



# Trust Health & Safety Policy

<b>Reviewed by FRAR</b>	<b>December 2023</b>
<b>Date to be reviewed</b>	<b>December 2024</b>

## **Table of Contents**

### **Part 1 – Trust wide statement of policy and responsibilities**

1. Introduction
2. Policy Review
3. Legal and Advisory Framework
4. Health and Safety Policy Statement
5. Structure of Responsibilities for Health and Safety
6. Responsibilities of the Board of Trustees
7. Responsibilities of Local Governing Bodies
8. Responsibilities of the Chief Executive Officer
9. Responsibilities of the Chief Operating Officer
10. Responsibilities of the Head of Premises & Estates
11. Responsibilities of Head Teachers
12. Responsibilities of School Business Managers
13. Responsibilities of Premises Managers
14. Responsibilities of Heads of Department
15. Responsibilities of Teachers (all)
16. Responsibilities of Cleaning Supervisors
17. Responsibilities of Students
18. Responsibilities of Employees in all roles
19. Responsibilities of Contractors
20. Responsibilities of Visitors
21. Responsibilities of Gallagher's
22. Responsibilities of Health and Safety Committees

### **Part 2 – Trust health and safety rules for all sites and staff**

23. School/ site specific Health and Safety
24. Trust Wide Health and Safety Rules
25. Rules Covering Gross Misconduct

### **Part 3 – Monitoring Health and Safety**

## **Part one: Trust wide statement of policy and responsibilities**

### **1. INTRODUCTION**

- 1.1. This is the Health and Safety Policy of Endeavour MAT (“the Trust”) as required by the Health and Safety at Work Act 1974 and it defines the way we manage the health and safety hazards and risks associated with our operation, premises and activities.
- 1.2. The Trust is committed to managing health and safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset.
- 1.3. Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the Chief Executive Officer, to demonstrate that our commitment is led from the top.
- 1.4. Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do, but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.
- 1.5. We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards we will, wherever possible, eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.
- 1.6. Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.
  - 1.1. Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to the Trust Board in an annual report.

### **2. POLICY REVIEW**

- 2.1. This Health and Safety Policy will be reviewed annually and shared with Gallagher’s Ltd.

### **3. LEGAL AND ADVISORY FRAMEWORK**

3.1. This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

3.2. This policy has due regard to national guidance including, but not limited to, the following:

- DfE “Health and safety: advice on legal duties and powers”
- DfE “Health and safety for school children”
- DfE “Keeping children safe in education”
- DfE “Safe storage and disposal of hazardous materials and chemical”
- HSE “Sensible health and safety management in schools.

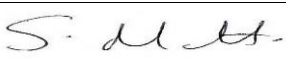
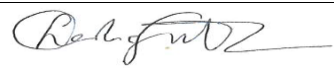
#### **4. HEALTH AND SAFETY POLICY STATEMENT**

4.1. The Trust recognises that it has a legal duty of care to protect the health and safety of its employees, pupils and others who may be affected by the Trust's activities.

4.2. In order to discharge its responsibilities, the management of the Trust will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide a structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the Trust's activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed: 	Signed: 
Dated: 14/12/2023	Dated: 14/12/2023
<b>Chair of Trustees</b>	<b>Chief Executive Officer</b>

## **5. STRUCTURE OF RESPONSIBILITIES FOR HEALTH AND SAFETY**

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

5.2. This part of our policy allocates responsibilities to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

5.3. The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

- Board of Trustees
- Local Governing Bodies (LGB)
- Chief Executive Officer (CEO)
- Chief Operating Officer (COO)
- Head of Premises & Estates (HoPE)
- Head Teachers
- School Business Managers
- Premises Managers
- Heads of Department
- Teachers
- Cleaning Supervisors
- Students
- Employees in all roles
- Contractors
- Visitors
- Gallagher's (appointed Competent Person)
- Health and Safety Committees

## **6. RESPONSIBILITIES OF THE BOARD OF TRUSTEES**

6.1. The Trust has the ultimate responsibility for the Health and Safety of its schools. It discharges this responsibility via the Chief Executive Officer, Chief Operating Officer, Head of Premises & Estates, Head Teachers, School Business Managers and Heads of Department as well as others as set out here.

6.2. The Trust has nominated the Chief Operating Officer to have special responsibility for health and safety.

6.3. The Trust will ensure that:

- they provide a lead in developing a positive Health and Safety culture throughout the schools
- any decisions reflect its Health and Safety intentions
- adequate resources are available for the implementation of Health and Safety
- competent persons are appointed to provide health and safety assistance and advice
- an effective management structure for the implementation of Health and Safety is established
- they will promote the active participation of employees in improving Health and Safety performance
- they review the Health and Safety performance of the schools annually and plan safety improvements for the following year
- health and safety policies and procedures are reviewed in light of the results of internal and external audits.

## **7. RESPONSIBILITIES OF LOCAL GOVERNING BODIES**

7.1. LGBs, comprising the Head Teachers and other governors, have a strategic role in the running of the schools including the management of health and safety.

7.2. LGBs will ensure that:

- they provide a lead in developing a positive Health and Safety culture throughout the school
- any decisions reflect its Health and Safety intentions

- adequate resources are allocated within the school's budget for the implementation of Health and Safety
- the management structure at a school level for the implementation of Health and Safety is established
- they review the Health and Safety performance of the school annually and plan safety improvements for the following year
- a health and safety plan of continuous improvement is created and monitored for progress against agreed targets
- matters raised by the Health and Safety Committee / lead governor with responsibility for Health and Safety, are considered for action.

## **8. RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER**

### 8.1. The CEO will:

- have overall accountability for the policy implementation, and for ensuring that its requirements are carried out across the Trust.

## **9. RESPONSIBILITIES OF THE CHIEF OPERATING OFFICER**

### 9.1. The COO will ensure:

- sufficient resources are allocated and authorised within the Trust's budget to meet statutory procedures and standards for health and safety in the Trust
- consideration is given to the impact of health and safety in all strategic and operational decision making
- the development and implementation of the overall health and safety arrangements
- adequate insurance cover is provided and renewed
- the Trust and LGBs are advised of relevant changes in health and safety legislation, codes of practice and industry standards
- findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports are monitored and to implement changes to policy and procedures where required



- details of accidents, ill health and dangerous occurrences that are notifiable are reported to the Trust, Gallagher's and the Enforcing Authority
- actions required by enforcing authorities are programmed and included within health and safety plans to ensure legal compliance.
- establishing systems for monitoring all arrangements to ensure they are working across all schools within the Trust
- a risk management programme is developed and implemented across the Trust
- a report on the safety performance of the Trust is presented to the Board of Trustees annually.

## **10. RESPONSIBILITIES OF THE HEAD OF PREMISES & ESTATES**

10.1. The HoPE has overall responsibility for coordinating the Health and Safety compliance of the Trust in respect of the maintenance of buildings, plant, equipment and vehicles.

10.2. The HoPE will ensure that:

- the schedule of statutory examinations of plant, equipment and vehicles is planned, completed and recorded and schools are made aware of impending examinations
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- contractors engaged on Trust projects are reputable and can demonstrate a good health and safety record
- make suitable arrangements for managing construction projects, enabling those carrying it out to manage health and safety risks in a proportionate way to ensure compliance with current legislation
- adequate arrangements are in place to ensure the security of the schools, their staff, visitors and students
- a programme of school health and safety inspections is implemented.

## **11. RESPONSIBILITIES OF HEAD TEACHERS**

11.1. Head Teachers have overall responsibility for ensuring compliance with Health and Safety Policy in the day to day running of their schools but will delegate the implementation to School Business Managers.

11.2. Head Teachers will ensure that:

- Trust Health and Safety Policy is implemented, monitored, developed, and communicated effectively within their school
- a health and safety plan of continuous improvement is created and the LGB monitor progress against agreed targets
- suitable and sufficient funds, people, materials and equipment are provided at school level to meet all health and safety requirements
- a positive health and safety culture is promoted and that senior management develop a pro-active safety culture which will permeate into all activities undertaken and reach all personnel
- a system of communication and consultation with employees is established, including a School Health and Safety Committee
- senior management are competent to fulfil their health and safety responsibilities and that effective training programmes have been put in to place
- training programmes put in to place have been completed
- standards of health and safety are observed across all areas of the school
- health and safety objectives are set across the whole school and for each department
- active participation of employees in improving Health and Safety performance is promoted
- suitable arrangements are made for supervision of students during break times, lunchtimes, on arrival and on departing school and during off-site visits and activities
- an annual report on the safety performance of the school is presented to the LGB.

## **12. RESPONSIBILITIES OF SCHOOL BUSINESS MANAGERS**

12.1. The School Business Manager, as a person with special responsibility for Health and Safety within the school, will work closely with others with specific responsibilities and will ensure that:

- the LGB, the Head Teacher and the Health and Safety Committee / H&S lead Governor are advised of relevant changes in health and safety legislation, codes of practice and Department for Education standards/ guidance
- risk assessment requirements are co-ordinated and the implementation of any action required is monitored
- risk assessments are reviewed regularly and any changes are brought to the attention of staff who may be affected
- regular Health and Safety Committee meetings are held where health and safety issues can be raised and discussed
- details of accidents, dangerous occurrences or diseases that are notifiable are reported using the Trust's system for doing so
- they assist Heads of Department in investigating and recording accident investigations on the Trust's system for doing so
- arrangements in place to ensure the security of the school, the staff, visitors and students are adhered to
- adequate arrangements for fire evacuation and first aid are established and communicated
- contractors engaged at school level are approved by the Trust, reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- health and safety notices are displayed
- that, as a Head of Department, they will comply with all responsibilities under that remit too.

## **13. RESPONSIBILITIES OF PREMISES MANAGERS**

13.1. Premises Managers will work under the management of the HoPE as well as closely with the School Business Manager to ensure that:

- school buildings, plant and vehicles are maintained in accordance with the Health and Safety Policy

- records of servicing and maintenance are retained and kept up to date
- contractors engaged are approved by the Trust, reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- safe systems of work are developed and implemented
- relevant risk assessments are completed, recorded and regularly reviewed
- they communicate with staff on health and safety issues relating to building maintenance and the work of contractors
- they encourage staff to report hazards and raise health and safety concerns using the Trust's systems and procedures
- statutory examinations are planned, completed and recorded
- any safety issues that cannot be dealt with are referred to the Head of Premises & Estates
- agreed safety standards are maintained particularly those relating to housekeeping.

#### **14. RESPONSIBILITIES OF HEADS OF DEPARTMENT**

14.1. Heads of Department will, in their areas of control, ensure:

- they actively lead the implementation of the Health and Safety Policy
- they supervise their staff to ensure that they work safely
- the completion of written risk assessments of teaching practices and activities including equipment and substances; that any general advice on safety matters given by the DfE, Local Authority and other relevant bodies in relation to the school are implemented, that this is then translated into written safe methods of working practice
- safe methods of work are implemented
- inform students, staff and visitors as to their own personal safety and make sure they are aware of the health and safety procedures in place
- risk assessments are regularly reviewed and updated
- accidents, ill health and 'near miss' incidents are recorded, investigated and reported on the Trust's system for doing so

- they communicate and consult with staff on health and safety issues
- they encourage staff to report hazards and raise health and safety concerns
- specialist safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls documented on risk assessments and implemented
- department equipment is maintained in a safe condition
- statutory examinations of department equipment is planned, completed and recorded on the Trust's system for doing so
- personal protective equipment is provided and worn by staff and students, and that staff and students are instructed in its use
- any safety issues that cannot be dealt with within the Department are referred to the School Business Manager for action
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures, and that any specific COSH assessments are in place and up to date
- agreed safety standards are maintained, particularly those relating to housekeeping
- all relevant safety documents, including risk assessments, maintained within the Department are up to date and available to all relevant staff
- health and safety rules are followed by staff and students
- they perform regular health and safety inspections within their department
- Heads of Department in a number of specialist areas of the curriculum which pose additional risks are responsible for the additional considerations in these areas as follows:
  - Science – with reference to CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) recommended practice
  - Design Technology (or similar) – with reference to CLEAPSS/ DATA (Design And Technology Association) recommended practice

- Food Technology – with reference to DATA recommended practice
- PE – with reference to APE (Association for Physical Education).

## **15. RESPONSIBILITIES OF (ALL) TEACHERS**

15.1. Teachers will, in their areas of responsibility (including but not limited to classrooms, laboratories and areas of the school they operate within) they ensure:

- they actively support the implementation of the Health and Safety Policy
- they supervise their students to ensure that lessons and activities are carried out safely
- safe teaching practices are implemented
- risk assessments are completed, recorded and regularly reviewed and that they familiarise themselves with all risk assessments relevant to their responsibilities
- accidents, ill health and 'near miss' incidents at work are reported for investigation using the Trust's system for doing so
- hazards and health and safety concerns are reported for action using the Trust's system for doing so
- any equipment found not to be in a safe condition is removed from use and reported using the Trust's system for doing so
- personal protective equipment, where required, is used by themselves and the students they are responsible for
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- agreed safety standards are maintained, particularly those relating to housekeeping
- health and safety rules are followed by themselves and students.

## **16. RESPONSIBILITIES OF CLEANING SUPERVISORS**

16.1. Cleaning Supervisors, in the area of their responsibility, will ensure:

- they supervise their staff to ensure that they work safely

- they communicate and consult with staff on health and safety issues
- they encourage staff to report hazards and raise health and safety concerns
- any safety issues that cannot be dealt with are referred to the Premises Manager for action
- safety training for staff is undertaken and that they are competent to carry out their work in a safe manner
- accidents, ill health and 'near miss' incidents at work are recorded using the Trust's system for doing so
- personal protective equipment is readily available and maintained, relevant staff are aware of the correct use of this and the procedures for replacement
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures and that COSHH assessments and risk assessments are in place and up to date
- health and safety rules are followed by all.

## **17. RESPONSIBILITIES OF STUDENTS**

17.1. All students must:

- co-operate with Teachers and school staff on health and safety matters
- not interfere with anything provided to safeguard their own health and safety or the safety of others
- take reasonable care of their own health and safety and report any health and safety concerns to a member of school staff.

## **18. RESPONSIBILITIES OF EMPLOYEES IN ALL ROLES**

18.1. All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe safety rules
- comply with Trust and school Health and Safety Policy

- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or role
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all equipment, safety equipment, devices and protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their line manager
- report any safety hazard or malfunction of any item of plant or equipment immediately using the Trust system for the purpose
- report all accidents, whether an injury is sustained or not, using the Trust's system for the purpose
- attend or complete, as requested, any health and safety training
- observe all laid down procedures for processes, materials and substances used
- familiarise themselves with the fire evacuation procedure and the position of all fire equipment and fire exit routes.

## **19. RESPONSIBILITIES OF CONTRACTORS**

19.1. All contractors must:

- take reasonable care of their own safety
- take reasonable care of the safety of students, school staff and others affected by their actions
- observe the safety rules of the school
- submit their health and safety policy and relevant risk assessments to Premises Manager/ HoPE for approval before commencing work on site
- dress appropriately, sensibly and safely for the task being undertaken



- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all equipment, safety equipment, devices and protective clothing as indicated in their risk assessment for the task
- maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
- report all incidents to the Premises Manager whether an injury is sustained or not
- ensure that their employees only use equipment for which they have been trained
- provide adequate first aid arrangements suitable for the task, unless otherwise agreed with the school.

## **20. VISITORS**

- All visitors are required to sign in at reception and will be issued with a visitor badge, which must be worn at all times while on site.
- Visitors will be collected from reception by the member of staff they have come to visit or escorted to them by another member of staff.
- Temporary teaching staff on cover duties will be required to record their presence by reporting to reception.
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitor badge, they **must**, if they do not feel threatened, enquire if the person needs assistance and accompany them either to the reception or off the site, as appropriate.
- If an unidentified visitor an intruder is uncooperative about going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone through via the school reception.

## **21. GALLAGHER'S (HEALTH AND SAFETY CONSULTANTS)**

21.1. Gallagher's, under contract to the Trust, provide the following services:

- Review of risk assessments that assist us to plan future actions and reduce risk

- Assistance with the development of documentation and keeping it updated for changes in Health and Safety legislation relevant to us
- Periodic consultant visits to support implementation of this Policy by:
  - assisting to complete specific risk assessments
  - providing further training or advice, as agreed, on relevant topics
  - reviewing and auditing our health and safety procedures and legal compliance
  - providing advice on implementing changes and system procedures

21.2. Gallagher's is also contracted to:

- fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues
- provide a telephone advisory service - available 24 hours, 365 days a year
- provide crisis help if we have a serious accident or incident involving the Enforcement Authorities
- provide briefings to help keep us up to date with new and forthcoming legislation.

## **22. HEALTH AND SAFETY COMMITTEES**

22.1. The Health and Safety Committee is the consultative body of the school for health and safety.

22.2. The Health and Safety Committee will:

- consider and support the school's policies for health, safety and welfare and assist in monitoring and reviewing their effectiveness
- consider forthcoming legislation and assess its implications and where necessary discuss and work with the school to establish rules or review of existing procedures for update/ amendment
- promote health and safety communication and training in the organisation at all levels
- receive reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of action taken to prevent future similar accidents

- receive a summary of all other recorded accidents or occurrences, to assist with identifying any trends requiring further action and consider the effectiveness of any remedial action taken to prevent future similar incidents
- consider reports of internal and external monitoring of the school in relation to health and safety
- consider reports provided by inspectors of the enforcing authority under the Health and Safety at Work Act 1974, or any other relevant enforcement authority
- consider relevant health, safety and welfare matters raised by members of the Committee on behalf of staff within the school.

## **Part two: Trust health and safety rules for all sites and staff**

### **23. School/ site specific Health and Safety**

- 23.1 Each school/ site within the Trust is required to maintain a set of local Health and Safety Procedures which document the local arrangements for delivering and complying with the Trust's policy. This document will be based on an approved Trust template document, will be updated at least annually and approved by the LGB.
- 23.2 Staff should familiarise themselves with the relevant Health and Safety Procedures for their school.

### **24. Trust Wide Health and Safety Rules**

- 24.1 This section of the policy specifies the rules laid down for the attention of all employees. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.
- 24.2 Employees are reminded that a breach of health and safety legislation by an employee is a criminal offence and action taken against an individual may result in heavy penalties.
- 24.3 These safety rules are necessarily general and may vary depending upon the nature of work and the circumstances, therefore the overriding requirement is that employees are expected to act in a sensible manner and adhere to verbal instructions given by Management.

### **General**

- It is the duty of all employees to co-operate with the Board of Trustees in fulfilling our legal obligations in relation to Health and Safety
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare
- Employees are required to notify to management of any unsafe activity, item or situation using the systems provided for doing so.

### **Working Practices**

- Employees must not operate any item of plant or equipment unless they have been trained and authorised to do so
- Employees must make full and proper use of all equipment guarding and protective equipment provided
- Employees must not clean any moving item of plant or equipment
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so
- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions
- Employees must not smoke anywhere on Trust premises/ grounds.

### **Hazard / Warning Signs and Notices**

- Employees must comply with all hazard/warning signs and notices displayed on Trust premises/ grounds.

### **Working Conditions / Environment**

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment
- Employees must keep stairways, corridors, classrooms and work areas clear and in a clean and tidy condition
- Employees must dispose of all rubbish, scrap and waste materials using the appropriate facilities provided
- Employees must clear up any spillage or liquids in the prescribed manner, suitable to the substance involved
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

### **Protective Clothing and Equipment**

- Employees must use all items of protective clothing/equipment provided as instructed
- Employees must store and maintain protective clothing/equipment in the approved manner
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their line manager in the first instance.

### **Fire and Emergency Evacuation Precautions**

- Employees must comply with all laid down emergency procedures for the Trust site they are at
- Employees must not obstruct any fire escape route, fire equipment or fire doors
- Employees must not misuse any firefighting equipment provided
- Employees must report any use of firefighting equipment to the Premises Team using the system provided to do so.

### **Accidents and Near Misses**

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must inform their line manager of the incident. First aiders must log all accidents they have been made aware of using the system provided to do so.
- Employees must report any accident or near miss not requiring consultation with a first aider themselves using the system provided to do so.

### **Health**

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others
- Employees must co-operate with the management on the implementation of medical and occupational health provisions.

## **Trust Transport**

- Only specifically authorised individuals holding the KCC minibus driver accreditation will be permitted to drive Trust vehicles
- Each school with a Trust vehicle will be responsible for maintaining the list of authorised drivers and for undertaking the checks to confirm the individual holds the appropriate licence and that there are no disqualifying endorsements (check to be refreshed annually)
- Drivers must carry out and document the prescribed checks of Trust vehicles prior to use and in conjunction with the laid down checking procedure
- Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit
- Employees must not carry unauthorised passengers or unauthorised loads in Trust vehicles or on Trust business
- Employees must not use Trust vehicles for unauthorised purposes
- Employees must not load vehicles above the stated capacity
- Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability (including when tired – taking rest breaks at least every 2-3 hours or at first sign of tiredness)
- Employees must not drive whilst using a mobile phone or in any state which is prohibited in law for the purposes of driving
- The Premises Team at each School with a Trust vehicle will be responsible for undertaking weekly checks, arranging for the annual service and MOT and for topping up the vehicles with fuel.

## **Driving Personal Vehicles on Trust business**

- The Trust maintains insurance covering Occasional Business Use of the private vehicles of staff for work purposes (a copy of the policy can be found on the Endeavour MAT Staff Portal).
- Before driving personal vehicles for work purposes employees must:
  - Review the need to travel (could remote meeting/ working from a workable alternative?)

- Hold a current and valid licence for their vehicle
- Ensure their vehicle is roadworthy (including but not limited to holding a current MOT).
- Whilst driving their own vehicles, drivers must:
  - Drive in accordance with the applicable law and with consideration to the safety of themselves and any passengers and other road users
  - Remain in control of the vehicle at all times
  - Take regular rest breaks (at least every 2-3 hours on long journeys or at first sign of tiredness)

### **Food and Food Hygiene**

- The contract caterer appointed by the Trust is responsible for the preparation and food hygiene routines within Trust canteen kitchens and Trust staff and students (with the exception of Premises Staff in the necessary course of their work) are not permitted in these areas of the school without permission.

### **Moving and Handling**

- Staff required to undertake moving and handling activities as part of their work must have undertaken the appropriate training and familiarise themselves with the risk assessment in place for this.
- Any staff member unsure if they are covered by this should discuss with their line manager in the first instance.

### **Specialist areas of the Curriculum**

- Heads of Department in a number of specialist areas of the curriculum which pose additional risks are responsible for the additional considerations in these areas as follows:
  - Science – with reference to CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) recommended practice
  - Design Technology (or similar) – with reference to CLEAPSS/ DATA (Design And Technology Association) recommended practice
  - Food Technology – with reference to DATA recommended practice
  - PE – with reference to APE (Association for Physical Education)



### **Activities Offsite**

- Employees organising trips and events offsite/ out of the normal school day or range of activities must undertake a risk assessment and, in the case of trips, comply with the Trust's Educational Visits Policy.

### **Lone Working and Home Visits**

- Employees will, as far as is practicable, avoid the need to undertake lone working on Trust premises/ grounds.
- In exceptional cases where this is necessary employees must discuss this with their line manager and a member of the Premises Team to risk assess how this will be managed.
- As a minimum, if lone working is necessary:
  - a named point of contact who has the ability to gain physical access to the location for the lone working proposed must be identified
  - a contact schedule for the duration of the lone working must be agreed (not less than every 2 hours and upon arrival/ departure)
  - a plan of action must be agreed that will be followed in the event of non-contact as agreed/ an emergency.
- Employees will not make home visits without the express permission of the relevant Head Teacher and ideally should not be undertaken alone.
- In the rare event that a home visit is necessary guidance for Home Visits available from the NEU must be followed along with the last two elements of the minimum provisions noted above regarding lone working.

### **Display Screen Equipment**

- All employees deemed as Display Screen Equipment (DSE) users complete the DSE training and workstation assessment programme used by Trust on commencement of employment and periodically thereafter.

## **25. Rules Covering Gross Misconduct**

25.1 An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- a serious or wilful breach of safety rules
- unauthorised removal or interference with any guard or protective device
- unauthorised operation of any item of plant or equipment
- unauthorised removal of any item of first aid equipment
- wilful damage to, misuse of or interference with any item provided in the interests of health and safety or welfare at work
- unauthorised removal or defacing of any label, sign or warning device
- horseplay or practical jokes which could cause accidents
- making false statements or in any way deliberately interfering with evidence following an accident, near miss or dangerous occurrence
- misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment
- deliberately disobeying an authorised instruction in relation to health and safety
- misuse of chemicals or substances.

### **Part three: Monitoring Health and Safety**

- 26.1 Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.
- 26.2 There are two types of performance monitoring, active and reactive.
- 26.3 Active monitoring is the responsibility of management and there are monitoring checklists (see Part 3) for each of the key management positions to be used to determine achievement against relevant health and safety standards. In completing the checklist managers are providing evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.
- 26.4 This approach to proactive monitoring gives the Trust feedback on its performance before an accident, incident or case of ill health occurs and seek to prevent such.
- 26.5 Line managers with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to senior managers who must in turn seek assurance that first line monitoring is taking place.
- 26.6 Reactive monitoring of events including accidents, incidents, near misses, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.
- 26.7 Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action.

## Endeavour MAT Trustees

**To be completed: Annually (First Finance, Resources, Audit & risk meeting of the year)**

Subject	Yes	No	Comment
<b>Health and Safety Management</b>			
Has a report on the last 12 months health and safety performance been prepared? Including review of actions against plan.			
Has a Health and Safety Plan for the next 12 months been prepared?			
Are there adequate resources to implement the Health and Safety Plan?			
Has the Trust Health and Safety Policy been reviewed in the last 12 months? Are any new Policies and Procedures required?			
<b>Health and Safety Performance</b>			
How many accidents/incidents have occurred across the Trust within the last 12 months?			
How many RIDDOR reportable events have occurred in the last 12 months?			
Is there any outstanding enforcement action?			
Have policies and procedures been revised and implemented to prevent a recurrence of any serious incidents/enforcement action?			
How many employee claims have been made in the last 12 months?			
How many outstanding employee claims are there?			

## **Local Governing Bodies**

**To be completed: Annually (September)**

<b>Subject</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>Health and Safety Management</b>			
Has a report on the last 12 months health and safety performance been prepared?			
Has a Health and Safety Plan for the next 12 months been prepared?			
Are there adequate resources to implement the Health and Safety Plan?			
Is the School's Health and Safety Policy current and up to date?			
Are we on target with our Action Plan?			
Are arrangements in place to ensure health and safety training has been provided?			
Is the health and safety training plan up to date?			
Has the Health & Safety Committee met at agreed intervals over the last 12 months?			
Are there any outstanding actions from the H&S Committee meetings?			
Have Heads of Departments completed their monitoring checks?			
Have risk assessments across all areas been reviewed within the last 12 months?			
<b>Health and Safety Performance</b>			
How many accidents/incidents have occurred across the school within the last 12 months?			
Does the accident/incident data indicate areas of concern or in need of greater focus?			
Are there any outstanding employee claims from the last 12 months?			

## **School Business Manager**

**To be completed: Biannually (September and February)**

<b>Subject</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>Health and Safety Management</b>			
Are arrangements in place to ensure health and safety training is provided throughout the school in accordance with the policy?			
Is health and safety training up to date and recorded?			
Are there any overdue actions from the Health and Safety Plan?			
Are delegated persons completing their Health and Safety Monitoring activities at the agreed timescales?			
Is all school specific Health and Safety documentation in current and up to date (including risk assessments)			
Is the 'Health and Safety Law"- poster and Employer's Liability insurance certificate displayed?			
<b>Health and Safety Performance</b>			
Have annual accident /incident statistics been compiled and reported to LGB regularly during the year? Is the trend positive or negative?			
Are all accident investigations complete?			
Are any outstanding actions required following accident investigations to prevent a reoccurrence?			
<b>Communication and Consultation</b>			
Are the School H&S Committee Meeting minutes circulated?			
Are there any outstanding actions?			
<b>Risk assessments</b>			
Are risk assessments completed across all departments/ key areas of risk?			
Are risk assessments brought to the attention of the relevant staff?			
<b>Fire and Emergencies (Fire, Gas, Water, Catastrophe)</b>			
Are emergency plans in place current and reflective of the site as it is currently used?			

Have all staff been made aware of the emergency plans?			
Have emergency drills been practised to test their effectiveness?			
<b>Accident and First Aid</b>			
Is there an adequate number of First Aiders and are notices clearly displayed with their names?			
Are the first aid boxes fully stocked?			
<b>Display Screen Equipment (DSE)</b>			
Have workstation assessments and training (via iHasco) been completed and recorded for all 'users' of DSE?			
Have all DSE 'users' been advised on the availability of eye tests?			
Are records kept up to date of eye tests taken and persons issued with glasses?			
<b>School Environment</b>			
Are conditions comfortable for staff and pupils: adequate heating, lighting and ventilation?			
<b>Work Equipment</b>			
Has all plant and equipment been serviced in accordance with service agreements?			
Are plant and equipment service records up to date?			
<b>Asbestos</b>			
Is the asbestos survey up to date?			
Is the management plan up to date for the control of asbestos?			
Has asbestos awareness training been undertaken by relevant staff?			
<b>Legionella Control</b>			
Is the Legionella risk assessment up to date?			
Is the record of checks carried out up to date?			
<b>Lifts</b>			
Are all lift maintenance contracts in place?			

Have all lifts been examined in line with the legal requirement under LOLER and documented as such?			
Vehicles including Minibuses			
Are all insurance, servicing and MOT records up to date?			
Have authorised driver licences been checked within the last 12 months?			



## **Premises Manager**

**To be completed: Biannually (September and February)**

<b>Subject</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>Risk Assessments</b>			
Are all risk assessments for Premises up to date and outstanding control measures listed in an Action Plan?			
Are there any outstanding control measures from previous risk assessments?			
Have risk assessments been brought to the attention of the relevant staff?			
<b>Training</b>			
Have the Health and Safety training needs across the School Premises team been determined, are they up to date?			
<b>Fire</b>			
Has the fire alarm and emergency lighting system been serviced in the last 12 months?			
Has the sprinkler system (where applicable) been serviced in the last 12 months?			
Is the fire alarm tested for audibility on a weekly basis? Are records up to date?			
Is the emergency lighting checked monthly and records kept?			
Have fire doors been checked to ensure they open fully and close on to the rebate?			
<b>Hazardous Substances</b>			
Are risk assessments available on the use of all hazardous substances in respect of Premises & Cleaning?			
Are hazard data sheets readily available in respect of Premises & Cleaning?			
Have relevant staff received COSHH training?			
Are hazardous chemicals in respect of Premises & Cleaning stored securely?			
<b>Roof Areas</b>			
Are roof access doors kept locked and keys retained under the control of Premises?			
Is lighting adequate including provision of emergency lighting where the roof has to be accessed in emergencies outside daylight hours?			
Is roof edge protection adequate to prevent falls?			

Are fragile areas e.g. roof lights, protected?			
Are surfaces free from debris, algae and in good condition?			
<b>Plant Rooms</b>			
Are plant rooms kept locked and keys retained under the control of Premises?			
Is lighting adequate including provision of emergency lighting where plant room has to be accessed in emergencies?			
Are plant rooms clean, tidy and not used as storage areas?			
Are main isolation switches clearly labelled?			
Are all moving parts of Premises plant and equipment guarded to prevent any person entering the plant room from coming into contact with them?			
Are protrusions, pipework, ducting, low ceiling heights, etc that may cause tripping hazards or head bumps highlighted and padded?			
<b>Equipment</b>			
Are all items of furniture in a safe condition?			
Is all Premises equipment provided maintained in a safe condition?			
Are window restrictors fitted above ground level checked at least termly?			
<b>Noise</b>			
Are systems in place to prevent staff being exposed to excessive noise?			
Have staff received training on the control measures for reducing noise to an acceptable level?			
Are noise levels monitored to ensure noise reduction methods are working?			
Do all personnel wear ear defenders in hearing protection zones?			
<b>Work at Height</b>			
Has a specific risk assessment been performed on all tasks involving work at height and reviewed with the last 12 months?			
Following the assessment, are appropriate control measures being implemented?			
Are all persons involved with work at height suitably trained?			

Are all ladders/stepladders suitable?			
Are all ladders/stepladders included on an inventory and checked periodically?			
Are ladders/stepladders kept secure to prevent unauthorised use?			
<b>Contractors</b>			
Is the competence of contractors being checked prior to commencing work?			
Are principal contractors and designers appointed and provided with pre-construction information?			
Are welfare arrangements made for all projects?			
Is a copy of the health and safety file retained for each project?			
<b>Asbestos</b>			
Are contractors made aware of sites of asbestos prior to starting work (including inspecting the asbestos register and is this documented)?			
Is all asbestos awareness training up to date within the Premises Team?			
<b>Legionella bacteria</b>			
Are water temperatures monitored and records kept up to date?			
Are all shower heads descaled termly?			
Are water systems flushed through after holiday periods?			
Are hot water temperatures controlled? (max 43°C in areas where vulnerable pupils may come into contact)			
<b>Gas Cylinders</b>			
Are there proper storage areas for flammable liquids and gases, e.g. liquefied petroleum gas and acetylene?			
Are areas where cylinders are used and stored suitably signed to indicate their presence?			
<b>Vehicles including Minibuses</b>			
Are weekly vehicle checks being completed and documented?			
<b>Playground and Gymnasium Equipment</b>			

Is the playground and the gymnasium equipment being inspected at least annually by a competent person and records kept?			
Are weekly checks completed of any playground equipment?			

## **Department Heads**

**To be completed: Annually**

<b>Subject</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>Health and Safety Management</b>			
Are all Policies and Procedures being adhered to?			
<b>Risk Assessments</b>			
Have risk assessments been completed for all equipment and activities likely to result in injury within the Departments spaces and activities?			
Are risk assessment actions implemented?			
Have all risk assessments been reviewed with the last 12 months?			
Have all relevant staff been made aware of the details of the risk assessments?			
<b>Training</b>			
Have all staff received induction training?			
Have all staff received relevant health and safety training?			
<b>Classroom safety</b>			
Are fixtures and fittings in a good state of repair?			
Are floors and traffic routes kept free of tripping and slipping hazards?			
Is the flooring in a good condition?			
Are there any changes in floor level or type of flooring that need to be highlighted?			
Are gangways between desks kept clear? Is there adequate space for pupils and teachers?			
Are trailing electrical leads/cables prevented wherever possible?			
Is lighting bright enough to allow safe access and exit?			
Are procedures in place to deal with spillages, e.g. water, chemicals, blood from cuts in high risk areas?			
Is there safe means of access to high areas such as an 'elephant-foot', step stool or stepladder if required?			
Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?			

Is furniture in good repair and suitable for the size of the user, whether adult or child?			
Where window restrictors are fitted to upper-floor windows, are they in good working order?			
<b>Storage Areas</b>			
Are storage areas kept tidy and floors free from obstruction?			
Are all stored items easily retrievable?			
Is all shelving/racking secured to prevent toppling?			
Is care taken not to overload shelving and racking?			
Is the storage of items on top of cabinets prohibited?			
Are goods and items stacked neatly?			
Are all stacks kept within a reasonable height to prevent them from becoming unstable?			
<b>Gas Safety</b>			
Are the gas supply isolators in specialist teaching areas (where applicable) readily identifiable and accessible?			
Is a copy of the emergency procedure displayed at or near the gas meter?			
Are gas appliances inspected and tested at prescribed intervals?			
<b>Electricity</b>			
Are all visible items of the fixed installation e.g. sockets, switches etc. free from any obvious signs of damage? Are all visible items of the fixed installation free from any obvious signs of tampering?			
Are all sockets free from any obvious signs of overloading such as discolouration?			
Do all portable electrical appliances appear to be free from any obvious signs of damage?			
<b>Manual Handling</b>			
Are steps taken to minimise the risk of injury from manual handling (particularly relevant for technicians in specialist teaching areas)?			
Are manual handling assessments completed?			
Are manual handling aids/trolleys provided wherever possible?			

<b>Equipment</b>			
Is all equipment (particularly in specialist teaching areas) properly guarded?			
Are daily pre-start safety checks completed and recorded?			
Can all items of equipment be isolated to allow safe maintenance?			
Is all equipment subject to periodic maintenance?			
Are maintenance records shared with the Department?			
<b>Hazardous Substances</b>			
Are risk assessments available on the use of all hazardous substances (relevant for specialist areas of teaching)?			
Do staff who use hazardous substances know where to find information on them?			
Are all substances properly and securely stored?			
Are all substances in their original, properly labelled containers?			
Are all items of personal protective equipment required available and used?			
<b>Personal Protective Equipment and Clothing</b>			
Are adequate numbers of goggles/safety glasses provided where required in specialist areas of teaching?			
Are the goggles/safety glasses checked termly?			
Are suitable aprons provided?			
Are aprons regularly laundered?			