

POLICY: Health & Safety

Review

Approved by:	Board of Directors	Date:	April 2024
Last Review Date:	April 2024	Next Review Date:	April 2025
Signed:	 Mrs G Piper, Chief Executive Officer		

Responsibilities

Trust Estate Manager	Review and upkeep of the policy
School Senior Staff	Implementation at school level
Governors	Check school compliance with policy and report breaches or concerns to Directors
Directors	Review and approve the policy

Material Changes to Policy Since the Last Review

Section: Throughout	Name change from Kennet School Academies Trust to Equinox Learning Trust
Section: Headteacher Responsibility	Risk assessment responsibility added

Statement of Intent

Equinox Learning Trust's Governing Body, and each of its Headteachers, recognise and accept their responsibilities for Health & Safety under law and are committed to complying with Health & Safety Legislation as enshrined by the Health & Safety at Work Act 1974 and Management of Health & Safety at Work Regulations 1999.

As responsible employers, and/or persons in control of premises, the Governing Body aims to provide healthy and safe workplaces/environments for all its employees, as well as its obligations to provide non-employees (or anyone who is or may be affected by the Trust's activities) with the necessary information, instruction, training, and supervision available to ensure their safety.

In pursuit of this objective, the Trust regards the legal requirements as a minimum standard to be improved upon and makes arrangements for the effective planning, organisation, control, monitoring and review of the preventative and protective measures adopted (see Appendix 2).

The Trust will take all steps within its power to meet this responsibility, paying particular attention to the provision and maintenance of:

- ❶ safe and healthy working and learning environments
- ❷ safe access to and exit from its premises
- ❸ safe plant, equipment, and systems of work
- ❹ safe arrangements for the use, handling, storage and transport of articles and substances
- ❺ sufficient information, instruction, training, and supervision to enable all staff and contractors to carry out their specific tasks safely and to avoid hazards
- ❻ maintaining adequate welfare facilities to ensure that statutory standards are met
- ❼ adequate and defined systems for safety instruction and training of personnel at all levels
- ❽ monitoring the activities of other organisations and their employees when working on any of the school sites within the Trust
- ❾ assessing and controlling risks from curriculum and no-curriculum activities, including offsite visits.

Each Headteacher within the Trust has overall responsibility for health and safety within their school and will regularly review this policy with the Trust's Board of Directors and ensure adequate resources, including finances, to implement the policy. All parties are committed to this policy and all staff are required to comply and support continuous improvement within the Trust's health and safety performance. To be effectively implemented, the Trust requires the full co-operation of its employees and others who use its premises.

Roles & Responsibilities

To achieve compliance with this policy, the following roles and responsibilities have been defined as follows:

Governing Body

The Trust's Governing Body will ensure:

- ❶ Overall compliance with this Health & Safety Policy
- ❷ There are effective and enforceable arrangements for the provision of health and safety throughout each school within the Trust, periodically assessing the effectiveness of this document
- ❸ Appropriate training is undertaken by Governors, as required
- ❹ Any necessary revisions are made to determine the policy and monitor its implementation

Headteachers

Each Headteacher will ensure that:

- ❶ All department/line managers will be responsible for the formulation and implementation of their department Health & Safety Policy Statement (see Appendix 1)
- ❷ Risk assessments are undertaken for those work activities under their control, and appropriate preventative and protective measures implemented. If any new risks are introduced through significant changes to existing processes or because of new activities being introduced, then prior notice should be given to the Trust H&S lead so that any appropriate action can be taken to manage all risks before the new or changed activity takes place

- ❖ Risk assessments are undertaken for those work activities under their control, and appropriate preventative and protective measures implemented
- ❖ A systematic approach to health and safety is adopted which identifies objectives and sets priorities
- ❖ Health and safety performance is maintained and where reasonably practicable improved
- ❖ Any decisions taken relating to health and safety are being implemented promptly
- ❖ Arrangements are regularly monitored and reviewed to achieve progressive improvements
- ❖ Appropriate health and safety instruction, information and supervision are provided
- ❖ Employees, including themselves, are trained in appropriate safe working methods
- ❖ Work activities are monitored to ensure that health and safety standards are maintained
- ❖ Protective equipment and clothing are available and that employees use them as and when specified

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- ❖ Ensure that department heads, tutors and pastoral leads are informing all pupils of the establishment safety, fire and emergency evacuation processes
- ❖ Monitoring the reporting of, and work to remedy, defects to the establishments
- ❖ Arrange access to information for all staff members.

Trust Estate Manager

- ❖ Provide specialist health and safety information as required across the Trust
- ❖ Ensure all audits and risk assessments are completed, reviewed and filed
- ❖ Periodically audit all health and safety documentation against legislative changes
- ❖ Carry out and review school audits
- ❖ Investigate accidents/incidents/near miss
- ❖ Assist on all RIDDOR occurrences
- ❖ Report to Directors on levels of health and safety issues across the Trust

Site Managers

- ❖ Ensure all building related risk assessments are completed
- ❖ Check that all site personnel have completed all appropriate health and safety training
- ❖ Carry out premises safety audits
- ❖ Manage contractors on site and provide all relevant information such as asbestos management plans
- ❖ Carry out/oversee all statutory checks for asbestos, legionella, fire safety, electrical and gas
- ❖ Maintain and give access to the COSHH folder
- ❖ Ensure safe access and egress to buildings
- ❖ Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe
- ❖ Instigate work to remedy any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe, making such interim arrangements as are reasonable in the circumstance to limit the risk entailed

All Staff

All staff are responsible for health and safety arrangements in relation to staff, pupils, and volunteer helpers under their supervision. In particular, they should monitor the activities supervised and take all reasonable steps to:

- ❖ Exercise effective supervision over all those for whom they are responsible
- ❖ Be aware of safe working practices and to set a good example personally
- ❖ Identify actual and potential hazards and introduce measures to minimise the possibility of mishap
- ❖ Ensure that the equipment and tools used are appropriate and meet accepted safety standards
- ❖ Provide written job instructions, warning notices and signs as appropriate
- ❖ Ensure that regular safety surveys are undertaken
- ❖ Provide appropriate protection, safety clothing and equipment and ensure that these are used as required
- ❖ Minimise the occasions when an individual is required to work in isolation, particularly in hazardous situations or on a hazardous process
- ❖ Evaluate promptly and, where appropriate, act on criticisms of health and safety arrangements
- ❖ Provide the opportunity for discussion of health and safety arrangements by the employees under their supervision

- ❶ Investigate any accident (or incident where serious personal injury could have arisen) and take appropriate corrective action
- ❷ Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training
- ❸ When they consider that corrective action is necessary, but this lies outside their authority, they should refer the problem to their own immediate manager

All employees have a responsibility under the Act:

- ❶ To take reasonable care for the health and safety of themselves and of any persons who might be affected by their acts or omissions at work
- ❷ To co-operate with the Trust and Headteacher in meeting statutory requirements
- ❸ Not to interfere with and misuse anything provided in the interests of health, safety, or welfare

Employees should particularly ensure that:

- ❶ They make themselves aware of all safety rules, procedures, and safe working practices applicable to their posts – where in doubt they should seek immediate clarification from their supervisor
- ❷ They undertake any training in health and safety matters, as demanded by their role in school
- ❸ Their tools and equipment are in good condition, and they report any defects to their supervisor
- ❹ They use protective clothing and safety equipment as required and keep them in good condition
- ❺ Offices, general accommodation, and school minibuses are kept tidy
- ❻ Any accidents (whether anyone is injured or not) and potential hazards are reported

Newly appointed employees are always particularly vulnerable to any risk and should pay particular attention to meeting these requirements. Volunteer helpers should be expected to meet the standards of conduct required of employees.

Pupils are expected to, as far as is reasonable for their age and development:

- ❶ Exercise personal responsibility for safety of themselves and others
- ❷ Observe standards of dress consistent with safety and/or hygiene
- ❸ Observe all the safety rules of the establishment and in particular the instructions of staff given in an emergency
- ❹ Use and not wilfully misuse, neglect or interfere with things provided for their safety

No Health & Safety Policy is likely to be successful unless it actively involves workpeople themselves.

All employees are reminded that Section 7 of the Health & Safety at Work etc. Act 1974, a copy of which is set out below, imposes an obligation upon employees to ensure that they always work and act safely and do not put themselves or their fellow workers at risk and co-operate with their employer or other responsible person to enable them to comply with requirements of the Act. All employees are accordingly asked to co-operate with the Trust in all matters relating to health and safety.

Section 7 - Health & Safety at Work etc. Act 1974

"It shall be the duty of every employee while at work:

a) to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work

and

b) as regards any duty or requirements imposed by their employer or any other person by or under any of the relevant statutory provisions, to cooperate with them so far as is necessary to enable that duty or requirements to be performed or complied with".

Other Premises Users

Volunteers & Parent Helpers

Volunteer and parent helpers are:

- ❶ Responsible for following the information and guidance (which includes health and safety, fire and emergency procedures, etc) provided to them by the Trust school
- ❷ Directly accountable to the teacher in charge whilst on the school site

Temporary Staff

Temporary Staff are:

- ❶ Responsible for following the information and guidance (which includes health and safety, fire and emergency procedures, etc) provided to them by the Trust school
- ❷ Directly accountable to the Headteacher whilst on the school site

Third Party Contractors

Third Party contractors are:

- ❶ Responsible for following the information and guidance (which includes health and safety, fire and emergency procedures, etc) provided to them by the Trust school
- ❷ Required to have the appropriate technical knowledge, training, and information to enable them to work safely
- ❸ Directly accountable to the Trust's Estate Manager (or school Site Manager) in charge whilst on the school site

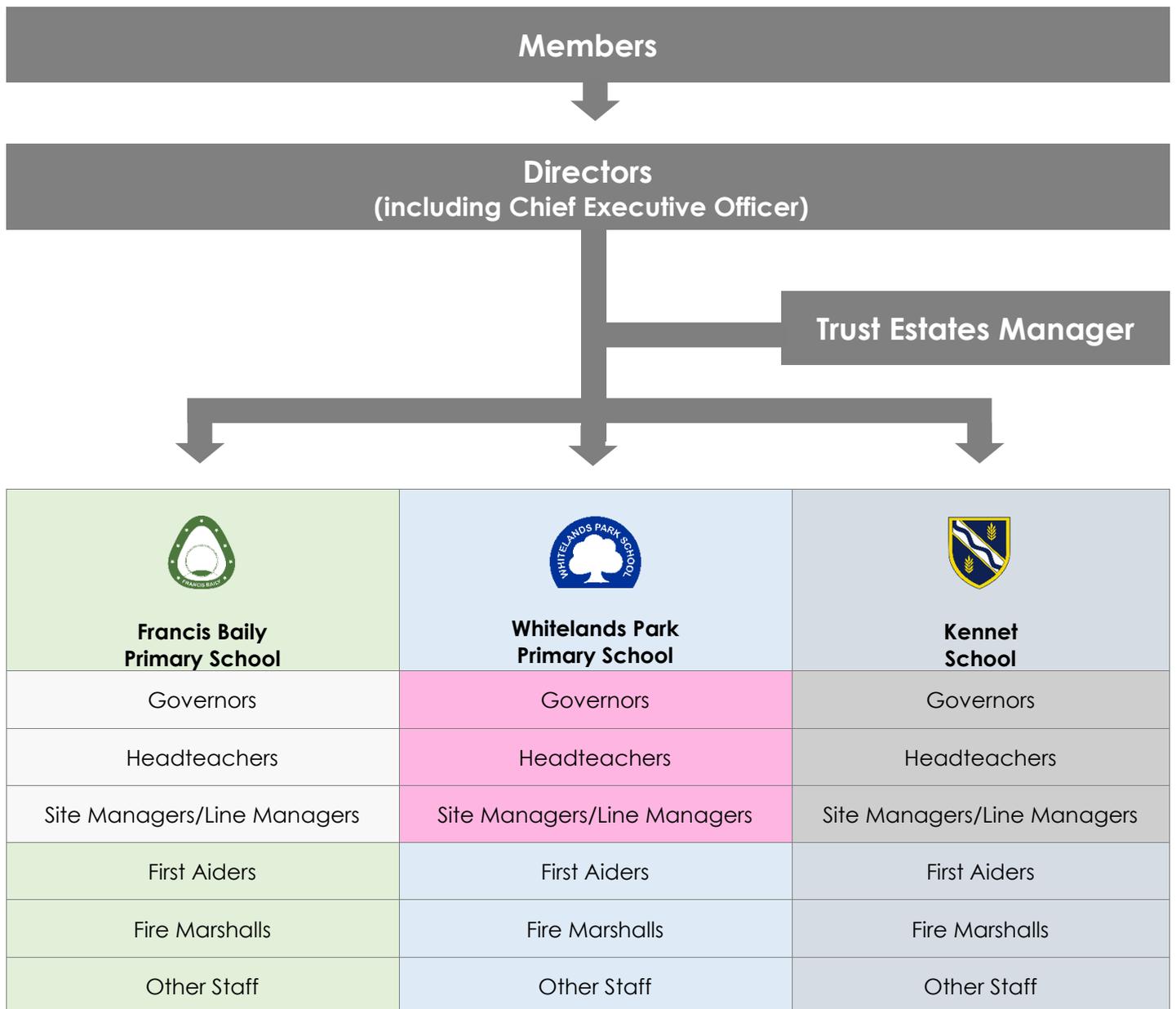
External Premises Hirers

Any hirer, using school facilities are:

- ❶ Responsible for following the information and guidance (which includes lettings terms and conditions, health and safety, fire, and emergency procedures, etc) provided to them by the Trust school
- ❷ Directly accountable to School Caretaker whilst on the school site

Appendix 1: Health & Safety Responsibility Structure

Equinox Learning Trust



Health & Safety Policy

Statutory Regulations	Process (including offsite activities)	Procedures
Construction (Design & Management) Regulations 2015	Premises Risks <ul style="list-style-type: none"> Asbestos Mechanical & Electrical (<i>Fixed & Portable</i>) Third Parties Specific Risks <ul style="list-style-type: none"> Emergency / Crisis Planning & Response Third Parties Health & Wellbeing Risks <ul style="list-style-type: none"> Emergency / Crisis Planning & Response 	<ul style="list-style-type: none"> Contractor Management Procedure
Control of Noise at Work Regulations 2005	Specific Risks <ul style="list-style-type: none"> Noise 	<ul style="list-style-type: none"> Risk Assessment Procedure
Control of Asbestos Regulations 2012	Premises Risks <ul style="list-style-type: none"> Asbestos 	<ul style="list-style-type: none"> Asbestos Management Plan
Control of Substances Hazardous to Health Regulations 2004	Specific Risks <ul style="list-style-type: none"> Hazardous Substances 	<ul style="list-style-type: none"> Control of Substances Hazardous to Health (COSHH) Procedure
Electricity at Work Regulations 1989	Premises Risks <ul style="list-style-type: none"> Mechanical & Electrical (<i>Fixed & Portable</i>) 	<ul style="list-style-type: none"> Contractor Management Procedure
Gas Safety (Installation & Use) Regulations 1998	Premises Risks <ul style="list-style-type: none"> Mechanical & Electrical (<i>Fixed & Portable</i>) 	<ul style="list-style-type: none"> Contractor Management Procedure Emergency Evacuation Procedure (<i>per school</i>)
Health & Safety (Display Screen Equipment) Regulations 1992	Specific Risks <ul style="list-style-type: none"> Display Screen Equipment 	
Health & Safety (First Aid) Regulations 1981	Health & Wellbeing Risks <ul style="list-style-type: none"> Administering Medication Dealing with Medical Conditions First Aid Health & Wellbeing (<i>including Absence Management & Stress</i>) 	<ul style="list-style-type: none"> Risk Assessment Procedure
Management of Health & Safety at Work Regulations 1999	Specific Risks <ul style="list-style-type: none"> Emergency / Crisis Planning & Response Employees & Behaviour Management Food Hygiene Health & Safety Training / Competence Lone Working Noise Personal Protective Equipment (<i>PPE</i>) School Trips / Offsite Visits Third parties Visitors Waste Disposal Work Experience Placement Premises Risks <ul style="list-style-type: none"> Caretaking & Grounds Maintenance Cleaning Glass / Glazing Lettings Slips/Trips/Falls Snow & Ice Third Parties Water Hygiene (<i>including Legionella</i>) Health & Wellbeing Risks <ul style="list-style-type: none"> Emergency / Crisis Planning & Response Health & Wellbeing (<i>including Absence Management & Stress</i>) Intimate Care Pregnant Members of Staff 	<ul style="list-style-type: none"> Risk Assessment Procedure Contractor Management Procedure Emergency Evacuation Procedure (<i>per school</i>) Intimate Care Plan Legionella Management Plan
Legionnaire's Disease: HSG 274 Part 2 2014	Premises Risks <ul style="list-style-type: none"> Water Hygiene (<i>including Legionella</i>) 	<ul style="list-style-type: none"> Legionella Management Plan
Lifting Operations & Lifting Equipment Regulations 1998	Premises Risks <ul style="list-style-type: none"> Personnel Lifts & Platforms 	<ul style="list-style-type: none"> Contractor Management Procedure
Manual Handling Operations Regulations 1992	Specific Risks <ul style="list-style-type: none"> Manual Handling 	<ul style="list-style-type: none"> Risk Assessment Procedure
Personal Protective Equipment at Work (Amendment) Regulations 2022	Specific Risks <ul style="list-style-type: none"> Personal Protective Equipment PPE 	<ul style="list-style-type: none"> Risk Assessment Procedure Control of Substances Hazardous to Health (COSHH) Procedure
Provision and Use of Work Equipment Regulations 1998	Specific Risks <ul style="list-style-type: none"> Playground Supervision / Play Equipment & Maintenance School Transport Premises Risks <ul style="list-style-type: none"> Maintenance of Machinery & Equipment Transport Arrangements (<i>on-site</i>) 	<ul style="list-style-type: none"> Contractor Management Procedure
Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013	Health & Wellbeing Risks <ul style="list-style-type: none"> Infectious Diseases Reporting Accidents, Hazards, Near Misses & Their Investigation 	
The Regulatory Reform (Fire Safety) Order 2018	Specific Risks <ul style="list-style-type: none"> Arson Health & Wellbeing Risks <ul style="list-style-type: none"> Emergency Management/Business Continuity Fire Safety Smoking (<i>on-site</i>) 	<ul style="list-style-type: none"> Emergency Evacuation Procedure (<i>per school</i>)
Work at Height Regulations 2005	Specific Risks <ul style="list-style-type: none"> Working at Heights 	<ul style="list-style-type: none"> Risk Assessment Procedure
Copies held by Trust Estate Manager	Accessible to Staff via Intranet (Frog)	