

Health & Safety Policy

Date: March 2020

Review date: March 2023

Lime Trust Policy Statement for Health & Safety

The following statement sets out the health and safety objectives for Lime Trust with the aim of ensuring best practice in the management of health and safety.

Lime Trust

- a) Will take all reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities
- b) Will take all reasonable steps to ensure compliance with all relevant health and safety legislation
- c) Accepts its responsibilities as an employer and will provide adequate resources to implement this policy, including access to support for health and safety competent persons, where necessary specialist external advice and assistance will be obtained
- d) Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively
- e) Expects all employees and pupils to co-operate with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others
- f) Is committed to providing the necessary information, instruction, training and supervision to employees and pupils where applicable
- g) Acknowledges and actively supports the role and responsibilities of employee representatives and will give full cooperation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively
- h) Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modify the policy in light of new legislation and other changing circumstances
- i) Will set out full details of the organisation and arrangements for the management of health and safety in the Trust

Gary Pocock
Chief Executive Officer, Lime Trust

Date: March 2020

Responsibilities

The Chief Executive Officer (CEO)

The CEO has a legal responsibility for ensuring Lime Trust complies with all relevant health and safety legislation and, in particular, for:

- a) Ensuring that the Trust has a general policy on the management of health and safety and that this policy is communicated to all employees
- b) Ensuring that appropriate systems and procedures are in place to secure effective implementation of that policy
- c) Ensuring adequate financial resources are made available to deal with health, safety and welfare requirements
- d) Ensuring effective monitoring systems are in place and systematically applied
- e) Reporting on health, safety and welfare matters, as part of the annual review, to the Trust

The CEO also has the authority to take whatever executive action is considered necessary to prevent serious harm to individuals or to the Trust; in exceptional circumstances, this may include summarily closing (in whole or in part) Lime Trust buildings, sites, operations or activities.

On a day to day basis, the Headteachers and leadership teams of our academies act on behalf of the CEO in discharging the responsibilities for management of health and safety.

The Trustees

The Trustees are responsible for ensuring that the CEO is discharging his duties as the person with overall responsibility for health and safety. They are responsible for monitoring that the CEO is running the Trust to ensure compliance with health and safety legislation. The Board of Trustees will receive periodic updates on the performance of the Trust on health and safety. In particular, Trustees are responsible for:

- a) fostering a safety/risk aware culture, in which health and safety and related issues are seen as essential and integral parts of the Board's activities, so ensuring effective governance on health and safety issues
- b) developing strong and active leadership from the top
- c) visible, active commitment from the Board
- d) ensuring that the Trust establishes effective 'downward' communication systems and management structures
- e) integration of good health and safety management with business decisions
- f) setting up of Committees to support health and safety where appropriate
- g) ensuring health and safety is adequately resourced
- h) nominating a health and safety champion on the Board

Delegating the day to day management of health and safety issues to various 'competent persons' does not remove any responsibility from the Trustees.

The Academy Council

The Academy Council has responsibility for ensuring that the Trust Health and Safety Policy is understood and accepted and approved for use within their academy and that arrangements are in place for the academy to implement it.

The Headteacher

The Headteacher is ultimately responsible for health and safety at their academy, and has the overall responsibility for ensuring that this Health and Safety Policy is effectively implemented and that proper resources are made available to achieve this. In particular, they will:

- a) be responsible for all aspects of health, safety and welfare as it affects the curriculum and student learning
- b) will plan as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant
- c) reporting on health, safety and welfare matters as part of the annual review, to the Academy Council and the Trust
- d) will provide the final authority on matters concerning health and safety at work
- e) will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner
- f) make sure that off-site and residential procedures are communicated to staff and are also up to date in terms of legislative and insurance requirements
- g) make sure that support staff are appropriately trained to fulfil their responsibilities under health and safety legislation and academy health and safety policy
- h) make sure there is a safe and healthy environment for staff, students and visitors
- i) make sure that all the contractual work and maintenance carried out on the school site is co-ordinated and that procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishment or alteration schemes
- j) make sure the people with delegated responsibility for the day to day responses to the Health and Safety Policy and matters such as injuries, accidents, fires and other emergencies shall:
 - I. interpret and make recommendations for corrective action from injury and property damage
 - II. make sure all staff have a health and safety induction, and appropriate additional training and instruction
 - III. make sure that relevant actions resulting from workplace inspections, spot checks, and data for risk assessments are resolved satisfactorily
 - IV. stop and prevent any practices thought to constitute imminent or potential danger
 - V. make sure the fire alarm system is tested regularly and records are kept
 - VI. make sure that the requirements of the Equalities Act 2010 are met in terms of health, safety and welfare

The Academy Leadership Team

In direct support of the headteacher, the leadership team of each academy is responsible for:

- a) making sure that this policy on the management of health and safety is communicated to all staff
- b) making sure that appropriate systems and procedures of the policy are effectively implemented
- c) making sure there are effective monitoring systems in place and that they are systematically applied

The Designated Health and Safety Lead (DHSL)

The Headteacher will appoint a Designated Health and Safety Lead (DHSL) to assist them with their duties in the implementation of this Health and Safety Policy at their academy. The DHSL will act as a focal

point for health and safety at the academy. The DHSL, working in conjunction with the Trust's Health & Safety Consultants, Judicium, and a named sub-committee that meets to fulfil these duties, will advise the Headteacher on health and safety policy and practice.

The DHSL will make sure that:

- a) This policy is clearly communicated to all relevant persons
- b) The Trust's health and safety policies/procedures are reviewed regularly, remain appropriate and fit for purpose, and comply with legislative requirements. This will be done with the assistance of the Trust's Health and Safety Consultants, Judicium
- c) The implementation of the Trust's and its academies' procedures, arrangements, and risk assessments are appropriately and regularly monitored and evaluated via auditing and inspections
- d) Appropriate information on significant risks is given to visitors and contractors
- e) Appropriate consultation arrangements are in place for staff and their safety representatives
- f) All staff are provided with adequate information, instruction and training on health and safety issues
- g) Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them
- h) Risk assessments of the premises and working practices are undertaken
- i) Safe systems of work are in place as identified from risk assessments
- j) Emergency procedures are in place
- k) Machinery and equipment is inspected and tested to ensure it remains in a safe condition
- l) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc
- m) Arrangements are in place to inspect the premises and monitor performance
- n) Accidents are investigated and any remedial actions required are taken or requested
- o) The activities of contractors are adequately monitored and controlled
- p) Regular reports to the Headteacher on the health and safety performance of the school are provided as required
- q) Periodic and annual reports on health and safety matters are prepared, as required for the Academy Council and Trust Board

Teaching/non-teaching staff holding posts/positions of special responsibility

This includes the Senior Leadership Team, School Business Manager and Site Manager. They must:

- a) Apply this Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements
- b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks
- c) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher
- d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work
- e) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them
- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- g) 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

- h) Ensure all accidents are investigated appropriately

Class teachers

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out
- b) Follow the health and safety procedures applicable to their area of work
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary
- d) Ensure the use of personal protective equipment and guards where necessary
- e) Make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation
- h) Regularly check their classrooms for potential hazards and report any observed to the Site Manager
- i) Report all accidents, defects and dangerous occurrences to the Headteacher or Site Manager
- j) Ensuring the safety of pupils whilst in their charge
- k) Making sure that clear safety instructions and warnings are given
- l) Making sure that the Management of Health and Safety at Work and any other relevant regulations are adhered to
- m) When working in premises other than those under academy supervision, comply with the health and safety arrangements for that site
- n) Making sure, that, in the event of a serious accident, nothing is disturbed at the scene of the accident, except as might be necessary for the removal of a casualty

The Kitchen Manager

The Kitchen Manager is responsible for the safe operation of the catering facilities and must:

- a) Be familiar with this Health and Safety Policy
- b) Prepare risk assessments for all catering activities
- c) Ensure that all kitchen staff are instructed and informed to work in accordance with these documents
- d) Inform the Site Manager or Headteacher of any potential hazards or defects
- e) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned
- f) School staff must not use the catering facilities and equipment without the prior agreement of the Headteacher and Kitchen Manager

Health and Safety Committee

The Trust academies' Health and Safety Committees provide a forum for joint employer/employee discussions of health and safety matters. This committee will meet once per term as a minimum. All employees are encouraged to bring health and safety concerns to this Committee either directly or through their safety representative. Minutes of the Health and Safety Committee are copied to the Academy Council and the Trust CEO. The Health and Safety Committee will:

- a) Comprise the Headteacher, DHSL, a representative from the Academy Council and Site Manager. It will be chaired by the Headteacher. Safety Representatives, whether appointed by a recognised trade union or elected by the workforce, are automatically members of this Committee
- b) Review all health, safety and security matters
- c) Advise the Headteacher of any current issues in respect of health, safety and security

All employees

All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons
- b) Observe all instructions on health and safety issued by the Academy Council, or any other person delegated to be responsible for a relevant aspect of health and safety
- c) Act in accordance with any specific health and safety training received
- d) Report all accidents and near misses in accordance with current procedure
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities
- g) Inform their Line Manager of all potential hazards to health and safety, in particular, those that are of a serious or imminent danger
- h) Inform their Line Manager of any shortcomings they identify in their academy's health and safety arrangements
- i) Exercise good standards of housekeeping and cleanliness
- j) Co-operate with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive
- k) When authorising work to be undertaken, or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered

Contractors

- a) When the premises are used for purposes not under the direction of the Headteacher e.g. the provision of school meals, then, ***subject to the explicit agreement of the Academy Council***, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control
- b) All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Headteacher of any risks that may affect the school staff, pupils and visitors
- c) All contractors must be aware of the Trust health and safety policy and emergency procedures and comply with these at all times
- d) In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

Pupils

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

- a) Exercise personal responsibility for the health and safety of themselves and others
- b) Observe standards of dress consistent with safety and/or hygiene
- c) Observe all the health and safety rules of the school and in particular, the instructions of staff given in an emergency
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety

- e) Comply with academy rules and procedures
- f) Taking reasonable care of themselves and others

Competent Person

The Trust has engaged Judicium to provide competent persons for advising the Trust, Headteachers and their nominated Designated Health and Safety Lead. The competent person is responsible for providing advice on Health and Safety to the Trust academies and the Trust in general.

Procedures and Arrangements

Introduction

The following procedures and arrangements have been established within our academies to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. The list below provides a summary of all the key health and safety arrangements applicable. More detailed policies and written procedures for a number of these areas are available.

Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to the Headteacher, who will ensure that the accident is investigated and reported to the CEO, Academy Council and the Health and Safety Executive as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm, although it does not do so on this occasion – must also be reported, so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

Asbestos

The Site Manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

Staff must not affix anything to walls, ceilings, etc. without first obtaining approval from the Headteacher.

Staff must report any damage to asbestos materials immediately to the Headteacher. Where damage to asbestos material has occurred, the area must be evacuated and secured. The Headteacher will immediately notify the CEO and the Chair of the Academy Council by telephone.

Contractors

The Chief Operating Officer (COO) is responsible for the selection and management of contractors for the Trust. The Headteacher must refer to the COO for approval ahead of any works.

Curriculum Safety (including out of school learning activities)

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils. The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

Display Screen Equipment

The Headteacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Educational Visits and Journeys

The Headteacher and the EVC are responsible for ensuring that all school trips are managed in accordance with the school policy for educational trips, which all teachers must be familiar with.

Electrical Safety

The Site Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Site Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to the Site Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the Headteacher.

Fire Precautions and Emergency Procedures

The Headteacher is responsible for ensuring:

- a) That a Fire Risk Assessment is completed and reviewed annually
- b) That the school emergency plan and evacuation procedures are regularly reviewed
- c) The provision of fire awareness training to all staff
- d) That an emergency fire drill is undertaken every half-term
- e) The preparation of specific evacuation arrangements for staff and/or pupils with special needs

The Site Manager is responsible for:

- a) The formal maintenance and regular testing of the fire alarm and emergency lighting
- b) The maintenance and inspection of the fire-fighting equipment
- c) The maintenance of exit/escape routes and signage
- d) Supervision of contractors undertaking hot work

All staff must be familiar with the school Fire Safety risk assessment, the school emergency plan and evacuation procedures.

First Aid

The names of the school's qualified First Aiders are displayed clearly within each of our schools. First Aid supplies are kept securely and it is the responsibility of the DHSL to ensure that stocks of supplies are kept up to date. All staff must be familiar with the school arrangements for First Aid.

Hazardous Substances

The Site Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Headteacher. The Site Manager will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by

staff or older pupils under supervision.

Substances used in D&T and science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.

Lettings/shared use of premises/use of premises outside school hours

The Headteacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the Health and Safety Policy and Lettings Policy.

The Site Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Facilities and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the Headteacher and Site Manager of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

Managing Medicines & Drugs

No pupil can take medication on the school site without a letter of consent from his/her parent/carer.

Staff must notify the Headteacher if they believe a pupil to be carrying any unauthorised medicines/drugs.

The school policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy.

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Site Manager.

All faulty equipment must be taken out of use and reported to the Site Manager. Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

The Headteacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves, but must ask the Site Manager for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

PE Equipment

The Headteacher is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments have been completed for all PE activities and all staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Headteacher.

Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the Headteacher's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified, it must be worn by any staff member or pupil who might be at risk of injury or harm to health. Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Headteacher.

Risk Assessments

It is the Headteacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Headteacher is responsible for undertaking general risk assessments except for the areas listed below:

- a) The Site Manager will undertake risk assessments for maintenance and cleaning
- b) The Educational Visits Coordinator will ensure that risk assessments are completed by all staff who organise and lead school visits

Security/Violence

The Site Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls/fences, entrance points, outbuildings and external lighting.

The Site Manager is also responsible for the security of the site during after school use and lettings.

The numbers on any security pads will be changed at regular intervals and these changes notified to appropriate staff. Staff are reminded that these numbers should not be divulged to any pupil or parent.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception. If an intruder becomes aggressive, staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in an area of the school where assistance is available. The Headteacher should be notified in

advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Headteacher.

Site Maintenance

The Site Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

He will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Headteacher.

All staff are responsible for reporting any damage or unsafe condition to the Site Manager immediately. The Site Manager's job book is kept in the office and office staff will contact him by mobile if the matter is urgent.

Smoking

It is illegal to smoke anywhere on the school premises.

Staff Training & Development

The Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

All staff will receive fire awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings.

Stress

The Academy Council governors and Headteacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- a) An environment in which there is good communication, support, trust and mutual respect
- b) Training to enable them to carry out their jobs competently
- c) Control to plan their own work and seek advice as required
- d) Involvement in any major changes
- e) Clearly defined roles and responsibilities
- f) Consideration of domestic or personal difficulties
- g) Individual support, mentoring and referral to outside agencies where appropriate

Swimming

Each venue is visited by the leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility Normal Operating Procedures. All teachers and pupils are made aware of facility Emergency Evacuation Procedures. This is refreshed following any change in teachers or pupils.

Visitors

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued, which must be worn at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

Working at Height

- a) The Site Manager is responsible for the purchase and maintenance of all ladders in the school
- b) All ladders conform to BS/EN standards as appropriate
- c) The Site Manager is also responsible for completing risk assessments for all working at height tasks in the school
- d) Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor
- e) If you need to hang decorations or displays, then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted
- f) Do not work at height when you are alone. If you are planning to use a step ladder, ask the Site Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need
- g) Your knees should be no higher than the top platform of the ladder
- h) Never overreach. Try always to keep one hand free on the ladder to steady yourself

Appendix – Supporting Policies and Procedures

Supporting Policies and Procedures in the Health and Safety Management Folder:

1. Educational Visits and Journeys
2. First Aid & Medicines
3. Managing Contractors
4. Safeguarding (Child Protection)
5. Behaviour
6. Curriculum Specific Policies
7. Staff Code of Conduct
6. Fire risk assessment and procedures

Health and Safety Policy

Member of Staff Acknowledgement

I have read the Trust Health and Safety Policy and agree to follow the procedures outlined in this policy.

Employee's Name: _____

Employee's Signature: _____

Date of Signature: _____