



HEALTH AND SAFETY POLICY

Policy reviewed, approved and adopted	September 2018
Version	5.4
Review frequency	Annually
Date of next review	September 2019
Responsible Officer	Deputy CEO



Introduction

The purpose of this policy is to indicate the organisation and management arrangements for applying these policies at a local level within the Academies across the Trust.

This policy will be reviewed annually by the Deputy Chief Executive, in consultation with the Executive Leadership Team, academy Health and Safety Representatives and external advisors. The policy will be presented to Trustees.

Each member of staff should receive a copy of this policy when joining the Trust. All staff receive updated versions of the policy each year and the policy is published on the Trust website for information.



Contents

Part 1	Ascent Academies' Trust General Statement
Part 2	Organisation & Management Arrangements
Part 3	Procedural Arrangements



PART 1

GENERAL STATEMENT

INTRODUCTION

The purpose of the Ascent Academies' Trust policy is to indicate the Trust's commitment to achieving a safe working environment for all staff, pupils and visitors connected with our sites and activities.

The policy will be reviewed annually by the Deputy Chief Executive and ratified by the Board of Trustees.

1. The Board of Trustees and Heads of Academy recognise and accept their respective responsibilities under the Health & Safety at Work etc. Act 1974, the Management of Health and Safety at Work regulations 1999 and all other supporting Regulations in order to provide a safe and healthy workplace for all its employees.
2. The Board of Trustees, Heads of Academy and all staff will, individually and collectively, take all steps within their power, where reasonably practicable, to meet their responsibilities, paying particular attention to the provision and maintenance of:
 - (a) Plant, equipment and systems of work that are safe;
 - (b) Safe arrangements for the use, handling, storage and transport of articles and substances;
 - (c) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health & safety at work;
 - (d) A safe place of work and access to it;
 - (e) A healthy working environment and adequate welfare facilities.
3. Although it is the duty of the Board of Trustees and Heads of Academy to ensure the health, safety and welfare of all persons, all employees acting in a managerial capacity are responsible for ensuring that all persons under their charge comply with this Health & Safety Policy at all times.
4. A Health and Safety Advisor, supplied through Avec Partnership, provides competent technical advice on health and safety matters where necessary to assist such employees in their task.
5. No safety policy is likely to be successful unless it actively involves staff themselves.

**Signed
Name
Date**


Mick Little – Deputy Chief Executive
3rd September 2018



PART 2

ORGANISATION & MANAGEMENT ARRANGEMENTS

Section 1	Board of Trustees
Section 2	Link Health and Safety Trustee
Section 3	Deputy Chief Executive
Section 4	Executive Head Teachers
Section 5	Heads of Academy
Section 6	Facilities Manager
Section 7	Academy Health and Safety Representatives
Section 8	Site Manager
Section 9	All Staff
Section 10	Union Safety Representatives
Section 11	Legal Framework



(SECTION 1) BOARD OF TRUSTEES

Will:

- Ensure that there is an effective policy for health and safety within the Academies in the Trust (this Health and Safety Policy) and that a copy has been issued to all members of staff.
- At least annually, or when necessary, monitor and review the effectiveness of this policy and ensure that any revisions are made, seeking advice from a competent health and safety advisor where necessary.
- Ensure that the Heads of Academy and staff take steps to evaluate all significant risks to the health and safety of any person who may be affected by any work carried out on the premises by;
 - Developing generic risk assessments.
 - Taking account of reports from monitoring provided by the Trust's health and safety advisor.
 - Reviewing the application of this policy from time to time and at least annually.
- Ensure that health and safety functions of all staff are clearly described within job descriptions.
- Support the Heads of Academy by promoting a culture in which all staff are made aware of the importance of managing health and safety risks. This is achieved by involving staff with risk assessment, investigating accidents, communicating via staff meetings, notice boards, circulation of minutes, liaison with union reps, safety inspections and appropriate training.
- Notify the Trust's health and safety advisor of any significant health and safety risks which exist and cannot be mitigated.
- Ensure that all liability is covered by adequate insurance and/or risk protection arrangements.

(SECTION 2) LINK HEALTH AND SAFETY TRUSTEES

Will:

- Act on behalf of the Board of Trustees to assess and evaluate health and safety management arrangements and report back to the Board.



- Visit each of the academies (half yearly) and review and audit the systems, procedures and arrangements in place to manage health and safety.
- Consider health and safety in respect of the academy sites and Trust estate as a whole, for any potential risks or safety issues.
- Report back to the Board on any issues or recommendations.

(SECTION 3) DEPUTY CHIEF EXECUTIVE

Will:

- Ensure that a written copy of the Trust's Health & Safety Policy is prepared for approval by the Board of Trustees and issued to each member of staff.
- Support the Board of Trustees with monitoring and review of the Policy.
- Support the Executive Head Teachers and Heads of Academy with the effective management of health and safety in their respective academies.
- Ensure statutory compliance with legislation and guidance in relation to health and safety.
- Liaise with health and safety advisors to undertake statutory reporting requirements, including RIDDOR reportable incidents/accidents.

(SECTION 4) EXECUTIVE HEAD TEACHERS

Will:

- Within their level of responsibility and with the resources available to them, have responsibility for discharging the Trust's duties in relation to the management of health and safety in their academies.
- Support Trustees with monitoring and review of the Policy and ensure this is implemented and complied with at all times.
- Have responsibility for ensuring appropriate and adequate procedures are in place to assess and manage risk.
- Ensure systems are in place for the successful management of health and safety, including monitoring, reviewing and reporting.
- Liaise with the health and safety Link Trustees and Deputy Chief Executive, concerning health and safety matters.



(SECTION 5) HEADS OF ACADEMY

Will:

- Manage health and safety in their academy on a day to day basis.
- Have day to day responsibility on behalf of the Board of Trustees to ensure that this Policy is understood, implemented and complied with at all times and at all levels.
- Support Trustees with monitoring and review of the Policy.
- Arrange for the implementation of any safety induction or subsequent training found to be necessary.
- Have responsibility for Risk Assessment, Accident Reporting, First Aid and Fire Evacuation within their Academy.
- Ensure, where reasonably practicable, that only safe working practices are used, in order to provide maximum safety for all personnel under their charge.
- Liaise with the health and safety Link Trustees regarding the monitoring and review of their Academy. Update the link Trustee on any significant potential future issues or risks.
- Liaise with the Deputy Chief Executive concerning health and safety matters.
- Maintain good housekeeping standards in their academy at all times and promote a positive health and safety culture.

(SECTION 6) FACILITIES MANAGER

Will:

- Manage health and safety in all academies in relation to site maintenance.
- Ensure effective systems and procedures are in place regarding managing external contractors.
- Ensure compliance with legislation and guidance including fire, legionella, electrical, lifts, mechanical plant, energy and environment and asbestos.
- Ensure risk assessments are carried out and are in place regarding all site



management and maintenance activities.

- Liaise with health and safety advisors where necessary and when required.
- Communicate with academy health and safety representatives and all staff, providing advice and guidance and promoting a proactive health and safety culture.

(SECTION 7) ACADEMY HEALTH AND SAFETY REPRESENTATIVES

Will:

- Familiarise themselves with this health and safety policy and other related relevant documents.
- Conduct health and safety discussions/meetings with staff (working groups) regarding their academy.
- Review policy and other documentation, including the revision of risk assessments and fire procedures, with staff.
- Represent staff and be a contact point for health and safety queries/concerns, providing advice and obtaining additional support where required.
- Undertake health and safety walks and site inspections, working with senior management and external health and safety advisor when necessary.
- Promote an active health and safety culture within the academy.

(SECTION 8) ACADEMY SITE MANAGERS

Will:

- Ensure the health and safety policy is complied with at all times and all other relevant policies and procedures are followed regarding site staff and activities.
- Ensure that external contractors are managed and controlled.
- Ensure, that only safe working practices are adopted regarding all site related activities, in order to provide maximum safety for all personnel within the academy.
- Ensure risk assessments are in place and communicated to all staff regarding site related activities.
- Manage COSHH relating to building cleaning and site maintenance substances.



- Ensure compliance with all legislation and guidance relevant and applicable to managing the academy building and site.
- Maintain electronic copies of all site documentation and certificates where possible to facilitate access and to support disaster recovery processes.
- Promote an active health and safety culture within the academy.

(SECTION 9) ALL STAFF

Will:

- Ensure, where reasonably practicable, that they and persons who are in their charge, use only safe working practices.
- Ensure that any health and safety problem or concern, which cannot be resolved by them, is raised quickly with the appropriate member of staff, i.e. Site Manager and/or Academy Health and Safety Representative in the first instance and then the Head of Academy if necessary.
- Make themselves familiar with the health and safety policy and relevant risk assessments in addition to any safety rules and code of practice that have been established.
- Make appropriate use of safety equipment and protective clothing.
- Report any accidents, unsafe working practices or systems of work which develop contrary to instructions, unsafe working conditions, damage to plant, machinery or equipment, to the appropriate member of staff, i.e. Site Manager and/or Academy Health and Safety Representative in the first instance and then the Head of Academy if necessary.
- Take reasonable care of the safety of himself/herself and of anyone else who may be affected by their acts or omissions at work.
- Co-operate with the academy health and safety representative to support them in their role.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.
- Work with the academy and Trust staff to promote a positive health and safety culture in the workplace.



(SECTION 10) UNION SAFETY REPRESENTATIVES

Where trade union representatives request to appoint a member of staff as a Union Safety Representative, the academy will afford them this facility in accordance with the Safety Committees & Safety Representatives Regulations 1977. In addition, non-union representatives are entitled to be represented under the Health & Safety (Consultation with Employees) Regulations 1996. The academies currently have no trade union safety representatives.

(SECTION 11) LEGAL FRAMEWORK

The following is a brief guide to the legislation for the benefit of all staff of the Trust:

- Health and safety legislation is enforced by the Health & Safety Executive, in accordance with the requirements of the Health & Safety at Work Act etc. 1974 and other relevant legislation.
- The Board of Trustees are ultimately responsible for health and safety in all academies within the Trust. Therefore, the Board of Trustees must ensure each academy has the resources available for effective health and safety management. The Link Trustee must be notified immediately if a significant event occurs or a high risk which cannot be controlled or mitigated.
- The appointed Health and Safety Advisor will monitor standards of health and safety in each academy, in particular ensuring adequate risk assessments are developed in accordance with the academy's risk assessment procedure. The academy is responsible for reporting accidents and ill health resulting from work activities including educational visits.
- Section 7 of the Act places a duty on all employees of the academy to take reasonable care to ensure that their acts or omissions at work do not adversely affect the health and safety of themselves or other persons.
- Staff are also required to co-operate as far as is necessary so that the Board of Trustees can comply with any duties or requirements placed on them by any of the relevant statutory provisions.
- A person who does not co-operate as necessary may be liable to prosecution by the Health & Safety Executive. Employees are advised that the commission of an offence carries a penalty, on summary conviction, at a magistrate's court of an unlimited fine and or up to 6 months' imprisonment and at crown court of an unlimited fine and up to 2 years' imprisonment for breach of Sections 2-6 of the HASAWA.



HM Inspectors of Health & Safety

- Inspectors may enter the premises at any time, without notice, but in practice they would usually notify the Head of Academy of a proposed visit to an academy.
- Section 21 of the Act empowers a duly appointed Inspector under the Act to serve any person an Improvement Notice stating that he/she is contravening the Act of one or more of the statutory provisions and requiring the person to remedy the contravention within a specific time limit.
- Section 22 of the Act empowers an Inspector to issue a Prohibition Notice upon any person in control of activities that constitute an immediate risk of serious personal injury. The Notice prevents the activity from taking place until the risk has been re-assessed and reduced.
- The Deputy Chief Executive and/or the Executive Head Teacher will advise the Trust's Health & Safety Advisor immediately of any visit (announced or otherwise) by an Inspector from the Health & Safety Executive.
- Any person receiving an Improvement Notice, a Prohibition Notice or a Notice of Prosecution must immediately inform the Deputy Chief Executive, who will immediately inform the Chair of the Board of Trustees.



PART 3

PROCEDURAL ARRANGEMENTS

- 1 The Management of Health & Safety in the Academies within the Trust
- 2 Risk Assessments
- 3 Workplace Requirements
- 4 Control & Management of Contractors & Reporting Repairs
- 5 Management of Asbestos
- 6 Accident Reporting
- 7 Violence & Aggression: Reporting Procedures
- 8 First Aid Arrangements and Managing Medication
- 9 Display Screen Equipment
- 10 Manual Handling of Inanimate Objects
- 11 Fire: Precautions & Emergency Procedures
- 12 Control of Substances Hazardous to Health
- 13 Electricity at Work
- 14 Prevention & Control of Legionellosis
- 15 Boiler & Electrical Room Safety & Maintenance of Heating Plant
- 16 Provision & Use of Work Equipment
- 17 Control of Noise Exposure
- 18 Personal Protective Equipment
- 19 Vehicle Movement on Academy Premises
- 20 Educational Visits



21 External Hirers

22 Minibus Operation

23 Working at Heights

24 Arrangements for New Staff

25 Monitoring of the policy

26 Review of the policy

Appendix 1 – Health and Safety Roles and Responsibilities

Appendix 2 – Contractor Management

Appendix 3 – Health and Safety Guidelines for External Hirers



1. The Management of Health & Safety in the Academies within the Trust

The Trust recognise that, like any work activity, health and safety has to be managed proactively in each academy. The ultimate aim is to reduce the incidence of work related accidents, and ill health that may otherwise affect employees and visitors. The health and safety of children is particularly important given their inexperience and different perception of risk.

Apart from the moral and legal duties, failure to do so results in civil claims costs for accidents and ill health against the academy. The majority of these costs are not met by our insurance.

All staff are responsible for contributing to this proactive culture by applying the principles of this Policy. Senior Leaders have responsibility for coordinating health and safety information, including risk assessments, with staff under their immediate control.

Liaison is achieved with the Health and Safety Link Trustees by making minutes of meetings available for review and meetings documented for inspection. The Health and Safety Link Trustees work closely with the Deputy Chief Executive, the Trusts Facilities Manager and the individual academy health and safety representatives.

Advice on the technical aspects of health and safety is available from the Deputy Chief Executive. Any training requirements should be identified and raised by staff with their line managers.

For Health and Safety roles and responsibilities see Appendix 1.

2. Risk Assessments

The Trust has a Risk Assessment Procedure. It is important that staff take time to familiarise themselves with this procedure and any risk assessments written for academy activities that they may be expected to undertake. All staff in receipt of risk assessments agree to acknowledge receipt, read and understanding them and comply at all times. Any concerns need to be raised at the earliest opportunity in order that risks can be addressed. The risk assessments are produced so that that all staff know how to ensure their health and safety, and that of other people who may be affected by the work of the Academy. Any queries should be raised with the Deputy Chief Executive and/or the Executive Head Teachers. The procedures and risk assessments are subject to annual review or where there are significant changes to working practices.

Please also refer to the Trust Risk Assessment procedure.



3. Workplace Requirements

For guidance on areas such as temperature, space, toilet facilities, lighting etc. staff should consult the Trust's Facilities Manager.

4. Control & Management of Contractors & Reporting Repairs

Only contractors approved by the Site Managers can be used to carry out maintenance and construction work in any academy. The Site Managers are responsible for liaising with Contractors regarding on site risk assessment. Support is available from the Health & Safety Advisor.

All staff are responsible for reporting routine defects to the Site Manager via the online reporting facility. Defects which pose a health and safety risk or have an operational impact should be cordoned off or have access restricted then reported immediately to the site team. In particular, repairs to floor surfaces must be reported promptly and action taken to make areas safe on a temporary basis. Staff should report any outstanding repairs to the Facilities Manager if there are any issues, who will then liaise with the academy's site team.

Notes of guidance for external contractors can be found in Appendix 2.

5. Management of Asbestos

A non-intrusive asbestos survey has been carried out for each of the academies. A copy of the Asbestos Register is held by the Site Manager of each academy and staff may consult it for further information. There is no material in such a condition that it presents a risk to health.

Staff must not disturb materials containing asbestos (where applicable) in the academy and any concerns should be reported to the Deputy Chief Executive. Any contractor or any other person carrying out work in the premises must consult the Asbestos Register and act in accordance with the procedures therein before commencing work. They **must** have also signed the register to confirm that they have read and understood the content and that where applicable their work will not disturb any known materials containing asbestos. Any instances of materials containing asbestos accidentally disturbed by a contractor must be reported to the Facilities Manager immediately in order that the appropriate measures can be put in place to reduce the risk of exposure to the contractor, staff and pupils.

All work involving asbestos must be carried out under the control of the Facilities Manager who may consult with the Health and Safety Advisor if necessary.

Please refer to the Asbestos Policy and Management Plan for more information



6. Accident Reporting

All accidents to employees, visitors and pupils must be reported on the academy's incident report form (IR1). The forms are held in each academy office. Those accidents which are "reportable" - see guidance in the Trust's Accident Reporting Procedure - must be reported via telephone or email to the Health and Safety Advisor within 48 hours of the accident occurring, at which time the IR1 form should also be sent to them. All potential reportable incidents must also be reported to the Deputy Chief Executive.

- 1) Minor Accidents - All accidents will be reported by completing an IR1 form, as soon as practically possible following the incident.
- 2) Major Accidents - The appropriate documentation must be completed as soon as possible following the incident.
- 3) Accident Reporting - The academy will follow the reporting procedure. It will be the responsibility of staff to inform the Head of Academy or a member of the Senior Leadership Team (SLT) when accidents occur.
- 4) Accident Investigation - In accordance with the Health and Safety Guidelines to prevent the possible recurrence of accidents, the academy will investigate the circumstances of each accident at the earliest opportunity. If remedial or preventive action is necessary, the academy will act promptly and a record of such action will be recorded.
- 5) Near Misses - In order for the academy to improve its safety arrangements, all near misses should be recorded on the IR1 form and returned to the Head of Academy or appropriate member of the SLT.
- 6) Any potential reportable accidents/incidents should be discussed with the Deputy Chief Executive and where necessary the health and safety advisor.
- 7) Reported accidents and incidents will be reviewed on a termly basis.

7. Violence & Aggression: Reporting Procedures

The Trust is committed to reducing the incidence of verbal and physical abuse towards its staff. Consequently, the Trust has adopted the HSE's definition of violence at work; "any incident where a member of staff is abused, threatened or assaulted in circumstances relating to their work".

Given the nature of the academies in the Trust, perceived violence or aggression from pupils can actually be behavior related to their specific/individual needs. Reporting processes are being developed to identify more specific categories of incidents and assess any further controls or preventative measures that can be implemented. Further guidance can be obtained from the Accident Reporting Procedure.



Staff must report incidents of this nature using an incident report form (IR1) held in the main office. The Head of Academy will review the incident and any follow up action required with the member of staff in order to reduce the likelihood of a recurrence.

Please refer to the Accident Reporting Procedure for more information

8. First Aid Arrangements and Managing Medication

There are members of staff qualified to deliver first aid in each academy. The contents of all first aid boxes are checked on a regular basis. For details of the first aiders see the First Aid Emergency Procedure notice displayed in each academy.

If a pupil has an accident requiring first aid treatment, then a trained member of staff should be sent for initially. They will then decide what treatment should be administered and any further course of action required.

All medication is to be kept in a locked cupboard and only to be administered by trained members of staff, who have the necessary permissions. Appropriately trained academy staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. All medication should only be administered by an appropriately trained and competent person, with the necessary permissions and in line with the Managing Medication Policy

Please refer to the Managing Medication Policy and/or First Aid Policy for more information

9. Display Screen Equipment

Some members of staff are classified as "DSE Users." They have been given information about the risks associated with DSE use and understand how to control these risks. If staff have any concerns or are experiencing any issues they feel are related to their use of Display Screen Equipment they should raise with their Head of Academy.

Please also refer to the DSE Self Assessment Procedure

10 Manual Handling of Inanimate Objects

Musculoskeletal injuries through unsafe lifting and handling cause many serious injuries each year in the UK. The Trust aims to eliminate all manual handling tasks where possible, or reduce the risk, so far as is reasonably practicable. Where appropriate, staff can assist by considering whether changes can be made to their work organisation (e.g. storage arrangements), use of mechanical aids etc. The site staff carry out the majority of manual handling and have received specific health and safety training in this respect.



No member of staff will undertake a manual handling task for which they have not been trained or equipped to do so. Trained staff will work with strict compliance with the Health and Safety policy, risk assessment and any other information or procedures provided for their safety.

11 Fire Precautions & Emergency Procedures

Staff must ensure that fire escape routes and final exit doors are kept clear at all times. Displayed materials should not cover emergency signage or fire alarm call points.

The Site Manager, in consultation with the Head of Academy, will organise and monitor a fire drill every term. A reflection of each drill will be discussed by all those involved and documented and evidenced in the Fire file. Each academy has Fire Emergency Procedures that are updated regularly and displayed in every classroom and appropriate location around the building. The procedures will be reviewed after the Fire Drill has taken place and any necessary amendments made.

All staff should familiarise themselves with evacuation routes and notices. Any difficulties with fire doors should be reported to the site manager as soon as possible.

A notice outlining the evacuation procedures will be displayed at the main entrance. Staff are asked to park in designated areas only.

All staff are required to register in and out of the building, by signing in/out at reception either manually or via an electronic system. In an emergency, pupils will evacuate the building and assemble in the designated area/s. A member of business support staff will collect necessary documentation to confirm who is on site and report back to the Chief Fire Warden.

There are individual Personal Emergency Evacuation Plans (PEEPs) for all staff, students and visitors who require them.

A six monthly inspection and maintenance of the fire alarm and emergency lighting system is carried in accordance with a SLA. Weekly tests of fire alarms and emergency lighting is undertaken by site staff and documented accordingly.

An annual review of all fire precautions and procedures is undertaken as part of the Fire Risk Assessment, completed by the external health and safety advisor.

12 Control of Substances Hazardous to Health (COSHH)

The site teams use chemicals and substances classified under the COSHH Regulations. They have been provided with specific COSHH Risk Assessments and training so that they know how to control any risks to their health.

Please refer to the COSHH procedure for more details.



13 Electricity at Work

The mains electrical system is tested every 5 years. Portable electrical equipment is listed within each academy. It is subject to Portable Appliance Testing (PAT testing) annually by a suitably qualified electrician in the case of small appliances and every 3 years for computer equipment. Any electrical equipment brought from home by pupils or staff should not be used in the premises unless it has been subject to satisfactory examination and test.

14. Prevention & Control of Legionellosis

As part of a Service Level Agreement, an annual risk assessment is carried out to determine what cleaning and disinfection is required to the water system in each academy. The treatment is carried out by an approved contractor. The copy certificate is held in the main or site office. There are regular routine water checks carried out by site staff and external contractors.

15 Boiler & Electrical Room Safety & Maintenance of Heating Plant

On an annual basis, the boilers and heating plant are serviced and maintenance. Copies of service records are held by the Site Manager. Boiler Plant and Electrical Intake Rooms must not be used as storage areas and are out of bounds to pupils and unauthorised staff. These areas are identified by safety signage and kept locked at all times.

16 Provision & Use of Work Equipment

All work equipment must be suitable for the purpose for which it is intended and must not present a risk to the health and safety of the user or other people.

A risk assessment has been undertaken relating to the use of ladders and any tower scaffold by site staff, who have received appropriate information, instruction and training in the use of the equipment. Stepladders used by staff must be of an industrial classification.

Machinery purchased (such as woodworking machines, pedestal drills etc.) must conform with the Provision & Use of Work Equipment Regulations 1998. Staff may wish to consider seeking advice from the Health & Safety Advisor before making such purchases.

Hoists are provided for staff to move and assist pupils when toileting etc. Moving and assisting training is provided to relevant staff where appropriate. The hoists are serviced on a six monthly cycle.



17 Control of Noise Exposure

Exposure to excessive noise levels may occur from time to time in some areas of the academy. Exposure to excessive noise levels can result in temporary or permanent hearing damage. Arrangements can be made to carry out noise assessments in the academy. Any staff member with concerns over the level of noise in their working environment should contact the Site Manager in the first instance or Deputy Chief Executive for further advice.

18 Personal Protective Equipment (PPE)

The Facilities Manager will arrange for the purchase of suitable PPE for site staff as this is required for the majority of the roles/tasks they undertake on a daily basis. If it is deemed necessary, as a result of a risk assessment, that any other employees require PPE, the Head of Academy will arrange for such equipment to be provided for their use. It is recognised that PPE is the last line of defence and other control measures should be considered in the first instance.

19 Vehicle Movement on Premises

Pupils use designated areas at break times and at lunchtime and are supervised by staff as appropriate. The pupils' area is separated from the car park/ vehicle area.

Vehicles enter and leave the academy premises by use of the entrance and exit gates. Staff and visitors should park in the designated parking bays. There is clear signage at each academy displaying the speed limit for vehicle movement on academy premises.

Vehicle movement on site is restricted where possible and any unnecessary traffic (deliveries etc) during pupils' arrival and departure times is eliminated.

There are procedures in place for transport for the arrival and departure of pupils and there are risk assessments in place for this time and activity.

20 Educational Visits

Educational visits must be approved by the designated Educational Visits Co-ordinator for each academy and are subject to formal risk assessment, parental consent and insurance arrangements. The Trust uses Evolve to record academy external visits. Trustees review and approve adventurous activities, including any foreign travel.

Please refer to the Educational Visits Policy for more details.

21 External Hirers

It is important that external hirers follow health and safety procedures, particularly as



there may be minimum number of Trust staff on site. Specific areas relating to security, fire procedures, first aid and emergency action are covered in Appendix 3.

22 Minibus Operation

The Trust have a number of vehicles for day to day usage and the transport of Ascent students. These vehicles must be used in accordance with the Trust's Transport Policy.

Staff must have undertaken the relevant driving assessment, submitted a copy of their driving licence and undergone a brief medical (where applicable) to assess fitness to drive Trust vehicles. For further information, contact the Deputy Chief Executive.

Each vehicle is checked weekly by site staff and a safety check is completed by an external contractor every 10 weeks. Although there are designated persons responsible for vehicle maintenance in each academy, it is the driver's responsibility to ensure that appropriate checks have been carried out every day and before the vehicle is driven.

Please refer to the Transport Policy for more details.

23 Working at Heights

Staff are only to work at height if using suitable access equipment. Standing on tables, chairs, benches or similar furniture is strictly forbidden. Elephants foot stools and stepladders are available if required. Staff who believe that they work at height or use step ladders on a regular basis are to request training through their line manager.

No member of staff will undertake a working at heights task for which they have not been trained or equipped to do so. Trained staff will work with strict compliance with the Health and Safety policy, risk assessment and any other information or procedures provided for their safety.

Please refer to the working at height policy for more details.

There is a separate risk assessment for the use of the elephant's foot stools.

All ladders are to be kept secure and only used with permission and following completion of the appropriate training.

24 Arrangements for New Staff

All new staff will be issued with this policy and as part of their induction. In addition, a summary of the Health and Safety Guidelines for the academy they are to be based in will be provided. All staff new to the academy including supply teachers and students on work placement will be given a Health and Safety induction that includes a tour around the building. Any queries should be directed in the first instance to their line manager.



25 Monitoring the Policy

Monitoring includes ensuring that inspections are taking place regularly so that the hazards and risks of activities carried out within the academy are being adequately recognised and controlled. Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued. The provision of information, instruction and training to all staff and students (especially new members of the academy) are matters that should also fall within the monitoring exercise.

Monitoring of any accidents, incidents and instances of occupational ill health occurring at academy level is particularly important so that remedial action can be taken to prevent any recurrence. The Deputy Chief Executive will monitor all reported accidents, incidents and occupational ill-health in order to determine those events that are legally reportable to the relevant enforcing Authority, those which require further investigation and possible notification to others within the academy, and to set in place appropriate remedial action.

26 Reviewing the Policy

The implementation of this policy will be audited by the Trust's Health and Safety Advisor and will be reviewed at least on an annual basis by the Deputy Chief Executive before being passed to Trustees for approval. If there are any reasonable changes required or amendments necessary to this policy, the review may be conducted at an earlier period than the agreed annual date.

The next review is scheduled to be September 2019.

Appendix 1

HEALTH AND SAFETY - ROLES AND RESPONSIBILITIES <small>(reviewed September 2018)</small>	
BOARD OF TRUSTEES - H&S policy in place, monitored and reviewed regularly - H&S Acts and Regulations followed - Processes in place to evaluate, review and control risks - Promote culture raising awareness of risks - All liability covered by insurance or alternative risk protection arrangements	
LINK HEALTH AND SAFETY TRUSTEES <small>(V Milnes & S Steele)</small> - To act on behalf of the Board of Trustees to assess and evaluate H&S management arrangements - Review and ensure effective, systems, procedures and arrangements are in place to manage H&S - Report back to the Board any issues or recommendations	
EXECUTIVE HEAD TEACHERS <small>(Y Limb & R Hargreaves)</small> - Management of H&S within their respective academies - Ensure H&S policy is implemented and complied with at all times - Procedures in place to assess and manage risk - Systems in place for the successful management of H&S, including monitoring, reviewing and reporting	DEPUTY CHIEF EXECUTIVE <small>(M Little)</small> - Corporate services and business support staff roles/actions - Ensure H&S policy is implemented and complied with at all times - Statutory compliance with legislation and guidance - Risk Management Policy and Procedures adopted - Liaise with H&S advisors to undertake any statutory reporting requirements, including RIDDOR reportable incidents/accidents - Management of Facilities and site staff
HEAD OF ACADEMY EDUCATIONAL ACTIVITIES - Teaching and class based staff roles/actions - Ensure H&S policy is implemented and complied with at all times - Curriculum and Educational activities - Educational visits / Off site activities - COSHH relating to substances used for educational and extra curricular activities - Day to day management of H&S within their Academy - Risk Assessments for all Educational / Academy based activities - Ensure all class based staff are trained to the appropriate level for the roles they undertake - Accident reporting, first aid and fire evacuation - Notify the Deputy Chief Executive of any RIDDOR reportable incidents/accidents - Promote a positive H&S culture within the academy	FACILITIES MANAGER <small>(A Hall)</small> FACILITIES MANAGEMENT - Site staff roles/actions - Site management and maintenance - Ensure H&S policy is implemented and complied with at all times - Organised building works and accommodation - Systems and procedures regarding external contractors - Compliance with legislation and guidance including: fire, legionella, electrical, lifts, mechanical plant, energy and environment, and asbestos - COSHH relating to building cleaning and site maintenance substances - Risk Assessments for all relevant site management and maintenance activities - Liaise with H&S advisors - Communication with Academy H&S reps and staff, providing guidance/advice - Promote proactive H&S culture with staff, sharing lessons learned and providing regular guidance
ACADEMY H&S REPRESENTATIVES - Review policy and other documentation with staff - Conduct H&S discussions/meetings with staff (working groups) - Represent staff and be a contact point for H&S queries/concerns - Advise/guide staff, including obtaining additional support if required - Carry out H&S walks and site inspections - Work with senior management and external H&S advisors - Promote an active H&S culture within the academy	SITE MANAGER SITE MANAGEMENT - Site staff roles/actions, including agency/contracted in cleaners - Ensure H&S policy is complied with at all times - Ensure all other relevant policies and procedures followed, including Lone Worker and Working at Heights. - Regular building maintenance - Ensure external contractors are managed and controlled - Risk Assessments in place and communicated to relevant staff regarding site activities/duties - COSHH relating to building cleaning and site maintenance substances - PPE equipment worn at all times when required - Cleaning of the building including procedures for dealing with bodily fluids - Compliance with all legislation and guidance relevant and applicable to managing the academy building and site
ALL STAFF - Read, understand, implement and comply with H&S policy at all times - Make themselves familiar with relevant risk assessments, B1-D19ts and any other safety rules and codes of practice - Only use safe working practices for themselves and persons in their charge - Make appropriate use of safety equipment and protective clothing - Report any H&S issues or concerns quickly to the appropriate person - Report any accidents, unsafe working practices or conditions - Report any damage to plant, machinery or equipment to the relevant person - Take care of themselves and anyone else who may be affected by their acts or omissions at work	



Appendix 2

Notes of Guidance for Contractors Working On Site

Purpose of Guidance

Building or small works such as glazing, heating and ventilation, roof repairs, electrical installations etc. may create risks for those engaged in the work and for staff and students.

The purpose of this code of practice is to provide guidance in order that Contractors will use safe working practices according to the Health and Safety at Work Act 1974 and to assist the Contractor in taking all reasonable and practical steps to prevent danger or ill health from the work being carried out.

The Trust has legal a responsibility to contribute to the safety of Contractors' staff.

For short term work involving educational/teaching areas there must be liaison and agreement between the Contractor and the Site Manager before work proceeds.

All Contractors will:

- i) Observe the academy rules and instructions, e.g. fire prevention, first aid, and traffic restriction etc., given by staff for which the Contractor is working.
- ii) Not work on the premises until the Trust's rules are accepted.
- iii) Provide the necessary method statements and risk assessments for the works to be completed.
- iv) Ensure that all operations are conducted in such a manner as to prevent injury.
- v) Provide own plant and equipment unless specified in the contract.
- vi) Not leave portable electrical equipment unattended. Larger items should be electrically isolated when left unattended.
- vii) Use properly constructed plugs and sockets for any connections to the academy electricity supply.
- viii) Obey the legal requirements relating to equipment and operations set out in:
 - 'Lifting Equipment Regulations 1998 (LOLER)'
 - 'Provision and Use of Work Equipment Regulations 1998 (PUWER)'

The Trust official will:

- i) Ensure that the Contractor is informed of emergency procedures, e.g. injury, fire, dangerous occurrences and has access to the academy's safety and emergency policies when requested.
- ii) Ensure that the Contractor is informed of working procedures, e.g. head protection, electrical safety, and ladders.
- iii) Ensure that the Contractor is aware of general safety requirements, e.g. site traffic, warnings.
- iv) Ensure that the Contractor is aware of any special safety precautions, e.g. asbestos.



- v) Ensure that the Contractor is working safely and is not putting academy staff, students or property at risk.

INFORMATION FOR ON SITE CONTRACTORS

It is your responsibility that a safe system of working is implemented at all times.

Please note that students may/will be moving around the academy and it is your responsibility to ensure their safety at all times.

Student movement will be most evident at the following times:

DETAILS TO BE ENTERED HERE

Please be aware that some students will be on site after this time.

Please ensure that all electrical leads are kept clear of floors whenever possible. If leads must trail across frequently used areas, e.g. corridors, remove them at the above times, or securely tape them to the floor.

Do not leave any equipment unattended as it may cause injury. It may also not be there when you return.

If you know that your working procedure may be hazardous or may take a long period of time let the administration staff/ site staff know.

It may be possible to prevent students using the area while you are working. Areas must not be closed off without prior consultation.

If you are driving in the academy grounds, observe the speed limit of 5 miles per hour.

All contractors must sign in and out at the reception upon entering and leaving the premises and must prominently display the badge issued.

No smoking anywhere on Trust premises.

If fire alarm is activated (a continuous bell) leave premises immediately and report to administration staff at the location as agreed during the induction.



In case of queries contact the administration or site staff.

Please read, then sign and return the slip below.

I have read and understood the information from the Ascent Academies Trust for
..... Academy for on-site contractors and agree to abide by it.

Signed: _____

Date: _____

On behalf of: (Company name) _____



Appendix 3

Health and Safety Guidelines for External Hirers

SECURITY

- ID badges are to be worn by staff at all times when on duty
- Lead person to ensure register is taken at the beginning of the session.

FIRE PROCEDURE:

If you discover a fire:

- Operate the fire alarm.
- Leave the building (follow the route indicated on the evacuation plan).
- Dial 999 and report the fire.

On hearing the fire bell (continuous ring):

- Leave the building at once (follow the route indicated on the evacuation plan)
- Close all doors and windows as you leave
- Assemble in the relevant collection area
- Hirer to check the attendance registers for their group.
- Do not disperse
- Do not re-enter the building until instructed to do so by the Chief Fire Warden or the Duty Officer

FIRST AID:

- First aid kits should be provided by the hirer for their activities unless prior arrangements have been made with the academy.
- First aid for all but minor injuries should always be followed by qualified medical treatment
- First Aid treatment and any other medical matter will be the responsibility of the hirer. The academy will not, unless through prior agreement, arrange for first aid or medical support to be made available for hirers of academy facilities.

EMERGENCY ACTION IN CASE OF ACCIDENT OR ILLNESS:

- Telephone is located in the Main reception
- Make arrangements for an ambulance to be sent immediately so that the patient can be taken to hospital by dialing 999
- Give precise location of the occurrence and directions for the nearest point of access for the ambulance.
- Arrange for the ambulance to be met at the MAIN GATE
- See that the patient is accompanied whenever possible by a responsible person



- Ensure that arrangements are made for the relatives or friends to be advised fully of the situation
- Ensure that an accident report form is completed giving the full details of the occurrence together with any action taken. This must be handed to the Main Reception.
- Accident report forms are located in the main Office.

PARKING:

- All cars are to be parked in the car park and/or area agreed
- Cars parked at the owner's risk.
- There is a strict 5mph speed limit on Academy premises

SMOKING:

All Academies are no-smoking areas. There should be no smoking anywhere on any academy site. In accordance with the Trust's No Smoking Policy, we request that there is no smoking within the visible external boundaries of the academies.

Please read, then sign and return the slip below.

I have read and understood the information from the Ascent Academies Trust for Academy for Hiring agencies and agree to abide by it.

Signed: _____

Date: _____

On behalf of: (Hirer or Company name) _____