Health and Safety policy is routinely reviewed on an annual basis or as required to ensure that the arrangements for Health and Safety remain current and valid.
- To ensure that the necessary resources and information are made available to enable the policy to be effectively put into practice.
- To ensure that staff are inducted and trained so as to enable them to carry out their roles effectively.
- To ensure that all accidents, incidents, diseases and/or dangerous occurrences are reported to the Health and Safety Executive as required by statute.

As the employer, the Trust has overall responsibility for Health and Safety across all its sites. At academy level, duties and responsibilities have been delegated to staff and trustees/LSG's as set out below.

2.3 Responsibilities of the Local Stakeholder Group and/or Audit and Compliance Group
The local stakeholder groups are responsible for Health and Safety matters at a local level and their general responsibilities include:

- To ensure adherence to the Trust's Health and Safety Policy and any recommended procedures and standards.
- To ensure the existence of valid and compliant Health and Safety procedures for the academy.
- To review the academy's Health and Safety procedures annually or as required and to implement new procedures where necessary.
- To monitor, review and evaluate the academy's Health and Safety performance.
- To identify appropriate resources within the academy's budget to meet statutory requirements and the Trust Health and Safety policy, procedures and standards.
- To receive from the Academy Lead/Head of Estates & IT (or other nominated member of staff) reports on Health and Safety matters and to report to the LSG/Trust board any hazards which the academy is unable to rectify from its own budget.
- To seek specialist advice via the Trust on Health and Safety matters which the academy may not feel competent to deal with (access to competent Health and Safety advice is a requirement of the Health and Safety at Work etc. Act 1974)
- To promote a positive Health and Safety culture and high standards of Health and Safety within the academy.
- To agree a named person on the LSG who will act as the Risk Management Lead which includes reporting back to the full LSG on a regular basis regarding Health and Safety.
- To ensure that when awarding contracts, Health and Safety is included in specifications and contract conditions, taking account of TRUST policy and procedures.
- To ensure that Health and Safety is a standing agenda item for LSG committee meetings.
- To ensure that Health and Safety is a standing agenda item as a part of the Risk Register for the Audit and Compliance Working Group.
- To keep informed of the Department for Education's (DfE) advice and guidance on Health and Safety matters.

2.4 Responsibilities of the Academy Lead/Executive Headteacher/Head of Estates & IT
Overall responsibility for the day to day management of Health and Safety rests with the Academy Lead of each academy. Overall accountability for Health and Safety in all academies within The Pegasus Partnership Trust falls within the remit of the Head of Estates & IT.

As manager of each academy and of all the activities carried on within it, the Academy Lead will advise LSG associates (The Head of Estates & IT will inform trustees as required) of the areas of Health and Safety concern which may need to be addressed by the allocation of funds.

The general responsibilities of the Academy Lead working with the Head of Estates include:

- To co-operate with the LSG and members to enable Health and Safety policy and procedures to be implemented.
- To ensure that effective Health and Safety management procedures are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the LSG and trustee board where necessary
- To communicate the academy procedures and other appropriate Health and Safety information to all relevant people including contractors.
- To carry out Health and Safety investigations.
- To ensure that all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- To report to the board any hazards which cannot be rectified within the academy's budget.
- To ensure that the premises, plant and equipment are maintained in a serviceable condition.

- To monitor purchasing and contracting procedures to ensure compliance with the trust's policy.

- To support any applications or submissions to the ESFA such as Condition Improvement Fund and LBCT.

2.5 Responsibilities of other staff holding posts of special responsibility for Health and Safety
The Academy Lead within each academy may delegate functions and responsibility for Health and Safety matters to other members of staff, for example, at a departmental level. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Academy Lead from the overall day to day responsibilities for Health and Safety within the academy.

The general responsibilities of these members of staff include:

- To apply the Trust's Health and Safety policy to their own department or area of work and be directly responsible to the Academy Lead for the application of the Health and Safety procedures and arrangements.
- To ensure that regular Health and Safety risk assessments are undertaken for the activities for which they are responsible and that any appropriate control measures are implemented.
- To ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- To resolve Health, Safety and Welfare problems that members of staff may refer to them, and inform the Academy Lead/Site Lead or delegated member of staff of any problems where they cannot achieve a solution using resources available to them.
- To carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- To ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own Health and Safety.
- To ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate systems.
- To arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

2.6 Responsibilities of Staff
Under the Health and Safety at Work Act 1974 all staff have general Health and Safety responsibilities. Staff must be aware that they are obliged to take care of their own Health and Safety whilst at work along with that of others who may be affected by their actions

The general responsibilities of employees include:

- To take reasonable care for the Health and Safety of themselves and others in undertaking their work.
- To comply with the Trust's Health and Safety policy and procedures at all times.
- To report all accidents and incidents in line with the reporting procedure.
- To co-operate with academy management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of Health Safety and Welfare.
- To report all defects in condition of premises or equipment and any Health and Safety concerns immediately to their line manager.
- To report immediately to their line manager any (or any perceived) shortcomings in the arrangements for Health and Safety.
- To ensure that they only use equipment or machinery that they are competent/have been trained to use.
- To make use of all necessary control measures and personal protective equipment (PPE) provided for Health and Safety reason.

2.7 Accountability
The Academy Leads hold delegated responsibility for discharging the sound application of all Trust policies.

In accordance with the Trust's terms of reference, the Chief Executive Officer has delegated responsibility for direct line management of the Academy Leads and will deploy the Head of Estates to support the Academy Leads to ensure Health & Safety compliance.

The Academy Leads oversees the day-to-day Health and Safety of their respective academies with their Site Team. The LSG oversees Health and Safety for the academy with the Risk Management Lead having a standing right on the Audit and Compliance working group.

The Academy Leads should inform the CEO of all matters relating to serious breaches of this policy including any major incident to be addressed under this policy promptly, preferably prior to action being taken insofar as is reasonably practicable.

2.8 Policy Status
The Trust may alter or adapt this Policy, and any components of it, at any time provided it notifies the Chairs of the Local Stakeholder Groups and/or Board of Trustees and/or Audit and Compliance working group.

3. OVERVIEW OF INDIVIUAL ACADEMY HEALTH & SAEFTY PROCEDURES

3.1 Academy level Health and Safety Procedures
Each academy's Health and Safety procedures will be signed and dated by the Academy Lead and Chair of Local Stakeholder Groups.

The Trust's policy requires that the academy level Health and Safety policy will contain and detail what local procedures are in place.

3.2 Procedures
The appendices detail how the standards identified in the statement of intent are met by identifying the local procedures in place for controlling significant risks. This makes it clear to staff what their roles and responsibilities are.

The appendices indicate the key areas in which each academy should make a clear statement of local procedures. This will be customized to fit their individual circumstances as not all may be relevant to every academy.

Each academy will need to review and potentially amend their Health and Safety procedures on an annual basis or more frequently if required, for example, after changes to key personnel or premises, or as a result of an investigation or audit.

All members of the Local Stakeholder Groups will familiarize themselves with the Trust approach as set out in this policy and with their individual academy policy which will be communicated to all staff (teaching and support) and be linked to the induction of all new staff.

Appendix 1 --- Risk Assessments
Appendix 2 --- Health and Safety Monitoring and Inspections
Appendix 3 --- Fire Evacuation and Emergency Procedures
Appendix 4 --- Inspection/Maintenance of Emergency Equipment
Appendix 5 --- Accident Reporting Procedures
Appendix 6 --- Health and Safety Information and Training
Appendix 7 --- Lone Working
Appendix 8 --- Premises and Work Equipment
Appendix 9 --- Flammable and Hazardous Substances
Appendix 10 --- Lifting and Handling
Appendix 11 --- Asbestos
Appendix 12 --- Contractors
Appendix 13 --- Work at Height
Appendix 14 --- Swimming pool (to be added as required)
Appendix 15 --- Work Experience
Appendix 16 --- Other off-site provision for students on roll
Appendix 17 --- Clubs and out of hours activities run by third parties
Appendix 18 --- Legionellosis Guidance

APPENDIX 1

RISK ASSESSMENTS

1.1 General Risk Assessments

In accordance with the Management of Health and Safety at Work Regulations 1999 the Trust shall carry out risk assessments of all activities which present a risk to its employees and anyone else affected by its undertaking, to include pupils, contractors, third parties and members of the public.

The academy risk assessments (for all activities, teaching and non-teaching, premises and one-off activities) will be coordinated by delegated individuals (Trips organiser, Deputy Headteacher, Assistant Headteacher, Premises Lead etc.) and are to be approved by the Academy Lead

These risk assessments are available for all staff to view and are held centrally in **MICROSOFT TEAMS**

Risk assessments will be reviewed on an annual basis or as required, for example, when the work activity changes. Staff are made aware of any changes to risk assessments relating to their work.

1.2 Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by **the HR Officer and Academy Lead (or nominated person)**
It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. These risk assessments will be reviewed on a regular basis.

1.3 Curriculum Activities

Risk assessments for curriculum activities will be carried out by **the EVC (Educational Visit Co-ordinator**) in each academy using the relevant codes of practice and model risk assessments developed by national bodies.
Whenever a new course is adopted or developed, all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use [scheme of work] / [lesson plan] / [syllabus] etc.

APPENDIX 2

2. HEALTH AND SAFETY MONITORING AND INSPECTIONS

2.1 A general inspection of the site will be conducted termly and be undertaken by the **Site Lead**.

Monitoring inspections of individual departments will be carried out by Year Team Leaders or subject leaders or nominated staff. Records of such monitoring will be kept by the **Site Lead.**

2.2 The person(s) undertaking such inspections will complete a report in writing and submit this to the Academy Lead. Responsibility for following up items detailed in the safety inspection report will rest with the Academy Lead and Head of Estates where required.

The Risk Management Leads for the LSG and the Trust will undertake an inspection on an annual basis as part of the calendar for Trust and LSG Day visits and report back to both the relevant groups. This monitoring will cover management systems in addition to inspecting the premises.

Inspections must be conducted jointly with the Head of Estates & IT.

APPENDIX 3

3. FIRE EVACUATION & EMERGENCY PROCEDURES

The Academy Lead/Head of Estates & IT is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in **the Premises Office and on MICROSOFT TEAMS** and is reviewed on an annual basis or as appropriate.

3.1 Fire Instructions

These documents are made available to all staff and are included in the academy's induction process.
An outline of evacuation procedures is made available to all contractors / visitors and is posted throughout the site.
Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

3.2 Fire and Evacuation

Fire and emergency evacuation procedures are detailed in insert as applicable and a summary posted in each classroom. These procedures will be reviewed at least annually. Emergency contact and key holder details are maintained by the **Site Lead** and updated upon review.

3.3 Fire Drills

Fire drills will be undertaken termly and a record kept in the fire log book by the **Site Lead**

3.4 Fire Fighting

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so, without putting themselves or children at risk, using portable firefighting equipment.
Ensure the alarm is raised BEFORE attempting to tackle a fire. Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use.
Details of service isolation points (i.e. gas, water, electricity) is held in the Fire Safety file in the **Site Lead's** office.
Details of chemicals and flammable substances on site. An inventory of these will be kept by insert name as appropriate, for consultation.

APPENDIX 4

4. INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

4.1 TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly by each academy and a record kept in the fire log book. This test will occur weekly. Any defects on the system will be reported immediately to the alarm contractor. A fire alarm maintenance contract is in place with **Insert Here** and the system is tested every **SIX MONTHS**

4.2 INSPECTION OF FIRE FIGHTING EQUIPMENT

Insert Here undertakes an annual maintenance service of all firefighting equipment. Firefighting equipment is checked monthly by the **Premises Team** to ensure it is available for use and operational and for any evidence of tampering. Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to the **Site Lead**.

4.3 EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house by the Premises Team and annually by **an external contractor**
Test records are located in the site's fire log book.

4.4 MEANS OF ESCAPE

Weekly checks will be made by the **Premises Team** for any obstructions on exit routes and to ensure all fire exit doors are operational and available for use.

APPENDIX 5

5. ACCIDENT REPORTING PROCEDURES

5.1 In line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms.

Copies of these forms are available on **TEAMS, from WELFARE and/or LT**

5.2 A local accident book held in Welfare is used to record all minor incidents to pupils. Any more significant incidents must also be reported to the Trust board. Academy accident reports will be monitored for trends and a report made to the LSG/Board of Trustees, as necessary. The Academy Lead/Head of Estates & IT, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

5.3 Reporting to the Health and Safety Executive (HSE)
Incidents involving a fatality or major injury will be reported immediately to the Trust CEO and the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at http://www.hse.gov.uk/riddor/.

Incidents resulting in the following must be reported to the HSE within 10 days of the incident occurring:

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision etc.;
- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).
- Any incident notified to the HSE must also be reported to the Trust CEO. Internal Accident investigation
- The persons responsible for leading the internal investigation and then preparing the detailed investigation reports are **MARK ALWYN (HEALTH & SAFETY, LETTINGS), ACADEMY LEAD (CHILDREN) and SASH HAMIDI (STAFF, PARENTS, VOLUNTEERS and VISITORS)**

APPENDIX 6

6. HEALTH AND SAFETY INFORMATION & TRAINING

6.1 Communication of Information

The competent health and safety advisor for the TRUST is outsourced.

6.2 Health and Safety Training

Basic Health and Safety induction training will be provided during induction by the **HR Officer.** Additional training will be organized, where appropriate, by **the Site Lead.**

The Academy Lead is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the Health and Safety training needs of staff. All employees will be provided with:

- induction training in the requirements of this policy
- update training in response to any significant change
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required

Training records are held by the **HR Officer** who is responsible for coordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Academy Lead will be responsible for assessing the effectiveness of training received. Each member of staff is also responsible for drawing the Academy Lead/line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 7

7. LONE WORKING

7.1 Staff are encouraged not to work alone in the academy. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

7.2 Where lone working cannot be avoided staff should:

- Obtain the Academy Lead/senior member of staff's permission and notify him/her on each occasion when lone working will occur
- Ensure they do not put themselves or others at risk
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. [staff undertaking home visits should obtain as much background information as possible about the child/family being visited]
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so
- A key holder service is provided by **an outsourced company**
- Report any incidents or situations where they may have felt "uncomfortable"

APPENDIX 8

8. PREMISES AND WORK EQUIPMENT

8.1 Statutory inspections

Regular inspection and testing of academy equipment is conducted by appropriate contractors according to timescales specified by the DfE.

The **Site Lead** is responsible for identifying all plant and equipment in an equipment/asset register and ensuring that any training, instruction needs or personal protective equipment requirements are identified and relevant risk assessments conducted.

All staff are required to report to the **Site Lead** any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

8.2 Curriculum areas

Year Team Leaders and subject leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

8.3 Electrical safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment that are considered high risk will be subject to PAT (portable appliance testing), conducted by **a competent person or contractor**

Personal items of equipment (electrical or mechanical) should not be brought into the academy without prior authorisation and subjected to the same tests as academy equipment. Major fixed wiring circuits will be checked at least once every five years.

8.4 External play equipment

The external play equipment will only be used when supervised and equipment will be checked daily before use for any apparent defects. The **Site Lead** will conduct termly inspections of the equipment. PE and Play equipment is subject to an annual inspection by **an outsourced company**

APPENDIX 9

9. FLAMMABLE AND HAZARDOUS SUBSTANCES

9.1 Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (the COSHH Regulations).

9.2 Within curriculum areas (Art, Science, Cooking), TLR Leaders are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place.

In all other areas the academy's nominated person(s) responsible for substances hazardous to health is the **Site Lead**

9.3 They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed material safety data sheets are obtained from the relevant supplier for all such materials
- risk assessments are conducted for the use of hazardous substances
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- suitable personal protective equipment (PPE) has been identified and available for use PPE is to be provided free of charge where the need is identified as part of the risk assessment.

APPENDIX 10

10 LIFTING AND HANDLING

10.1 In accordance with the Manual Handling Operations Regulations 1992 it is the policy of TRUST and each academy to eliminate the need for manual handling where possible. Where elimination is not possible, the risk from manual handling will be assessed and reduced, so far as is reasonably practicable.

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the Health and Safety of staff will be reported to insert name/role and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

10.2 All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils is to be risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

APPENDIX 11

11. ASBESTOS

11.1 The Trust will assess and control the health risks arising from exposure to asbestos in accordance with the Control of Asbestos Regulations 2012.

The asbestos register is held in the **Site Lead's office and on TEAMS** and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

The Academy's asbestos responsible person is the **Site Lead**. Refresher training is required 3 yearly as a minimum.

11.2 The responsible person(s) shall ensure:

The asbestos log is maintained and that any changes are notified to the appropriate helpdesk
All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work. An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an asbestos authorized officer.

Any damage to materials known or suspected to contain asbestos should be reported to the **Site Lead** who will contact the Asbestos Helpline on 0845 6030369.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the **Site Lead**

APPENDIX 12

12. CONTRACTORS

12.1 All contractors used by the academy shall ensure compliance with relevant health and safety legislation, guidance, good practice and this policy.

All contractors must report to the academy/school office where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The **Site Lead** is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

12.2 Academy managed projects

Where the academy undertakes projects directly or as delegated by the Trust Board, the LSG would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the **Site Lead** who will ensure that landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM **(1*)** regulations will apply.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The academy, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

For all major projects, the academy should undertake and maintain their own dedicated risk register, which is regularly reviewed by the executive, and reported on to the LSG at their full LSG meetings.

1* CDM refers to the Construction (Design and Management) Regulations 2007and apply to any building, demolition, maintenance or refurbishment work.
In such instances it is recommended that an agent be used to work on the academy's behalf.

APPENDIX 13

13. WORK AT HEIGHT

13.1 The Trust will comply with the provisions of the Work at Height Regulations 2005.

Working at height can present a significant risk. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

The Academy's nominated person(s) responsible for work at height is the Site Lead

13.2 The nominated person(s) shall ensure that:

- all work at height is properly planned and organised
- the use of access equipment is restricted to authorised users
- all those involved in work at height are trained and competent to do so
- the risks from working at height are assessed and appropriate equipment selected
- a register of access equipment is maintained and all equipment is regularly inspected and maintained
- any risks from fragile surfaces are properly controlled

APPENDIX 15

14. WORK EXPERIENCE

14.1 The academy, where necessary, will have procedures which are reviewed and updated regularly. **Insert Here** is responsible for managing and coordinating work related learning within the academy in accordance with the quality standard for work experience. The academy retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities
- All placements (including private placements) are subject to pre---placement checks carried out by the academy's competent people3 and supporting documentation completed. No work experience placement will go ahead if deemed unsuitable
- Where work placements form part of an arrangement whereby a vocational qualification is offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer
- Arrangements will be in place to visit/monitor students during the placement
- Emergency contact arrangements are in place (including out of academy/school hours' provision) in order that a member of academy staff can be contacted should an incident occur
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity

APPENDIX 16

16. OTHER OFF SITE PROVISION FOR STUDENTS ON ROLL

16.1 The Academy Lead should ensure that the parties concerned have procedures for regular checks on Health & Safety in accordance with the principles underpinning the Trust policy and are covered by appropriate insurance.

APPENDIX 17

17. CLUBS/OUT OF HOURS ACTIVITIES RUN ON THE SITE BY THIRD PARTIES

17.1 The Academy Lead should ensure that the parties concerned have procedures for regular checks on Health & Safety in accordance with the principles underpinning the Trust policy and are covered by appropriate insurance.

APPENDIX 18

18. LEGIONELLOSIS GUIDANCE

18.1 The Trust recognises the need to take all reasonable measures to prevent the organism Legionella Pneumophila from coming into contact with employees, non-employees or members of the public in a potentially hazardous manner.

18.2 Legislation
The Health and Safety at Work etc. Act 1974 places an obligation upon employers to conduct their undertakings in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees and that persons not in their employment {e.g. visitors, contractors, public, etc) are not exposed to risks to their health or safety.

The Control of Substances Hazardous to Health Regulations 2002 relate to the risk from hazardous micro-organisms, including Legionella and chemicals such as biocides and chlorine used in treatments against Legionella. Under these regulations risk assessments must be made and appropriate precautions adopted by the Trust.

18.3 General Guidance
Legionnaires' disease is the name commonly given to Pneumonia caused by the organism Legionella Pneumophila. The organism is found in most parts of the world, including the United Kingdom, in water supplies, particularly air conditioning cooling towers and plumbing systems. It is thought that the organism gains nutrient from the sludge in the bottom of calorifiers and cooling tower ponds, consisting of iron in particles of rust, dead algae, bacterial slime, etc., and gains access to the respiratory system of a susceptible person, by inhalation of the droplets in water vapour.

The disease cannot be contracted through drinking contaminated water.

18.4 Risk Assessment
Systems which are believed to be susceptible to colonisation by legionella and may cause its 'distribution' require identification and assessment.

Risk assessment should include all routine operation and use of the system, plus commissioning, maintenance, breakdown, and unusual circumstances.

The Risk Assessment must include;

- The potential for droplet formation.
- Water temperatures.
- The likely risk to those who inhale water droplets.
- Means of preventing or controlling risk.

Once the risk has been identified and assessed, a scheme should be prepared for preventing or controlling it. The main objectives however, must be to avoid conditions that permit legionella to grow and be transmitted by aerosol.

Growth and transmission may be prevented by:
- Avoiding water temperatures between 20°C and 45°C.
- Avoiding water stagnation.
- Avoiding the use of material in the system that provides the conditions for bacterial growth.
- Keeping the system clear of sediments etc.
- Proper and appropriate water treatment.
- Ensuring that the water systems operates and is properly maintained and in optimum working condition.

18.5 Action to Be Taken
The actions recommended below will produce clean systems by good engineering housekeeping and reduce the risk of an outbreak of this emotive disease.

18.6 New Installations
All newly installed pipework, including hot water supply and cold water systems must be sterilised before being brought into use by filling with water containing up to 20ppm free residual chlorine for at least two hours, or as recommended in the manufacturer's instructions. This is a one-off treatment on commissioning new plant and must be written into the contractor's specification.(Legionella may colonise storage tanks, calorifiers, pipework and water softeners, filters and taps, showers and other appliances wherever conditions for growth occur).

18.7 Cold Water Storage Systems and Tanks
Water storage tanks should ideally be divided or duplicate tanks installed in such a manner that a through flow of water is obtained and stagnation does not occur. Light coloured, non-metallic tanks such as fibreglass are recommended. Where metal tanks are used these should be painted in a light colour on the interior surface with a bituminous paint suitable for use in water supplies.

Where gaskets are required, a "Neoprene" type must be used. Existing metallic tanks should be painted in a light colour on the interior surface with a bituminous paint suitable for use in water supply.

All tanks should be fitted with lids, adequately insulated and arrangements made to prevent birds etc. entering the overflow or vent pipes by fitting fine wire mesh or wire balloons to the outlets. Tanks should be installed so as to afford easy access for inspection and routine cleaning. After cleaning, tanks must be refilled and chlorinated as described in above. Cleaning must take place at least annually, preferably before the beginning of April, to precede the bird nesting season.

Arrangements should be made by lagging, shading or any other means to ensure the temperature of cold water storage tanks is maintained below 20°C at all times wherever possible. Water temperatures in tanks should be checked and recorded monthly during the summer months. Where water softeners are in use, any chlorination must be on the outlet side to ensure that the chlorine does not adversely affect the resin base.

It is recommended that any showerheads on the site be made from stainless steel and be removable. The heads should be removed and soaked in a chlorine solution and thoroughly rinsed on a regular basis. Where brass showerheads are used these should be sanitised by immersion in boiling water for 5 minutes. On sites with numerous shower units it is advised that spare shower heads be obtained so that, on a routine basis a given number of 'clean' shower heads can replace an equal number to be chlorinated. This cycle can be on-going and should be designed to achieve total treatment of the site over not more than a 6 month period.

Shower pipes should be of the fixed variety, flexible ones should be phased out.
Tap washers of the "Vacca" type should be replaced by Water Research Council approved type, such as "Protus 80." Dead-legs to pipework to be removed, by redesign if necessary. Records and plans of plumbing systems should be maintained and should include layout plans and details of work carried out together with disinfection records.

18.8 Hot Water Systems
Dead-legs to pipework to be removed, by redesign if necessary. The temperature at the hot water generating source to be 65°C with a fall of not more than 10°C to 55°C at the furthest outlet. Care will be needed at taps to prevent scalding. The lagging of all hot water pipes to be carried out to ensure these temperatures are achieved. Hot water temperature checks must be carried out and records kept.

Closed-off areas of the premises must be run off before re-commissioning, such as after a refurbishment or seasonal shut down.

18.9 Routine Inspection and Maintenance
The system should be routinely checked and inspected, and should be well maintained. The frequency of inspection and maintenance will depend on the system and the risk it presents. For most systems the following checks should be made;

- Water temperatures in calorifiers (monthly)
- Water temperatures at taps after 1 minute running
- Conditions of tanks, for the presence of organic materials, vermin etc.
- Conditions in calorifiers for organic materials and any build---up of scale (annually) Records

For most hot/cold water services that present a risk of legionnaires disease, records should be simple and identify those responsible including:

- A simple description and plan of the whole system identifying key plant.
- Details of any risk assessment.
- Implementation procedures for controlling risk following risk assessment.
- Inspection procedures.
- Actions, including cleaning, disinfection, inspection, treatment and temperature recording.

18.10 Calorifiers
Drain, clean and de-scale ensuring all sludge in the base is removed including the area below the position of the drain Allow to dry. Refill and raise temperature to 70°C over the entire surface of calorifier for 6 to 12 hours with flow valve closed to obtain pasteurisation of interior of installation. This treatment must be carried out annually.

When returning the calorifier to service, open the header valve very slowly to reduce any risk of turbulence.
Where stand---by calorifiers are kept for emergency use these must be subjected to the same annual cleaning process. Also, before use after a period of shut---down, the above process should be used to ensure pasteurisation of the interior of the installation.