The Link Academy Trust

Health and Safety Policy 2021

Approved by the Trustees: 6 December 2021
Next Review: December 2022

The Link Academy Trust is a company limited by guarantee and an exempt charity, regulated by the Education & Skills Funding Agency (ESFA). All Members of the Board of Trustees are Directors of the company as well as Trustees of the exempt charity; the term 'Trustee' used in this policy also means Director. This policy applies to all academies within the Link Academy Trust**.**

SECTION 1: STATEMENT OF INTENT

The Trustees of The Link Academy Trust recognises its overall responsibility for the health, safety and welfare of all employees, pupils and others using the Trust's premises. The Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the *Health and Safety at Work Act 1974* and all statutory and common law duties associated with it.

This policy sets out how these duties will be conducted and includes a description of the Trust's organisation and arrangements for dealing with different areas of risk. Section 2 will establish specific responsibilities at all levels of the Trust's organisation. Section 3 will outline the specific arrangements put in place to manage these areas of risk and hence to meet the Trust's obligations under the law.

This policy will be brought to the attention of all members of staff, contractors and hirers.

This policy statement and the accompanying organisation and arrangements will be reviewed annually and any revisions brought to the attention of all members of staff.

SECTION 2: ORGANISATION

Responsibilities of the Trustees

- To produce and regularly review the Health & Safety Policy for the Trust. This policy will reflect the requirements of the *Health and Safety at Work Act 1974* by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, pupils and others affected by the organisation.
- To monitor both compliance with, as well as the effectiveness of, this policy.
- To provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy.
- To appoint a "Competent Person" as defined by the Management of Health and Safety at Work Regulations 1999. This responsibility is currently carried out by Devon County Council Health, Safety & Wellbeing Service.
- The specific arrangements adopted will be guided by the Health, Safety & Wellbeing Service's Health & Safety Guidance Notes.

- To lead an effective H&S culture which seeks to promote high standards of H&S across the Trust.

As Trustees, we must protect people from harm. This includes taking reasonable steps to protect our staff, pupils and others from coronavirus. A COVID-19 risk assessment (RA100) has been completed to help us manage the risk of COVID-19 and to protect people from harm in as far as is reasonably practicable.

We have identified and put in control measures on:

- work activities or situations which might cause transmission of the virus
- those staff and pupils who could be at increased risk (vulnerable person's risk assessment)
- how likely it is that someone could be exposed

Our RA100 risk assessments are advertised on the school's website.

Responsibilities of the Executive/Academy Heads (E/AHs)
The E/AHs have day-to-day responsibility for H&S management within their school and will take all reasonable practicable steps to secure the H&S of pupils, staff and others using the school premises or participating in school sponsored activities.

In particular, the E/AHs will:

- Lead by example and demonstrate a visible, active commitment to H&S improvement.
- Ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to annual review. This includes those activities off site.
- Ensure that all staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Co-operate with the Trustees to ensure that this policy and its associated arrangements are implemented and complied with.
- Communicate this policy and other appropriate H&S information to all relevant people including contractors.
- Report to the Trustees on H&S performance and to monitor both compliance with, as well as the effectiveness of, this policy.
- Report to the Trustees any significant risks or policy requirements which cannot be met within the School's budget.
- Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition, and that all statutory inspections of plant and equipment are completed and records kept.
- Ensure that arrangements are in place for any reported defects in plant, equipment or facilities to be made safe.
- Ensure that accident, work related ill health and violent incidents are reported to the Trustees and investigated as necessary and that RIDDOR reportable incidents are reported to the HSE.
- Ensure that effective emergency and evacuation procedures are in place.

- Ensure that there is appropriate first aid provision in place.
- Identify the needs and arrange the H&S training of staff, including temporary employees and hence ensure that they are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensure all new employees are briefed about safety arrangements during their induction and have access to a copy of the Trust's H&S policy (this document) and the opportunity to read it.
- Ensure an open and effective means of communication with staff on H&S issues.
- Ensure consultation arrangements are in place for staff and their trade union representatives.
- Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised.
- Collate accident and incident information and, when necessary, carry out accident and incident investigations.

Whilst overall *responsibility* for H&S cannot be delegated the E/AHs may choose to delegate certain *tasks* to the ATHSC.

The role of ATHSC has been delegated to the Administrator at Yeoford Primary School and is part of her job role and description for the Trust.

Responsibilities of the Academy Trust Health and Safety Co-ordinator (ATHSC)
The ATHSC has the delegated task of assisting the E/AHs discharge their duties in relation to day-to-day H&S management.

To do this the ATH&S co-ordinator will:

- Co-ordinate and manage the risk assessment process for the school.
- Carry out termly Health & Safety reviews for each school to ensure compliance with the requirements and report the findings to the E/AHs to ensure that appropriate actions are taken where necessary. These reviews will also be reported to the Trustees.
- Assist with the identification of training needs and training delivery across the schools to ensure that staff are adequately instructed.
- Following periodic H&S audits, liaise with the E/AHs and Trustees in relation to the findings and any associated remedial actions required.
- Maintain control of the central H&S compliance system (Every), with non-action of activities being flagged to Academy staff initially, escalating to the DCEO if necessary.
- Ensure Training Logs are maintained for each Academy and that H&S training has been undertaken including induction for new staff and all staff are briefed on updated practice and changes and that these are recorded- the most effective route being through E/AHs and weekly staff meetings.
- Ensure there is a rolling programme of auditing risk assessments and that the DCEO is informed if there is any cause for concern. E/AHs must review and approve any Risk Assessments on a yearly basis.

Responsibilities of the Premises Officer
The Premises Officer will:

- Create a strong relationship with the appointed ATHSC ensuring recommendations are fully understood and implemented, liaise with them with regard to any reported accidents / incidents.
- Risk Management- In collaboration with the ATHSC, ensure effective risk management by having an in depth understanding of Risk Assessment tools and procedures, including reporting requirements as available on OSHENS and make checks to ensure these are completed in line with HSE regulations. Check the Risk Register for each site on a regular basis, annually as a minimum, more regularly if risks have been identified.
- To assist the E/AH's with the preparation of the Fire Risk Assessment
- Liaise with the ATHSC to ensure all H&S related policies are being reviewed considering the latest current good practice and implemented consistently across the Trust. Support any improved practice required. Support the review of policies in a timely way with best practice in mind and ensure recommendations and improvements are recorded.
- Monitor the condition of sites, buildings and grounds to ensure that appropriate standards are achieved.
- Use the Every Compliance System fully to prioritise Health & Safety works

Responsibilities of the DCEO

- Monitor purchasing and contracting procedures to ensure H&S is included in specifications and contract conditions.
- Ensuring, where necessary, that suitable contracts are in place for regular checking of Statutory Duties (including legionella, asbestos, annual playground equipment inspections, fire extinguishers, portable appliance testing etc).

Responsibilities of all Employees

Under the *Health and Safety at work etc Act 1974* all employees have general H&S responsibilities. All employees are obliged to take care of their own H&S whilst at work along with that of others who may be affected by their actions or omissions. This also applies to volunteers who are under the control of the Academy Trust.

Specifically, all employees have responsibility to:

- Take reasonable care for the H&S of themselves and others in undertaking their work.
- Act to prevent work related accidents and ill health.
- Comply with the Trust's H&S Policy arrangements at all times.
- Report all accidents and incidents, however minor, to supervisors or line managers.
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in the condition of premises or equipment and any H&S concerns immediately to their E/AH.
- Ensure that they only use equipment or machinery for which they are competent and have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Responsibilities of Pupils
Pupils, in accordance with their age and aptitude, are expected:

- To exercise personal responsibility for the H&S of themselves and others.
- To observe standards of behaviour and dress consistent with safety and/or hygiene (this includes items of 'jewellery').
- To observe all the H&S rules of the school and in particular, the instructions of staff given in an emergency.
- To not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' H&S.

Responsibilities of Visitors
Visitors and other users of the Trust's premises or land must observe the H&S arrangements put in place by the Trust.

Responsibilities of Contractors, Hirers and Others

- All contractors who work on the Trust's premises are required to identify and control any risks arising from their activities and inform the E/AH of any risk that may affect the staff, pupils and visitors.
- Contractors, hirers and others who use the Trust's premises must conduct themselves and carry out their operations such that all statutory and advisory safety requirements are met at all times.
- All contractors must be aware of this Policy and the associated emergency procedures and comply with these requirements at all times.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the E/AH will take such actions as are necessary to prevent staff, pupils and visitors being put at risk from injury.
- When the Trust's premises are used for purposes not under the direction of the E/AHs, then the person in charge of the activities for which the premises are used will have responsibility for the safe practices undertaken.

SECTION 3: ARRANGEMENTS

Risk Assessment
The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity or area affected and the significant findings of these decisions will be recorded in writing. This will be achieved principally by amending and adopting the model risk assessments provided by the Health, Safety & Wellbeing Service. Specifically, the model risk assessments amended and adopted in order to identify suitable risk control measures will be as follows:

- RAA22 (Whole School Risk Assessment)
- RAA03 (Sites and Buildings)
- RAA24B (Site Security)
- RAA08 (Fire Safety)
- RAA04 (Caretaking – Academies who employ their own staff only)
- RAA11 (Kitchen Safety – Academies who employ their own staff only)

Risk assessments are available for all staff to view and are held centrally in the School Office. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed annually by the Health & Safety Co-ordinator.

For full details relating to risk assessment arrangements, reference should be made to the HSA0047 Guidance Note.

Other arrangements in alphabetical order:

Accident/Incident Reporting
All employee accidents must be reported to the Trustees. This will be achieved by entering the accident details onto the OSHENS on-line accident reporting system.

Accidents to pupils and other non-employees should be recorded in the accident book or on accident forms. Those accidents to pupils and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported to the Trustees by entering the accident details onto the OSHENS on-line accident reporting system.

Parents and carers will be notified immediately of all major injuries.

The E/AHs will investigate accidents and take remedial steps to avoid similar instances recurring.

All accidents which fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported to the HSE via the OSHENS on-line accident reporting system. This will be undertaken by the E/AHs. For full details relating to accident reporting arrangements, reference should be made to the HSA001 Guidance Note.

Asbestos
The arrangements for the management of asbestos on the site where applicable are detailed in the Asbestos Management Plan (AMP). This is located in the relevant School Office.

The Asbestos Register is held in the School Office and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building. No work can commence until permission to work has been given by the authorising manager named in the AMP.

The authorising manager shall ensure:

- The AMP is reviewed annually and that any changes are approved by the Trustees.
- That the Asbestos Register is consulted at the earliest possible opportunity in

the planning process and that **all** work on the fabric of the building or fixed equipment is approved via the completion of the ASBA1 form

- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the ASBA2 form according to the frequencies identified in the AMP. Any subsequent changes to asbestos containing materials on site will be recorded in the Register
- The E/AH can decide to order an asbestos risk assessment if applicable to their school although schools with little or no known asbestos, with no change material changes in that area can record this as not needed on the Asbestos Management Plan

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to the E/AHs and as the Academy Health & Safety Co-ordinator for the Trust at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the HSA004 Guidance Note as well as the Asbestos Management Plan.

Communication and Training
Detailed guidance and information about health & safety issues can be found in the Health, Safety & Wellbeing Service's Guidance Notes which are located in the OSHENS Document Library. The Health, Safety & Wellbeing Service also provides competent H&S advice for school staff and can be contacted on 01392 382027 or on healthandsafety@devon.gov.uk .

The Health and Safety Law poster is displayed in each Academy.

H&S Training
All employees will be provided with:

- induction training in the requirements of this Policy
- updated training in response to any significant change in this Policy
- training in specific skills needed for certain activities as identified by the relevant risk assessment
- refresher training where required

Training records will be kept. The Training Co-ordinator and the Health & Safety Co-ordinator are responsible for co-ordinating H&S training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the relevant 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. All employees shall undertake work tasks as instructed and trained.

For full details relating to staff training, reference should be made to the HSA0055 Training Guidance Note.

Consultation
Consultation of day to day matters will be achieved by items on regular staff meeting agendas.

Members of staff with concerns should raise them initially with the relevant E/AH or the Health & Safety Coordinator. If required, requests for external advice should then be sought from the Health, Safety & Wellbeing Service for concerns of employees which cannot be resolved locally.

Staff should feel free to contact the appropriate trade union appointed Safety Representative. The Trust welcomes the support of trade unions in H&S matters.

For full details relating to staff consultation, reference should be made to the HSA008 Guidance Note.

Contractors
All contractors must report to the School Office where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance and requirements for safe practice whilst on site. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

In respect of construction works, the TBM will ensure that the client's duties under the Construction (Design & Management) Regulations 2015 have been understood and complied with. Specifically, the TBM will ensure that any Designer/Principal Designer and Contractor/Principal Contractor is appointed in writing and will ensure that a Construction Phase H&S Plan is in place prior to any works commencing on the site.

For full details relating to the control of contractors, reference should be made to the HSA0007 CDM Guidance Note.

Curriculum Activities
Risk assessments for the significant hazards within curriculum activities will be carried out by the E/AHs using the appropriate Health, Safety & Wellbeing Service's model risk assessments listed above.

Staff will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for children to use.

For full details relating to the primary curriculum areas, reference should be made to the HSA0046 Guidance Note.

Display Screen Equipment (DSE)
All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more will have a DSE assessment carried out. This will be achieved by completing the OSHENS DSE online training and assessment.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician and corrective glasses, if required, specifically for DSE

use, subject to a total cost of £45.00.

For full details relating to DSE, reference should be made to the HSA0012 DSE Guidance Note.

Expectant Mothers
If a member of staff employed by the Trust is expecting, they must inform their E/AH, as soon as is practicable, who will ensure that the assessment is recorded on the RAA18 risk assessment document.

Fire and Emergencies
The E/AHs, together with the Premises Officer, are responsible for ensuring that the fire risk assessment is undertaken using the RAA08 document and controls implemented accordingly. The fire risk assessment is located in the School Office and on the H&S Compliance system and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in the School Office. All staff will be briefed in the contents of this plan at induction and on an annual basis. This will be augmented by fire drills which will be undertaken termly. Evacuation procedures are also made known to all contractors / visitors.

The Administrators in each school are responsible for ensuring that the school's Fire Log is kept up to date. Weekly testing of fire alarms are to be carried out under the control of the School Administrators and recorded on the H&S Compliance system.

Procedures for other critical incidents and off-site emergencies are contained within the School's Business Continuity Plan which is located in the School Office and will be reviewed annually. Emergency contact and key holder details are held in the plan. The plan must be updated on change of contact details.

For full details relating to fire safety, reference should be made to the HSA0018 Fire Safety Guidance Note.

First Aid
First Aid boxes are located strategically throughout the schools.

Training records will be kept. The Training Co-ordinator and School Administrator will ensure that refresher training is organised and individual schools will ensure the contents of first aid boxes are maintained.

For full details relating to first aid, reference should be made to the HSA0019 First Aid Guidance Note.

Legionella

Water risk assessments for the schools have been completed by external specialist companies. The School Administrators are responsible for ensuring that the identified operational controls are being conducted and recorded on the H&S Compliance system for the ATHSC to review. This risk assessment will be reviewed

where significant changes have occurred to the water system. The Risk Assessment is a working document and can be updated with reference to the Water Management Plan which the ATHSC reviews annually.

For full details relating to the control of legionella, reference should be made to the HSA0028 Legionella Guidance Note.

Lettings/shared use of premises
The Trustees will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant School H&S information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

Maintenance of Plant and Equipment
Regular inspection and testing of school equipment is conducted to ensure that work equipment is maintained in a safe and efficient state. Records of such monitoring will be kept by the school administrators. All staff are required to report any problems found with plant/equipment to the relevant E/AH. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair or disposal.

The following specific statutory inspections and tests will be undertaken by a competent contractor:

- Electrical installation inspection every 5 years
- Playground equipment subject to annual inspection by a professionally qualified service.

Portable Electrical Appliances
All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the E/AH.

All portable items of electrical equipment will be subject to formal inspection. The frequency of testing will be dependent upon the level of risk associated with the particular appliance type. This inspection and testing will be conducted by a professionally qualified service.

Personal items of equipment should not be brought into the school without prior authorisation and must be subjected to the same inspection process as school-owned equipment.

For full details relating to work equipment and electrical safety, reference should be made to the HSA0016 and HSA0058 Guidance Notes.

Medication Arrangements
Arrangements for medication are detailed in the separate Administering Medicines & Medical conditions Policy, which is reviewed annually. A copy of this policy can be found on the Link Academy Trust website, the individual school websites and in each School Office.

For full details relating to the administration of medication, reference should be made to the Devon County Council Document Medication Arrangements for Children and Young People H&S Guidance Notes - HSA0032 **Monitoring**

The E/AHs will put in place procedures to monitor compliance with the arrangements described in this Policy. Central to this process is the three yearly Health & Safety Audit undertaken by the Health, Safety & Wellbeing Service. Feedback from this process will be reported to the Trustees.

A general inspection of each site will be undertaken by the Premises Officer during regular site visits and the local H&S procedures will be conducted at least termly by the ATHSC. The feedback from this process will be reported to the Local Boards and Trustees.

- Other processes employed to monitor compliance with this Policy and H&S performance in general include regular reporting to Audit Committee.

For full details relating to monitoring, reference should be made to the HSA0005 Audit & Monitoring Guidance Note.

Moving and Handling
The risk assessment of significant manual handling tasks is undertaken as described in the risk assessment section above. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

Offsite Visits
In line with the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy*, the DCC Educational Visit Adviser will be notified of all Category B and C visits via the *Evolve* online system.

For lower risk Category A visits the School's Educational Visits Co-ordinators, will check the documentation and planning of the proposed activity and initially approve the visit before referring to the E/AH for final approval.

For full details relating to educational visits, reference should be made to the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy 2020*.

Personal Safety and Security
The Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent or threatening behaviour to its staff. A separate Trust Behaviour Policy is in place.

Staff will report any such incidents to the E/AH for reporting on the OSHENS system in accordance with agreed accident/incident reporting procedures.

Working alone will be avoided wherever possible.

Staff working outside normal school hours must obtain permission of their E/AH.

Risk assessments will be reviewed annually or after significant change and recorded by amending the RAA22 Risk Assessment.

School Security
The E/AHs are responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area.

This will be reviewed annually or after significant change and recorded by amending the relevant section of the RAA24B-Site Security risk assessment document.

For full details relating to security and lone working issues, reference should be made to the HSA0031 Lone Working and HSA0050 Security Guidance Note.

Stress/Wellbeing
The Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment in line with the HSE's management standards.

For full details relating to staff wellbeing, reference should be made to the HSA0024 Health Issues for Staff Guidance Note

Tree Safety Management
An increasing number of tree species are becoming susceptible to disease which can not only cause the trees to die but can also leave them in a dangerous state. For example, Ash Dieback is one of the currently emerging diseases likely to cause significant issues in the coming years. Physical damage to a tree can also cause safety issues and fungus can be a sign of underlying health issues with the tree.

The Academy will ensure that formal tree inspections are undertaken for trees which present a significant risk because of their age, condition or proximity to pedestrian routes or busy areas. The Academy will also arrange for an inspection following severe weather conditions.

The Academy will arrange for regular independent expert surveys by a trained arboriculturalist to be carried out every 2 years and formally documented.
The Academy will also arrange for a local tree inspection at least every 6 months by the E/AH who is competent by undertaking DCC online training, including refresher training at five yearly intervals. Ad hoc inspections are carried out on a risk assessment basis such as after severe storms.

Where the tree inspection process makes recommendations for remedial actions, the Academy will implement them as described.

Records of tree inspections and associated remedial works are kept on site.

Work at Height
Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings. 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 tables or chairs. Working at height information will be issued annually and logged on the H&S Compliance System

Work Experience
If the school *hosts* a work experience placement, any significant hazards within the planned work tasks will be risk assessed and findings will be communicated to the student and their parents/guardians via the student's secondary school. This assessment will be recorded on the RAA28 risk assessment document.

Students on placement and regular volunteers should be given a copy of the H&S policy and a copy of the H&S induction for their reference.

This Policy is reviewed by the Trustees' Audit Committee on an annual cycle and must be approved by the Trustees.

Approved by the Trustees: 6 December 2021
Next Review: December 2022



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