



Health and Safety Policy

Produced by	Suzanne Wilson
Approved by	Trust Safeguarding and Health & Safety Committee
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HEALTH AND SAFETY AT WORK ETC.
ACT 1974

	PAGE
SAFETY POLICY – TRUSTEES FOREWORD	4
SAFETY POLICY – STATEMENT	5
TRUST AND RESPONSIBILITIES	
Legislation	6
Trustees Responsibilities	6
Chief Executive Responsibilities	6
Executive Headteacher/Headteacher	7
Competent Advisors	8
Employees & Volunteers Responsibilities	8
Information and Consultation Participation	9
GENERAL ARRANGEMENTS	9
Every System	9
First Aid	9
Accident/Incident Reporting	10
Emergency/Disaster Plan	10
Fire Precautions	10
Fire Warden	11
Personal Emergency Evacuation Plan	11
Risk Assessments	11
Hazardous Substances	11
Electrical Equipment	12
Asbestos	11
Legionella	12
Housekeeping	12
Occupational Stress	12
Personal Protective Clothing and Equipment	12
Safe Place to Work	12
Display Screen Equipment	13
Pregnancy & new mothers	13

Manual Handling	13	
Working at Height	13	
Lone Working	14	
Violence to staff	14	
Catering	14	
Contractors/Sub Contractors	14	
Safeguarding	14	
Smoking	15	
Training	15	
Rules of Gross Misconduct	15	
Monitoring	16	
APPENDICES		
Appendix 1	Supporting staff who have been assaulted	17
Appendix 2	Health and Safety Contacts and Addresses	18
Appendix 3	School Specific Information	19

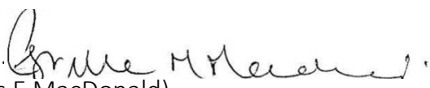
TRUSTEES FOREWORD

The Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations and other associated legislation impose on us all duties of both a general and specific nature aimed at ensuring and improving, so far as is reasonably practicable, health, safety, and welfare at work.

The Trustees of **Hull Collaborative Academy Trust (HCAT)** wishes, through the preparation and issue of this policy, to convey the importance it places on all measures that promote the good health and safety of everyone involved within the Trust.

HCAT recognises that it has a duty to safeguard the health, safety and wellbeing of employees, volunteers, contractors, members of the public and the students it supports, as well as anyone who may be affected by our actions or inactions. We all have a duty to create and maintain safe working conditions.

There is much constructive work that management, employees, and volunteers can do for themselves. If everyone takes a fresh look at safety, we can go forward with a new interest and enthusiasm to make HCAT's safety record second to none.

Chief Executive Officer:  Date: February 2024
(Mrs E MacDonald)

SAFETY POLICY STATEMENT

It is the Trust's policy to give a high priority to the health and safety to all its employees and volunteers in their working environment.

The Trust is committed to providing, so far as is reasonably practicable, a place that is safe and without risk to the health, safety, and welfare of all our employees, volunteers and any other persons including the parents/carers and students we support.

Whilst we accept the responsibilities imposed by the Health and at Work etc. Act 1974 and all relevant Regulations, it is the Trust's intention to be self-regulating.

This objective can only be realised through clearly defined safety responsibilities and suitable arrangements designed to reinforce the General Statement of Policy.

The Specific objectives of the Trust are: -

1. TO SAFEGUARD EMPLOYEES AND ENSURE SAFE WORK METHODS AND WORK AREAS AND THEREBY REDUCE INJURIES, ACCIDENTS AND DAMAGE TO PROPERTY.
2. TO MAINTAIN AN UP-TO-DATE KNOWLEDGE OF RELEVANT LEGISLATION, CODES OF PRACTICE, TECHNICAL DEVELOPMENTS AND BEST PRACTICE IN CONNECTION WITH THE TRUST'S OPERATIONS.
3. TO ENSURE THAT ALL EMPLOYEES AND VOLUNTEERS KNOW AND UNDERSTAND THEIR RESPONSIBILITIES TO THEMSELVES AND TO OTHERS IN RESPECT OF HEALTH AND SAFETY MATTERS.
4. TO IDENTIFY AND TAKE MEASURES TO SAFEGUARD EMPLOYEES AND VOLUNTEERS FROM ANY POTENTIAL HAZARD TO SAFETY OR HEALTH, RESPECTIVE TO THEIR PLACE OF WORK.
5. TO MAINTAIN PROPER PROVISIONS FOR FIRE PRECAUTION, FIRE FIGHTING AND SYSTEMS FOR EVACUATIONS IN THE EVENT OF AN EMERGENCY.
6. TO PROVIDE APPROPRIATE MEDICAL AND RELATED FACILITIES TO SAFEGUARD THE HEALTH AND WELFARE OF ALL EMPLOYEES AND VOLUNTEERS.
7. TO PROVIDE SUCH WELFARE FACILITIES AS ARE REASONABLE, HAVING REGARD TO THE SIZE AND NATURE OF THE TRUST.
8. TO UNDERTAKE RISK ASSESSMENTS FOR ALL ACTIVITIES AND TO INFORM EMPLOYEES AND VOLUNTEERS OF THE RESULTS.
9. TO RE-APPRAISE AND UP-DATE THE HEALTH AND SAFETY POLICY AS AND WHEN NECESSARY, E.G. STAFFING CHANGES, LEGISLATION CHANGES, ETC, FOLLOWING LIAISON WITH HEALTH AND SAFETY CONSULTANTS. COMMUNICATION OF ANY SUCH CHANGES WILL BE MADE TO ALL EMPLOYEES AND VOLUNTEERS.

Signed ... 
(Mrs E MacDonal, Chief Executive Officer)

Date: February 2024

Legislation

This policy takes account of all existing legislation and implements the legal requirements into its general arrangements for health and safety, where appropriate. All new legislation introduced is considered, related to the activities undertaken, and implemented at the earliest opportunity, where necessary, and this Policy is reviewed to take account of any changes introduced.

All new regulations and any information necessary will be discussed with employees and volunteers as and when necessary, and a copy given to each person or placed on the Health and Safety Notice Board, or both.

Trust Responsibilities

The Trust is run by the Trustees who are supported by the Chief Executive Officer and Executive Headteachers, who are ultimately responsible for all health and safety matters.

These persons will have received all necessary training with respect to health and safety and will be site specific. In most cases, however, the Chief Executive will assume responsibility.

The Trust commissions two external appointed competent advisors for health and safety - Hull Building Safety Group and Stallard Kane.

The Trustees will:

Have a responsibility to comply with the statutory duties imposed under the Health and Safety at Work Act 1974. This includes all duties imposed by regulations made under the above act and obligations under the general duty of care.

The main duties of Trustees are to ensure: -

- That the Trust's Statement of Safety Policy is effective, so far as is reasonably practicable, in protecting the health, safety and welfare of all employees, volunteers, students and as necessary other persons including parents/carers and visitors. That adequate finance, resources, personnel, and facilities are made available to achieve the stated objectives.
- That health, safety, and welfare, including fire, disability and environmental issues receive appropriate attention.
- That adequate monitoring of the effectiveness of the policy is carried out through the Trust's decision-making structure.

The Chief Executive Officer (CEO) will:

The CEO is responsible for delivering the strategic plan within the policies and budgets agreed by the Trust and will promote a positive open culture, ensuring that operations are executed whilst securing the health, safety, and wellbeing of employee and other affected. They will also:

- Accept responsibility for ensuring that compliance with all statutory responsibilities and the objectives of the Health and Safety policy are met.
- Monitor the effectiveness of the Policy on a continual basis and institute any necessary changes. The Policy will be reviewed at least every year, unless circumstances dictate otherwise, such as for changes in legislation, staffing changes, etc.
- Promote safe working practices among the Trust's other managers, employees, and volunteers.
- Familiarise themselves with the requirements of the Health and Safety Policy and actively promote safety within the premises used and places visited by HCAT.
- Ensure all-contractors comply in accordance with the requirements of their Policy in their area of work, and in compliance with health and safety legislation in general.
- Ensure that any statutory inspections necessary are carried out as required and records kept.
- Issue appropriate method statements and stipulate safe systems of work so that all work is carried out in accordance with Statutory and Trusts Regulations and Codes of Practice.
- Co-operate with and act upon, any requirement of the Health and Safety Executive, Environment Health Officer or appropriate body as far as is reasonably practicable.
- Liaise with the Executive Headteachers and Trustees whenever necessary to discuss relevant health and safety matters.

Executive Headteachers / Headteachers:

Executive Headteachers/Headteachers have delegated responsibility for the health and safety of staff, students, visitors, contractors, and other members of the public at their respective schools.

Their main duties are:

- To ensure that they are familiar with the Health and Safety policies, procedures and forms and ensure effective implementation within their own area of responsibility.
- To ensure any health and safety instructions, procedures etc are understood and put into practice.
- To ensure they are familiar with the appropriate legal requirements concerning the health, safety and welfare of all employees and others in their area of responsibility and are complied with.
- To contribute, understand and to respond to the issues identified by the Health & Safety audit conducted by external competent consultants and to lead on ensuring its recommendations are implemented.
- To ensure that risk assessments are undertaken, and safe working procedures and toolbox talks are devised, implemented, and adhered to.
- To ensure their employees are adequately informed, instructed, supervised, and trained in health and safety matters.
- To take appropriate action with regards to any of their employees or volunteers who fail to carry out duties assigned to them, for which they have received appropriate training and instruction and who endanger themselves or any of their colleagues or others by any of their acts or omissions.
- To investigate any accident, incident or industrial disease that causes injury or illness within their area of responsibility, and to ensure the appropriate accident/incident report is completed.
- To set a good example and promote and develop healthier, safer, and where appropriate, environmentally friendly working practices.
- To ensure any identified unsafe or unhealthy situations are reported and rectified, so far as is reasonably practicable.
- To ensure, so far as is reasonably practicable, that their services do not endanger the students.
- Provide suitable and enough protective clothing / equipment for employees and volunteers as required.
- Ensure that safe access to and egress from all places of work are always provided and maintained in a safe condition.
- Ensure that adequate resources, time, and money are provided to comply with all relevant Legislation.
- Liaise with the CEO and Trustees whenever necessary to discuss relevant health and safety matters.

The Competent Advisors will:

Be responsible to the Trust for the following:

- Keeping the Trust informed in respect of best current practice, equipment development, hazard recognition and changes in legislation.
- Liaising with the various regulatory authorities on matters related to health and safety at work, if necessary.
- Liaising with the Trust regarding all health and safety matters including training requirements and organising courses and/or placements as necessary.
- Conduct Annual Health & Safety reviews/audits and share findings with respective school leaders.
- Monitoring, auditing, and reviewing this Policy and other Policies, Procedures and Forms in place within the Trust and reporting back to the Chief Executive & Managers and/or Trustees on any matter requiring attention.
- Circulating information to the Trust, as and when required.
- To investigate any accident, incident or industrial disease that causes injury or illness within their area of responsibility, and to ensure the appropriate accident/incident report is completed.
- Maintain an up-to-date knowledge of legislation and Codes of Practice as they affect the Trust's activities.
- Liaise with the CEO, Trustees, Executive Headteachers and Trust Health and Safety Lead whenever necessary to discuss relevant health and safety matters.
- Investigating any potential RIDDORS.

Employees and Volunteers will:

All staff and volunteers, regardless of their position have a duty to co-operate with the Trust in matters relating to safety, health, and welfare.

Emphasis is placed on the following:

- The wearing of any protective equipment issued.
- Not to misuse any item of equipment.
- To report defects in equipment.
- To replace any protective barriers which may have been temporarily removed.
- Report all accidents (near misses) via their Line Manager.
- To adhere to Trust rules in their place of work.

- To take reasonable care for the safety of themselves and other persons who may be affected by their acts or omissions at work.
- To familiarise themselves with the Health and Safety Policy and conduct their work in a manner which is compatible with its aims.
- To ensure the safety of any visitors they may receive on the premises.
- To inform their manager, of any hazardous situation they may recognise or any dangerous or potentially dangerous incident they may witness.
- As regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with the employer, so far as is necessary to enable that duty or requirement to be performed or complied with.
- To undertake any Trust Assigned Mandatory training in Health and Safety either face to face or via the Trust Training portal.

Information and Consultation

Under the terms of the Health and Safety (Consultation with Employees) Regulations the employer has a duty to consult with all employees, on matters affecting their health and safety, whether they are covered by representatives appointed by recognised trade unions. Consultation may be made either directly or through an elected representative.

Proper consultation with employees on health and safety matters can make a significant contribution to creating and maintaining an effective health and safety culture within the business, resulting in positive motivation, awareness and importance given towards health and safety among employees.

By the nature of its work joint consultation already takes place between the Trustees, Chief Executive Officer, Executive Headteachers, Headteachers, employees and volunteers.

Copies of this policy are available to all Trust employees and other interested parties. The Trust is advised by a competent person, who will provide guidance, advice, and information where necessary.

Suitable training and termly bulletins are provided to ensure that employees at all levels are:

- Aware of their health and safety responsibilities
- Competent to carry out their duties
- Competent to operate specialist tools, plant, and work equipment.

General Arrangements

This section defines the standards which relate to all management, employees, volunteers, visitors, and sub-contractors whilst at work, wherever their job location might be. It is the responsibility of all to observe these arrangements and behave in a safe and reasonable manner whilst at work.

It should be borne in mind that an intentional breach of health and safety legislation is a criminal offence and may result in action taken by an Enforcing Officer/Agency.

The Trust recognises that it is not possible to prepare in written form every safety rule laid down as circumstances may vary depending upon the nature of work. However, employees, volunteers and contractors are expected to act in a sensible manner and adhere to any reasonable, verbal instruction given by a member of the either the Trust or School Senior Leadership.

Every System

The 'Every' system will be used by both schools and the Trust's Central Team to monitor health and safety compliance eg - estates management, and work equipment maintenance.

First Aid

All schools will ensure that there is adequate first aid cover for all activities. First Aiders will be provided with relevant first aid qualifications through suitably accredited first aid training organisations and will be provided with refresher training as necessary. First Aiders will be responsible for the maintenance of the First-Aid boxes and their replenishment. Please refer to the Trust's 'First Aid' policy for further information.

Accident/Incident reporting

All accident, however minor, which occurs on the premises and requires first aid or medical treatment **must** be reported and the details accurately recorded onto the Trust's Accident, Incident and Near Miss (AINM) system as soon as practicable, so trends and common issue can be identified across the Trust.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) place duties on employers to report serious incidents to the Health & Safety Executive (HSE).

The HSE should be informed as soon as is reasonably practicable and in any event within 10 days of the incident.

The school should also inform the Trust's Health & Safety Lead Suzanne Wilson of any notifications to the HSE.

Reportable Injuries, Diseases or Dangerous Occurrences Regulations include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs, and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital

Information on how to make a RIDDOR report is available at: <https://www.hse.gov.uk/pubns/edis1.pdf>

Critical Incident Plan

This is in response to Regulation 8 of the Management of Health and Safety at Work Regulations.

The kind of incidents (possible) are:

- a) Fire
- b) Explosion
- c) Exposure to toxic release
- d) Flooding
- e) Aircraft Crash
- f) Violent weather conditions

All employees, volunteers, sub-contractors/consultants working on our behalf and visitors should be made aware of any emergency evacuation procedures in force.

An evacuation procedure will be drawn up to cover other eventualities for each of the occupied premises.

Please refer to the Trust's Critical Incident Plan for further information.

Fire Procedures

HCAT will ensure all buildings under its control will have fire risk assessments in place in accordance with the regulatory reform fire safety 2005 and ensure that they are reviewed on a periodical basis

Fire extinguishers are checked on a regular basis and renewed if defective as soon as possible.

In the event of a fire the first consideration is the safety of people. It is the responsibility of employees to know where the fire exits and extinguishers are situated, respective to their current place of work. Fire exits must be always kept clear.

- Any person discovering a fire should:
 - Notify colleagues by raising the alarm
 - Evacuate the building to the designated Assembly Point by the nearest and quickest exit.
 - A roll call should be made at the earliest opportunity to ensure everyone has evacuated the building.
 - Do not re-enter the building until being told to do so.

Fire Warden Duties

The Appointed Fire Wardens are responsible for continuously ensuring that:

- Fire escape exits are clear and free from obstruction
- All flammable materials are stored in a safe and locked place
- Fire doors are kept closed

- Fire drills take place at least every term
- Staff and visitors know the procedures for evacuation etc
- They are responsible for the safe evacuation of everyone and that a roll call is conducted at the Muster Point and liaising with the Emergency Services as necessary
- They visually check for loss of or damage to Fire Extinguishers, at least once a month

Personal Emergency Evacuation Plan (PEEP)

PEEP should be created for any pupil, staff, or visitor who has been identified as requiring assistance in the event of an emergency which requires evacuation.

PEEP should identify the following:

- Any specific needs of the individual
- Specific evacuation routes, where applicable
- Refuge areas
- Any specific evacuation procedures requirements

Lifts must not be used in the event of a fire (see fire evacuation procedures for further details).

Risk Assessments

Management of Health and Safety at Work Regulations 1999 requires the employer to carry out assessment of the risk to their employees whilst at work and the risks to the health and safety of non-employees arising out of, or in connection with their undertaking.

The purpose of the assessments is to help employers determine the measures needed to comply with their duties under the relevant statutory provisions.

HCAT will ensure that assessments are carried out and recorded where necessary. Should any significant risks be identified whilst carrying out the assessment the Trust will take all reasonable steps to ensure that all such risks are minimized and that all relevant legislation is complied with.

Risk assessments will be reviewed at least annually, or more often should the activity change or the validity of the assessment become suspect. All risk assessments should be completed on the approved HCAT format.

Hazardous Substances

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dust
- Vapours
- Mist
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease.

Control of substances hazardous to health (COSHH) risk assessments must be completed by either the Site Facilities Officer or Office Manager and circulated to all staff who work with hazardous substances. Where necessary, staff will be provided with protective equipment.

All hazardous products must be kept in their original containers, with clear labelling and product information, plus stored in lockable cupboards away from students.

Electrical Equipment

HCAT schools adopt a routine cycle of maintenance and testing of fixed wiring and electrical installation. Portable appliance (PAT testing) is carried out in accordance with a cycle agreed in a risk assessment.

A visual check of any portable equipment should be undertaken before each use to inspect for damage of the power cables. Portable equipment brought into school by members of staff should not be used until it has been PAT tested, unless it is brand new and marked with the appropriate CE mark. It should then be included in the agreed risk assessment.

All electrical equipment must be used only for its intended purpose.

Asbestos

HCAAT are fully committed to ensuring the Health & Safety of all its employees and providing a safe working environment. In this respect the management will ensure that all its buildings and locations are free from Asbestos & Asbestos containing Materials so far as reasonably practicable. Where this is not possible, a management plan is put into place and the condition of known Asbestos Containing Material (ACM) is inspected every 6 months.

Please refer to respective school's 'Asbestos Register' and survey for further guidance.

Legionella

The procedure for HCAAT is to control, prevent and minimise the risk from legionella, to provide and maintain safe and healthy working conditions, equipment, and systems of work for all staff, pupils, contractors, and visitors, and to provide such resources, information, training, and supervision as needed for this purpose.

Housekeeping

The cleanliness and tidiness of premises is the responsibility of every employee and volunteer. Accumulation of excess rubbish should not be allowed since adequate waste bins/skips are available which should be frequently emptied for disposal from site.

Occupational Stress

The Health and Safety Executive (HSE) define stress as *"the adverse reaction people have to excessive pressure or other types of demand placed on them"*.

An employee's mental and physical health can be affected by several factors which may or may not be work-related. Work-related stress is a significant cause of illness and disease and is known to be linked with high levels of sickness absence, staff turnover and with a negative impact on teams and the Trust.

Anyone who feels they are suffering from stress should, wherever possible, inform their line manager so that they will have an opportunity to resolve the problem. If staff feels that they are unable to raise the matter with their line manager they can contact the Trust's Human Resources Team for advice, share their concern with a trusted colleague or seek advice from their union/professional association.

Personal Protective Clothing and Equipment (PPE)

Adequate supplies of protective clothing and equipment are available where and when necessary and employees should ensure that they are using the correct protection for the relevant job. With the assistance of the Safety Consultants, are responsible for the identification, purchasing, issue and monitoring of all PPE.

Safe place of work

The provision of a safe place of work, together with an acceptable working environment, is essential for better wellbeing and less risk to employees, volunteers, and the students in their care. To this end, the Trust will ensure that the following standards are maintained:

- Suitable and Sufficient lighting throughout the place of work
- Safe access/egress of workplaces
- Safe storage facilities
- Adequate working temperature
- Floors are in good order and not left slippery without warning
- Sufficient fresh air in enclosed workplaces- ventilation systems.
- Safe noise levels

Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations apply to employees who use Display Screen Equipment (DSE) daily, for continuous periods of an hour or more. The regulations don't apply to employees who use DSE infrequently or only use it for a short time.

Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists, and hands as well as fatigue and eye strain. The causes may not always be obvious. The Office Manager should conduct a workplace assessment for staff to whom this applies.

Furthermore, the Trust also has a scheme for the reimbursement of the cost of eyesight tests and spectacles (if necessary) for users of DSE.

Refer to the Trust's Eyecare Policy for further detail.

Pregnancy and New Mothers

Schools will carry out an individual risk assessment and offer advice for managing workloads for all new and expectant mothers to ensure they are not exposed to any significant risks or discriminated against due to pregnancy or because of illness suffered as a result of pregnancy. The assessment will be reviewed through the pregnancy and on return from maternity leave.

Manual Handling

Manual handling procedures shall be always followed relative to the Manual Handling Operations Regulations. Written assessments will be made wherever necessary by either the Senior Manager or the Health and Safety Consultant. Lifting equipment which reduces the need for manual handling and thus the risk of injury will be used where at all possible. Techniques in manual handling will be monitored and updated as necessary, to alleviate the problem of injury to personnel. All employees, likely to be involved in manual handling activities will be suitably trained in lifting and kinetic handling techniques before they undertake manual handling.

Working at height

When working at a height a safe system of work must be put into operation to safeguard third parties, who may enter beneath the working area, as well as to ensure the safety of employees and volunteers.

Staff will follow the working at height regulations and follow the Hierarchy of controls. However, after considering these if it is still necessary to use ladders the following would apply.

The general recommendations for the use of ladders are:

- Always maintain the three-point rule.
- Place ladders at a safe angle, one metre out for every four metres high.
- Support or tie so they cannot slip.
- Place feet of ladder on a secure and level base.
- Rest the top of the ladder against a solid surface – not against guttering, or other narrow or plastic features.
- Have at least three rungs extending beyond a roof's edge if access is required onto a roof.
- Ensure longer extension ladders (Over 18 rungs) have an overlap of at least three rungs. Shorter ones (up to 18 rungs) need a minimum overlap of two.
- Ladders should be inspected on a regular basis for wear and tear and possible defects. A register should be kept of all ladders.
- Ladders must not be painted or otherwise treated in such a way as to conceal defects.
- All ladders must be checked, and a record maintained on each ladder.

Where access platforms and portable rigs are used these are the main considerations:

- I. Ensure wheels are locked correctly when rig is in use.
- II. Ensure the working platform size is within the base dimension.
- III. Outriggers are correctly located and locked in position with the wheels locked.
- IV. Care should be taken when moving the rig. All persons, equipment and materials must be removed from the platform and the rig moved by pushing or pulling at the base level.
- V. The height of the working platform must not exceed three times the smaller base dimension.
- VI. No rig should have a base dimension less than 4ft.
- VII. Working platforms must be provided with handrail and toe boards and kept clear of materials whenever possible.
- VIII. All persons using the equipment must be suitably trained in the use of the equipment

Generally, roof work will only be carried out by qualified personnel and, as such, will follow the general recommendations contained in the HSE Guidance publication HSG33, 'Health and Safety in Roof Work'.

Lone Working

Staff are encouraged not to work alone in school. Work carried out unaccompanied, or without immediate access to assistance, should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (e.g., working at height) should not be undertaken whilst working alone.

Refer to the Trust's Lone Working Policy for further detail.

Violence towards staff

Occurrences of violence towards staff are, thankfully, very rare. However, there may be occasions when a member of staff must deal with verbal or physical aggression from a parent, visitor, or even a pupil or a fellow member of staff.

Our Trust is committed to reducing the incidence of physical abuse towards employees. Employees must report these incidents by following the Trust's Accident, Incident, Near Miss (AINM) system, as soon as practically possible after the incident. The Headteacher will discuss the incident and any follow up action and support required with the employee. The reporting of assaults on staff is vital, as it allows the Trust to take immediate action when needed, but also to identify longer term trends and issues that need to be addressed.

The reporting of incidences of violence will not be seen as an adverse reflection on the individual's ability to perform their duties satisfactorily.

The Trust will record all assaults on employees, monitor this data and make it available to all staff and the recognised trade unions upon request.

Please refer to **Appendix 1** for guidance on support staff who have been assaulted.

Catering

The Trust undertakes its own catering arrangements and the daily activities in all kitchens are under the control of the Cook. The Trust's Catering Team and the individual school Cook ensures that activities are undertaken in line with the Food Safety (General Food Hygiene) Regulations 2004.

To ensure that activities adhere to the regulations, the following records and checks are carried out.

- Cleaning schedules are established, and details recorded.
- Equipment temperature checks are carried out daily and the results recorded.
- Temperature of food is taken and recorded for each item when it comes out of the oven and immediately prior to serving.
- Equipment is maintained as required.
- A full Management system for Food Hazard Analysis and Critical Control Point has been implemented.
- Health of the personnel in the Kitchens is constantly monitored and the wearing of jewellery on hands except for a wedding band is not permitted.
- Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
- General hygiene inspections are carried out on a regular basis.
- Recommendations, following visits by the Environmental Health Officer, are instigated without delay.
- Kitchen staff undertake required courses in food hygiene on a regular basis.

Contractors and Sub-Contractors

The office or site facilities staff are responsible for ensuring that all contractors/sub-contractors engaged to work on school premises are suitably competent to conduct their activities and possess the correct levels of insurance.

All contractors/sub-contractors are required to report to the school office, sign the visitor's book and be briefed on any health and safety arrangements relating to their work on the premises (including fire procedures and vehicular access).

Contractors/sub-contractors will be asked to provide the school with risk assessments and method statements (RAMS) for the work to be undertaken, which shall be agreed by the school and Trust's Health and Safety Team prior to work commences on site. All RAMS should be submitted 10 days in advance to work commencing, unless agreed otherwise.

All work shall be arranged for suitable times of the day to minimise the risk to employees and pupils.

All contractors, as visitors, on site during school hours must not be left alone with any pupils for safeguarding reasons.

Regular contractors, known to the school, who must attend during school hours should have DBS clearance.

The school staff shall monitor areas where contractors work and keep records of all work completed.

It is a legal requirement, under the Health and Safety at Work etc. Act 1974, that all work undertaken must be carried out in a competent manner to ensure the safety and health of all concerned.

Safeguarding

All education professionals, including administrative and facilities staff as well as teaching staff, have a statutory duty of care to all pupils. This duty extends to promoting the welfare of pupils who require additional support but are not suffering harm or at immediate risk of harm. All schools will promote awareness and best practice to deal with situations of suspected abuse or neglect and situations in which staff are best placed to observe such signs. Each school has a designated safeguarding lead, who is responsible for providing support to staff members in their safeguarding duties and for liaising closely with the relevant statutory services, such as children's social care or the police.

Smoking

The entire Trust operates a no-smoking policy, which applies to all staff, pupils, parents, visitors, work experience students and contractors when they are on the school site.

School sites are entirely smoke free environment, and this includes the use of e-cigarettes and other tobacco products.

Smoking is not permitted at any time anywhere in the school grounds including toilets, corridors, staff room or the car park.

All transport provided or contracted by the school is smoke free and will display compulsory signage as required by the Health Act.

Smoking is not permitted during school events held within or outside normal school hours anywhere in the school grounds or buildings.

Organisations and clubs who use the school premises within or outside normal school hours are expected to adhere to the school's no smoking policy.

All staff and parent helpers are expected to refrain from smoking on all school trips, activities, and events.

Training

Training is vital and essential to a successful Trust, as well as being a legal requirement now under many Regulations. It is our intent to assess on an on-going basis, our training needs and to improve performance methodically and systematically by appropriate methods.

Our specific aim will be to ensure employees and volunteers are fully trained in the use of any equipment they may use and receive adequate training specific to their job. This includes any new equipment which may be bought, hired, or used, in the course of our work. An example of good refresher training is by regular toolbox talks, which are issued every term. Employees are always encouraged to provide feedback on any health & safety issues.

Rules Covering Gross Misconduct

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 or dangerous occurrence
- misuse of any item of equipment, utensil, fitting/ fixture, vehicle, or electrical equipment
- deliberately disobeying an authorised instruction
- Misuse of chemicals or substances.

Monitoring & reviewing

It will be the responsibility of Trustees to monitor the effectiveness of this policy by:

- Assessing the nature and frequency of accidents, complaints, or cases, and identifying any patterns which need to be addressed at each school
- Reviewing the annual overview of the statutory inspection and audit profile
- Audit of health and safety and in particular high-risk areas will be planned in our internal scrutiny programme and captured in Every compliance for close monitoring to address areas of risk. The

Headteacher will ensure that risk assessments and related procedures are reviewed annually or sooner, especially after an incident or accident.

Appendix 1: Support for staff who have been assaulted

The response to incidents of violence is an important factor in how the assault impacts on the member of staff. The following offers advice on how Leaders can support their colleagues in the aftermath of an incident occurring.

- The staff member will be permitted access to a private area for as long as necessary where they can sit with a friend, colleague or trade union representative.
- The staff member will be permitted to go home if they so wish and the Head will make any necessary transport arrangements where applicable.
- The staff member's line manager and the Headteacher should be informed of the incident as soon as possible.
- Where required, medical treatment will be sought for the staff member. The school's designated first aider will be asked to provide assistance, and further medical treatment assessment sought as necessary (e.g. at hospital or from their GP).
- In the case of physical injuries, if possible, photos should be taken.
- Professional counselling and occupational health services will be offered to the staff member.
- The incident will be recorded, and witness statements taken, as soon as possible after the incident.
- If necessary, the Headteacher will investigate the incident or will delegate this responsibility to a member of the SLT. A report will be produced following the investigation and agreed with the staff member. A copy will be retained by the school, and the health and safety Trust Lead. If the assault is being reported to the police, they will also receive a copy of the report.
- Following the violent incident, the risk assessment will be reviewed by the Headteacher. In cases where the assault was carried out by a pupil, an individual pupil risk assessment (De-escalation Plan) will be produced. Reference will need to be made to other policies including those addressing pupil behaviour, school security and safeguarding.
- If a member of staff suffers an assault away from their normal workplace, but the assault arises in the course of, and via the performance of, their professional duties, support will be provided via this process.

Additionally, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Trust is responsible for reporting the following to the HSE if:

- Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a member of staff sustains a specified injury because a pupil, colleague, or member of the public assaults them while on school premises. This is reportable because it arises out of or in connection with work.

Appendix 2: Health & Safety Contact Details

HCAT Health & Safety Suzanne Wilson Email Suzanne.wilson@hcat.org.uk Telephone Contact: 07702511877 c/o Dorchester Primary Dorchester Road Hull HU7 6AH	
Stallard Kane associates 9 Lord St, Gainsborough DN21 2DD 01427 678660	Competent Person Mark Dobson SHE/Operations Director Hull Building Safety Group Mobile: 07977458217 mailto:mark.dobson@hbsg.co.uk
Health and Safety Executive (HSE) Foundry House 3 Millsands Riverside Exchange Sheffield S3 8NH Telephone: 0300 003 1747 https://www.hse.gov.uk/contact/contact.htm#report-an-incident	Employment Medical Advisory Service (EMAS) Foundry House 3 Millsands Riverside Exchange Sheffield S3 8NH Telephone: 0300 003 1747

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013(RIDDOR)

Employers, the self-employed and those in control of premises must report specified workplace incidents ([work-related deaths](#), [major injuries](#) or [over-three-day injuries](#), [work related diseases](#), and [dangerous occurrences \(near miss accidents\)](#)).

Online at: <http://www.hse.gov.uk/riddor/index.htm>

Telephone

All incidents can be reported online but a telephone service remains **for reporting fatal and major injuries only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5.00 pm).

Reporting out of hours

The HSE and local authority enforcement officers **are not an emergency service**.

More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE [out of hours webpage](#). If you want to report less serious incidents out of normal working hours, you can always complete an online form.

Appendix 3- Example only see appendix 3-word document.

Keep in secure place if sensitive staff and pupil information recorded

School Name.....

Appointed person:

Health & Safety.....

First Aiders (including qualification i.e. paediatric etc.)

.....
.....
.....

First Aid boxes are in:

.....

Fire Wardens

.....
.....
.....

Fire Assembly point:

.....

The appointed Safeguarding Leads are:

..... (DSL)

..... (Deputy DSL)

Appointed person/s in charge of medical needs

List of Pupils with severe medical needs are: List of Staff with severe medical needs are:

.....
.....
.....
.....

Health and Safety Policy Change Log

Nov 2016
Jan 2019
Jan2020
1. Page 18 refers to the Construction (Health, Safety and Welfare) Regulations. These were replaced by the Construction (Design and Management) Regulations 2015 (CDM).
2. Page 22 refers to RIDDOR 1995. RIDDOR was amended in 2013 and should be referred to as such.
3. Appendix 1 has an obvious typo within the chart and refers to "Members".
4. Within the policy, HCAT is referred to as the "Organisation", "Charity" and "Company". One should be chosen (Organisation) and remain constant throughout. Trust adopted
5. History of reviews and changes added (M Dobson/T Horne)
March 2021
1. Various Changes to
2. Add Annual H&S audits
3. Add need to populate WAE
4. LGB
5. New HSE contact details
January 2022
1. Changes made in the following areas <ul style="list-style-type: none"> • Accident/Incident reporting • Hazardous Substances • Contractors
2. New sections <ul style="list-style-type: none"> • Display Screen Equipment • Lone Working • Violence to staff • Catering • Safeguarding • Smoking
January 2023
1. Changes made in the following areas <ul style="list-style-type: none"> • Accident/Incident reporting • Electrical equipment • Contractors
2. New sections <ul style="list-style-type: none"> • Every compliance system • Personal Emergency Evacuation Plan (PEEP)
January 2024
1. Changes made in the following areas <ul style="list-style-type: none"> • Pregnancy and New Mothers • Violence to staff • Monitoring & Review
2. New sections <ul style="list-style-type: none"> • Support for staff who have been assaulted

