

Health and Safety Policy

Document title:	Health and Safety Policy
Version number:	1
Policy Status	Approved
Date of Issue	September 2024
Date to be revised	September 2025
Location of Publication	Spotlight, Academy Websites
Document Number	SSoW-LAT002

Revision Log (last 5 changes)

Date	Version No	Brief detail of change
09/2024	1	New H&S Policy following review of LAT SSoW Arrangements, Risk Assessments, Staff Training requirements, Control of Permit to Work

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PART 1. [Statement of Intent](#)

PART 2. Responsibilities for Health and Safety

The Leigh Academies Trust Board is the Duty Holder and ultimately responsible for health and safety across LAT. In order to ensure that LAT'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 LAT's health and safety management system and for ensuring that the policy requirements are carried out across LAT's business.

To enable responsibilities to be carried out effectively, the Chief Executive Officer has designated various responsibilities and these are set out in Section 5 - Roles and Responsibilities in all of the Safe Systems of Work (SSoW) Arrangements.

2. Trust Executive

The members of the Trust Executive and the Chief Executive Officer in ensuring LAT'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 Compliance Team who support Academies in the delivery of their obligations.

The Deputy Estates Director supported by external expert advice (Prime Safety Consultants) 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 are the Academy Duty Holders and 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 (FM)

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)

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 support professional services staff in the safe delivery of their operations and providing specialist input as required.

CM's are responsible for ensuring that emergency 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.

Ensure that the Statement of Intent and this Policy is promoted through Spotlight and displayed prominently at all Academies and workplaces, and kept under review to ensure its continuing relevance.

9. All Staff

All staff must take reasonable steps to ensure compliance with workplace legal duties, protecting both themselves and others from harm caused by their actions or inactions.

All staff 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.

Participation and consultation are vital aspects of this policy.

Employees are encouraged and expected to:

- Discuss health, safety and welfare matters with their Line Managers and members of the Compliance 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.

PART 3: Safe Systems of Work (SSoW) Arrangements

This section details the various arrangements which LAT has in place for managing health & safety, and in some cases, will signpost to other documents/procedures.

LAT has implemented a [Safe System of Work \(SSoW\) document control](#) to ensure that the most up to date versions of documents will be accessed by staff.

Risk assessments

Risk Assessments shall be undertaken and recorded (in accordance with [SSoW-LAT003 Risk Assessment \(Arrangement\) 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 & Estates, HR Manager in respect of staff and Principals in respect of students and activities.

Risk controls can be selected on the basis of the general hierarchy of control.

- Elimination
- Substitution
- Engineering controls
- Administrative controls
- Personal protective equipment

APPLYING THE HIERARCHY OF CONTROLS TO DIFFERENT TYPES OF RISKS



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.

Risk Assessments for academy equipment and activities are reviewed annually by the Curriculum Compliance Task Holder and by the Compliance Team for all other risks or whenever there are any significant changes to workplace processes or design, whenever new machinery, substances or procedures are introduced or whenever there is an injury or incident.

Communication

To ensure a positive Health and Safety Culture, all staff should be made aware of the [SSoW-LAT042 Communication and Consultation Arrangement](#)

Our staff access information relating to health and safety in the following ways;

- As part of the induction process;
- Spotlight (Staff Intranet)
- Thrive
- Team meetings/Departmental/Staff meetings;
- Trust Health and Safety Board minutes
- Academy Health and Safety meetings
- H&S Bulletins
- Notice boards

The Academies H&S committees are chaired by a CM from the Compliance Team and are 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](#). 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.

Fire Safety

All Staff should be made aware of the [SSoW-LAT05 Fire Safety Arrangement](#)

Each Academy will have a Fire Risk Assessment that will be carried out every 3 years and after any significant change. Each Academy will also maintain statutory compliance with relation to Fire alarm testing, extinguisher servicing etc and maintain appropriate records.

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 Log Book

Other Emergency Procedures

1. Business Continuity Planning (BCP) [LAT holds a Business Continuity Arrangement - SSoW-LAT004](#) and follows the [Gold-Silver -Bronze Command Structure](#)
2. Each academy will have local procedures for alerting parents to collect children (for example in the event of severe weather).
3. Each 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.
4. Public Health Incident LAT hold a [Public Health Incident Arrangement SSoW-LAT029](#)

Accident Reporting, Recording and Investigation

All Staff should be made aware of the [SSoW-LAT007 Accidents, near miss incidents, unsafe acts and conditions, reporting investigation Arrangement](#).

There are 2 methods to report accidents dependant on who has suffered the accident;

- 1) All accidents and near-miss incidents relating to **students and academy staff** will be reported on Bromcom by the designated person.

- 2) All accidents and near-miss incidents relating to the environment or **other persons (not students or academy staff)** will be reported on the Estates helpdesk system (Compliance Pod) via Spotlight

Incidents may be investigated by the appropriate persons in each academy or by CM's and measures to prevent recurrence 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.

First Aid and Supporting Students with Medical Needs

All Staff should be made aware of the [SSoW-LAT008 First Aid \(Arrangement\) Policy](#) Each academy must appoint a person to take charge of the first aid arrangements, including looking after the equipment and facilities and calling emergency services when required. Arrangements should be made for the appointed person to be available to understand these duties at all times when people are at work.

The specific arrangements for Supporting Students with Medical Needs are contained within the LAT Policy of the same name.

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.

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 local protocol for the signing in and out of visitors, noting vehicle registration number as appropriate, and for visitors to wear an identifying badge. Visitors should be encouraged to read the academies 'visitors and contractors leaflet' which contains specific health and safety information relating to that academy

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.

Physical Education and Games

These activities will be conducted within any recommendations and published documentation of the Association for Physical Education. Academy PE Departments are responsible for carrying out risk assessments associated with PE activities.

Academy Fitness Gym

All Staff should be made aware of the [SSOW-LAT019 Academy Fitness Gym Arrangement](#)

Swimming Pool Use

All Staff should be made aware of the [SSoW-LAT031 Swimming Pool Use Arrangement](#)

Science

Procedures recommended by CLEAPSS will be followed for all activities, preparations, storage, use and disposal of materials (including radioactive). These can be found on the CLEAPSS website. Academy Science Departments are responsible for carrying out risk assessments associated with science lessons.

Design and Technology

Procedures recommended by CLEAPSS or other approved bodies will be followed. These can be found on the CLEAPSS website. Academy DT Departments are responsible for carrying out risk assessments associated with DT activities.

Activities Outside the Academy Site

All Staff should be made aware of the [Education Trips & Visits Policy](#) 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.

Academy Events

All Staff should be made aware of the [SSoW-LAT014 Academy Events Arrangement](#)

Display Screen Equipment (DSE)

All Staff should be made aware of the [SSoW-LAT009 Display Screen Equipment Arrangement](#)

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.

Adverse Weather

All Staff should be made aware of the [SSoW-LAT013 Adverse Weather Arrangement](#)

Housekeeping

All Staff should be made aware of the [SSoW-LAT020 Housekeeping Arrangement](#)

The Academy buildings will be cleaned by the Contract Cleaning Company, supplemented as appropriate by students/staff as part of practical lessons (for example, after craft work and cookery). The Catering Contractor and/or Catering Staff will undertake cleaning associated with the provision of school meals. The external area of each academy will be kept clean by the Facilities staff where time and resources permit.

Waste will be removed each day by the cleaners/Estates 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 exceptional 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) at all times.

Academy staff will be alert on a daily basis to the following and will immediately report any hazards. Academy staff have a responsibility to meet the following as a minimum requirement:

1. Check that classroom and work area is safe for students at the commencement of each lesson
2. Check equipment is safe before use
3. Ensure safe procedures are followed
4. Ensure any accidents are reported and recorded
5. Ensure protective equipment is used where necessary
6. Ensure health and safety issues are reported
7. Ensure guidelines and training are followed

Clinical Waste

All Staff should be made aware of the [SSoW-LAT015 Clinical Waste Arrangement](#)

Control of Substances Hazardous to Health (COSHH)

All Staff should be made aware of the [SSoW-LAT016 COSHH Arrangement](#)

Minibuses

Specific arrangements relating to the use of Minibuses can be found in the [SSoW-LAT32 Minibus Management Arrangement](#) and [SSoW-LAT033 Minibus Fleetcheck Arrangement](#), which is written in accordance with the [LATMinibus Policy](#)

Pedestrian and Vehicle Safety

All Staff should be made aware of the [SSoW-LAT025 Pedestrian and Vehicle Safety on Academy Site Arrangement](#)

Inspection/Maintenance of Premises, Plant and Equipment

The Head of Operations 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 Facilities staff.

Planned Preventative Maintenance will be carried out in line with the PPM programme for each academy.

Asbestos Management

All Staff should be made aware of the [SSoW-LAT010 Asbestos Management Arrangement](#)

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

All Staff should be made aware of the [SSoW-LAT011 Control of Legionella Arrangement](#)

Each Academy will have a copy of a current Legionella Risk Assessment in place and undertake regular duties to ensure the stand and compliance of water systems

Electrical Safety

All Staff should be made aware of the [SSoW-LAT006 Electrical Safety Arrangement](#) and [SSoW-LAT027 the Portable Electrical Equipment Arrangement](#)

Staff should monitor the condition of plugs, cables and electrical equipment before use. Facilities Managers 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 any damaged electrical apparatus or wiring - including portable equipment and permanent wiring. Facilities Managers 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.

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

Gas Safety

All Staff should be made aware of the [SSoW-LAT040 Gas Safety Arrangement](#) 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.

LAT 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. Estates will 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.

Pressure Systems

All Staff should be made aware of the [SSoW-LAT028 Pressure System Arrangement](#)

Swimming Pool Operator

All Staff should be made aware of the [SSoW-LAT030 Swimming Pool Operator Arrangement](#)

Lifting Operations and Lifting Equipment

All Staff should be made aware of the [SSoW-LAT021 Lifting Operations and Lifting Equipment Arrangement](#)

Work Equipment Provision and Use

All Staff should be made aware of the [SSoW-LAT035 Work Equipment Provision and Use Arrangement](#)

Manual Handling

All Staff should be made aware of the [SSoW-LAT023 Manual Handling Arrangement](#)

Working at Height

All Staff should be made aware of the [SSoW-LAT036 Working at Height Arrangement](#)

Lone Working

All Staff should be made aware of the [SSoW-LAT022 Lone Working Arrangement](#)

Noise at Work

All Staff should be made aware of the [SSoW-LAT024 Noise at Work Arrangement](#)

Vibration

All Staff should be made aware of the [SSoW-LAT0334 Vibration at Work Arrangement](#)

Personal Protective Equipment (PPE)

All Staff should be made aware of the [SSoW-LAT026 Personal Protective Equipment Arrangement](#)

Training

All Staff should be made aware of the [SSoW-LAT012 Health & Safety Training Arrangement](#)

The responsibility for safety training and/or refresher training rests with LAT, 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.

THRIVE will keep records of all training which has been undertaken which has a system for ensuring that refresher training is undertaken within the prescribed time limits.

PART 4: 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.

Compliance Managers 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 Compliance Managers.