

Health and Safety Policy

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Date	Version No	Brief detail of change
May 2021	2	To include LAT subsidiaries including LAT Apprenticeships
May 2022	2.1	Link to risk assessment policy added
July 2023	2.2	General review and update pending ISO45001 review
Sept 2023	2.3	Added section on smoking and vaping

PART 1 - STATEMENT OF INTENT

It is the policy of The Leigh Academies Trust Board and the Chief Executive Officer to ensure, so far as is reasonably practicable, the health, safety and welfare of all the Trust's employees, students and others who may be affected by the Trust's work.

The Trust is committed to the systematic identification, assessment and control of the risks associated with its work in order to prevent injury, ill health, damage and other associated business losses that could adversely affect the Trust and its members. The Trust will seek expert help where necessary and when essential knowledge, skills and experience is not available within the organisation.

The Trust's Senior Management team shall lead by example and demonstrate visible health and safety leadership. The Trust will ensure that all management decisions reflect the intentions of this policy, that health and safety is included in all aspects of our business and that appropriate time and other resources are provided to ensure this policy is implemented effectively.

The Trust is committed to the continual improvement of our health and safety risk management across all areas of our work and to the continued development of competent employees. In particular, the Trust will ensure the provision and maintenance of all plant and systems of work that are safe and without risks to health, so far as reasonably practicable and a healthy working environment that supports the wellbeing of all

our staff and students. We will ensure that all levels of staff are engaged with health and safety through effective channels of communication, cooperation and consultation.

Leigh Academies Trust is committed to the continued improvement of health and safety risk management across all areas of the Trust's activities and accordingly and we will continually:

- Determine that effective health and safety arrangements are in place through an ongoing annual programme of inspections and auditing of the Academies' health and safety management systems.
- Ensure the provision of sufficient health and safety training, information, instruction and appropriate levels of supervision for all staff to enable them to understand their health and safety responsibilities and have the knowledge, competence, and confidence to undertake their work safely.
- Undertake the systematic identification, assessment and control of all reasonably foreseeable risks in order to determine and implement an effective method of preventing ill-health, injury, property damage and other potential losses arising from the Trust's work.
- Ensure systems are in place for the regular consultation and communication with all Academy staff, recognised Trade Union representatives and others who may share the Trust's facilities, regarding matters concerning health and safety and the preventative and protective measures in place to protect them. The Trust Health and Safety committee and associated Academy meetings are in place to support this.
- Ensure that all work undertaken throughout the Trust by the Academy staff is supported by the Estates Compliance Managers (CM's) and the Estates teams and that all contracted work is the subject of a formal selection process to determine that contractors operate safely.

Simon Beamish - LAT Chief Executive Officer

Date: September 2023

PART 2: ORGANISATION:

Leigh Academies Trust Board

The Leigh Academies Trust Board is ultimately responsible for health and safety across the Trust. In order to ensure that the Trust's health and safety arrangements are effectively managed the following statutory responsibilities have been allocated to all staff:

1. Chief Executive Officer (CEO)

The CEO has overall accountability for the effective implementation of the Trust's health and safety management system and for ensuring that the policy requirements are carried out across the Trust's business.

2. Trust Executive

The members of the Trust Executive supports the Chief Executive Officer in ensuring the Trust's compliance with health and safety law, associated Regulations and best practice.

3. The Estates Director

The designated champion for health and safety within the Trust Executive

4. Deputy Estates Director

Has management responsibility for the CM's who support Academies in the delivery of their obligations.

The Deputy Estates Director supported by external expert advice will advise the Trust of any relevant legislative changes via the aforementioned structure and is guardian of all H&S procedures. They will ensure regular monitoring and evaluation of the Academies health and safety performance, supported by scheduled audits and achievable goals to determine continual improvement.

5. Academy Principals

The Principals will be accountable for ensuring their Academy's business and curriculum is compliant with all relevant health and safety legislation and best practice at their respective Academy. Principals are responsible for ensuring the completion of the curriculum compliance sheet for their Academy.

6. Estates Services Delivery Managers (ESDM)

Supported by Facilities Managers, ESDM's will ensure that all Estates operations including the engagement of contractors will be in accordance with LAT H&S arrangements.

7. Facilities Managers

Are responsible for the day to day management of health, safety and fire safety arrangements and ensuring compliance relating to the estate at the Academy, and will support the ESDM's in maintaining a safe and healthy working environment at all times.

8. Compliance Managers (CM's)

CM's support Academy staff in the delivery of curriculum Health and Safety by monitoring completion of the

curriculum compliance sheet by academy staff and providing specialist input as required. The curriculum compliance sheet identifies those responsible for specific elements of H&S within an Academy as appointed by the Principal.

CM's are responsible for ensuring that fire evacuation procedures are in place and chairing the Academy H&S committee meetings. They also provide representation at the Trust H&S committee to highlight any longstanding or wider issues and successes.

The CM's participate with the Health and safety audit process and are the initial escalation point to all Academy H&S related matters as they are raised as part of the audit process or as a result of change to H&S policy or legislation.

9. All employees

Must ensure that so far as is reasonably practicable that workplace legal duties are by taking reasonable care of themselves and others who may be affected by their acts or omissions.

All employees have a duty to comply with health, safety and fire legislation, to follow procedures and to ensure that their activities do not cause harm to themselves or to others so far as is reasonably practicable.

PART 3: ARRANGEMENTS

Communication relating to Health, Safety & Welfare

Participation and consultation are vital aspects of this policy. Employees and Governors are encouraged and expected to:

- Discuss health, safety and welfare matters with their Line Managers and members of the Estates team who will seek to provide expert advice, where necessary.
- Contribute to the successful implementation of this policy. It is recognised that this is dependent upon the wholehearted cooperation of all employees. Employees have a duty to take reasonable care of themselves and others, and to co-operate at all times; contribute good ideas and improvements; report defects and short falls.
- Ensure that this policy statement is promoted through LATone or displayed prominently at all Academies and workplaces, and kept under review to ensure its continuing relevance.

To enable responsibilities to be carried out effectively, the Chief Executive Officer has designated various responsibilities to Departmental Managers.

Communication is formally facilitated by Trust and Academy H&S committees.

The Academies H&S committees are chaired by a CM from the Estates department and is attended and structured in line with the [terms of reference](#). Discussion points and actions are logged and shared with the Trust H&S committee. Meetings are held three times a year.

The Trust H&S committee is chaired by a Trust Board Member and is attended and structured in line with the [terms of reference](#). The LAT CM's attend each meeting to ensure seamless two way communication from the Trust to the Academies. Meetings are held three times a year.

Risk Assessments

Risk assessments shall be undertaken and recorded (in accordance with [the policy](#)) for all tasks with a possibility of significant risk. The responsibility for ensuring that risk assessments are carried out rests with the Facilities Manager in respect of Building, HR Manager in respect of staff and Principals in respect of students and activities. The results of the risk assessments must be brought to the attention of those employees to whom they relate. Risk assessments should be undertaken collaboratively between those undertaking the task, those with specialist knowledge and management teams.

Accident Reporting, Recording and Investigation

All accidents and near-miss incidents relating to pupils and academy staff will be reported on Bromcom by the designated person. Incidents relating to the environment and all other persons (not pupils or academy staff) will be reported on the Estates helpdesk system (Compliance Pod). Incidents may be investigated by the appropriate people in each academy and measures to prevent re-occurrence will be implemented if appropriate.

Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) will be actioned by the CM's in conjunction with the Principal.

Details of incidents will be brought to the attention of the academy's health and safety committee, where they are discussed and trends can be identified and escalated to the Trust committee as required.

Supervision of Pupils

All students shall be supervised to a level to ensure their health and safety. The Principal for each Academy is responsible for ensuring that suitable arrangements are made for supervision of their students at all times..

Visitors

All visitors shall be directed by clear signage and must report to the Reception. There will be an appropriate arrangement for the signing in and out of visitors, noting vehicle registration number as appropriate, and for visitors to wear an identifying badge.

On all sites, contractors will be expected to also read and sign any contractor instructions and confirm understanding of any risks in the building (such as Asbestos) before carrying out alterations to the fabric of the school buildings. Suitable and sufficient Risk Assessment and Method Statement must be provided along with Public Liability Insurance.

Fire Safety

Each Academy will have a Fire Risk Assessment that will be reviewed at regular intervals and after any significant change. Each Academy will also maintain statutory compliance with relation to Fire alarm testing, extinguisher servicing etc within the Estates workflow system. The CM's in collaboration with the Principal will ensure a Fire evacuation plan is in place and associated drills and training is completed.

Fire Drills

1. Fire drills will be carried out at least three times a year.
2. A record of the drill must be kept in the Fire evacuation plan document.

Other Emergency Procedures

- (a) The Academy will hold a suitable Disaster Recovery and Business Continuity Plan as drawn up locally. Details will be communicated to relevant stakeholders and practice exercises should be implemented (table top or live).
- (b) The Academy will have local procedures for alerting parents to collect children (for example in the

- event of severe weather).
- (c) The Academy will develop and implement a Lockdown Procedure for circumstances in which the Academy is required to lock all staff and students in. A lockdown practice will be carried out at least once a year.

First Aid, Supporting Students with Medical Needs and Accident Reporting/Investigation

The specific arrangements for First Aid and Accident Reporting are covered in the LAT First Aid Policy. The specific arrangements for Supporting Students with Medical Needs are contained within the LAT Policy of the same name.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment. The Site Manager will arrange a programme of Portable Equipment Testing at a suitable frequency for the type of equipment and environment.

All staff are required to report to the Site Manager any damaged electrical apparatus or wiring - including portable equipment and permanent wiring. The Site Manager will arrange for a competent person to carry out repairs.

Personal mains-powered electrical equipment must not be brought into the Academy, unless it has been subjected to the same tests as school equipment.

Site Managers will ensure that any fixed wiring installations are subject to suitable testing and inspection at the required frequency and that all C1 and C2 faults are resolved promptly. C3 and Further Investigation recommendations should be addressed as funding becomes available.

Gas Safety

All gas systems and appliances will be operated and maintained so as to prevent, so far as is reasonably practicable, danger to persons or property.

The Academy will ensure that gas pipework, appliances and flues are regularly maintained. No person may work on gas fittings or appliances unless they are competent to do so. The Hard Facilities manager or their delegated person must ensure that any contractor engaged to work on gas fittings is Gas Safe Registered and appropriately qualified for the work to be carried out.

All rooms with gas appliances will have adequate ventilation - air inlets will not be blocked and flues and chimneys will not be obstructed,

Equipment should be designed, operated and maintained to make sure dangerous levels of carbon monoxide (CO) are not produced.

Operators will be fully trained and use a safe procedure for purging, lighting up and shutting down.

Housekeeping

The Academy buildings will be cleaned by the Contract Cleaning Company, supplemented as necessary by pupils/staff as part of practical lessons (for example, after craft work and cookery). The Catering Contractor or Catering Staff will undertake cleaning associated with the provision of school meals as specified in the appropriate contract where applicable. The Grounds of the buildings will be kept clean by the Caretaking

staff.

Waste will be removed each day by the cleaners/site team to the designated storage area prior to removal by a Refuse Service Contractor.

Hazardous Waste such as medical waste and chemicals used in laboratories, or for cleaning etc., will be removed by a specialist contractor.

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height, which does not constitute a hazard, and in such a way that they do not impede the movement of staff, pupils or visitors.

Stairs, Corridors, and Exits etc., will be kept clear of obstructions (including electrical cables). Teachers will be alert on a daily basis to the following and will immediately report any hazards to the Site Manager. Teachers have a responsibility to meet the following as a minimum requirement:

- Check that classroom and work area is safe for students at the commencement of each lesson
- Check equipment is safe before use
- Ensure safe procedures are followed
- Ensure any accidents are reported and recorded
- Ensure protective equipment is used where necessary
- Ensure health and safety issues are reported to the Site Manager
- Ensure guidelines and training are followed

External Access

The access from the road shall be kept clear for emergency vehicles. All other emergency access points must be kept clear. The vehicle access gate must not normally be used for children's pedestrian access, If an event is being held outside of normal Academy activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

Food and Food Hygiene

The Contract Caterer is responsible for the preparation and food hygiene routines within the Academy kitchens. The Academy is registered with the local authority responsible for Environmental Health and works collaboratively with them following inspections.

Moving and Handling

Injuries can be caused by incorrect moving and handling of objects, (which need not be large or heavy), or people.

Generic Risk Assessments are undertaken and staff engaged in the specified activities will be required to adopt the particular safe working practices outlined, after the appropriate training.

Appropriate training will be provided for all staff identified as being at potential risk and the Site Manager maintains appropriate records of training.

Inspection/Maintenance of Premises, Plant and Equipment

The Deputy Director of Estates in collaboration with Hard FM managers will ensure that statutory compliance regimes are in place for all plant and equipment relating to building services, fabric and grounds.

Access to store rooms, boiler rooms, tank and plant rooms should also be checked, including ladders or other equipment. These should also be suitable for the use of caretaking staff.

Planned Preventative Maintenance will be carried out in line with the Trust programme.

Control of Dust and Fumes

All practical equipment will be installed and used as recommended by the manufacturer. The Academy will undertake regular inspection and testing of fixed fume extraction systems at least every 14 months as per COSHH Regulations.

Work in Laboratories leading to the production of fumes should only be undertaken within the recommendations of CLEAPPS.

Smoking and Vaping

Leigh Academies Trust forbids smoking and vaping (use of electronic cigarettes) on all property within their portfolio and within all vehicles owned or operated by them. This is for the following reasons:

- Young persons are extremely impressionable and efforts must be made to ensure they do not witness unhealthy habits wherever possible
- To protect the health of all Leigh Academies Trust employees, pupils and visitors
- To reduce the risk of fire
- To avoid triggering false fire alarm activations

It is the responsibility of the Business Manager at each Academy to ensure that these requirements are communicated effectively to all users of the site and that any legal requirements for the displaying of signage are met.

It is the responsibility of all employees to police these requirements by politely advising anyone smoking/vaping of the rules and informing the Business Manager of any wilful misconduct. Misconduct by any employee will be subject to the Trust's disciplinary procedures whilst visitors and contractors will be required to leave the site and may be banned from future visits. Pupils observed smoking on Leigh Academies Trust property will be reported to their Principal and subject to appropriate disciplinary measures by them.

Leigh Academies Trust is committed to supporting any individual wishing to give up smoking and can provide advice and contact details where requested. Requests should be directed to the HR department.

Minibuses

Specific arrangements relating to the use of Minibuses can be found in the LAT Minibus Policy.

Physical Education and Games

These activities will be conducted within any recommendations and published documentation of the Association for Physical Education.

Science

Procedures recommended by CLEAPPS will be followed for all activities, preparations, storage, use and disposal of materials (including radioactive). These can be found on the CLEAPPS website.

Design and Technology

Procedures recommended by CLEAPPS or other approved bodies will be followed. These can be found on the CLEAPPS website.

Activities Outside the Academy Site

The Academy will have appointed Educational Visits Co-ordinator(s) who have undergone training on the use of the Trust Evolve system. Evolve manages the process of assessing the safety of all off site activities and should be used for all such activities.

Bullying and violence

Each Academy has a behaviour policy which stipulates acceptable behaviour and appropriate sanctions for incidents of bullying and violence. All violent incidents will be fully investigated by the Academy's senior leadership team. Risks of violence to staff will be assessed by the Principal and the Academy's incident reporting and investigation procedure will be followed in event of an incident. Support will be offered to victims of violence as appropriate.

Safeguarding

Each Academy has a safeguarding policy which is reviewed at regular intervals. Each Academy will have an appropriately-trained designated safeguarding lead; All staff will receive safeguarding training on appointment which will be updated on a regular basis.

Alcohol and Drugs

The abuse of alcohol or drugs is a safety and health hazard and if there is any suspicion that a member of staff, pupil or visitor is incapacitated, this must be reported to a Principal or member of the Academy/Senior Leadership Team.

Display Screen Equipment (DSE)

All staff deemed as DSE users will have their workstation assessed on commencement of employment and periodically thereafter, this will be a minimum of a self assessment which will be reviewed by a designated person in each location.

Asbestos Management

Academies of an age that may contain asbestos will be subject to an Asbestos Survey. If Asbestos (suspected or confirmed) is identified, an Asbestos Management Plan will be developed. Where appropriate, the Asbestos Register will be held for visiting contractors to read and sign.

Legionella

Each Academy will have a copy of a current Legionella Risk Assessment in place and the site team will carry out regular flushing and temperature recording.

Training

The responsibility for safety training and/or refresher training rests with the Trust, which is delegated to the member of the Academy/Senior Leadership Team with responsibility in a specific area. Principals/Managers are responsible for ensuring that appropriate staff receive the necessary training.

Each member of staff is also responsible for drawing their line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All staff will have some understanding of health and safety issues even if they do not go on specific courses but information will be cascaded down from others who do know. Staff will be expected to have knowledge on what to do when an accident or violent incident occurs, know the fire and first aid procedures and understand the basics of infection control and manual handling.

The Site Manager and member of the Academy/Senior Leadership Team responsible for CPD will keep records of the training which has been undertaken and have a system for ensuring that refresher training is undertaken within the prescribed time limits.

Monitoring

Curriculum Health and Safety performance will be monitored using the LAT Curriculum sheet and, report on compliance level will be presented at each local Academy's health and safety committee and at the Trust health and safety committee. In addition, CM's will carry out a programme of health and safety audits across all Trust academies. Each audit report is presented to the Principal, and academy Facilities Manager and feeds into the health and safety improvement plan for each academy. Implementation of the plan will be monitored by the CM via compliance Pod.