



# Policy: Health and Safety Policy

**Member of Staff Responsible**

**D Noble**

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**Approved by Board of Trustees on:**

**20<sup>th</sup> March 2019**

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**2020**

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# Health and Safety Policy

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## **Section 1 - General Statement of Intent**

The Chief Executive Officer, Trustees and Members of Red Kite learning Trust (RKLT) recognise and accept their responsibilities, both legal and moral, to ensure, so far as is reasonable and practicable, accidents and ill health are prevented and risks to employees, students, visitors and others arising from all activities of RKLT are suitably and sufficiently controlled.

Adequate resources are made available to ensure suitable and sufficient provision is made for health and safety at all workplaces under RKLT's control.

Health and safety is a foremost consideration in the planning of all RKLT's activities.

Suitable and sufficient information, instruction, training, equipment and supervision is provided to enable employees to perform their duties safely, to understand the hazards and subsequent risks associated with their activities or working environment as well as the control measures that are in place and the action to be taken in the event of emergency or imminent danger.

RKLT aims to continually improve performance in occupational safety and health (OSH) through effective planning, monitoring, auditing and review of its health and safety management systems.

Effective procedures for consultation and communication between Trustees, Governors, Members, Head Teachers/Principals, Department Heads, Managers, Teachers, and employees on matters relating to health, safety and welfare have been established, implemented and are maintained.

This health and safety policy is regularly reviewed, amended and up-dated when necessary to reflect changes in legislation or business activities, or bi-annually whichever is sooner.

## Section 2 - Organisation and Responsibilities

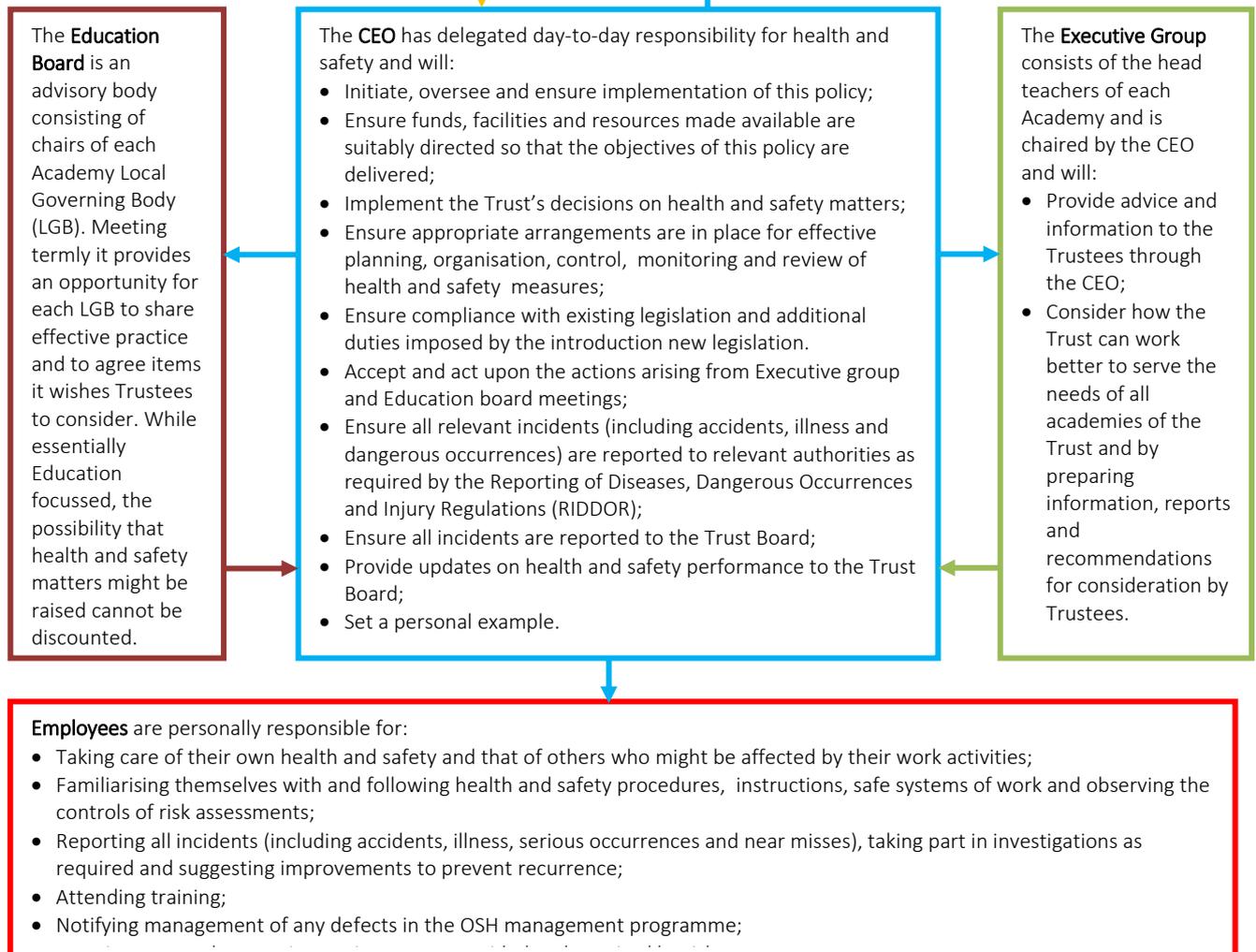
Overall accountability for health and safety rests with the Trust Board who delegate day-to-day responsibility to the Chief Executive Officer and at individual school level to the respective Head Teachers/Principals. However, all persons employed by or volunteering for RKLТ or its schools have degrees of responsibility for carrying out this policy. The arrows indicate health and safety line management responsibilities.

**Members.** There is provision for five members who provide challenge to and scrutiny of the Trustees in relation to the governance and operation of the Trust. Members are appointed on the basis that they have skills, experience and independence required to serve the needs of all the academies operated by the Trust. Members will challenge and scrutinise the Trust Board and Trustees in relation to the governance and operation of the Trust.

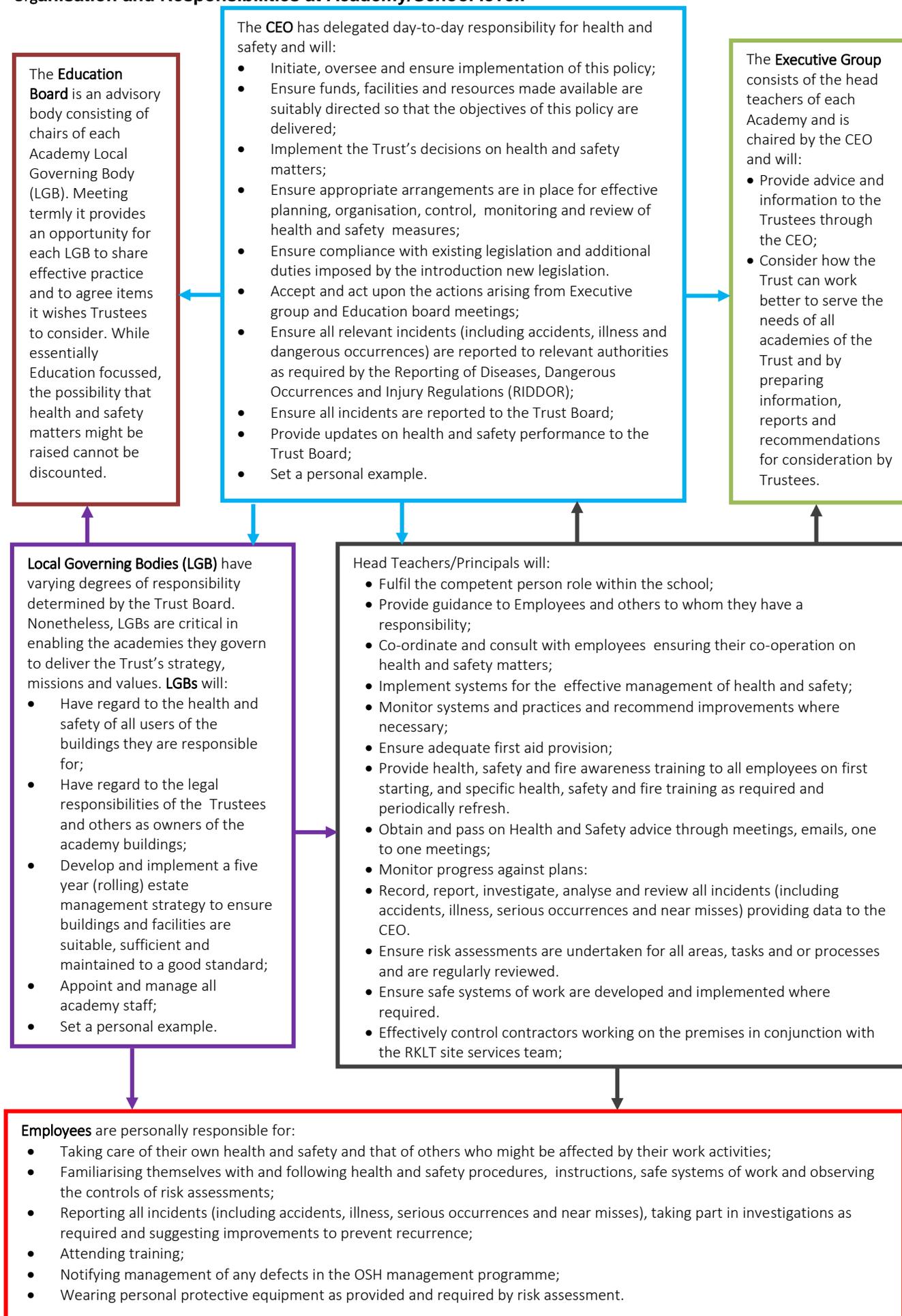
The **Trust Board** comprises the CEO and 8 Trustees selected for their expertise in: Standards, Buildings/Services; Legal and Human Resources. The trust board meets termly and is responsible for and oversees the general control, management and administration of the Trust and its academies. While the Trust Board has ultimate accountability for health and safety it delegates the day to day responsibility to the CEO.

The **Trust Board** will:

- Set the ethos, vision and strategic direction for the trust and its academies;
- Ensure adequate resources are available for the effective implementation of this policy ;
- Periodically review the health and safety management system of the Trust and its academies;
- Set health and safety standards and performance monitoring through internal and external audits;
- Ensure the Trust has access to competent advisors on health and safety matters;
- Ensure compliance with health and safety legislation;



## Organisation and Responsibilities at Academy/School level:



### **Section 3 – Arrangements**

The person or persons who are delegated day to day responsibility for health and safety at either Trust or Academy/school level will ensure that the following arrangements are effectively implemented and maintained:

- Accident Reporting, Investigation and Notification
- Advisory Services
- Asbestos
- Communication, Consultation and Co-operation on OSH matters,
- Control of Contractors and Sub Contractors
- Control of Substances Hazardous to Health (COSHH)
- Display Screen Equipment (DSE)
- Driving at work
- Electrical Safety
- Electrical Hand Tools
- Emergency Procedures
- Fire Prevention and Control
- First Aid
- General Working Environment
- Hazard Spotting
- Lone Working
- Manual Handling
- Monitoring, Audit and Review
- New Employees and Visitors
- New and Expectant Mothers and Women of Childbearing Age
- Noise at Work
- Personal Protective Equipment
- Record Keeping
- Risk Assessments
- Safety Management
- Smoking
- Serious and Imminent Danger
- Stress
- Training
- Welfare
- Work Equipment
- Violence or Threatening Situations
- Walkways and Stairs
- Waste Arrangements
- Working at Height
- Young Persons

### **Accident and Near Miss Reporting, Investigation and Notification**

All injury accidents to employees, contractors, clients or visitors, however minor, are reported, recorded in the accident book with individual accident reports removed and securely stored in compliance with the Data Protection Act. Employees are encouraged to report near misses.

All accidents, irrespective of whether injury results and near misses are investigated, the depth of which is determined by the severity or potential severity of injury, to establish cause and to avoid recurrence.

Work related accidents that result in death, major injury or absence from work for seven or more days (not including the day of the accident) or any instance of a specified work related illness or dangerous occurrence are reported to the enforcing authority as required by RIDDOR 2012 and the HSE published Education Information Sheet No1 (Revision 3) ).

Accident/Incident data is analysed, statistics are compiled and reports provided to the Trustee and local Governing Boards and Executive Group.

### **Advisory Services**

Certain personnel, outside consultants and other agencies provide an advisory service to RKLТ and may be called upon to assist and advise on matters appertaining and relative to their specific areas of expertise and competency.

### **Asbestos**

It is acknowledged that exposure to asbestos fibres can lead to asbestos-related diseases such as cancers of the chest and lungs. Asbestos is known to be present within some of the buildings occupied by RKLТ Schools and Academies and a policy for the control of asbestos at work has been developed and implemented. Asbestos management surveys have been undertaken and asbestos or asbestos containing materials which have been identified or materials which are presumed to contain asbestos have been either removed by licenced contractors or are encapsulated, entered on a register and subject to periodic condition monitoring inspections by the RKLТ Site Services Team. Contractors undertaking work on premises which are known to contain asbestos are informed of the presence or potential presence of asbestos, are shown the asbestos register, and are required to sign in acknowledgement.

### **Communication, Consultation and Co-operation on OSH matters.**

Procedures for effective communication to and consultation with employees have been established and are implemented through one to one meetings, staff meetings, departmental meetings and email communication. Co-operation on occupational safety and health matters is an expectation of all employees, communicated to employees through this health and safety and other RKLТ policies and procedures. Non co-operation by employees may be considered and treated as misconduct and dealt with through disciplinary procedure.

### **Control of Contractors and Sub-Contractors**

RKLТ recognises its legal responsibility towards all persons present on its premises including contractors/subcontractors undertaking work. It is the intention of RKLТ that no contractor or subcontractor is exposed to risk while on the premises. Similarly, RKLТ expects its contractors\subcontractors to ensure that no risk is introduced to occupiers of RKLТ premises or workplaces. A contractor vetting procedure has been established to ensure that contractors are competent to undertake the work, have adequate public liability insurance, appropriate documented health and safety systems including risk assessments and method statements for hazardous work activities. A permit to work system has been introduced for all hazardous work undertaken by contractors.

### **Control of Substances Hazardous to Health (COSHH)**

Assessments are made of any substances that are used, processed, manufactured, produced or given off that may be hazardous to health. Material safety data sheets (MSDS) are held for all proprietary brands which may be hazardous to health. Formal risk assessments have been undertaken and suitable controls implemented in accordance with the hierarchy of control. Risk assessments are reviewed annually. The use and storage of proprietary products is always in accordance with manufacturers'/suppliers' instructions, legal requirements or best practice.

### **Display Screen Equipment (DSE)**

Display screen equipment and furniture suitable for the work to be undertaken is provided. Each user and their workstation are assessed using an initial self-assessment questionnaire, followed up by a formal assessment by a competent assessor where issues have been identified.

The cost of eye tests at the request of the user are met by the Company as are the cost of standard corrective appliances required specifically for DSE use. Risk assessments are reviewed annually, sooner if there are changes in workstation, equipment or the user's health.

### **Driving at work**

Work related road safety has been identified as a potential risk to employees. School minibus drivers are MIDAS trained and refreshed and driving licences are checked at least annually more frequently as required. Employees permitted to use their own vehicles on RKLТ or school business are required to: have their driving licences checked and validated with DVLA; provide evidence that their vehicle is taxed and roadworthy (a current MOT certificate for vehicles over three years old); and, that their private motor insurance is extended to include the business use of the policyholder or their employer. All employees who may drive their own vehicle on RKLТ or school business have a duty to disclose all driving disqualifications or convictions to their line manager.

### **Electrical Safety**

The fixed electrical installation and wiring of all buildings owned or occupied by RKLТ and its schools/academies is inspected and tested in accordance with BS7671 by and at intervals determined by a competent electrician. All electrical faults and hazards are reported and arrangements made to have the fault or hazard safely dealt with. Portable electrical appliances are visually examined by the operator daily or before use and examined and tested annually by a competent person.

### **Emergency Procedures (Refer to Emergency Response Plan)**

Emergency procedures have been devised with the assistance of appropriate advisory personnel in respect of fire, bomb threats, major gas leaks, collapse or imminent collapse of buildings, flood, storm and intruder. Fire action notices are displayed adjacent to each fire alarm break glass call point detailing the action to be taken upon discovery of a fire and upon hearing the alarm. Training is periodically refreshed. Fire evacuation drills are undertaken termly and records maintained.

### **Equipment**

All equipment provided is:

- Suitable for its purpose;
- Subject to regular maintenance and periodic inspection;
- Used by persons provided with information instruction and training in its safe use.
- CE marked as applicable;
- Suitably guarded and fitted with protective devices to prevent access to or contact with the dangerous parts of machinery. Maintenance of machinery includes the testing of safety critical devices.
- Subject to recorded daily pre-use or start/up checks;
- Provided with warning signs with regards to any hazard which the user may be exposed;
- Subject to suitable hazard identifications and risk assessments and where considered necessary safe systems of work which are maintained under periodic review.

### **Fire Prevention and Control**

Fire risk assessments have been undertaken for each building/range of buildings occupied by RKLТ or their schools/academies and are periodically reviewed. Fire Emergency Plans, which consider the findings of the fire risk assessment have been developed and are implemented. Maintenance of detection and alarm systems, emergency lighting and fire extinguishing devices is undertaken by external contractors.

### **First Aid**

An assessment of first aid requirements has been made and a suitable number of first aiders appointed and trained for each RKLТ site. First-aid boxes are provided and maintained with adequate supplies.

### **Gas Safety**

Installation, maintenance and repair of gas appliances and fittings is undertaken by competent Gas Safe registered engineers. Gas pipework, appliances and flues are regularly maintained and periodically serviced. Rooms within which gas appliances are installed and used are provided with adequate ventilation. Gas installations are secured to prevent tampering.

### **General Working Environment**

Workplaces provided by and occupied by RKLTL has suitable and sufficient welfare facilities, with adequate, heating, lighting, ventilation, sanitation and washing facilities, workspace, work equipment, traffic routes, safe places of work (particularly those which are considered to present a risk of falls from height), glazing, doors and gates, bottled and filtered mains supplied drinking water, suitable vessels for drinking, facilities for changing, rest and meals.

### **Hazard Spotting**

Hazards identified during routine workplace inspections or raised by employees are reported, assessed where necessary and arrangements introduced for their control. Risk assessments and safe systems of work are reviewed and amended as required. Actions when completed are signed off.

### **Infection Prevention and Control**

RKLTL follows national guidance published by Public Health England (PHE) in response to infection control issues. Staff and pupils/students are encouraged to follow good hygiene practice.

### **Legionella**

Water risk assessments have been undertaken on all buildings and operational controls identified are undertaken and records maintained in building specific water safety log books. Risk assessments are reviewed every two years, more frequently following significant change to the water system, or as a result of findings of water samples or temperature checks.

### **Lettings**

Persons or organisations who hire RKLTL buildings or facilities are provided with information and instruction on procedures in place for access and egress to the premises/facilities as well as the emergency procedures in place. Confirmation that adequate public liability insurance is held as well as provision of suitable and sufficient risk assessments for activities which impact upon RKLTL, its employees, the school or its pupils/ students requested.

### **Lone Working/working alone (Refer to Lone Working Policy)**

Situations of lone working (within the building) or working alone (within a part of the building) are avoided. Where avoidance is not possible, a procedure has been developed and implemented to ensure the safety of those employees who may be lone working/working alone.

### **Manual Handling**

General assessments for tasks, areas and activities have been completed and include the general hazards associated with manual handling operations. Employees who may need to undertake manual handling operations as part of their job have been identified and training provided in safe manual handling and risk assessment. Specific risk assessments are undertaken in respect of any manual handling operation presenting a serious risk to those carrying out the manual handling operation. Employees who have not been specifically authorised and trained to undertake manual handling operations are not permitted to undertake them. Mechanical aids to minimise the risks to those undertaking manual handling operations include: trolleys, pallet trucks and goods lifts.

### **Monitoring, Audit and Review**

Systems have been developed for tracking OSH performance. Regular inspections of the workplace are undertaken to ensure risks continue to be adequately controlled, safe systems of work are being followed and the behaviour of employees, visitors and contractors does not represent a threat to their own or others' health and safety. Corrective actions are taken as required and records maintained. External audits of the OSH management system are undertaken and the findings assimilated with accident investigations, workplace and site health and safety inspections with the OSH management system reviewed and revised as required.

### **New Employees and Visitors**

New employees including trainees, temporary employees; work experience and agency staff are given health and safety induction training by their line manager, team leader, or Human Resources department on their first day of work. The training includes general health and safety awareness; first aid arrangements; fire precautions; emergency procedures; RKLTL and employee responsibilities; and, the significant findings of any risk assessments of hazards to which they may be exposed. Records of all training provided are maintained. Visitors are either accompanied at all times or allocated to a named employee who is responsible for their safety and well-being while they are on the premises.

Visitors including contractors to schools during school hours will be accompanied, those who are in contact with children are required to provide an enhanced DBS certificate. Contractors where possible are instructed to undertake work during school holidays.

### **New and Expectant Mothers and Women of Childbearing Age**

Work activities of any employee who is a new or expectant mother are reviewed to identify hazards and assess the risks which could affect the new mother (given birth within the previous 12 months or is breastfeeding) pregnant employee and/or their unborn child. Risk assessments are reviewed at three monthly intervals.

### **Noise at Work**

Noise at work is considered as part of the RKLTL's regular hazard identification and risk assessment programme. Where necessary an assessment of noise is undertaken and where employees or others are likely to be exposed at or above the upper exposure action values, action to reduce noise exposure with a planned programme of noise control is undertaken and the area designated a mandatory hearing protection zone. Where noise exposures are below the upper exposure action values, action to reduce the risks is taken.

### **Personal Protective Equipment**

The circumstances in which PPE is to be used and the type(s) of PPE appropriate to those circumstances is determined by risk assessments which are reviewed periodically or when circumstances change.

RKLTL provides a range of personal protective equipment (PPE) for use by employees and pupils/students when undertaking certain tasks or working in certain areas. It is recognised that the provision of such equipment is the last line of defence against injury or ill-health and that it is to be used in addition to higher level risk control measures which may not fully control the risk. Employees and pupils/students who are required to use PPE are provided with appropriate information, instruction and training to enable effective use, care and storage of such equipment.

### **Record Keeping**

Records or copies of records relating to health, safety or fire management are retained.

### **Risk Assessments**

A procedure for ongoing proactive hazard identification, risk assessment and determination of necessary controls has been developed and implemented. The procedure of hazard identification and risk assessment takes account of routine and non-routine activities, activities of all persons (employees, visitors and contractors) having access to the premises; human behaviour, capabilities and other human factors; and, the infrastructure, equipment and materials within the workplace of premises. When determining controls, consideration is given to reducing risks in accordance with the following hierarchy: Elimination; substitution; engineering controls; signage, warnings and/or administrative controls; and, personal protective equipment.

The significant findings of risk assessments are communicated to those who might be affected by them and copies of the assessments retained for reference. Risk assessments are periodically reviewed, annually or more frequently in light of changes in personnel, processes, infrastructure, equipment or materials.

### **Safeguarding (Refer to Safeguarding Policy)**

RKLT recognises that the welfare of the pupil is paramount and takes seriously its responsibility to safeguard and promote the welfare of the pupils in its care. The Trust is committed to safeguarding and promoting the welfare of pupils/students and expects all staff and volunteers to share this commitment. A specific policy on Safeguarding and Child protection has been written, approved, published and is maintained under annual review. A Trustee for Safeguarding - Designated Safeguarding Lead (DSL) has been appointed and each school has an appointed DSL who meet with their link governor half-termly to review the policy and share concerns and cases relevant to the delivery of their duties. Governors prepare a link report following their half-termly meetings which is issued to the Trust DSL and the CEO. All staff member are provided with appropriate training in safeguarding and child protection which is refreshed annually.

### **Safety Management**

A rolling action plan is maintained as a means of progressing actions on health and safety matters. It records a summary of the actions, the person(s) with the task of taking the action, the timescale and details of completion or hold-ups.

Periodic audits of the RKLT health and safety management system is undertaken by external trained and competent auditors.

The health and safety management system is up-dated following external audits, internal site inspections, risk assessment or subsequent reviews.

### **School Trips (Refer to Management of Offsite Visits Policy)**

All school trips are arranged through Exeant. Risk assessments are undertaken where required and any identified controls implemented. Staffing levels are carefully considered and means of communicating, first aid kit, first aiders and details of pupils'/students' specific medical needs together with parents' contact details held.

### **Serious and Imminent Danger (Refer to Emergency Response Plan)**

The following instances of serious and imminent danger have been considered; Fire, bomb, gas leak, gas explosion, pressure vessel explosion, flood, collapse or imminent collapse of buildings, and, sudden exposure to asbestos. Suitable emergency procedures have been developed, are implemented, communicated to and understood by all employees and are regularly tested.

Employees are informed of their legal duty to inform the facilities and health & safety manager of any work situation which represents a serious and immediate danger to health and safety.

### **Smoking**

RKLT operates a strict smoke free policy (including e-cigarettes) which applies across all premises owned or under their management or control.

### **Stress**

Stress is an adverse reaction people have to excessive pressure and is recognised by RKLT as a cause of mental and physical ill health. RKLT is aware of typical work related stressors and through its management and performance appraisal systems, allocation and supervision of work will take all reasonable and practicable steps to ensure employees do not become ill through excessive pressure of work.

Where work patterns or volumes may give rise to work related stress a risk assessment will be undertaken, identifying pressures at work that could cause high and long lasting levels of stress, who might be harmed, recognising and recording existing controls and management systems designed to prevent such harm and identifying additional measures that might be necessary to reduce the risk of stress related illness.

Risk assessments will be tailored to individual employees as required and maintained under regular review.

### **Training**

RKLT is committed to ensuring that all employees receive adequate and proper training in issues of health and safety. A programme of training has been developed to provide all employees with training which covers: general health and safety awareness; fire safety, first aid and work specific health and safety training as required. Qualifications of all new starters are checked, references are taken up, on-the-job training is provided and the new employee closely supervised until they are considered competent to work unsupervised.

Periodic refresher training is provided to all employees through training days and e-learning.

**Welfare**

Suitable and sufficient welfare facilities are provided for employees and others for whom RKLTL have a responsibility.

**Violence or Threatening Situations**

As a company some of our employees may be in contact with contractors, customers and members of the public on a daily basis, either face to face or through telephone communications. Risks are assessed and to assist employees in dealing with violent or threatening behaviour appropriate instruction and training may be provided.

**Walkways and Stairs**

Walkways and stairs are kept in a good state of repair free from storage or obstruction. Suitable and sufficient lighting of walkways and stairs is provided and maintained at all times.

**Waste Arrangements**

The control of waste is conducted in compliance with current legislation. Particularly hazardous or toxic waste materials are formally notified to the local authorities and/or appointed contractor and treated as an identified waste under the Controlled Waste Regulations 1992.

**Working at Height**

All reasonable steps are taken by RKLTL to ensure the safety of employees and contractors who work at height. All work activities that cannot be undertaken by an employee or contractor without the risk of falling are considered to be working at height and are assessed with regards to eliminating or reducing to their lowest level, the risks to the health and safety of those who may be affected by them.

Where risks cannot be eliminated, suitable and sufficient control measures in accordance with the hierarchy of control (collective in preference to individual controls) are introduced to reduce risks to their lowest practicable level. The significant findings of the risk assessments are to be brought to the attention of those who may be affected by them.

Mechanical or electronic means to assist with working at height such as mobile elevated work platforms or portable scaffold towers are operated/erected and dismantled by trained operatives. Ladders and step ladders are uniquely identified, details entered in a register and the equipment subject to formal inspection at frequencies determined by the extent of use.

**Young Persons**

From time to time RKLTL may employ persons who are under the age of eighteen. In these circumstances RKLTL ensure that such young persons are protected whilst at work from any risks to their health and safety. Particular regard is paid to such risks which arise as a consequence of the young person's lack of experience or absence of awareness of existing or potential risks or the fact that he/she has not yet fully matured. Young persons are permitted to work only in low risk environments such as offices or classrooms.

RKLTL ensures that all young persons are supervised by a competent person during the course of his/her employment. Furthermore the RKLTL will ensure that a suitable and sufficient assessment of the risks associated with the young person's employment is undertaken and periodically reviewed so that risks are reduced to the lowest level that is reasonably practicable.