

# Health and Safety Policy

## Fairfax Multi-Academy Trust

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## 1. Introduction

- 1.1 This policy sets out the Trust's responsibilities in respect of Health and Safety, including the steps it will take to ensure that all employees work in a safe and secure environment.
- 1.2 In complying with its responsibilities under this policy. The Trust requires that all its staff to acknowledge and accept their individual and collective responsibilities to ensure compliance with this policy.

## 2. Consultation

- 2.1 Where appropriate the Head of Academy will consult safety representatives of staff unions recognised by the Trust and any staff representatives elected to represent staff who are not members of recognised unions.
- 2.2 Staff interests will also be represented on the Trust Health & Safety Committee.
- 2.3 Health and Safety will be a standing item on the agendas of all departments, pastoral groups, and any formal management meetings in the Academy. Any points raised will be reported promptly to the Head of Academy.
- 2.4 Students also play a part in overall health and safety and welfare of the Trust and will be encouraged to discuss health and safety issues at year and Academy student council meetings and raise any concerns, which will be reported to the Head of Academy.

## 3. Risk Assessments

- 3.1 All members of staff in charge of departmental 'safety areas' are responsible for ensuring that risks are identified, and appropriate assessments and control measures are made. The Academy Leadership Team (SLT) are responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.
- 3.2 Completed assessments must be sent to the Health & Safety Manager and retained on the Health and Safety management system and made accessible to all relevant staff. Relevant staff will be provided with training on the Health and Safety management system.
- 3.3 Risk assessments must be reviewed termly to ensure that the control measures have been effective. If any incident arises, the risk assessment will be revisited immediately, and any improvements needed will be made.
- 3.4 The Trust will provide a suite of Risk Assessments templates for all academies to complete.

## 4. Welfare

- 4.1 The Trust is committed to providing high quality welfare facilities for our employees in compliance with the Workplace (Health, Safety & Welfare) Regulations 1992. This includes toilets and washing facilities, drinking water, and changing facilities.
- 4.2 These are maintained in good condition by means of cleaning and regular inspection. Staff should report any concerns with the facilities provided to their Academy Site Lead.



## **5. Working Hours**

- 5.1 The Trust recognises the Working Time Directive. Records of hours worked are accessible for review. Staff are invited to work overtime when necessary but are not coerced and are at liberty to refuse. Staff are not expected to work excessive hours.
- 5.2 Staff who control their own diaries are reminded to avoid working excessive hours.

## **6. Training and Competence**

- 6.1 The Head of Academy in liaison with HR Department must ensure all new staff receive induction training before starting work. This induction will include Health and Safety information and procedures together with any specific hazards.
- 6.2 Health and Safety training will be provided to all staff in agreement with their line managers. If staff are not trained to do a task, then they must inform their line manager immediately and check that it is safe to do the task. Staff must request the appropriate training where necessary.
- 6.3 Those staff needing specific skills and knowledge will be identified by their line manager and appropriate training will be arranged.
- 6.4 For the duration of this policy the Trust will utilise the Handsam E-Training which allows Health and Safety training courses to be delivered across the Trust. These courses are issued to staff by a member of the Academy SLT in agreement with Head of Academy. The HR department will send out the relevant training to Central Office staff.
- 6.5 All staff must complete Handsam E-Training as instructed.

## **7. Young Persons (employed or work experience)**

- 7.1 Young persons (those under 18 years of age) may have specific risk issues. They may have little work experience and need closer supervision and guidance to minimise the risk of injury. If such a person is employed, a risk assessment will be recorded to identify and manage the additional risks to the employee and others nearby. Any reasonably practical changes to be implemented. The parent, guardian or carer may also be involved in this process to ensure the precautions are suitable and adequate.

## **8. Pregnant Women / Nursing Mothers**

- 8.1 There is a potential risk to any unborn child, if the mother over exerts herself or is exposed to some substances. This risk exists at all stages of pregnancy, even at the earliest stages when the mother may not know she is pregnant. New and nursing mothers (and their babies) can also be at risk from exposure to some hazardous substances and significant physical effort.
- 8.2 A pregnancy risk assessment template is available in the Trust Risk Assessment suite. These must be completed by their line manager and where necessary an appropriate member of Academy staff. A detailed risk assessment must be recorded with her and suitable precautions agreed immediately. This risk assessment will be reviewed monthly until the employee begins maternity leave.
- 8.3 On return to work a further risk assessment will be carried out and acted upon.



## 9. Accident & Near Miss Response, Reporting and Investigation

- 9.1 An accident is defined as an undesired event that results in personal injury or damage. A near miss is an incident that did not result in injury, allowing the opportunity to prevent a serious event in future.
- 9.2 All accidents and near misses must be reported immediately to the Academy Medical Lead. The Academy Medical Lead will ensure that these are recorded on the Handsam incident log on the day of occurrence. Where appropriate the Medical Lead will initiate an incident investigation by utilising the appropriate tab on the Handsam incident log.
- 9.3 The accident investigator is responsible to ensure each incident is correctly recorded and that an investigation is carried out as appropriate.
- 9.4 Events that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will be reported as detailed in the Trust Accident reporting flowchart GM19
- 9.5 Accident and Near Miss statistics will be analysed each month to spot patterns and trends and take appropriate action. The Health & Safety Manager will provide monthly reports to the Chief Operations Officer.
- 9.6 The Health & Safety Manager will provide monthly analysis of data to spot patterns and trends and take
- 9.7 The location of any major incident/accident should not be cleared without the authorisation of the Head of Academy, as the Police, Health & Safety Executive and Environmental Health Officer consider an incident/accident location to be a potential crime scene and expect a careful investigation of the incident to be recorded if it cannot be left undisturbed.
- 9.8 The Head of Academy is responsible for ensuring the following is completed:
- Investigate the cause
  - Record information, conditions, statements
  - Take photos, measurements, samples, etc.
  - Check the area is safe before restarting work
  - Report all incidents required under RIDDOR following the Trust accident reporting flowchart GM19
  - Carry out an incident investigation and if necessary, prepare a report with relevant measurements, information, statements, photographs, CCTV footage, etc.
  - Upload accident investigation documentation on to Handsam Incident Log.
  - The Head of Academy will act on the findings of the investigation to try to prevent further recurrence.

## 10. First Aid

- 10.1 First aid should be given by a trained first aider or a medically qualified person.
- 10.2 Names of appointed first aiders are displayed on staff notice boards and key locations around the Academy.
- 10.3 Non-first aid trained persons can help the injured person if requested, provided they act ONLY under the instructions of the injured person or a medically trained person. All remaining staff are authorised to call 999 in a medical emergency to ask for medical help.
- 10.4 First aid kits and eye wash stations are provided throughout our premises.



- 10.5 A list of the items which must be present in each first aid kit is kept inside each first aid kit. The contents of each first aid kit are checked half-termly by a nominated person.

## **11. Security and Safeguarding**

- 11.1 The Trust will provide a safe and secure environment for our employees, visitors, students, and others who may visit our premises or use our facilities.
- 11.2 Measures in place will depend on the location but will include a mixture of physical barriers such as security fencing and access control systems, CCTV systems, intruder alarms and staff training.
- 11.3 Safeguarding / Child Protection Policies are in place where appropriate and are reviewed as required. Designated persons are responsible for managing the implementation of these policies.

## **12. Visitors**

- 12.1 Visitors must report at the Academy Reception on their arrival and departure. Appropriate DBS documentation must be approved if the visitor is to be unescorted for their visit. If the visitor is unable to provide the relevant information they will have to be supervised while on site by the person responsible.
- 12.2 Safety rules and emergency procedures will be communicated.
- 12.3 Staff are encouraged to challenge/observe anyone seen unaccompanied or unidentified on the premises and to report them to the main reception, if they have any concerns.

## **13. Alcohol and Drugs**

- 13.1 It is our policy to prohibit the misuse of all prescribed and non-prescribed drugs or alcohol at or before work, to avoid the associated risks to those taking the substance and those who may be affected by the consequences. Any misuse or abuse of alcohol or drugs at work may be subject to disciplinary action.

## **14. Personal Protective Equipment (PPE)**

- 14.1 PPE is considered a temporary or last resort measure. All PPE will be assessed to provide adequate protection against the hazard(s) and for suitability for the task and the user, and as identified within the risk assessments and safe systems of work.
- 14.2 Where PPE is assessed as being required by a risk assessment, staff will be provided with suitable PPE at no charge. Where necessary, PPE will also be inspected, maintained, cleaned, and replaced without charge. Suitable storage facilities will be provided.
- 14.3 Staff are to check that their PPE is always in good condition and obtain replacements from their supervisor if required.
- 14.4 No work is to be carried out without the appropriate PPE being worn.
- 14.5 Advice in the selection of PPE can be obtained from the Health & Safety Manager.



## **15. Stress**

- 15.1 Although stress can be a significant concern, we can only provide help and support when aware of any staff suffering stress problems.
- 15.2 Any staff reporting a concern will be treated with respect, and care will be taken to investigate the issues, approach the relevant person sympathetically and to develop a practical and realistic solution for immediate and longer-term needs in accordance with the HSE guidelines for managing stress.
- 15.3 The Trust recognise that stress is a key area of concern for employees. For the duration of this policy through Perkbox, the Trust have a contract in place for all employees to access an employee assistance programme (EAP). The EAP is a confidential service that enables staff to discuss personal or workplace issues that might be impacting their performance, wellbeing, mental or physical health, the service includes an assessment and short-term counselling. Further information is available from the HR Department.
- 15.4 All staff must complete Handsam Stress E-Training course.

## **16. Smoking and Vaping**

- 16.1 Smoking and vaping is banned inside our premises and grounds. It is a risk to health for smokers and those nearby and involves a risk of fire from unsafely discarded smoking materials.
- 16.2 Smoking and vaping within the premises or grounds will be treated as gross misconduct and will be subject to disciplinary action. For more information please see the Trust 'No Smoking' policy

## **17. Management of Contractors**

- 17.1 The system for approval and control of contractors will be followed in all cases to ensure the safety of contractors, visitors, staff, and the public.
- 17.2 All contractors must satisfy the Trust that they are:
  - Competent to do the planned work safely.
  - Routinely managing Health and Safety matters competently as part of their activities.
  - Providing adequate resource to Health and Safety risk control, including training, documented safe working procedures, method statements, etc.
  - Adequately insured for the planned work.
- 17.3 When it is planned to use contractors on site, a Method Statement will be agreed before work can start. It will identify hazards and an agreed safe method for the task to minimise the risk to employees, students, visitors, and others who may be affected. The Health & Safety Manager must ensure this document is prepared and then made available to all involved before the work starts. Copies of Risk Assessments and Method Statements will be held by the Health & Safety Manager.
- 17.4 Contractors will be issued with site rules and safety procedures to adhere to whilst they are working at our premises.
- 17.5 Only approved contractors are to be engaged at the Trust premises. The Trust Estates Manager will maintain a register of approved contractors.





- 17.6 Site induction will be provided by the Trust Estates Manager or by the Academy Site Team where appropriate.
- 17.7 Supervision of contractors will be by a nominated person. Specific high-risk work will be controlled using permit systems. This includes hot work, asbestos, work on live electrical equipment, work underground and work in confined spaces.

## **18. Fire Safety**

- 18.1 A fire risk assessment is carried out at each Academy. All the control measures identified are implemented and the risk assessment is reviewed annually or whenever there are any changes to the workplace (whichever is the soonest).
- 18.2 Fire escape routes, doors and corridors should always be kept clear. Fire doors should not be propped open or obstructed in any way. Escape routes are checked daily by the Academy Site Team. Emergency lighting is provided on escape routes and must be periodically tested and maintained by an approved contractor.
- 18.3 Fire Extinguishers are provided at Fire Extinguisher Points throughout the buildings. Extinguishers are maintained under contract by an approved contractor and are inspected for misuse and damage as part of monthly inspections by the Academy Site Team and recorded.
- 18.4 Where a Fire Alarm system has been installed, this must be maintained under contract by a specialist contractor. Fire Points should not be interfered with or obscured in any way. Fire Points are tested weekly by the Site team, or designated person. It is recommended that alarmed call point covers are installed over the Fire Points to discourage misuse.
- 18.5 Emergency lighting, where provided, must be maintained by a specialist contractor.
- 18.6 The Head of Academy must ensure adequate numbers of fire marshals are appointed.
- 18.7 Emergency Evacuation drills are practiced each term. Fire Marshals are appointed and trained to assist with evacuation. Personal Emergency Evacuation Plans are compiled for those with impaired mobility.
- 18.8 Records of testing and maintenance are held by the Health & Safety Manager and will be subject to regular review.
- 18.9 The Head of Academy is responsible for carrying out a review following each evacuation and completing the fire log.

## **19. Work Equipment**

- 19.1 Work equipment provided by the Trust or by staff must be suitable and safe, meeting the required health and safety standards before it is used. All equipment belonging to employees is checked by the Health & Safety Manager (or nominee) before use and is included in inspection and maintenance procedures. All work equipment provided requiring maintenance is identified and it is ensured that effective maintenance procedures are in place.
- 19.2 Staff must not bring in their own equipment unless they have agreement of the Head of Academy and Health & Safety Manager and the appropriate safety checks are in place.
- 19.3 Any problems found with work equipment should be reported to the Academy Site Team immediately. Defective equipment will be removed from service immediately and not used until it has been repaired / replaced.



- 19.4 Work equipment is inspected regularly. Inspection and cleaning are carried out only by authorised, trained, and competent staff following specified procedures.
- 19.5 The electrical supply to the item must be turned off during inspection/ cleaning.
- 19.6 Records of inspections and repairs are held. Risk assessments are recorded as appropriate. Where there is a legal requirement for independent inspection by an approved body, this is arranged.

## **20. Driving Minibuses**

- 20.1 Staff who will be driving minibuses must complete Handsam Minibus Driver E-Training course and adhere to the training.
- 20.2 Drivers must be in possession of a valid licence for the class of vehicle they are asked to drive.
- 20.3 Authorisation is given by the Head of Academy in relation to the following checks. Staff licence records must be sent to the HR Department where they will be kept on file.
- 20.4 All drivers must have completed a minibus training course. This will be followed up with a driver assessment after 3 years. Training can be arranged via the Health & Safety Manager.
- 20.5 Where required, the Trust Estates Manager or designated person will ensure that servicing, MOT, periodic safety inspections for vehicles is carried out.
- 20.6 The Trust Estates Manager will arrange annual motor insurance and ensure that vehicles are taxed.
- 20.7 Where additional minibuses are hired, it is the responsibility of the hirer to ensure that the insurance company have been notified and appropriate insurance cover is in place.

## **21. Safe Handling and Use of Substances**

- 21.1 Some work involves the use of hazardous substances (e.g. cleaning). This work may be done staff or contractors but will be managed in the same way. Only those trained and authorised may use these substances, following the safe systems of work and controls specified. Storage use and disposal of hazardous substances must be strictly controlled by each authorised person.
- 21.2 If you are not trained and authorised, do not use any substance known to be, or marked as, hazardous.
- 21.3 All substances that fall under Control of Substances Hazardous to Health (COSHH) Regulations are identified and are subject to COSHH Assessment before being used. All actions identified in COSHH Assessments are implemented.
- 21.4 Data sheets and COSHH Assessments must always be kept available for reference, with an up to date library set held by the Health & Safety Manager. If anyone is exposed to a hazardous substance, a copy of the data sheet will be taken to hospital / doctor with the injured person.

## **22. Workplace Slips & Trips**

- 22.1 Slips and trips are one of the most common causes of injury at work. We aim to reduce the likelihood of slips and trips by a combination of good housekeeping measures, including effective cleaning, and by enforcing the use of sensible footwear by our staff.
- 22.2 Cleaning chemicals used on floors by cleaners are selected for their non-slip properties.



- 22.3 Lids must be used when transporting containers of liquid or food. Any spillages, flooring defects or obstructions observed must be reported to the Academy Site Team immediately. Warning signage is placed by spillages until they have been removed and the area is thoroughly dry.

### **23. Working with Display Screen Equipment**

- 23.1 All staff should complete Handsam DSE E-Training course and adhere to the training.
- 23.2 Where staff use computers routinely, workstations are set up correctly to suit the individual and appropriate equipment is provided.
- 23.3 Staff identified as using workstations daily, for continuous periods of an hour or more must complete a DSE Risk Assessment and this information must be recorded and reviewed annually.
- 23.4 Staff identified as using workstations for a significant period are entitled to an eyesight test by an optician at the Trust's expense on joining and every two years thereafter. After this, the Trust will contribute towards glasses that are required specifically for use with computers as directed by an optician under HSW regulations.

### **24. Manual Handling**

- 24.1 All staff must complete Handsam Manual Handling E-Training course and adhere to the training.
- 24.2 Occasional tasks will require physical effort (e.g. moving equipment stock, reorganising furniture). So far as is reasonably practicable, we are committed to managing the risk to health from manual handling operations.
- 24.3 Manual work will be automated or carried out using suitable equipment where practical. For the remaining tasks involving significant manual effort, risk assessments must be written to reduce the risk to an acceptable level.

### **25. Fixed Electrical Installation**

- 25.1 NICEIC or ECA approved electricians maintain the electrical installation. They must work to current IEE Wiring Regulations. A full test of the installation is carried out at least every 5 years or a percentage each year to reach 100% over 5 years with records kept.
- 25.2 Any changes and repairs are carried out by NICEIC approved electricians to the same standard and are certified. Records are kept.
- 25.3 Staff are not to touch or open fuse boxes or electrical circuitry. Any damaged or defective items observed should be reported immediately to the Academy Site Team.

### **26. Portable Electrical Appliances**

- 26.1 Portable Electrical Appliances includes any item that is electrically powered and used in the workplace.
- 26.2 Staff should visually inspect portable electrical appliances before using them. Damaged or defective items should be reported immediately to the Academy Site Team and removed from service until replaced/ repaired by a competent person. The use of insulating tape as a temporary repair is prohibited.



- 26.3 Portable Appliance Testing will be completed annually by an appropriately qualified person.
- 26.4 Any new appliances, including those belonging to staff, will be checked, and approved by the Health & Safety Manager or appropriate member of the Academy Site Team before being used on the premises.
- 26.5 Staff are not permitted to bring portable heaters onto site.
- 26.6 Flexible cables will be kept as short as possible. Cables should be fully unwound from reels or drums before use to reduce the potential for overheating.

## **27. Gas, Oil and Biomass Appliances**

- 27.1 Gas, oil, or biomass fired boilers are provided in the Trust premises for both heating and hot water. These are subject to regular maintenance by competent, approved contractors and should not be interfered with by staff.
- 27.2 Isolation valves are provided that can be turned off in the event of an emergency (if safe to do so).

## **28. Working at Height**

- 28.1 All staff must complete Handsam Working at Height E-Training course prior to working at height and adhere to the training.
- 28.2 Working at height presents a hazard both to persons undertaking the work, particularly falling from height, and to others in the vicinity, particularly from falling objects.
- 28.3 As such, work at height will be avoided where practical.
- 28.4 Ladders, stepladders, and steps are provided as a means of access and for light / short term work where it is not reasonably practicable to select an alternative safer method. This may include removing items from upper shelves.
- 28.5 Working at Height Risk Assessments should always be adhered to.
- 28.6 Students should not be allowed to work at height, unless a specific written risk assessment dictates it is safe to do so and that risk assessment is approved by the Head of Academy.
- 28.7 A register of ladders and access equipment inspections must be maintained by the Academy Site Lead.
- 28.8 It is a requirement for working at height to only ever happen when staff are accompanied, unless a specific written risk assessment dictates it is safe to do so in a lone working scenario.

## **29. Skin Conditions**

- 29.1 Extended exposure to some cleaning products or food juices can lead to skin problems. To reduce this exposure, it is compulsory for Academy staff in food technology, catering, and cleaning teams to wear the non-latex protective gloves provided whenever they are handling food or using cleaning products.
- 29.2 Should an employee experience any symptoms they should report these immediately to their line manager.



### **30. Food Safety**

- 30.1 All staff who are to be involved in handling food are provided with independently accredited food hygiene training as soon as possible after commencing work.
- 30.2 Staff should inform the Academy Medical Lead of any food allergies.
- 30.3 Any staff whose role involves handling food, who has suffered from diarrhoea or vomiting is required to phone in sick to their line manager and remain away from the premises for at least 48 hours.

### **31. Lone Working**

- 31.1 Lone working can be dangerous. Risk assessments are carried out and documented to reduce the risk. Lone working is to be avoided where possible.
- 31.2 We arrange for staff who are working alone to be adequately trained and equipped to work safely. Each person must be suitably trained and aware of the risks before working alone and be able to summon help quickly in any emergency.
- 31.3 Each person will manage their own risk responsibility and ask for help or guidance as appropriate.
- 31.4 Staff working late must inform the Academy Site Team, so that they are aware of who is onsite and their location.

### **32. Control of Asbestos**

- 32.1 The Trust takes the management of asbestos seriously and complies with the Control of Asbestos Regulations 2012 to protect our staff from exposure to asbestos as far as is reasonably practicable.
- 32.2 Asbestos surveys are carried out at all Trust premises in accordance with the Control of Asbestos Regulations 2012 to identify any asbestos in the building construction. Where asbestos is identified, this is recorded on an Asbestos Register and is managed in accordance with an Asbestos Management Plan to ensure that employees and others using the premises are not exposed.
- 32.3 The Asbestos Register must be made available to all contractors and site staff who will carry out work at the premises.
- 32.4 Any refurbishment work in a school building built before 2000 affecting the fabric of the building must be subject to a Refurbishment and Demolition survey before any work can take place.
- 32.5 Specialist contractors will be engaged if there is need to carry out work in any area involving asbestos and appropriate control measures/ exclusion zones will be put in place.
- 32.6 If anyone suspects they have discovered or disturbed asbestos, they should:
  - Not disturb it further;
  - Ensure that access to the affected area is prevented;
  - Report it immediately to the Health & Safety Manager;
  - Ensure that any clothing that may have been covered in dust or debris is appropriately disposed of.



### **33. Legionella**

- 33.1 A legionella survey and risk assessment must be carried out by approved contractors. A Legionella Management Plan is provided and followed.
- 33.2 Depending on the nature of the water system at each Trust premises, regular checks such as temperature monitoring, flush through, descaling of shower heads and cleaning of water tanks may be required. The Health & Safety Manager will ensure that these checks are in place.

### **34. Waste Management**

- 34.1 Waste is to be placed in bins that are provided throughout the Trust premises. These are emptied daily by Academy Site Teams and cleaners to external bins, which are in turn emptied at least weekly by registered waste carriers for disposal by registered waste processors or for transport to landfill sites. Materials are recycled where practical.
- 34.2 Hazardous waste is collected separately and disposed of using suitably registered contractors.

### **35. Equal Opportunities**

- 35.1 The Trust must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students, contractors, volunteers, and visitors to use the Academy's facilities and curriculum as far as is reasonably practicable. The disability accessibility plan must be kept under review and implemented as appropriate, to ensure safe access for disabled staff, students, contractors, volunteers, and visitors.

### **36. Access to Health and Safety Information**

- 36.1 Staff can access to health and safety information by contacting their Head of Academy or Brian Fox, the Trust Health & Safety Manager ([b.fox@fmat.co.uk](mailto:b.fox@fmat.co.uk)).
- 36.2 All staff will have access to a copy of The Trust Health and Safety Policy and will sign to indicate that they have read and understood this policy and their responsibilities. The Trust recognises that time must be provided for this to be undertaken.
- 36.3 All relevant staff will be trained to use Handsam health and safety management system.
- 36.4 The Trust management undertakes to keep staff informed of any changes to the policy and procedures through communications with line managers, staff bulletins, staff meetings and briefings and e-mail messages.
- 36.5 All staff will have the opportunity for direct involvement in managing health and safety through departmental arrangements and through representatives on the Health and Safety Committee.

### **37. Monitoring and Review**

- 37.1 The Health & Safety Manager is responsible for ensuring that working conditions are acceptable and that our safe working practices are being followed.
- 37.2 Workplaces are maintained in safe condition. Routine inspections are carried out and recorded with any necessary improvements or changes made.



- 37.3 Monthly health and safety monitoring meetings will be carried out at each Academy by the Health & Safety Manager to maintain site safety. In the meeting the Handsam Health & Safety, Accident Log and E-Training systems will be reviewed to ensure tasks have been completed and required actions completed.
- 37.4 External health and safety audits will be completed annually and reported to the Trust's Audit and Risk Committee.
- 37.5 Unless there are legislative or regulatory changes in the interim, this policy will be reviewed every year. Should no substantive changes be required at that point, the policy will move to the next review cycle.



## Appendix 1 – Academy Health and Safety Roles and Responsibilities

This document sets out the Academy staff structure and roles that have specific roles and responsibility for compliance to the Fairfax Multi Academy Trust Health and Safety Policy.

This form is always to be retained in the Reception of all Trust academies.

Academy		
Role/Responsibility	Job Title	Name
Accountability for Health and Safety Policy	Board of Directors	
Responsibility for Health and Safety Policy	Health & Safety Manager	Brian Fox
Health & Safety Committee (Chair)	Chief Operating Officer	John Fitzgerald
Health and Safety guidance and advice	Health & Safety Manager	Brian Fox
Responsibility for Academy Health and Safety	Head of Academy	Moira Green
Fire Safety Responsible Person	Site Manager/AHT	Anthony Lynock/Dan Thomas
Legionella Responsible Person	Site Manager	Anthony Lynock
Asbestos Responsible Person	Site Manager	Anthony Lynock
Catering Manager (if applicable)	Aspens	External Provider
Sport facilities, gyms, and equipment	Site Manager/Subject Lead PE	Anthony Lynock/Matthew Payton
Science laboratories and chemical storage	AAHT Science	David Sullivan
Design and Technology Workshop Equipment	n/a	n/a
Food Technology	n/a	Kaninda Rose
Transport (Minibus)	Site Manager	Anthony Lynock/A Green





Role/Responsibility	Job Title	Name
Staff / Student Induction Pack	AHT	Charlotte Cross – Staff Kim Wheeler – Student
Health and Safety Training	AHT	Charlotte Cross
Medical Lead	AHT	Kim Wheeler
Administration of Medicines and Support	1 <sup>st</sup> Aider	Elizabeth Jones
Educational Visits	AHT	Dan Thomas
Display Screen Equipment	Trust Estates Manager	Brian Fox/Moira Green
BCP and Emergency Plan	Head of Academy	Moira Green
Accessibility	Site Manager	Anthony Lynock
Risk Asses	AHT	Kim Wheeler
Risk Assessments, including specific Risk Assessments Peeps, expectant mothers, injuries	AHT	Kim Wheeler
Handsam Health and Safety data returns to Health & Safety Manager	AHT	Kim Wheeler/Moira Green
Handsam Accident data returns to Health & Safety Manager	AHT	Kim Wheeler/Moira Green
Accident Investigation Representative	Head of Academy	Moira Green/Kim Wheeler

## **Appendix 2 – Outline of Responsibilities**

### **Responsibilities**

The Trust expects all staff to co-operate in ensuring the health and safety of all staff, students, contractors, volunteers, and visitors.

### **Individual Responsibility**

In meeting the above general statement of policy, the Trust requires its staff to acknowledge and accept their individual and collective responsibilities, and to ensure so far as is reasonably practicable their actions meet, or enhance, this Health and Safety Policy.

### **Responsibilities in law**

The Health and Safety at Work etc. Act (1974), subsequent legislation and associated regulations, codes of practice, guidance notes, etc., place legal responsibilities upon employers, employees, persons in control of premises, designers, manufacturers, suppliers, installers, self-employed persons and the occupiers of buildings.

A breach of those responsibilities is an offence criminally chargeable in law. Ignorance of the relevant legal duties is not an acceptable defence at law.

It is in the interests of each employer and employee to understand the potential severity of any failure to comply with health and safety legislation, standards, and codes of practice on a corporate and personal level. Failure to act within the law can lead to fines and / or imprisonment. Such a failure may also result in disciplinary action.

### **Trust Health and Safety Committee**

The Trust Health and Safety Committee meetings are held once a term to oversee and report on health, safety and welfare matters in the Trust. Consideration will be made to the reporting lines, accident reports, investigations, internal or external audit inspections, training, and emergency procedures. Minutes and actions are recorded. Members of the Health and Safety Committee will include:

- Chief Operating Officer
- Health and Safety Manager
- Union representation

### **Responsibilities of all staff**

- Co-operate with the Trust's Board of Directors, management, staff, and others on health & safety matters.
- Comply with all the Trust's policy, procedures, and reasonable requests.
- Not interfere with or misuse anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety and that of others.
- Warn others immediately of any known hazards or danger.
- Refrain from any task for which he/she is not trained, authorised and competent.
- Use the correct tools, plant, or equipment, keep them in good order and ensure they are safe before, during and after use.



- Not to introduce any personal equipment unless it has been inspected and approved by the Health & Safety Manager as appropriate.
- Use as directed any personal protective equipment needed to protect against hazards to Health and Safety.
- Report promptly all health and safety concerns, accidents, injuries, incidents and near misses to his / her immediate manager.
- Completing delegated Handsam tasks, including recording incidents and taking courses as appropriate on the Handsam system.

### **Chief Operations Officer**

- Responsible for the updating and obtaining Board of Director approval for the Health and Safety Policy.
- Ensure that responsibilities and authority is effectively assigned and delegated to nominated individuals within the Trust structure.
- Develop strong health and safety culture through effective communication through regular meetings and reporting lines.
- Provide adequate resources for effective implementation of this policy.
- Report any health & safety matters and issues to the Audit and Risk Committee.

### **Health & Safety Manager**

- Accept day to day management of health and safety matters.
- Arrange Health and Safety audits and oversee the completion of the findings.
- Ensure that serious incidents are reported to the relevant authorities under RIDDOR and are reported to the Chief Operations Officer.
- In Liaison with the Head of Academy, ensure that risk assessments for all relevant work activities and areas are carried out, documented, and reviewed.
- Provide a suite of risk assessment templates for staff to use.
- Disseminate information and instruction on health and safety matters.
- Receive health & safety concerns, ensure these are documented and that practical improvements are implemented.
- Ensure that working conditions are acceptable and safe working practices are followed.
- Ensure that an up to date register of hazardous substances is maintained and that appropriate COSHH assessments are carried out and documented.
- Compile monthly accident numbers and near miss statistics for presentation to Chief Operations Office.
- Ensure that practical precautions and controls maintain acceptable standards as required by this policy.
- Management of Handsam Health and Safety System.
- Ensure regular analysis of data on the Handsam incident log to spot patterns and trends and take appropriate action.
- Ensure that staff are provided with appropriate training in relation to duties.

### **Trust Estates Manager**

- Ensure that all building related risk control measures including fire safety, legionella, and asbestos, electrical testing, gas safety, COSHH are managed effectively and meets current legislation.
- Actively promote good Health and Safety practice across the site teams and management and control of contractors working on site.



- Provide reactive response to any health and safety issue arising.
- Ensure that all building plant and equipment, including vehicles, is adequately maintained
- Ensure that any contractors engaged to carry out work on the premises are vetted and approved in accordance with the Trust policies
- Ensure that contractors, visitors, and those hiring or using the premises are familiarised with site rules and procedures regarding accidents and emergencies
- Manage effective planned maintenance programs for buildings, grounds, plant, and equipment.

### **Head of Academy**

- Responsible for the implementation of the Health and Safety Policy at their Academy.
- The health, safety and welfare of staff, students, contractors, visitors and any other person using the premises.
- Ensuring safe working conditions for staff, students, contractors, volunteers and visitors.
- Ensuring safe working practices and procedures throughout the academy, including those relating to the provision and use of machinery and other apparatus.
- Ensuring that staff are consulted appropriately on issues that affect them.
- Directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the Academy.
- Ensure that staff adhere to the Trust accident and incident reporting procedures.
- Arranging for appropriate supervision of students.
- Ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are implemented.
- Ensuring that the health and safety training needs of all staff and students are identified, and appropriate training provided.
- Encouraging staff, students, and others to promote health and safety and to suggest ways of reducing risks.
- Ensuring that the Handsam health and safety management system is up to date.
- Ensuring that parents are kept informed on any health and safety issues and enlisting their support as appropriate.

### **Academy Health and Safety Lead (Head of Academy or a member staff where specifically delegated by Head of Academy)**

- Act as staff representatives on health and safety matters, dealing with anything within their area of control and passing any concerns raised to the Head of Academy.
- Support with the completion of risk assessments for relevant work activities.
- Disseminate information and instruction on health and safety matters.
- Receive health & safety concerns, ensure these are documented and that practical improvements are implemented.
- Ensure that records are maintained on all health & safety training and experience of individuals, relevant to the health, safety and welfare of employees.
- Monitor task completion rates on Handsam Health and Safety system and follow up with relevant colleagues where tasks are not completed, or support is required.
- Ensure that all accidents are recorded and collated centrally on the Handsam an incident recording system and that investigations are carried out and acted on.
- Inform the Health & Safety Manager when a serious accident has occurred.



### **Department Managers (this includes all Teaching and Support Staff Team Managers)**

- Ensure that staff, students and others within their departments are aware of, understand and comply with the Trust Health and Safety policy, rules and procedures.
- Ensure that a departmental meeting is convened at least once every term and that it is used to communicate and receive health & safety information and concerns.
- Receive and act upon health & safety matters raised within their department.
- Ensure that all relevant Health and Safety issues within their department are adequately addressed.
- Provide relevant feedback to immediate managers where necessary.
- Provide Department reports to the Health and Safety Committee when requested.
- Provide adequate health and safety information and support resource i.e. CLEAPSS, Handsam.
- Ensure that a signed Departmental health and Safety procedures where needed (i.e. science department) is available and shared with all members of the department
- Completing delegated Handsam tasks, including recording incidents and taking courses as appropriate on the Handsam system.

### **Academy Site Lead**

- Implementing the appropriate academy policies and procedures.
- Ensuring that site staff are competent to carry out their responsibilities.
- Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- Taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers.
- Ensuring that other site staff are adequately supervised.
- Ensure Site staff are adequately trained for the tasks that they carry out.
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment.
- Ensuring that all site and cleaning staff, including contractors, work in accordance with safe working practices issued by the academy.
- Completing delegated Handsam tasks, including recording incidents and taking courses as appropriate on the Handsam system.

### **Catering Manager (where an Academy employee)**

Where the Academy manages its own catering facilities, the Catering Manager will be responsible for:

- Implementing the appropriate Academy policies and procedures.
- Applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas.
- Supervising and training staff appropriately.
- Training and instructing all catering staff in the emergency procedures.
- Carrying out regular reviews of the procedures and informing the Health and Safety Manager of any issues of concern.
- Liaise with Academy staff to ensure that up to date information regarding Allergies and student health issues is received and acted upon.
- Recording results of the monitoring and review of procedures.



- Completing delegated Handsam tasks, including recording incidents and taking courses as appropriate on the Handsam system.
- Ensuring that all catering staff have opportunities for raising concerns about health and safety issues.

Where the Academy contracts out the catering arrangements the Health and Safety Manager will ensure that the above responsibilities are fulfilled as part of the contract.

### **Academy Medical Lead**

- Notifying staff when a child has been identified as having a medical condition who will require support in the Academy.
- Collating information provided by parents and professionals.
- Completing student healthcare plans.
- Ensuring that students with medical conditions are properly supported in the Academy, including supporting staff on implementing a student's health plan.
- Liaising with lead clinicians on appropriate support for the child and associated staff training needs.
- Liaising with staff, parents, and professionals to provide suitable healthcare plans.
- Confirming to the Head of Academy that Academy staff are proficient to undertake healthcare procedures and administer medicines.
- Completing delegated Handsam tasks and taking courses as appropriate on the Handsam system
- Recording of medical issues etc. on the Handsam Health and Safety system
- Reporting as required to the Head of Academy (or Head of Academy's representative).
- Ensure regular analysis of data on the Handsam incident log to spot patterns and trends and take appropriate action
- Ensure that allergy information is passed to the relevant persons and departments.

### **Academy Staff Responsible for Overseeing the Administration of Medicines**

- Administering all prescribed medication and any necessary non-prescription medicine and ensuring safe storage in accordance with the Academy's procedure.
- Working with the Head of Academy to determine the training needs of Academy staff and agreeing with the Head of Academy who would be best placed to provide the training.
- Ensuring that appropriate records are kept and are accessible.
- Reporting as required to the Head of Academy (or Head of Academy's representative).
- Completing delegated Handsam tasks and taking courses as appropriate on the Handsam system.
- Recording of medical issues etc. on the Handsam H&S system.

### **Academy Staff Responsible for an Activity (whether on or off the Academy premises)**

- Are responsible and must liaise with the Academy Educational Visits Officer and the Academy Medical Lead, ensuring that appropriate arrangements are made for students with medical needs during:
  - Educational visits/learning outside the classroom.
  - Sporting activities.



### **Confirmation that the Health and Safety Policy has been read and understood**

- Under arrangements made by the Health & Safety Manager, all employees will sign and date to indicate that they have read and understood this policy and their responsibilities.

### **Academy responsibility roles and contact details**

- Appendix 1 sets out the academies' individual Health and Safety management role structure and contact details (This must be completed by each academy before being distributed to academy staff)



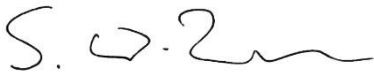
### Appendix 3 – Policy Statement

Our Health and Safety Policy is outlined below. It is approved by the Fairfax Multi-Academy Trust Board of Directors, who accept full responsibility and require all employees to help in complying with our legal and moral duties. The Chief Executive Officer accepts the delegated overall responsibility for all operational matters within the organisation.

It is the policy of Fairfax Multi Academy Trust to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees, pupils and visitors who may be affected by its activities. In meeting this commitment, we will, so far as is reasonably practicable:

- Provide adequate control of the Health and Safety risks arising from our activities.
- Consult with our employees on matters affecting their health and safety.
- Maintain safe facilities, grounds, plant, equipment and working environments.
- Provide training, information, instruction and supervision for our employees and ensure staff are competent to carry out their roles and responsibilities.
- Engender a strong health and safety culture to prevent accidents and cases of work-related ill health.
- Review and revise this policy annually

Signed:



Simon Jones  
Chief Executive Officer