



LEGRA  
ACADEMY  
TRUST

# Health and Safety Policy

November 2022

Date created	November 2021
Version	1.0
Status	Ratified
Applicable to	All staff
Author	ZWJ
Checked by	WIB
Reviewed on	November 2022
Review on	November 2023

## Table of Contents

<b>1. Health &amp; Safety Policy Statement of Intent .....</b>	<b>4</b>
<b>2. Health &amp; Safety Organisation.....</b>	<b>5</b>
<b>2.1. Lines of accountability and responsibility .....</b>	<b>5</b>
<b>2.2. Responsibilities of individuals within our academies .....</b>	<b>5</b>
2.2.1. Legra Academy Trust .....	5
2.2.2. Chief Executive Officer .....	5
2.2.3. Health & Safety Officer .....	5
2.2.4. Safety Advisor.....	6
2.2.5. Line Managers.....	6
2.2.6. Employees.....	6
2.2.7. Students.....	6
2.2.8. Safety representatives .....	6
2.2.9. Health & Safety Committee.....	7
2.2.10. Contractors.....	7
<b>2.3. Assessing risk.....</b>	<b>7</b>
<b>2.4. Health &amp; Safety Committee .....</b>	<b>7</b>
2.4.2. Terms of Reference of the Safety Committee .....	7
<b>3. Health &amp; Safety Arrangements .....</b>	<b>8</b>
<b>3.1. Information, guidance and compliance for employees.....</b>	<b>8</b>
<b>3.2. Specific Arrangements for Health and Safety and First Aid .....</b>	<b>9</b>
3.2.1. First Aid.....	9
3.2.2. Accident Reporting.....	9
3.2.3. Accident Investigation .....	9
3.2.4. Reporting Procedures .....	9
3.2.5. Out of Academy Visits and Activities .....	9
<b>3.3. General procedures .....</b>	<b>10</b>
3.3.1. Safe Working Procedures .....	10
3.3.2. Good Housekeeping.....	10
3.3.3. Fire Prevention.....	10
3.3.4. Visitors .....	10
3.3.5. Contractors.....	11
3.3.6. Use of Vehicles .....	11
3.3.7. Legionellosis .....	11
3.3.8. Manual Handling .....	11
3.3.9. Employee Training .....	11
3.3.10. DSE .....	11
3.3.11. Health and Safety Information and Advice .....	11
<b>3.4. PUWER (Provision and use of Work Equipment Regulations)     procedures.....</b>	<b>11</b>

3.4.1. Defective Tools and Equipment .....	11
3.4.2. Means of Access .....	12
3.4.3. Machinery .....	12
3.4.4. Electrical Equipment .....	12
3.4.5. Noise .....	12
<b>3.5. COSHH (Control of Substances Hazardous to Health) .....</b>	<b>12</b>
3.5.1. Use of Harmful Substances .....	12
3.5.2. Skin Infections and Hand Care .....	13

## **1. Health & Safety Policy Statement of Intent**

The Legra Academy Trust regards the promotion of Health and Safety at work to be of the utmost importance for all personnel who attend as students, or work in or visit one of our academies.

It is the academy trust's policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting them from hazards at work. This also includes students and visitors to our academy's whether it is for pursuance of their employment or for other activities.

This is managed by:

- Assessing and controlling risk as part of the day to day management of each academy activity. (Management of Health & Safety at Work Regulations 1999, Regulation 3)
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently. (Health & Safety at Work Act 1974, Section 1; Management of Health & Safety at Work Regulations 1999, Regulation 13)
- Ensuring that a constant awareness with regard to Health and Safety at work is maintained in respect of all activities within the Academy and during out-of-Academy activities. (Health & Safety at Work Act 1974, Section 1; Management of Health & Safety at Work Regulations 1999, Regulation 11)
- The Health and Safety committee reviewing the safety policy and procedures as the academy activities and the associated risks change. (Safety representatives and Safety Committee Regulations 1977)

All personnel employed within the academy have a legal obligation to cooperate and comply with this policy and the Health & Safety at Work Act 1974 by:

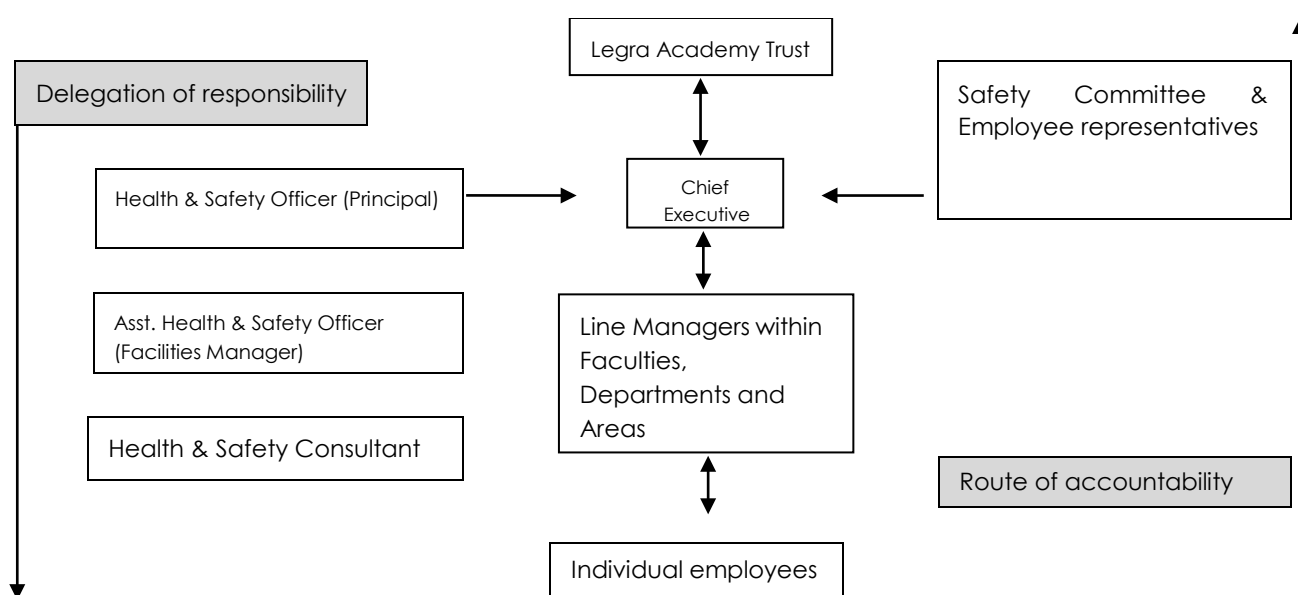
- Complying with safety procedures, whether written or brought to their attention by other means for their own protection.
- Protecting those under their supervision and others who may be affected by their actions.
- Reporting any incident which has led, or could have led to damage or injury.
- Assisting in any investigation with regard to accidents, dangerous occurrences or near misses.

In line with the Safety Organisation set out in Part 2 of this policy, it is staff responsibility through line management to ensure compliance with safety arrangements within their areas of responsibility.

**The academy trust will give a high level of commitment to health and safety and will comply with all statutory requirements.**

## 2. Health & Safety Organisation

### 2.1. Lines of accountability and responsibility



### 2.2. Responsibilities of individuals within our academies

#### 2.2.1. Legra Academy Trust

The ultimate responsibility for all aspects of Health and Safety at work within our academies rests with the Legra Academy Trust through the safety organisation.

#### 2.2.2. Chief Executive Officer

The Chief Executive Officer is responsible for the effective implementation of the Health & Safety Policy and ensuring staff understand and are empowered to implement health and safety arrangements.

#### 2.2.3. Health & Safety Officer

The Health and Safety Officer is employed to support the Chief Executive Officer in the operation of our academies Health and Safety procedures on a day to day basis and to liaise with Health and Safety Consultants over issues of information and advice.

*Assistant Health & Safety Officers* support the Health & Safety Officer and deputise when required.

#### *2.2.4. Safety Advisor*

A Safety Advisor is employed when required to offer guidance to our academies on all aspects of Health and Safety legislation and required procedures.

#### *2.2.5. Line Managers*

All Line Managers are responsible for ensuring that the day-to-day requirements regarding Health and Safety at Work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility they are to liaise with the Health & Safety Officer or Safety Advisor so that the associated risks are assessed and any precautions deemed necessary are implemented.

#### *2.2.6. Employees*

The responsibility of applying Health & Safety Procedures on a daily basis rests with all Employees. All accidents will be investigated by employees in conjunction with the Health & Safety Officer. The cause of any accident should be identified and remedial action taken as appropriate. Employees are to ensure that all new members of staff and students under their control are instructed to their own individual responsibility with regard to the Health and Safety at Work, Etc. Act 1974 and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary.

#### *2.2.7. Students*

Students have a responsibility to ensure that they act with all responsible care with regard to the health and safety of themselves, other members of their academy, contractors, and members of the public. They are required to co-operate with Supervisors, Line Managers, Safety representatives and the Health & Safety Officers and adhere to safety guidance given, in helping to maintain standards of health and safety within the academy.

#### *2.2.8. Safety representatives*

It is the responsibility of Safety representatives to make such proposals as they see fit with regard to methods of achieving improvements in Health and Safety aspects in their area(s) of responsibility they can do this on an ad-hoc basis or through the termly Health & Safety Committee.

### *2.2.9. Health & Safety Committee*

The Safety Committee as a whole, or through individual members, are to monitor health and safety performance, undertake audits, and recommend any action necessary should this performance appear or prove to be unsatisfactory.

### *2.2.10. Contractors*

It is the responsibility of Contractors and their employees to be informed of the academy trust Health and Safety Policy.

## **2.3. Assessing risk**

- Responsibility for assessing and controlling risk rests with all personnel within our academies. Risk assessment and training however, shall be performed in consultation with the Health & Safety Officer.
- Health & Safety Officers or Assistant Health & Safety Officers are to liaise with departments to ensure compliance and any inadequacies brought to the attention of the Health and Safety Officers or Assistant Health and Safety Officers attention immediately
- Risk Assessments should only be created in accordance with the Management of Health & Safety at Work Regulations 1999, Regulation 3, Para. 4. The regulations states that employers can "...ignore trivial risks or risks arising from routine activities associated with life in general."

## **2.4. Health & Safety Committee**

The Health & Safety committee will meet termly and membership will comprise of the following employees:

- Health & Safety Officer
- Assistant Safety Officers
- Area/Department Representatives
- Trips & Visits Coordinator
- Union Representatives
- Nominated Governor (as an observer)

### *2.4.2. Terms of Reference of the Safety Committee*

Under Section 2(7) of the Health and Safety at Work Etc. Act 1974, the safety committee have the function, in consultation with the staff and students they represent, of keeping under review the measures taken to ensure the health and safety at work of the employees and students. Specific functions and standing agenda items will include:

- The study of accident and notifiable disease statistics and trends, so that reports can be made to the board of the Legra Academy Trust on unsafe and

unhealthy conditions and practices, together with recommendations for corrective action

- Examination of safety audit reports on a similar basis
- Consideration of reports and factual information provided by inspectors of the enforcing authority
- Consideration of reports which Safety representatives may wish to submit
- Assistance in auditing risk assessments and the development of our academies safety procedures and safe systems of work
- Monitoring the effectiveness of safety procedures and safe systems of work
- Monitoring the effectiveness of the safety content of employee training
- Monitoring the adequacy of safety and health communication and publicity in our academies

### **3. Health & Safety Arrangements**

#### **3.1. Information, guidance and compliance for employees**

Health and safety are integral parts of management. They are key considerations, which should under-pin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 etc. all employees have a statutory duty to co-operate in fulfilling the objectives of the Academy Trust and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others. This will be achieved so far as is reasonably practical by adoption of arrangements and procedures developed out of risk assessment for control of risk.

These can be summarised as:

- Providing and maintaining safe equipment and safe systems of work
- Making arrangements to ensure the safe use, handling storage and transport of materials, chemicals, substances and other articles
- Providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- Providing safe places of work with safe access to and egress from them
- Providing a safe and healthy working environment
- Providing a system for rapidly identifying and remedying hazards
- Where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment



## 3.2. Specific Arrangements for Health and Safety and First Aid

### 3.2.1. First Aid

There is a first-aider on call within our academy's administration during working hours. First-aiders can be contacted through reception, college offices or the helpdesk.

### 3.2.2. Accident Reporting

Any accident or injury is to be reported to the college office (students) and/or the HR manager (staff) by the person or persons involved in the accident. Accident forms must be completed. When required the Health and Safety officer **is to be notified** and take remedial action when necessary and advise on requirements of current legislation e.g., RIDDOR, 2013. The academy trust is informed of all accidents of a serious nature and any dangerous occurrences through Health & Safety committee or trustee meetings unless the accident is of a reportable nature (RIDDOR, 2013).

### 3.2.3. Accident Investigation

- All accidents or incidents are to be reported to the **staff or student office**. Incidents that are considered to be "near miss" situations are also to be reported to the **staff or student office**. They in turn are to report the incident to the Health & Safety Officer.
- The Health & Safety Officer is to carry out an immediate investigation into the accident or incident in order that the cause can be identified and measures taken to prevent a recurrence.
- Investigations such as these are essential in order that accidents damage to equipment and property, and losses, are kept to a minimum.
- The Chair of the Health & Safety Committee is responsible for the co-ordination of such investigations.
- All contractors must ensure that accidents or incidents involving their personnel are reported to Health & Safety Officer of the academy as well as their own reporting chain.

### 3.2.4. Reporting Procedures

Any practice or condition that is likely to have an adverse effect on health and safety of personnel, or damage to equipment or property, is to be reported to the helpdesk where a member of the site team will investigate immediately.

### 3.2.5. Out of Academy Visits and Activities

All personnel that arrange or actively participate in academy visits or out of academy activities must follow the Procedure for academy visits and out of academy activities. These procedures are overseen by the designated academy educational trips & visits co-ordinator.

### 3.3. General procedures

#### 3.3.1. Safe Working Procedures

**Curriculum Area/Department** leaders must ensure that safe working procedures detailed below are developed through creating risk assessments in consultation with the Health & Safety Officers.

Once developed, safe working procedures must be promulgated to protect all personnel working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid down procedures and ensure that personnel under their control are fully conversant with these procedures.

#### 3.3.2. Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health & safety. Accidents can be prevented by following the guidelines listed below;

- Keep corridors and passage ways unobstructed
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Keep floors clean
- Do not obstruct emergency exits

#### 3.3.3. Fire Prevention

- Fire Procedures are available for all personnel to read in their **Staff handbook**. All staff are provided with an induction on joining an academy and fire drills are conducted termly. Staff are informed of changes to the evacuation or assembly procedures through staff briefings.
- Employees are responsible for knowing the location of Fire Exits. They should also know the location of the Assembly Point in the event of a fire.
- Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with current legislation.

#### 3.3.4. Visitors

- It is the duty of all employees within our academies to ensure the health and safety of all visitors to our academies. This includes ensuring they meet our academy arrangements for fire safety and safeguarding (signing in/out, ID badge, etc.).
- Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

### *3.3.5. Contractors*

Contractors working within the academies are required to comply with the working rules as issued by this academy. Any breach of these rules is to be reported immediately to the Health & Safety Officer.

### *3.3.6. Use of Vehicles*

Only those persons authorised, and in possession of the appropriate licence, are to drive vehicles on academy business.

### *3.3.7. Legionellosis*

The Academy Trust employs an independent company to create risk assessments and PPM schedules for our academies to comply with legal requirements for Legionellosis.

### *3.3.8. Manual Handling*

Employees are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessment carried out. Key staff will be trained in manual handling.

### *3.3.9. Employee Training*

Health and Safety training will be provided to employees upon induction and reminders provided throughout the academic year.

### *3.3.10. DSE*

All staff will have DSE training and members of the Health & Safety Committee will audit the actions.

### *3.3.11. Health and Safety Information and Advice*

Health and Safety information and advice is available on all aspects of Health, Safety and Welfare from the Health & Safety Officer.

## **3.4. PUWER (Provision and use of Work Equipment Regulations 1998) procedures**

### *3.4.1. Defective Tools and Equipment*

All defects found in hand tools, power tools or any other equipment must be reported immediately to the helpdesk and the **Curriculum Area/Department** leader, who in turn will appraise the Health & Safety Officer of the details. The equipment concerned is to be immediately withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until repair has been effected.

### 3.4.2. Means of Access

When using access equipment such as MEWPs, ladders, crawling boards, etc., the correct risk assessment should be followed. Regular maintenance checks must be maintained on all access equipment.

### 3.4.3. Machinery

All **curriculum area/department** leaders, teachers and supervisors controlling the use of machinery must be familiar and comply with the following legislation:

- HSAWA 1974
- The Abrasive Wheels Regulations 1970
- PUWER 1998
- Lifting Plant and Equipment (Records of Test and Examination, Etc.) Regulations LOLER 1998
- Provision and Use of Work Equipment Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Electricity at Work Regulations 1989

### 3.4.4. Electrical Equipment

Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.

- Where 13 amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electric cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to re-wire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty, must not be used.
- If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

### 3.4.5. Noise

Where noise cannot be controlled at source all personnel are to wear ear protection in areas where high noise factors exist. These areas are to be designated with the approved warning signs.

## 3.5. COSHH (Control of Substances Hazardous to Health)

### 3.5.1. Use of Harmful Substances

- When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.

- No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 2002) Assessment has been carried out and clearance given for use by the Safety Officer. The user department is to be in possession of a Safety Data Sheet.
- Work involving lead or asbestos is not to be carried out under any circumstances and should be reported to the Health & Safety Officer.

### *3.5.2. Skin Infections and Hand Care*

- To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. ALWAYS WEAR GLOVES AND PROTECTIVE CLOTHING WHERE NECESSARY.
- Use barrier creams before commencing work, it provides a barrier between the skin and harmful chemicals, oils and dirt.
- Do not put oily or chemically soiled rags in pockets.
- Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

***Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.***