



HEALTH AND SAFETY POLICY

September 2021
Three Year Policy

Person Responsible:
Reviewed by SLT:
Ratified by Local Academy Board:

Mr A J Knowles
September 2021

Health and Safety Policy Statement

The Redhill Academy Trust Executive Board is firmly committed to doing all that is reasonably practicable to protect the health, safety and wellbeing of our employees, students and any other person affected by our activities through applying the high standards set out within this policy statement and in accordance with the Health and Safety at Work Act 1974.

Redhill Academy Trust will in particular take all reasonably practicable steps to:

- Provide and maintain a safe and healthy working environment including safe access arrangements and suitable welfare facilities.
- Provide information, instruction, training and supervision to enable employees to perform their duties.
- Undertake risk assessments, implement the identified control measures and ensure that safe systems of work are applied in relation to all of our activities.
- Minimise the use of hazardous or dangerous substances and where their use cannot be eliminated, implement suitable controls.
- Make available all necessary safety devices and protective equipment and supervise their use.
- Take steps to assess the competence of any contractor we engage and to ensure that information is exchanged on matters relevant to health and safety.
- Be prepared for emergencies such as fire and medical emergencies and investigate incidents of injury or ill health accordingly.
- Promote a positive health and safety culture within the organisation by consulting with employees on health and safety matters, directly and through media and safety representatives.

Redhill Academy Trust is committed to ensuring that the implementation of the health and safety management system is adequately resourced to enable the full implementation of this policy. This commitment includes the provision of sufficient financial resources, management and employee time, training and health and safety advisory support. Redhill Academy Trust utilises a combination of internal and external specialists to provide competent health and safety advice.

It is the responsibility of the Trust Executive Board to monitor the implementation of this policy statement and the Trust's overall health and safety performance by receiving regular health and safety reports from and commissioning and considering the results of a health and safety audit, conducted on an annual basis, reporting to the Trust Executive Board accordingly.

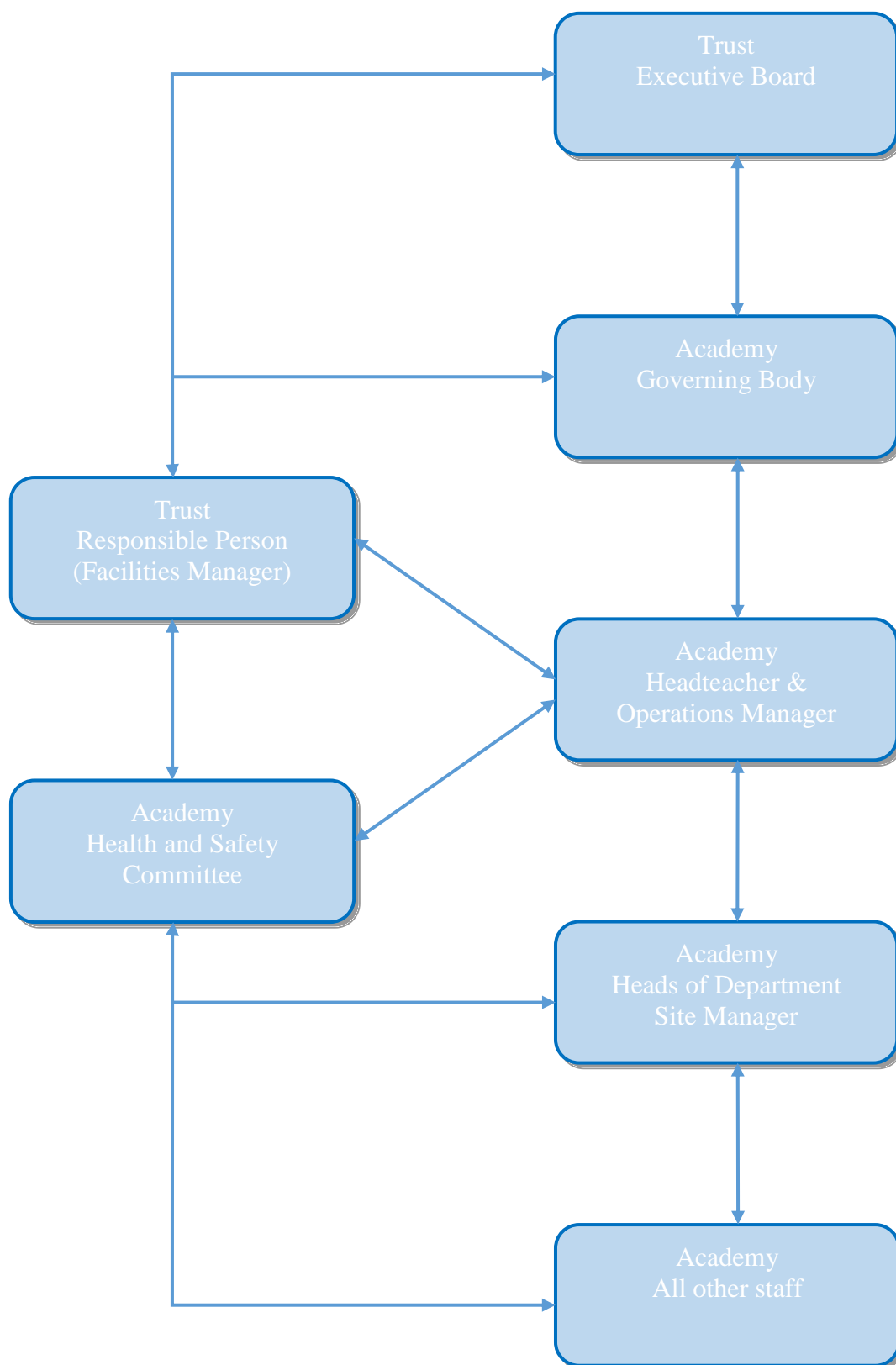
The Health and Safety Policy Statement and the Organisation and Arrangements that support it will be reviewed at least annually or more frequently where there have been significant changes to the Trust or the nature of the Trust's activities.

Signed: 

Mr S. Healy

Date: 15th July 2022.

Health and Safety Organisation Chart



Trust Executive Board

The Trust Executive Board has overall responsibility for ensuring our compliance with Health and Safety legislation but delegates responsibility for implementation to the individual Academy Governing Body and the Trust Facilities Manager acting as the responsible person.

The Trust Executive Board will ensure that:

- The Health and Safety policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- A health and safety plan of continuous improvement is created and that senior management monitor progress against agreed targets.
- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements.
- Adequate insurance cover is provided through the RPA and renewed accordingly.
- Those with designated health and safety responsibilities are provided with support to enable health and safety objectives to be met.
- A positive health and safety culture is promoted and that senior management develop a proactive safety culture which will permeate into all activities undertaken and reach all personnel.
- A system of communication and consultation with employees is established.
- Effective training programmes have been put in to place.
- An annual report on safety performance and compliance is presented to the Board.

Academy Governing Body and Responsible Person

The Academy Governing Body in conjunction with the Responsible Person are the designated persons with overall responsibility for ensuring compliance with Health and Safety legislation in each Academy. They will ensure that:

- The Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- A health and safety plan of continuous improvement is created and progress monitored.
- Competent persons are appointed to provide health and safety assistance and advice.
- An adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition.
- Statutory examinations are planned, completed and recorded.
- There is regular communication and consultation with staff on health and safety issues.
- An effective training programme is established to ensure staff are competent to carry out their work in a safe manner.
- Safe systems of work are developed and implemented.
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported.
- Safety issues raised are thoroughly investigated and when necessary, further effective controls implemented and communicated to staff.
- Contractors engaged are competent, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- Effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger.
- Health and safety objectives are set and their achievement is measured and reported in the annual report.

Academy Headteacher and Operations Manager

The individual Headteacher and Operations Manager will ensure that in their areas of control:

- They actively lead the implementation of their Health and Safety Policy.
- They monitor their staff to ensure that they work safely.
- Safe systems of work are developed and implemented.
- Risk assessments are completed, recorded and regularly reviewed.
- Accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported.
- They communicate and consult with staff on health and safety issues.
- They encourage staff to report hazards and raise health and safety concerns.
- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner.
- Issues concerning safety raised by anyone are thoroughly investigated and when necessary, further effective controls implemented.
- Premises, plant and work equipment are maintained in a safe condition.
- Statutory examinations are planned, completed and recorded.
- Personal Protective Equipment (PPE) is provided, staff instructed in its use and that records are kept.
- Adequate arrangements for fire and first aid are established.
- Any safety issues that cannot be dealt with are referred to the Health and Safety Committee for action.
- Welfare facilities provided are maintained in a satisfactory state.
- Health surveillance (if required) is carried out and records are kept.
- Contractors engaged are competent, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- Health and safety notices are displayed.
- Agreed safety standards are maintained particularly those relating to housekeeping.
- Health and safety rules are followed by all.

Heads of Department and Site Manager

The Heads of Department and Site Manager will ensure that in their areas of control:

- They implement their Health and Safety Policy.
- They supervise their staff to ensure that they work safely.
- They communicate and consult with staff on health and safety issues.
- Health and safety rules are followed by all.
- They encourage staff to report hazards and raise health and safety concerns.
- Issues concerning safety raised by anyone are thoroughly investigated and when necessary, further effective controls implemented and communicated to staff.
- Any safety issues that cannot be dealt with are referred to the Health and Safety committee for action.
- Safety training for staff is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner.
- Safe systems of work are developed and implemented.
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported.
- Personal Protective Equipment (PPE) is readily available and maintained and relevant staff are aware of the correct use and the procedures for replacement.
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- Risk assessments are completed, recorded and regularly reviewed, with any changes being brought to the attention of staff who may be affected.
- Contractors engaged are competent, can demonstrate a good health and safety record and are made aware of local health and safety rules and procedures.

- Health and safety notices are displayed.
- Agreed safety standards are maintained particularly those relating housekeeping.

Health and Safety Committee

The Health and Safety Committee's responsibility is to facilitate communication and consultation on health and safety issues across the Academy. They are responsible for ensuring that:

- Management are advised of relevant changes in health and safety legislation, codes of practice and industry standards.
- Risk assessment requirements are co-ordinated and the implementation of any actions required is monitored.
- Risk assessments are reviewed regularly and any changes are brought to the attention of staff who may be affected.
- Regular meetings are held where health and safety issues can be discussed, progress made against objectives and plans monitored and actions decided.
- Provide advice on health and safety training requirements.
- Details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities.
- Assist in investigating and recording accident investigations.
- Contact with external organisations such as the emergency services is co-ordinated.
- Health assessment requirements are identified and advised to management.
- The schedule of statutory examinations of plant and equipment is maintained and managers are made aware of impending examinations.
- There is regular communication and consultation with staff on health and safety issues.
- Health and safety issues raised by employees are discussed and considered for action.
- Health and safety performance and standards are monitored.
- Trends in accident statistics across the Academy are identified and making recommendations for action.
- Health and safety is promoted and new initiatives are considered to progressively improve standards in all areas.
- Employees are aware of significant changes to our health and safety policy documentation.

All Employees

All employees must:

- Take reasonable care of their own safety.
- Take reasonable care of the safety of others affected by their actions.
- Observe the safety Rules.
- Comply with the Health and Safety Policy.
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Dress sensibly and safely for their particular working environment or occupation.
- Conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks.
- Use all safety equipment and/or protective clothing as directed.
- Avoid any improvisation of any form which could create an unnecessary risk to their personal safety and the safety of others.
- Maintain all equipment in good condition and report defects to their line manager.
- Report any safety hazard or malfunction of any item of plant or equipment to their line manager.
- Report all accidents to their line manager whether an injury is sustained or not.
- Attend as requested any health and safety training course.
- Observe all laid down procedures for processes, materials and substances used.

- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

Arrangements for Health and Safety

Accident/Incident Reporting

Please refer to Tupton Hall School 'First Aid Policy'

All accidents and incidents in Tupton Hall School will be reported and recorded in line with the Local Authority accident reporting guidance. At Tupton Hall School all staff will report all accidents to the Business Manager who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. A copy of the guidance is held within the main school office.

Accident Investigation

Accident Investigations are carried out by the Business Manager. Accident prevention is a major outcome of thorough Risk assessment, when control measures have been put in place to minimise the risk. Our accident prevention programme includes:

- a) Risk assessment and control measures
- b) Building inspections and fault remedies
- c) Planned preventative maintenance programmes
- d) Safety training
- e) Accident reporting and investigation

A full explanation of the accident reporting and investigation process is detailed in the appropriate section of the Staff Handbook.

First Aid will be administered only by trained first aiders and nominated persons. Boxes are available in various areas of the school for self-administering of first aid.

The appointed person for first aid will be the Welfare Assistant. Notices will be posted in all parts of the school identifying the arrangements for obtaining first aid.

The Welfare assistant will:

- a) Take charge of the injured person
- b) Take charge of the first aid boxes, checking their contents to ensure out of date stock is replaced as soon as possible
- c) Ensure a record of each incident is made in the accident book and appropriate forms completed.
- d) Maintain first aid notices

Administration of Medicines

Please refer to Tupton Hall School 'Students with Medical Conditions Policy'.

Communication

Arrangements for communication between management and staff regarding health and safety issues, e.g. defect reporting, health and safety bulletins, etc. will be carried out through a daily staff bulletin. **Staff should email their concerns to the Operations Manager**
a.jones@tuptonhall.org.uk

Contractors

Arrangements for contractors – Schools have responsibility to ensure that all contractors undertaking work on their site are competent, adequately insured, and are able to carry out their activities in a way which poses no threat of injury to anybody in the vicinity including pupils, staff, visitors or to a lesser extent, trespassers.

All contractors should sign in at reception and follow the visitors/contractor procedure (permit to work). A book is placed in reception for all visitors to sign in. Contractors will be the responsibility of Mitie whilst on site. They will ensure Health and safety compliance and best practice.

Contractors bring with them hazards and risks associated with their skills and it may be necessary to bring these hazards, risks and the contractors chosen control measures to the attention of the staff and students who may be exposed to them. These may include exclusion zones and other measures which **MUST** be respected.

COSHH

Any substances, which carry a hazard warning and/or risk phrases, must be subject to a COSHH assessment. A competent member of staff must carry out such risk assessment.

A register of COSHH assessed substances must be kept in appropriate areas of the school. All persons who may have cause to use any of the registered substances must have read the appropriate section of the COSHH register.

All dangerous substances must be stored and used in accordance with the appropriate assessment and legislative requirements. Quantities of all dangerous substances will be kept to an acceptable minimum.

Access to dangerous substances must be restricted to authorised persons.

Subject Areas

Arrangements for controlling the risk in specific curriculum areas:

- **Resistant Materials**
- **Food Technology**
- Science
- Physical Education
- Art

Subject Leaders have their own safety procedures relevant to the teaching of the curriculum in that area. Any new practice or equipment will be subject to a risk assessment immediately prior to being brought into use for the first time.

Disaster Recovery Plans

Please refer to Tupton Hall School 'Critical Incident Management Plan Includes Disaster Recovery Strategy & Plan & Fire Safety'

Disaster plans to deal with explosions, bomb scares, escape of dangerous substances, etc, e.g. evacuation procedures; who will contact the emergency services, who will isolate gas points, how and where, etc.

Display Screen Equipment

Arrangements for the safe use of Display Screen Equipment (DSE). Display Screen Equipment (DSE) is the legal term for visual display equipment such as word processors, personal computers etc.

Using a computer is not generally thought of as being one of the most hazardous activities to engage in. Yet health and safety risks do exist for both adults and children. Computers should not be seen as toys but as items of electrical equipment to be treated with respect.

Staff who work on a VDU for 50% or more of their time are offered a free eye test voucher annually.

Educational School Visits

Please refer to Tupton Hall School 'Establishment Offsite Visits Policy'

Arrangements for managing educational visits and carrying out associated risk assessments. Educational visits are a potential source of hazard and therefore stringent management systems need to be put in place to ensure of staff and pupils who are at risk.

Environmental

Mitie will strive to ensure acceptable environmental conditions within the premises. Every effort will be made to ensure that suitable working temperatures are maintained. Arrangements for controlling the environment, e.g. temperature, humidity, noise, dust (particularly in DT areas), lighting, ventilation, etc. Monitoring of these items may be required to establish deterioration or improvement of conditions over long periods of time.

Workwear- All staff should wear appropriate clothing for the environment they work in. PPE will be provided in Technical areas.

Fire

Please refer to Tupton Hall School 'Critical Incident Management Plan Includes Disaster Recovery Strategy & Plan & Fire Safety'

Fire procedures, to include:

- Who is the duty holder
- Fire Risk Assessment details
- The fire evacuation procedure (should correspond with blue procedure notices and should state who will contact the emergency services)
- Testing of the fire alarm (including the recording of the tests)
- Termly fire evacuation drills (including the recording of the results)
- Inspection and service of fire fighting equipment, e.g. who does it, how often, who contacts the service engineer to replace used equipment, procedures for identifying used equipment (including the recording of service).

First Aid

Please refer to Tupton Hall School 'First Aid Policy'

First Aid procedures, to include:

- Name(s) of First Aider(s)
- Name(s) of appointed person(s), if any?
- Location of first aid box(es)
- Who is responsible for maintaining the contents of the first aid box
- A list of the prescribed contents of a first aid box (plasters can be included but should be of the type which uses non-allergic adhesive. Tablets, lotions, etc, should not be included).
- Who will contact the emergency services if required?
- Procedures for notifying parents, e.g. when and how.

Inspection of the Premises

Arrangements for carrying out formal inspections of the premises, once again, in terms of who; how; (in a large school it may be more practical to inspect departments separately rather than try to inspect the whole school in one go), and how often. Existing LA guidelines suggest these inspections should be carried out at least 3 times a year but, depending on the risks involved in certain areas, it may be appropriate to inspect more often, particularly in the early stages of introducing the health and safety culture. Details of how any health and safety problems identified will be dealt with should be included.

Inspections are carried out annually by the Governors.

Lone Working

People who work alone face the same hazards in their daily work as other workers. However, for lone workers the degree of risk of harm is often greater than for other workers. It is therefore essential that the risk of lone working is taken into account when risk assessments are carried out. If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, then other arrangements must be put in place.

Lone workers can face hazards such as accidents or emergencies arising out of the work and lack of first aid equipment; fire; inadequate provision of rest, hygiene, and welfare facilities; and violence from members of the public.

Manual Handling

The Manual Handling Regulations establish a clear hierarchy of measures for dealing with risk from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonably practicable;
- Assess any hazardous manual handling operations that cannot be avoided; and
- Reduce the risk of injury so far as is reasonably practicable.

Each school should make arrangements so far as is reasonably practicable, to avoid hazardous manual handling tasks or assess those manual handling tasks that cannot be avoided, so to reduce the risk of injury to their staff to the lowest level reasonably practicable.

Mechanical/Electrical and Portable Appliance Testing

Procedures for the introduction of new, second-hand and donated machinery and equipment, written confirmation by email to be sent to the Operations Manager

Reminders to staff regarding PAT Testing are sent to staff on a monthly basis via the staff bulletin.

Monitoring Auditing Health and Safety

The Health and Safety Policy is reviewed every 3 years.

Audits should take place to ensure the continuous monitoring process is adhered to.

Records of the testing and inspection of equipment and maintenance work are carried out and maintained as part of our Health and Safety management system.

The following list of equipment and practices are kept by Mitie

- Boiler Servicing
- Control of Legionella Bacterial Water System
- Electrical Equipment and Machinery
- Evacuation and Practice Drills
- Fire Alarms
- Fire-Fighting Equipment
- Five Year Electric Inspection (Due march 2024)
- Fixed Electrical Systems
- Fume Cupboards
- Gas Insulation
- Ladders and Stepladders
- Lifting Apparatus
- Lifts
- Local Exhaust Ventilation (LEV)
- Mechanical Machinery
- PE Equipment
- Personal Protection Equipment (PPE)
- Pressure Systems

Health and Safety Plan Monitoring Schedule

Annual Checks

Item	Check By	Comments
Risk Assessments	Trust / Operations Mngr	
Policy and Management Plan	Operations Manager	
COSHH	Mitie	
Review of Procedures	Mitie / Trust / Op Mngr	
Manual Handling of Risk Assessments	Mitie	
Accident Reports	Operations Manager	
Technology Room	D&T Technician	
Cleaning Staff Procedures	Mitie	
Record Fire Appliance Test	Mitie	
Record PE Equipment Check	Mitie	
Check Completion of PAT Testing	Operations Manager	

Whole Staff Training- Refreshers	Assistant Headteacher	
Non Accidental Injury Reports	Operations Manager	

Weekly Checks

Item	Check By	Comments
Social Area, Walls, Fences, Gates and Seats	Mitie Operations Manager DT Technician	
Fire Alarm Tests		
Minibus – All Drivers - Routine Checks		
Minibus – First Aid Kit		

Daily Checks (by observation, discussion etc)

Item	Check By	Comments
Physical Intervention	Headteacher	
PE Safety	Head of PE	
Lettings (Safety)	Mitie	
Driver minibus checks	Operations Manager	
Communication of Health and Safety concerns to all staff	Operations Manager/Mitie	

Termly Checks

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings	Operations Manager/Mitie	
Premises Inspection	Mitie	
Fire Log	Mitie	
Accident Reports	Operations Manager	
Fire Evacuation	Headteacher	
Visual Check of Electrical Equipment	All Staff	
Premises Security	Mitie	

Out of School Activities

Please refer to Tupton Hall Schools 'Establishment, Offsite Visits Policy'

Procedures for all types of out of school activities, e.g. adult to student ratios, type of transport, etc.

Personal Protective Equipment

Procedures for identifying and selecting Personal Protective Equipment, including storage, replacement and maintenance provision as well as training in the use of the equipment. This procedure is carried out as part of the staff induction process.

Premises/Lettings

Managed by Mitie

Playground Safety

Risk Assessments are carried out for all playground areas, including equipment and surface inspections by Mitie and annually by the Governors Resources Committee.

Risk Assessments

The Operations Manager is responsible for carrying out risk assessments under current health and safety legislation, e.g. general assessments, COSHH assessments, annual handling assessments, PPE assessments, DSE assessments, etc.

Road Safety

Mitie is responsible for carrying out arrangements for the safe flow of traffic throughout the school site, including people and vehicles, etc.

Security

Mitie is responsible for the security arrangements in order to prevent, where possible, unauthorised access to the premises, e.g. location of visitors' book, access points which may be closed to the public at certain times of the day, etc.

Site Access

Mitie is responsible for arrangements regarding the safe access and egress of staff, pupils, visitors and associated vehicles. Security Gates are managed by Reception.

Stress Management

Please refer to Tupton Hall School 'Stress Management Policy'

Arrangements for identifying and managing stress, School Governors, Headteachers, senior teachers and school managers need to be aware of the effects stress can have on the school. It leads to impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff.

The real extent of stress-related problems has been hidden because very few people are prepared to admit they are suffering from stress or to seek help for it. Few people who have not experienced the depression, anxiety and despair which often accompanies stress, fully appreciate the effect it can have on people's lives.

Training

Please refer to Tupton Hall School 'Continuing Professional Development Policy'

Arrangements for identifying the training needs of staff and for ensuring adequate training provision, including the induction training for new staff, both long and short term.

Violence at Work

Please refer to Tupton Hall School 'Violence at Work Policy'

Tupton Hall School has Violence at Work policy currently in place, which clearly sets out the responsibilities, duties of staff, and procedures for preventing and dealing with violence within their

areas of responsibility. School leaders are aware that staff fears of violence can create a situation where their own uncertainty may make violence more likely and can result in unacceptable levels of stress.

Welfare Facilities

Mitie is responsible for the provision and maintenance of welfare facilities, eg toilets, washing facilities, provision of drinking water, facilities for staff to make a hot drink etc

Waste Management

Mitie is responsible for managing waste and associated secure points.

Work Related Learning (Alternative Curriculum & Work Experience)

Work related learning describes a broad range of activities for students of all ages. It is aimed at learning about work, through direct experience, and as preparation for work. It involves using the context of the world of work to develop the knowledge, skills and understanding that will be useful in work.

Working at Heights

The Operations Manager is responsible for the working at heights procedure and will advise staff accordingly.

Reviewed September 2021