

## Health and Safety Policy

|                              |                                                                                      |
|------------------------------|--------------------------------------------------------------------------------------|
| Monitoring Responsibility    | Chief Operations Officer                                                             |
| Next Review Date             | August 2027                                                                          |
| Approval Body                | People and Operations Committee                                                      |
| Date Ratified                | 20 July 2026                                                                         |
| Chair of Committee Signature |  |

## Contents

|                                                                         |    |
|-------------------------------------------------------------------------|----|
| 1. Statement of Intent.....                                             | 3  |
| 2. Roles and Responsibilities .....                                     | 4  |
| 2. Establish, Monitor, and Review .....                                 | 7  |
| 2.1 General Arrangements .....                                          | 7  |
| 2.2 Safe Behaviour .....                                                | 7  |
| 2.3 Maintenance of Safety Records.....                                  | 7  |
| 2.4 Safety Review, Monitoring and Evaluation Procedure.....             | 8  |
| 2.5 Incidents .....                                                     | 9  |
| 2.6 Public Health and Infectious Diseases .....                         | 10 |
| 2.7 Lone Working.....                                                   | 10 |
| 2.8 Building and Site Maintenance .....                                 | 13 |
| 2.9 Fire Safety and Evacuation Procedures.....                          | 13 |
| 2.10 Emergency Procedures .....                                         | 14 |
| 2.11 Health and Safety Training .....                                   | 14 |
| 2.12 Workplace Safety .....                                             | 14 |
| 2.13 Control of Substances Hazardous to Health (COSHH) .....            | 19 |
| 2.14 Occupational Health Services and Managing Work-related Stress..... | 20 |
| 2.15 Selecting and Managing Contractors .....                           | 20 |
| 3. Risk Assessment .....                                                | 20 |

## 1. Statement of Intent

The Voyage Education Partnership is committed to ensuring health and safety good practice across all areas of Trust life. We take our responsibility for the health and safety of staff, pupils, volunteers and any other visitors very seriously and use this policy, in line with our risk assessment documents and in accordance with the Health and Safety at Work etc. Act 1974, to maintain the highest possible level of health and safety across the Trust.

Health and safety is a priority as well as a legal requirement, and all members of the Trust community have a part to play in making sure that our environment is safe, which we encourage by promoting a positive health and safety culture within the organisation. The Trust commits appropriate resources to making sure that equipment, risk assessments, advice, and training are applied both on our premises and during off-site activities and visits.

All Trust staff will ensure that they are up to date and familiar with the health and safety policy, as well as health and safety regulations that apply specifically to their own classroom activities. All activities, both on- and off-site, should be planned by staff with consideration for the safety of themselves, their colleagues, pupils and members of the public.

This policy will be reviewed by the Trust:

- annually as a minimum
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.
- following any changes in legislation, statutory guidance, or best practice



Chris Penney  
**Chair, Board of Trustees**

1 September 2026



Emma Hadley  
**Chief Executive Officer**

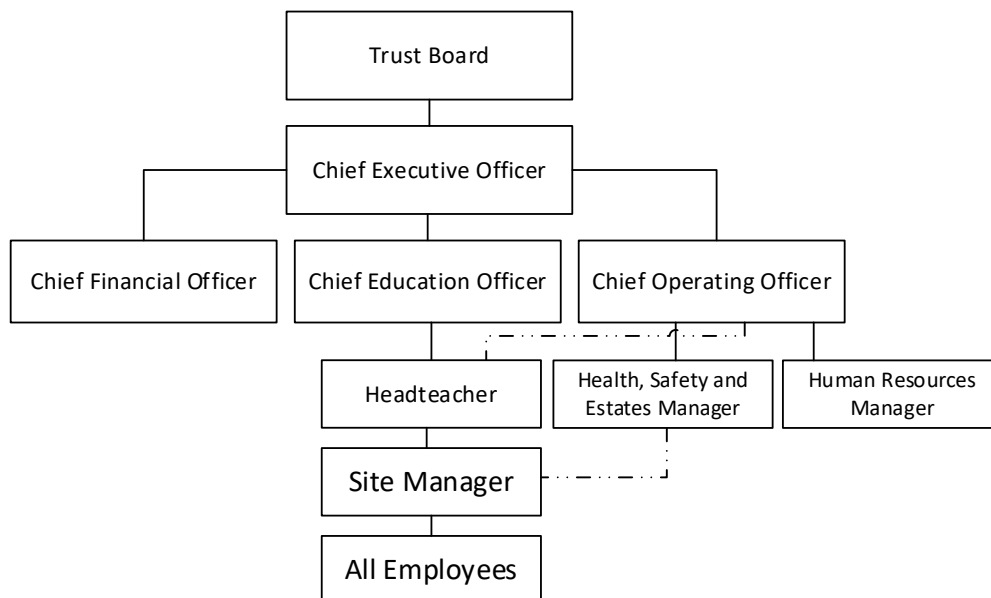
1 September 2026

## 2. Roles and Responsibilities

The importance of good health and safety practice is promoted throughout the Trust, but members of staff, the executive team and the board of trustees carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures.

The Trust will appoint one or more competent persons to assist in undertaking the measures needed to comply with health and safety legislation. A competent person is defined as someone with sufficient training, experience, knowledge and other qualities to enable them to properly assist in undertaking these measures.

### Health and Safety Organisational Structure



### The Trust Board

The board of trustees recognise that it is their responsibility to provide the safest learning environment, so far as is reasonably practicable. They will do this by ensuring that:

- the Trust fulfils its legal health and safety obligations
- one member of the board of trustees is nominated to act as the representative for health and safety management.

### The Executive

The executive takes the responsibility for:

- the Trust health and safety policy is being implemented and is effective
- risk assessments are carried out regularly either by the relevant authorities and/or Trust staff depending on the nature of the activity taking place
- the importance of good health and safety practice is promoted throughout Trust to all staff, pupils, parents, volunteers, contractors and any other visitors

- Trust premises and equipment are regularly assessed and reviewed in line with health and safety regulations
- there is the appropriate budget allocation to the Trust's health and safety provision
- the importance of good health and safety is communicated to staff and carefully monitored
- ensuring that the board of trustees is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision
- all staff are made aware of the health and safety arrangements, and of any changes to those arrangements.

## **The Headteacher**

The headteacher takes the responsibility for:

- ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on site or off site
- liaising with the Trust's Health, Safety and Estates Manager to inform that person of any health and safety issues or risks that arise
- ensuring that the information on health and safety good practice that is available to staff and visitors is up to date, easily accessible and promoted throughout the academy. This includes the health and safety policy and risk assessment templates
- ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies
- ensuring that funding is allocated to individual departments for their health and safety requirements
- ensuring that all staff, pupils and volunteers are aware of their health and safety obligations to one another
- ensuring that regular practice fire drills are undertaken
- ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-academy health and safety and any specific provision relating to their role in the academy
- ensuring that part of the organisation of any academy activity, either on or off-site, is a risk assessment for that activity and consideration of health and safety in terms of the wider Trust/academy policy
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety
- ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the academy
- ensuring that all staff and pupils are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing
- managing their budgets to cover health and safety maintenance, checks and provision for activities under their department.

## **Departmental / Phase Leaders**

Department and phase leaders in academies take the responsibility for:

- assessing and implementing required health and safety provision as is indicated by risk assessments carried out for each activity undertaken by staff within their department
- ensuring that all pupils, staff and volunteers understand their health and safety responsibilities and are familiar with the health and safety policy and procedures
- ensuring that all relevant training and preparation is carried out for all on- and off-site activities
- ensuring that correct procedures are undertaken in relation to accident reporting, first aid, fire safety and any other incidents that may occur during an academy activity.

## **Employees**

Employees of the Trust, whether they are fixed term, contract, or permanent take the responsibility of:

- ensuring that they are familiar and up to date with the health and safety policy and standard procedures
- keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred
- ensuring that all the correct provisions are assessed and in place before the start of any activity
- making sure that the pupils taking part in the activity are sure of their own health and safety responsibilities
- cooperating fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.

Volunteers at the Trust have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the health and safety policy and procedures.

## **Pupils**

While staff carry the main responsibility for health and safety provision, and the correct implementation of policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to the whole academy and personal health and safety for staff to be able to carry out their roles effectively. As members of the academy community, pupils take the responsibility for:

- listening to and following instructions from staff
- ensuring that their actions are safe for themselves and will not harm others in any way
- being sensible around the academy site and when using any equipment
- reporting health and safety concerns or incidents to a member of staff immediately
- acting in line with the code of conduct / behaviour policy.

## **2. Establish, Monitor, and Review**

### **2.1 General Arrangements**

The Trust implements specific arrangements for health and safety provision in relation to different academies and their health and safety needs. However, there are some general procedures in place that form the basis of good practice within the Trust and apply across all areas.

### **2.2 Safe Behaviour**

The Trust is concerned with ensuring the good health and safety of members of our community both on an individual basis and academy body. Appropriate and considerate behaviour and conduct is an important part of health and safety.

### **2.3 Maintenance of Safety Records**

Having accurate and up-to-date safety records is a key part of an effective health and safety provision. This section outlines the safety records and notes required.

- A current list of names of individuals with key health and safety roles – e.g., Area Health & Safety Coordinator, risk assessors, DSE assessors, first aiders (include date certificates expire), fire evacuation officers
- A copy of the Trust's statement of intent and projected date for review
- A register of risk assessments completed for the academy / department
- Copies of risk assessments including (where applicable):
  - General risk assessments
  - COSHH assessments
  - Display screen equipment workstation assessments
  - Fire risk assessments
  - Manual handling operations
  - Machinery / equipment
  - Lifting equipment and lifting operations
  - Lone working
  - Risk of violence and aggression
  - Pupil supervision forms (if used)
  - Work in confined spaces, work at height, etc.
- Details of emergency procedures – e.g., fire evacuation, procedures to deal with a chemical / biological or radiological spillage, location of first aid kits and first aiders, etc.
- Date and findings of health and safety inspections, together with details of any actions / timescales to be taken following such inspections

- Inspection and statutory examination reports relating to equipment – such as respiratory protective equipment, fume cupboards, dust extraction, lifting equipment, gas fired equipment etc.
- Other equipment maintenance and service records
- Fire drill records – dates and performance [clearance time, details of any problems, etc.]
- Health and safety training records – names, dates and course titles for health and safety training provided/attended (include local training such as health and safety induction, courses provided by Health & Safety Services, and external courses) - plus projected date for refresher training
- Copies of completed health and safety induction checklists (for new staff)
- Copies of annual health and safety audit checklists and action plans
- Minutes of meetings of the Area Health and Safety Committee [if applicable] and copy of terms of reference, membership etc
- Copies of memos and reports received following visits from Health & Safety Services staff.

The Trust keeps records of health and safety incidents in accordance with statutory retention requirements relevant to each type of record. The Health, Safety and Estates Manager examines past health and safety records and risk assessments to allow any necessary changes and improvements to be identified.

## **2.4 Safety Review, Monitoring and Evaluation Procedure**

The Trust's health and safety monitoring will be undertaken by the Health, Safety and Estates Manager. This policy and the health and safety file will be reviewed by the Chief Operating Officer annually as a minimum and additionally in response to the following triggers:

- changes in key personnel
- changes to the structure of the organisation
- the introduction of new processes
- any change in premises or the specific use of part of the premises
- changes in legislation
- following the findings from an accident investigation (internal and/or external) or following a civil claim
- following consultation with employees
- following any enforcement action, i.e., by the HSE or local authority.

Provision will be evaluated and changes for improvement made when and where there is a need for it, subject to funding, or alternative measures will be put in place to mitigate any identified risks to a safe level.

Health and safety performance, including incidents, near misses, compliance actions and emerging risks, will be reported periodically to the appropriate Trust committee for oversight and assurance.

It is important that the Trust monitors safe systems of work on a day to day basis in areas such as:

- kitchens
- cleaning cupboards and staffrooms
- laboratories
- design technology studios

## 2.5 Incidents

### Procedure and Reporting

In the event of an accident taking place either on or off-site on an academy/Trust organised activity, the member of staff on site will immediately report to the local nominated person. A first aider should assess the injury as soon as possible.

If an ambulance is required, it will be ordered by the academy office unless emergency medical assistance is required, in which case any member of staff can call an ambulance from the nearest phone.

Parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. **Medical treatment or the contacting of emergency services will not be delayed if the academy cannot contact a parent or guardian.** If a pupil needs to be taken to hospital, and a parent or guardian is not immediately available, a member of staff will accompany the pupil to hospital and wait for the parent to arrive.

Pupils will only be sent home if there is a parent or guardian available to be with them there. If they have suffered injury or are unwell, they will be kept in the academy until they can be collected.

Pupils will have individual medical plans if it is the case that there is allergy medication or other prescriptive medication that needs to be on site for pupils to use regularly or in a case of emergency. Individual medical plans will be reviewed systematically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept in the academy office. Any medicine administered will be recorded.

The Trust's compliance management system is used to record all accidents, both major and minor. The member of staff supervising at the time of the incident should make a report detailing what happened, actions taken, injuries, and first aid administered should be recorded.

Serious incidents will also be recorded and reviewed by the Health, Safety and Estates Manager. The Chief Operating Officer will review cases of serious incidents and determine what, if any, steps could be taken to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at academy senior leadership team meetings to determine whether there are any accident trends that could be avoided. The Health, Safety and Estates Manager (or nominated competent person) will assess whether an incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and will ensure any statutory report is submitted within the required timescales.

### Investigation

An investigation may be launched by external authorities in the case of accidents or incidents that fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed. This may happen in cases including but not limited to:

- deaths
- 'specified injuries' in respect of employees or pupils

- over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days)
- 'specified dangerous occurrences' (where something happens that does not result in an injury, but could have done)
- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment in respect of pupils and visitors who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances) where the person is taken from the scene of the accident to hospital.

The Executive or the board of trustees may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

## **2.6 Public Health and Infectious Diseases**

The Trust will manage the risks associated with infectious diseases, including pandemics, through proportionate risk assessment and in line with UK Health Security Agency (UKHSA), Department for Education and Health and Safety Executive guidance. Specific arrangements will be implemented where required in response to emerging public health risks.

## **2.7 Lone Working**

There will be some situations where staff will be working alone or one on one with a pupil. Examples of this would be a staff member locking up the building at the end of the day, or one-to-one invigilation of exams. There is an increased risk to the health and safety of lone workers and the Trust has provisions in place to both identify and manage these risks.

Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognise the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

### **Risk of Violence**

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during normal site occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.

### **Communication**

Staff are advised to:

- avoid lone working wherever possible by arranging to work in pairs or as a group
- sign in and off the site
- carry either a mobile phone or have access to a site telephone at all times when lone working

- let someone know you are coming into work, how long you expect to be and when you are leaving
- maintain regular contact with a nominated person or line manager through agreed communication methods (for example, phone, email, radio or digital check-in systems)
- ensure monitoring arrangements are proportionate to the level of risk and suitable for the task being undertaken
- consider personal wellbeing and suitability for lone working, including physical and mental health factors, as part of the risk assessment process
- comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

### **First aid**

- For those working on our premises, they must familiarise themselves with the location of first aid kits.

### **Emergency procedures**

- If a lone worker falls ill, or into difficulties, they are to use their mobile phone/ site phone to contact the headteacher, the staff member's nominated person, or the emergency services.

### **Access and egress**

- Staff are required to consider weather conditions before coming into and while at work.

### **Guidance for keyholders attending alarm calls after hours**

There is a nominated keyholder within the academy who will attend alarm call-outs after hours. The Trust advises that the nominated person:

- does not attend an alarm call-out alone, where reasonably practicable
- does not enter the building if alone
- looks out for corroborative evidence of intruders
- takes necessary action; e.g. call police.

### **What to take**

- Identification of who you are, for example an employee badge; this helps if police attend the scene or are later called to the scene.
- A torch of a reasonable size and power.
- A basic plan or diagram of the building; this does not have to be a very detailed site plan but it would be useful to show:
  - basement areas
  - entry/exit points for people and vehicles areas where computers/valuables are located. (This is useful for the police if they are required to attend the scene.)
- A mobile phone, in order to summon assistance in an emergency without having to enter the building.

## Risk assessment

- On attending the site keyholders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on site.
- Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

## What to check

- Suspicious/unfamiliar vehicles parked in the immediate area.
- The outside of the building for sign of forced entry; e.g., broken glass, prised doors, windows, etc.
- Evidence of flashlights being used, or other lights left on within the building.
- Noise from within the building or outside.

If at any stage there is evidence of an intruder, **immediately withdraw** and contact the police. Do not enter the building to use the telephone.

- Where there is no evidence of an intruder from the outside, enter the building:
  - check the inside of the premises to eliminate signs of a forced entry
  - switch on appropriate lights and proceed to re-set the alarm
  - if evidence of an intruder is discovered, withdraw and contact the police
  - try not to disturb the scene.

## Unacceptable lone worker activities

The following activities are not to be carried out by lone workers under any circumstances:

- working at height
- manual handling of heavy or bulky items
- transport of injured persons.

## One-to-one lessons

It may be that a member of staff is working alone with a pupil; for example, in a one-to-one music lesson. It is important in this instance that the health and safety of both parties is taken into consideration, as is their emotional wellbeing and comfort in the situation.

Staff who are involved in one-to-one working, wherever possible, should do the following:

- Inform someone about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by.
- Avoid working in isolated parts of the building and leave the door open if possible so you and the pupil can be seen.
- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and pupil are visible through a window or door panel.

- If you take a pupil in your car, ensure they travel in the back and you have appropriate insurance e.g. for business usage. As a general rule, wherever possible, do not travel alone with a pupil and take another adult with you.

It is especially important to ensure that the pupil always feels at ease and that they do not misconstrue actions or intentions.

- Make sure the pupil is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.
- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names dates and times etc.

You can find information about the safeguarding provision in our child protection and safeguarding policy.

## **Pupils**

Pupils must follow the following guidelines related to lone working on any site:

- No pupil should work unsupervised in an outer building after 4.00pm and will be required to move into a designated area in the main building.
- All pupils unless supervised should vacate the site before 5.30pm.
- Pupils who arrive before 8.45am are not supervised unless a school activity is taking place, i.e. rehearsals.
- On hearing the fire alarm pupils must evacuate the building and assemble at the fire point, until the all clear is given.

## **2.8 Building and Site Maintenance**

The Headteacher is responsible for ensuring that the academy premises are maintained so as to comply with health and safety laws and are easily accessible and reasonably safe for the whole academy community.

The academy will appoint a named person to be responsible for reporting any health and safety concerns relating to the premises. They will coordinate any safety precautions that are necessary during ongoing site maintenance or building work

## **2.9 Fire Safety and Evacuation Procedures**

Each site carries out fire drills at least once a term. There are emergency exits located and signposted around each site, and emergency procedures posters detailing what to do in the event of a fire are visible.

Fire risk assessments are carried out, recorded, and reviewed at least annually and following any significant change or incident for each building. Fire alarm safety checks are carried out regularly and recorded.

The emergency procedures should be followed in the event of an evacuation of the site for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

## **2.10 Emergency Procedures**

In the case of an emergency, leaders will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those on the premises. We have provisions in place to aid us in preventing certain emergencies but in some cases, such as extreme weather, major power failure, or flooding, they cannot be avoided. In these circumstances the site's critical incident plan will be enacted.

The Trust will also assess and manage risks associated with security threats, including terrorism and major incidents, and will implement proportionate protective and preparedness measures in line with applicable legislation and guidance.

## **2.11 Health and Safety Training**

Effective health and safety training is key to good health and safety practice. The Trust takes health and safety training seriously and expects all employees and pupils to do the same. Training is part of induction for all employees, whether they are on fixed term or permanent contracts. Visitors and volunteers are also responsible for contributing to safe practice around our sites.

Specific training in relation to use of equipment or substances may be given to staff and pupils relating to which department they will be working in. Employees and pupils who are not specifically trained for specialist equipment are not permitted to use it.

## **2.12 Workplace Safety**

The Trust will take reasonable steps to ensure that the environment and workplace is reasonably safe for pupils, staff and visitors. This means keeping classrooms, offices and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected both contribute to good health and safety practice.

Any hazards around the premises that are noticed by any member of the community should be reported to a senior leader or reported on the Trust's compliance management system.

Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. Information on health and safety in each department can be obtained from the relevant subject lead. Only staff and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

## **Display screen equipment (DSE)**

The Trust recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended). Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- backache
- fatigue and stress
- temporary eye strain.

The Trust adopts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors to our sites:

- Work areas are risk assessed and arranged to enable safe practices to be carried out.
- Staff and pupils are trained in the safe use of DSE and the risks of working for a prolonged period.
- Training is provided to enable users to adjust equipment to ensure maximum comfort when working.
- Regular breaks are taken when working with DSE.
- The Trust encourages that staff, pupils, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

The Trust promotes good DSE health and safety by encouraging pupils to use the checklist below when using such equipment, and by displaying this checklist where DSE is in use.

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Workstation</b> | <ul style="list-style-type: none"> <li>✓ Adjust screen height to suit seating height – generally eyes level with top of screen.</li> <li>✓ If a significant amount of your work involves copying from documents, use a flexible document holder at the same height as screen.</li> <li>✓ Keep an organised work surface to facilitate workflow.</li> <li>✓ Avoid clutter under the workstation.</li> <li>✓ Ensure an appropriate mobile, stable base chair (if available).</li> <li>✓ Seat back, arm rests and back rest to be height adjustable.</li> <li>✓ 5–10 cm of space in front of the keyboard.</li> <li>✓ Be familiar with software in order to customise screen colours, etc.</li> </ul> |
| <b>Environment</b> | <ul style="list-style-type: none"> <li>✓ Adjust screen to reduce reflection and glare.</li> <li>✓ Clean screen and equipment regularly.</li> <li>✓ Ideally sit sideways to windows.</li> <li>✓ Maintain safe surroundings, i.e. free from tripping and electrical hazards.</li> <li>✓ Avoid excessive noise and uncomfortable temperatures.</li> </ul>                                                                                                                                                                                                                                                                                                                                             |
| <b>Healthcare</b>  | <ul style="list-style-type: none"> <li>✓ Plan work to include regular changes of activity to move around and change posture.</li> <li>✓ Rest eyes during work break and carry out eye care exercises.</li> <li>✓ Have eyes tested regularly.</li> <li>✓ Report any health-related symptoms that concern you.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Job design</b>  | <ul style="list-style-type: none"> <li>✓ Break up work with informal postures and different tasks.</li> <li>✓ Combine different work tasks.</li> <li>✓ Take regular breaks away from screen.</li> <li>✓ Ensure you have training in software and in know how to set up a safe workstation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Posture</b>     | <ul style="list-style-type: none"> <li>✓ Adjust seat height to ensure thighs and forearms are horizontal.</li> <li>✓ Desk just below elbow height.</li> <li>✓ Align hands with forearms. Minimal deviation of wrists.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

- |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"><li>✓ Adjust your backrest to support the lower back.</li><li>✓ Sit right back in the chair to maintain good lumbar support.</li><li>✓ Keep head in natural upright position.</li><li>✓ Do not slouch. Maintain upright position.</li><li>✓ Head, neck, shoulders and hips to be in alignment.</li><li>✓ Use a footrest if feet do not touch the floor.</li><li>✓ Rest arms and hands whenever routine allows.</li><li>✓ Space under desk for postural change, no obstacles.</li><li>✓ Top of screen at eye level.</li></ul> |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## **Manual Handling**

The Trust operates in accordance with the Manual Handling Operations Regulations (1992). 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The Trust will provide information, instruction, and training on safe manual handling for day to day tasks, and will, so far as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

Risk assessments are carried out by a trained and responsible person and measures required to eliminate risk or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the Trust takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and this policy.

The Trust expects employees:

- to safeguard their own health and safety while at work, and that of any person who may be affected by their actions
- to follow safe systems of work as determined by the result of the risk assessments
- to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
- to ensure that they use equipment as per manufacturer's instructions
- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- to inform line management if they are unable to perform manual handling duties
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- to mechanise tasks where they cannot be avoided using trolleys, barrows, lifts or hoists
- to ensure risk assessments have been carried out, which consider the work task, the activity involved, individual capacity, working environment and any other relevant factors.

## **Working at Height**

The Trust operates in accordance with the Working at Height Regulations (2005).

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example you are working at height if you:

- are working on a ladder or a flat roof;
- could fall through a fragile surface;
- could fall into an opening in a floor or a hole in the ground.

Before working at height you must work through these simple steps:

- avoid work at height where it is reasonably practicable to do so;
- where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

Anyone who intends to work at height on-behalf of/or on Trust premises is required to provide a Risk Assessment Method Statement (RAMS) to the Trust's Health, Safety and Estates Manager for review and authorisation before any access or works are undertaken.

### **Machine Maintenance**

The Trust operates in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). These regulations require that the work equipment is:

- suitable for use, and for the purpose and conditions in which it is used
- maintained in a safe condition for use so that people's health and safety is not at risk
- inspected in certain circumstances to ensure that it is, and continues to be, safe for use.

Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

The Trust ensures that risks created using the equipment are eliminated where possible or controlled by:

- taking appropriate 'hardware' measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment
- takes appropriate 'software' measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

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

There are areas on our sites where hazardous substances are stored. The Trust has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the academy takes include:

- safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals

- clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- clear record of chemicals ordered, who they are ordered to, and what they are ordered for safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict 'off-limits' policy for pupils. Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

Substances that are for use in the science classrooms are under the responsibility of the science department manager. For more information on the control of these substances please see the supporting science department health and safety document.

All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals. New signs have been appearing on items acquired since December 2010 as part of transitional arrangements. Staff and pupils will be taught to recognise new signs and any posters in use will display the new signs.

## **2.14 Occupational Health Services and Managing Work-related Stress**

The Trust takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, and, with the support of HR the Trust will do everything that it can to support them.

## **2.15 Selecting and Managing Contractors**

It is vital that any company or persons invited into the Trust under a contractual agreement to work on maintenance or the building site operates under the highest level of health and safety possible and is aware of our policy and procedures.

It is the Headteacher's responsibility to select and oversee the management of contractors. In some cases this assurance will be provided to the Headteacher by the Trust's Health, Safety and Estates Manager. The Trust will fulfil its duties as a client under the Construction (Design and Management) Regulations 2015, including ensuring that competent contractors are appointed, that suitable risk assessments and method statements (RAMS) are reviewed, and that arrangements are in place for the planning, management and monitoring of construction work.

## **3. Risk Assessment**

Effective risk assessment is the foundation of all health and safety checks, and the Trust takes steps to ensure that all staff are confident and familiar with carrying out risk assessments and recording and reporting risks.

Risk assessments are made available to staff (and where appropriate pupils) and will be reviewed:

- annually as a minimum
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

- following any changes in legislation, statutory guidance, or best practice

The Trust carries out risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999. It is impossible to eliminate all risk, but the Trust does take reasonable steps in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

Risk assessment processes will be proportionate to the level of risk and will focus on identifying sensible, practical control measures rather