

Health and Safety Policy

Health and Safety Policy Statement

L.E.A.D. Teaching School Hub Lincolnshire

The Regatta, Henley Way, Lincoln LN6 3QR

Our statement of general policy is as follows:

- To promote an effective safety culture of L.E.A.D. Academy Trust
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that non-employees e.g. visitors, contractors etc., are not exposed to a risk to their health and safety so far as reasonably practicable
- To provide adequate control of the health and safety risks arising from trust activities,
- To consult with our employees on matters affecting their health and safety
- To provide safe plant and equipment
- To ensure safe use, handling and storage of substances
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review the systems in place that manage health and safety and to revise it as necessary on an annual basis

SIGNED:  **DATE: 18/06/21**
(Amanda Griffiths)

This policy has been brought to the attention of all employees and is kept readily available on the Teaching School Hub website for employees and visitors.

Responsibilities

L.E.A.D. Academy Trust (The MAT)

As the employer, the ultimate responsibility for health and safety rests with the Trust Board, although some functions under the Health and Safety at Work etc. Act 1974 are delegated to Office Managers. Other responsibilities are delegated to the Trust Executive Team, Committees or other Senior Staff.

The Trust has created and maintains a Health & Safety Manual which will include generic risk assessments for selected areas / activities and model policies / procedures.

- Monitor compliance with legislation and Trust policies
- Provide direction/s as necessary to academy management in the interests of health and safety
- Ensure management are appropriately trained in health and safety principles
- Provide competent health and advice available according to Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- Consult with employees on matters affecting their health and safety according to the Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996

The L.E.A.D. Academy Trust defines the policy expectation, but the responsibility for implementation and tailoring the policy to suit local needs rests with the Local Responsible Person of each location.

Duties of the Deputy Chief Executive

The Deputy Chief Executive is responsible for:

- Ensuring that all office locations are appropriately resourced in terms of staffing structure, facilities and equipment.
- Overseeing and acting on feedback obtained from on-going Health & Safety monitoring / auditing of the Teaching School Hub health & safety performance.
- Ensuring that concerns or requests for support that have been escalated from The Teaching School Hub Director and are appropriately dealt with.
- Reporting Health & Safety Performance to the Trust Leadership Team.

Duties of the Director of the Teaching School Hub

- Ensuring that the Operations Manager has the necessary skills and training to fulfil the Health and Safety checks
- Ensure that staff are trained in relation to Health and Safety policies and practise
- Ensure that staff are vigilant in relation to health and safety risks
- Ensure that policies are maintained and up to date

Duties of the Operations Manager

The Operations Manager is responsible for:

- Demonstrating visible, active commitment to health and safety improvement.
- Ensuring that the requirements of all relevant legislation, codes of practice and Trust policies are being met.
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff and others.
- Ensuring effective means of communication with staff on health, safety and welfare issues.
- Ensuring that risk assessments are undertaken and reviewed annually.
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities.
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated.
- Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available.
- Ensuring that employees and visitors are aware of the emergency procedures.
- Ensuring that hazardous substances are correctly used, stored and labelled.
- Monitoring the maintenance of plant and equipment e.g. electrical equipment, air conditioning, fire alarm system, intruder alarms etc.
- Monitoring and maintaining effective security arrangements.
- Dealing with reported damage and defects.
- Seeking the advice and support of the Trust Health & Safety Business Partner and the Trust Estates Development Manager when necessary.
- Reporting and or escalating any significant health and safety issues or concerns to the Teaching School Hub Director (e.g. if higher level approval or funding is needed to resolve the issue).

Duties of Deputy and Teaching School Hub Leaders

The duties of Office Line Managers include:

- Day to day responsibility for the health, safety and welfare of employees. Especially those who report into them.
- This includes overseeing arrangements in place for lone working or out of office working.
- Ensuring risk assessments are carried out for activities as required.
- Ensuring safe working conditions and safe working practices are followed in accordance with legislation and academy policies.
- Ensuring employees are 'competent' to carry out their activities.
- Ensuring new employees are inducted in Trust's health and safety arrangements.

Duties of All Employees

All employees are instructed to:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action.
- Co-operate with the academy on health and safety matters.
- Not to interfere with anything provided to safeguard their health and safety.
- Report all health and safety concerns, e.g. hazards or defects etc. in line with local procedures.
- To participate in health and safety related training as necessary (e.g. Fire safety).

Arrangements - Contents

1. Accident Reporting and Investigation
2. Asbestos Management
3. Construction (Design & Management)
4. Consultation with Employees
5. Contractors
6. Control of Substances Hazardous to Health (COSHH)
7. DSE - 'Display Screen Equipment'
8. Electricity at Work
9. Emergency Planning
10. Fire Safety
11. First Aid (Stand Alone Policy)
12. Gas Equipment and Appliances
13. Health & Safety Advice
14. Housekeeping
15. Information
16. Maintenance of Plant and Equipment
17. Lone Working
18. Legionella
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20. Monitoring and Review
21. New and Expectant Mothers
22. PPE - 'Personal Protective Equipment'
23. Reporting Defects, Hazard and Near Misses
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32. Violence
33. Welfare Facilities
34. Work Equipment
35. Working at Height

Many of these subject areas have associated SPA's. These are effectively specific sub-policies of this policy document. They provide a much greater level of detail for those who have a particular interest. SPA's can be found in the relevant section of the Health & Safety area of SharePoint. Once there, go into the required folder (e.g. Asbestos) and if an SPA has been produced, it will be found in the "Policy and Arrangements" section.

Arrangements

1. Accident Reporting and Investigation

SPA available

Accidents to employees are reported using the appropriate report forms.

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

1. As much detail as possible will be supplied when reporting an accident
2. Information about injuries will also be kept in the employees record
3. Records held in the first aid and accident book will be securely retained by the office, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979 and the Trusts Data Retention Policy.

All accidents are investigated by the Operations manager.

Reported accidents are monitored to identify any trends, e.g. same employee or accident in the same location.

The Operations Manager is responsible for ensuring certain more serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

2. Asbestos Management

SPA available

The property is rented and rental agreements acknowledge that there are no asbestos materials contained within the property.

3. Construction Work

SPA available

All construction work is monitored in accordance with Trust procedures.

4. Consultation with Employees

SPA available

Health and safety is regularly discussed at leadership meetings. Minutes are taken of such meetings and action taken as required.

Any local procedure, policy or decision that may have a significant effect on colleagues' health and safety is brought to the attention of staff so that their views can be heard before implementation.

Employees are encouraged to report any health, safety or welfare concerns to the Operations Manager.

5. Contractors

SPA available

The L.E.A.D. Teaching School Hub recognises the shared responsibility that any work is undertaken by contractors is done so in a safe manner. The contractors' health and safety compliance and performance are considered as awarding factors for the tendering of all locally managed contract work.

The Operations Manager is responsible for day to day management of Contractors on site, unless the contractor has been organised by the landlords of the property.

6. Control of Substances Hazardous to Health (COSHH)

SPA available

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

If required, COSHH assessments would be carried out for the use of any hazardous substances used / stored on site, i.e. chemicals bearing a hazard warning symbol (i.e. toxic, corrosive, harmful, irritant).

The only COSHH substances on site are used by the cleaners, who also undertake any necessary assessments

All chemicals are kept in a designated area by the cleaners, away from the office space.

7. Display Screen Equipment

SPA available

The regulations are applicable to regular 'users' of display screen equipment, e.g. Staff. This includes laptops. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user'. The use of laptops is regarded as use of display screen equipment.

It is recognised, however, that guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

8. Electrical Safety

SPA available

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

All portable electrical appliances are checked by a 'competent' person appointed by L.E.A.D. IT Services on an annual basis. Records of PAT testing are held at L.E.A.D. IT Services.

All employees are instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the Office Manager so that action can be taken to take the equipment out of use.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer appointed by the Trust. Remedial action/s from the report is undertaken by the Trust.

9. Emergency Procedures

SPA available

Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process.

Fire Drills will be held twice a year. A record must be kept of each drill to include evacuation time, observations and follow up required. This is the responsibility of the Office Manager.

For further information refer to the Fire Policy.

10. Fire Safety

SPA available

All fire appliances and installed fire safety systems will be checked in line with recognised best practice and British Standards by specialist personnel. Responsibility for arranging such checks and maintenance rests with the Office Manager.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

The fire alarm is a loud pulsing siren. Testing will take place once a week and conducted by the contractor of the building.

New staff will be trained in fire safety.

A register of staff and visitors on site will be taken as they enter

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire or by an automated activation of the fire alarm (some detectors). Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by trained staff only. They must be confident that they can use them without putting themselves or others at risk.
- Staff and visitors will congregate at the assembly point. This is located in the car park of the building.
- The Operations Manager will take a register of all staff and visitors.
- Staff will remain outside the building until the emergency services say it is safe to re-enter

Special arrangements will be put in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Fire risk assessments within the Regatta Building will be carried out with the assistance of a competent fire engineers.

11. First Aid

First Aid Policy available

First aid facilities are provided at all times employees are at work during normal working hours.

First Aid Kits are available in the following locations:

- In the front office.

The kits are kept topped-up by Operations Manager. All first aid treatments are recorded on the relevant form (see Accident Reporting and Investigation). A more detailed briefing on this will be provided to relevant staff who may be required to deal with such incidents.

- The appointed person for first aid in the office is the Operations Manager.

A specific First Aid Policy has been produced to explain the Trust-wide approach in more detail.

12. Gas Equipment and Appliances

There are no gas boilers or appliances located at the office. This equipment is located within another part of the property that is controlled by the landlord, they undertake the necessary servicing and inspection.

13. Health and Safety Advice

In the first instance contact your line manager, you may then be signposted on to the Operations Manager, or Health & Safety Business Partner.

For more complex issues the academy can obtain Competent advice, guidance and generic risk assessments from the Trust Health and Safety Team (☎0115 8225448).

14. Housekeeping

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.

Arrangements are in place for regular inspections to be carried out of the building and site by the Operations Manager.

15. Information

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

The Health and Safety Executive (HSE) poster “Health and Safety Law- what you need to know” is displayed in the office space.

The name of the Office Manager, contact details for the Trust Health & Safety Team and where to obtain details of the union safety representatives are included.

16. Maintenance of Plant and Equipment

The Operations Manager is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment. The Operations Manager is responsible for arranging for repairs to be carried out.

17. Lone Working

SPA available

Lone working situations include interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk Assessments for lone working have been carried out for relevant employees.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

18. Legionella / Water Management

SPA available

Legionella management related activities are undertaken by the landlord.

19. Manual Handling

SPA available

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Staff must:-

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Act according to any medical advice.
- All staff whose duties could include manual handling / lifting must be provided with suitable information and training.
- Ensure they are physically capable of safely completing a manual handling task.

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided in the Trust Safety Manual.

20. Monitoring and Review

Health and Safety issues are monitored through effective communication with employees and regular inspections of building and site.

A programme of health and safety audits and site inspections will be undertaken each year by the Trust Health and Safety Team. This health, safety and welfare policy is reviewed annually.

21. New and Expectant Mothers

SPA available

A risk assessment is carried out as soon as the Line Manager is made aware by the employee. This is a legal requirement. As part of that process, the assessment will be monitored and reviewed, taking into account possible risks that may occur at different stages of pregnancy.

22. Personal Protective Equipment (PPE)

SPA available

PPE would be issued if needed following a risk assessment.

23. Reporting of Defects, Hazards and Near Misses

All employees have been instructed to report defects, hazards, near misses or verbally to the Operations Manager (if urgent) who will ensure that appropriate action is taken to avoid accident / injury.

24. Risk Assessments

SPA available

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally with the Operations Manager.

Generic risk assessments are also available via the Trust Safety Manual

25. Safety Representatives

SPA available

Under legislation employees who have been appointed as Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

26. Security Arrangements

SPA available

The Operations Manager is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, etc.

Arrangements are in place to prevent unauthorised access.

The response to alarm activation is covered in the lone working procedures.

Staff :

Amanda Griffiths

Lisa Cassidy

27. Slips and Trips

SPA available

Slip, trip or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to the Operations Manager who will ensure that appropriate action is taken to avoid accident / injury. The floor tiles containing electrical points are to be checked daily for trip hazards.

28. Storage Arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to their Line Manager, e.g. unsecured racking, defective lighting in store areas, inappropriate / lack of access equipment.

Employees have been advised that heavier items should be stored at approximately waist level to minimise the risk of injury.

29. Stress, Work Related

SPA available

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

The relevant line managers are responsible for managing work-related stress within their team. A range of supporting measures are available via the Trust, these include an Employee Assistant Programme (e.g. counselling helpline). If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager.

30. Training

SPA available

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire, evacuation, security and reporting of concerns. This is recorded and kept of the employee's personal file. All employees are informed of their responsibilities during their induction

31. Vehicles, Use of

The use of employees' own vehicles is also included in the risk assessment process. A generic risk assessment can be found in the Trust Health & Safety manual.

Employees must not to use hand held mobile phones whilst driving.

32. Violence

SPA available

Violence, threatening behaviour and abuse against employees will not be tolerated.

The Academy has adopted the Health & Safety Executive's (HSE) definition of violence: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence are reported and investigated as required by your Line Manager.

3. Welfare facilities

Sufficient toilet facilities are available for both employees and visitors, which include adequate hand washing / hand drying facilities.

Staff have access to a filtered water dispenser and are encouraged to drink water throughout the day.

There is adequate provision of heating, lighting and ventilation and is monitored and maintained by the Office Manager.

The office is a non-smoking site.

34. Work Equipment

SPA available

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place.

35. Coronavirus

SPA available

Coronavirus Measures

The Teaching School required to undertake a risk assessment of the workplace and to implement control measures to reduce COVID-19 related risks for transmission. All staff have been provided with a full explanation of the covid prevention measures in place and undertake covid training via the Flick system. All visitors will be provided with covid briefing that is appropriate to their length of stay. This will be supplemented with appropriate signage where necessary.

Advice and guidance from government and appropriate advisory bodies will be regularly reviewed, to ensure we take account of such advice and guidance when putting measures in place to minimise risks from COVID-19. Such bodies would include, but are not limited to the DfE, Health & Safety Executive (HSE), Public Health England (PHE) and NHS England.

36. Working at Height

SPA available

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors.

Risk assessments are carried out where working at height cannot be avoided, e.g. for use of step ladders, ladders). Employees are instructed not to work at height whilst lone working.

Employees must not use chairs / desks / tables for this purpose.

Appendix 1 Safety Policy and Arrangements (SPA's)

SPA's are effectively specific sub-policies of this policy document. They provide a much greater level of detail on certain subject areas. The SPA's listed below can be found in the relevant section of the Health & Safety area of SharePoint. Once there, go into the required folder (e.g. Asbestos) and then go into the "Policy and Arrangements" section.

Accident, Near Miss and Work Related Ill Health Reporting
Asbestos
Boundary and Exterior Safety Management

Buildings and Statutory Equipment (Maintenance & Inspection)
Confined Spaces - Working in
Construction (Design & Management)
Contractor Management (Non Construction Activities)
COSHH - 'Substances Hazardous to Health'
Curriculum Safety
DSE - 'Display Screen Equipment'
Electricity at Work
Emergency Planning
Fire Management & Precautions
First Aid (Stand Alone Policy)
Head Protection
Hepatitis B - Managing the risk
Infection Control
LOLER - 'Lifting Operations & Lift Equipment Regulations'
Legionella Management - The Control of Bacteria in Water Systems
Lone Working
Management of Health & Safety
Manual Handling
Medicines and Medical Conditions
Needles - Handling and Disposal of
New and Expectant Mothers
Noise at Work
Office Health, Safety & Welfare
Permit to Work Systems (PTW's)
Personal Safety
Play Safety
PPE - 'Personal Protective Equipment'
Powered Gates and Doors (Safe Operation)
Pressure Systems and Equipment
Risk Assessments
Security
Signs and Signals - Health & Safety
Slips and Trips
Stress - Assessment of
Training
Unions safety Reps and Consultation
Vibration - 'Hand Arm and Whole Body'
Violence to Staff
Weather Safety and Protection
Working at Height
Work Equipment
Workplace Regulations 1992
Young Person at Work - Work Experience