Amplify Education

Health and Safety Policy

Date Created: 23 February 2026
Author (Role Title): Helen Guy, Head of Estates
Approved By: Amplify Board Implementation
Date: March 2026
Dated Adopted:

Review Date: Spring 2027

As part of the review process, this policy/procedure has been subject to an Equality Impact Assessment

POLICY REVIEW

This Health and Safety Policy will be reviewed annually by our external Health and Safety Consultants in conjunction with our nominated responsible person.

As each review is completed it will be signed off by the consultant and confirmed by our nominated responsible person

Review date	Signed on behalf of	Confirmed

REGISTER

Date	Details	Next Ratification date

AMENDMENT RECORD

Any amendments made to the Health and Safety Policy will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the Trust or our pupils, we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Ref/Title	Details of amendment made	Change made by

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1. Introduction

This Health C Safety Policy contains the required information as required by the Health and Safety At Work etc. Act 1974 and it defines the way we manage the health and safety hazards and risk associated with our business premises and activities.

Amplify Education ("the Trust") are committed to managing health and safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset.

Our Health C Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior persons in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forward, we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated, they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to the Board in our Annual Report.

This Health C Safety Policy will be reviewed annually by our external HCS Advisers in conjunction with our nominated responsible person and as each review is completed it will be signed off by our consultant and confirmed by our nominated responsible person.

2. Health s Safety Policy Statement of Intent

The health and safety of all staff, pupils, contractors and visitors is of paramount importance to Amplify Education. The Trust aims to ensure, so far as is reasonably practicable, the health, safety and welfare of pupils and our employees whilst at work and any others who may be affected by our undertakings. This policy statement of intent provides a commitment and intent to comply with the Health and Safety at Work Act etc. 1974.

To ensure the principles of health and safety are clearly understood throughout the Trust, we are committed to:

- Complying with relevant health and safety legislation and guidance, reflecting excellent education sector working practices and keeping up to date on relevant health, safety and wellbeing matters
- Bring this policy statement to the attention of all employees
- Providing an organisational structure that defines the responsibilities for health and safety.
- Preventing work related injuries, incidents, ill health and disease where possible, through selection and design of materials, buildings, facilities, equipment and processes.
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to minimise risk.
- Effectively communicate and consult on health and safety matters. Encourage all staff to identify and report hazards so that we can all contribute towards improving safety.
- Recognising the importance of providing adequate and sufficient information, instruction, training and supervision to ensure staff are competent to do their tasks and aware of their responsibilities under legislation and guidance.
- Providing and maintaining a safe working environment.
- Providing and maintaining safe plant and equipment and implementing safe systems of work along with the safe use, storage, transport and handling of substances and articles.
- Only engage contractors who are able to demonstrate due regard to health and safety matters.
- Ensuring emergency procedures are in place at all locations for managing health and safety.
- Regularly monitor performance, including auditing and annual reporting on Health and Safety, Wellbeing and related matters.
- Continually improve policies, procedures, codes of practice and guidelines

This Health C Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the Trust's activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signature: 	Signature: 
Name: Sir David Eastwood	Name: Mr Neil Blundell
Position: Chair of Trustees	Position: CEO
Date: 02/03/2026	Date: 02/03/2026

3. Organisation for Health and Safety

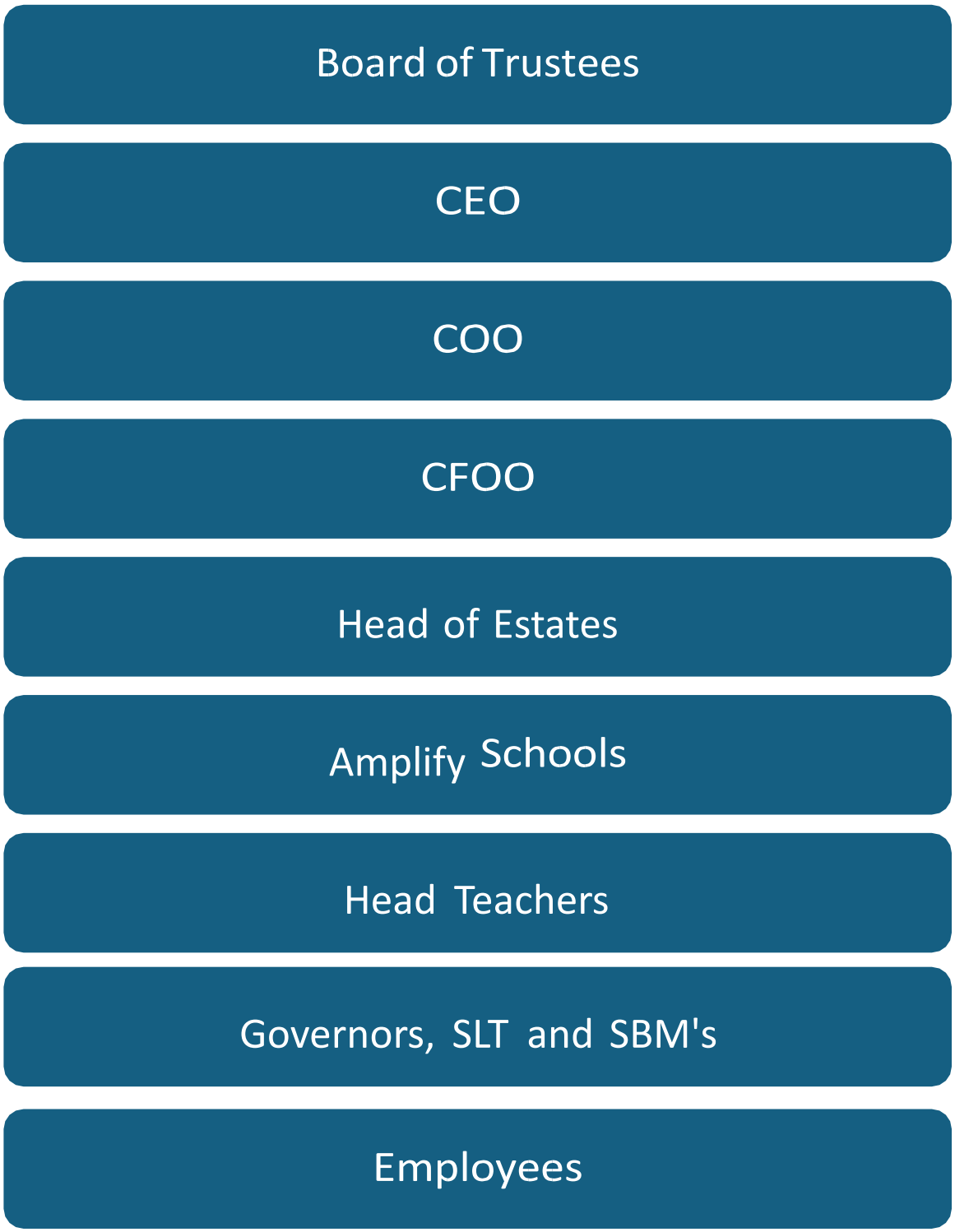
The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work. This part of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss.

Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

Board of Trustees
Local Governing body (LGB) – where applicable
Health and Safety Committee
Chief Executive Officer (CEO)
Chief Operations Officer
Chief Finance s Operations Officer
Headteacher
School Business Manager
Heads of Department
Facilities / Site Manager
Teachers
Cleaning Line Manager
Pupils
Employees
Contractors
Visitors
Health and Safety Consultants

ORGANISATIONAL CHART



4. Health and Safety Responsibilities

The Trustees and the following staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and pupils must be aware of their own and others personal safety in any of the Trust's activities, both on and off site.

Board of Trustees

The Trust has the ultimate responsibility for the Health and Safety of its schools. It discharges this responsibility via the Chief Executive Officer, Chief Operations Officer, Chief Finance C Operations Officer, Head of Estates, Head Teachers, the School Business Managers and the Head of Departments.

The Trust has nominated the Chief Finance C Operations Officer to have special responsibility for health and safety.

The Trust will ensure that:

- They provide a lead in developing a positive health and safety culture throughout the schools
- Any decisions reflect its health and safety intentions
- Adequate resources are available for the implementation of health and safety
- An effective management structure at a school level for the implementation of health and safety is established
- They will promote the active participation of employees in improving health and safety performance
- They review the health and safety performance of the school annually and plan safety improvements for the following year
- A health and safety plan of continuous improvement is created and monitored for progress against agreed targets
- Matters raised by the Health and Safety Committee / Health and Safety Link Governor are considered for action

Local Governing Body (where applicable)

The Local Governing Body (LGB), comprising the Head Teachers and other governors have a strategic role in the running of the schools including the management of health and safety.

Local Governing Body (LGB) schools

Where a school operates with a Local Governing Body, the LGB may appoint a **Link Governor for Health and Safety**. The Link Governor supports the LGB in discharging its monitoring role by receiving reports, reviewing compliance with Trust policies, and providing assurance to the Trust Board on health and safety matters at school level.

The LGB will ensure that:

- They provide a lead in developing a positive health and safety culture throughout the school
- Any decisions reflect its health and safety intentions
- Adequate resources are available for the implementation of health and safety
- An effective management structure at a school level for the implementation of health and safety is established

- They review the health and safety performance of the school annually and plan safety improvements for the following year
- A health and safety plan of continuous improvement is created and monitored for progress against agreed targets
- Matters raised by the Health and Safety Link Governor are considered for action

School Performance Board (SPB) schools

Where a school operates with a **School Performance Board (SPB) in place of a Local Governing Body**, **no individual link governor responsibility for Health and Safety is assigned**.

In these schools:

- Operational responsibility for health and safety remains with the **Headteacher**, supported by Trust officers.
- Strategic oversight and assurance are provided through **Trust-level governance arrangements**, including the Trust Board and relevant committees.
- Health and safety monitoring is undertaken through **Trust processes, reporting, audits, and visits**, rather than via a school-level link governor role.

Health and Safety Link Governor

The Health and Safety Link Governor will:

- Consider and support the Trusts policies for health, safety and welfare and schools' health and safety procedures and assist in monitoring and reviewing their effectiveness
- Consider forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules or the review of existing procedure of any school activity
- Promote health and safety communication and training in the organisation at all levels
- Receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents
- Receive a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents
- Consider reports of internal and external monitoring of the school
- Ensure trends in accident statistics are identified and to make recommendations for action
- Keep under review communications and publicity relating to health, safety and welfare and where necessary to recommend any improvements or changes
- Consider reports provided by inspectors of the enforcing authority under the Health and Safety at Work etc. Act 1974, or any other relevant enforcement authority

- Consider relevant health, safety and welfare matters raised by members of the Committee

Chief Executive Officer (CEO)

The Chief Executive Officer (CEO) will ensure that:

- Sufficient resources are allocated and authorised within the Trust's budget to meet statutory procedures and standards for health and safety in the Trust
- Consider the impact of health and safety in all strategic and operational decision making
- Ensure the development and implementation of the overall health and safety strategic plan
- An annual report on the safety performance of the Trust is presented to the Trust

Chief Finance s Operations Officer (CFOO)

The Chief Finance C Operations Officer (CFOO) has overall responsibility for coordinating the Health and Safety compliance of the Trust including statutory compliance around the maintenance of buildings, plant and equipment.

The Chief Finance C Operations Officer (CFOO) will ensure that:

- contractors engaged on Trust projects are reputable and can demonstrate a good health and safety record
- make suitable arrangements for managing construction projects, enabling those carrying it out to manage health and safety risks in a proportionate way to ensure compliance with current legislation
- the Trust are advised of relevant changes in health and safety legislation, codes of practice and industry standards
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice
- an annual report on the safety performance of the Trust is produced.
- actions required by enforcing authorities are programmed and included within health and safety plans to ensure legal compliance.
- monitoring systems are in place to monitor the effectiveness of the schools' risk control
- a system of communication and consultation with employees is established via the employee engagement hub

Head of Estates

The Head of Estates will ensure that:

- the schedule of statutory examinations of plant and equipment is planned, completed and recorded and schools are made aware of impending examinations
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition

- a health and safety plan of continuous improvement for all schools is created and monitored for progress against agreed targets
- a programme of school health and safety inspections is implemented
- findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports are monitored and to implement changes to policy and procedures where required
- details of accidents, ill health and dangerous occurrences that are notifiable are reported to the Trust, External Consultants and the Enforcing Authority
- establishing systems for monitoring all arrangements to ensure they are working across all schools within the Trust
- health and safety procedures are reviewed in light of the results of internal and external audits
- a risk management programme is developed and implemented across the school
- Compliance with statutory requirements is met
- Contribute to the safeguarding of children
- Provide suitable arrangements for critical incidents, business continuity and support to the common crisis. This includes fire, flood, threats and other hazards. It also covers serious incidents on school organised trips and events at the schools
- Ensure statutory audits are undertaken and arising actions are completed
- Provide guidance on how schools deal with disruption to activities for example due to bad weather
- Ensure arrangements are in place to carry out health, safety and wellbeing duties

The Trust's Head of Estates will be the first point of contact for the Trust in day-to-day matters. Where needed the Head of Estates will escalate issues to the CFOO who will inform the COO, CEO and Board of Trustees.

Headteacher

The Headteachers have overall responsibility for ensuring compliance with Health and Safety legislation in the day to day running of their schools but delegates the responsibility for implementation to the school business managers.

The Headteacher will ensure that:

- Our Health C Safety Policy is implemented, monitored, developed, and communicated effectively
- A health and safety plan of continuous improvement is created and the LGB (where applicable) monitors progress against agreed targets
- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- Senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met
- A positive health and safety culture is promoted and that senior management develop a pro-active safety culture which will permeate into all activities undertaken and reach all personnel

- A system of communication and consultation with employees is established
- Effective training programmes have been put in place
- Senior management are competent to fulfil their health and safety responsibilities and that effective training programmes have bene put into place
- Standards of health and safety are set across all areas of the school
- Health and safety objectives are set across the whole school and for each department
- They will promote the active participation of employees in improving Health and Safety performance
- An annual report on the safety performance of the school is presented to the Trust and the LGB (where applicable)

School Business Manager

The School Business Manager as the person with special responsibility for health and safety will ensure that:

- The LGB (where applicable), the Headteacher and the Health and Safety Committee/Health and Safety Link Governor are advised of relevant changes in health and safety legislation, codes of practice and Department for education standards
- Risk assessment requirements are coordinated and the implementation of any action required is monitored
- Risk assessments are reviewed regularly, and any changes are brought to the attention of staff who may be affected
- Regular Health and Safety meetings are held where health and safety issues can be raised and discussed
- They provide advice (in conjunction with external adviser) on health and safety training requirements
- Details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities
- They assist Heads of Departments in investigating and recording accident investigations
- Contact with external organisations such as the emergency services is coordinated
- Health assessment requirements are identified and advised to management
- The schedule of statutory examinations of plant, equipment and vehicles is maintained and Heads of Departments are made aware of impending examinations
- Premises, plant, equipment and school vehicles are maintained in a safe condition
- Adequate arrangements are in place to ensure the security of the school, the staff, visitors and pupils
- Adequate arrangements for fire and first aid are established
- Welfare facilities provided are maintained in a satisfactory state
- Contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- Health and safety notices are displayed

The School Business Manager as a Head of Department will ensure that:

- They actively lead the implementation of our Health & Safety Policy
- They supervise their staff to ensure that they work safely
- Safe systems of work are developed and implemented
- Risk assessments are completed, recorded and regularly reviewed
- Accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported
- They communicate and consult with staff on health and safety issues
- They encourage staff to report hazards and raise health and safety concerns
- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented
- Personal protective equipment is provided, staff instructed in its use and that records are kept
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- Agreed safety standards are maintained particularly those relating to housekeeping • Health and safety rules are followed by all

Heads of Department

Heads of Department will ensure that in their areas of control:

- They actively lead the implementation of Health & Safety Policy
- They supervise their staff to ensure that they work safely
- The completion of written risk assessments of teaching practices and activities including equipment and substances; that any general advice on safety matters given by the DfE, local Authority and other relevant bodies in relation to the school are implemented, that this is then translated into written safe methods of working practice
- Safe methods of work are implemented
- Inform pupils, staff and visitors as to their own personal safety and makes sure they are aware of the health and safety procedures in place
- Risk assessments are regularly reviewed
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported to the School Business Manager
- They communicate and consult with staff on health and safety issues
- They encourage staff to report hazards and raise health and safety concerns
- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- Issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented

- Equipment is maintained in a safe condition
- Statutory examinations are planned, completed and recorded
- Personal protective equipment is provided and worn by staff and pupils, and that staff and pupils are instructed in its use
- Any safety issues that cannot be dealt with are referred to the School Business Manager for action
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- Agreed safety standards are maintained, particularly those relating to housekeeping
- All relevant safety documents including DfE guides, etc. are maintained and made available to all employees
- Health and safety rules are followed by staff and pupils
- They perform regular health and safety inspections within their department as required by the Headteacher and School Business Manager

Teachers

Teachers will ensure that in their areas of responsibility:

- They actively lead the implementation of Health & Safety Policy
- They supervise their staff and pupils to ensure that lessons and activities are carried out safely
- Safe teaching practices are developed and implemented
- Risk assessments are completed, recorded and regularly reviewed
- Accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported to the School Business Manager
- They communicate and consult on health and safety issues
- They encourage staff and pupils to report hazards and raise health and safety concerns
- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- Issues raised by anyone concerning safety are thoroughly investigated and, where necessary, further effective controls implemented
- Equipment is maintained in a safe condition
- Personal protective equipment where required is provided and that staff and pupils are instructed in its use
- Any safety issues that cannot be dealt with are referred to the School Business Manager for action
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- Agreed safety standards are maintained, particularly those relating to housekeeping

- All relevant safety documents included CLEAPSS, DfES guides, etc. are maintained and made available to all employees
- Health and safety rules are followed by all staff and pupils

Employees

All employees must:

- Take reasonable care of their own safety
- Take reasonable care of the safety of others affected by their actions
- Observe the safety rules
- Comply with the Trust's Health C Safety Policy
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- Dress sensibly and safely for their particular working environment or occupation
- Conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- Use all equipment, safety equipment, devices and protective clothing as directed
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- Maintain all equipment in good condition and report defects to their line manager
- Report any safety hazard or malfunction of any item or plant or equipment to their line manager
- Report all accidents to their line manager whether an injury is sustained or not
- Attend as requested any health and safety training course
- Observe all laid down procedures for processes, materials and substances used
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

Pupils

All pupils must:

- Cooperate with teachers and school staff on health and safety matters
- Not interfere with anything provided to safeguard their own health and safety or the safety of others
- Take reasonable care of their own health and safety; and report all health and safety concerns to a teacher

Facilities / Site Manager

The Facilities / Site Manager will ensure that:

- School buildings and plant are maintained in accordance with the Health C Safety Policy
- Records of servicing and maintenance are retained and kept up to date
- Contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health; and safety rules and procedures
- Safe systems of work are developed and implemented

- Risk assessments are completed, recorded and regularly reviewed
- They communicate with staff on health and safety issues relating to building maintenance and the work of contractors
- They encourage staff to report hazards and raise health and safety concerns
- Statutory examinations are planned, completed and recorded
- Any safety issues that cannot be dealt with are referred to the School Business Manager for action
- Welfare facilities provided are maintained in a satisfactory state
- Agreed safety standards are maintained particularly those relating to housekeeping

Catering Manager

The Catering Manager will ensure that in their areas of control:

- Ensure hazard assessment and critical control point food safety management systems are in place and risk assessments are updated accordingly
- To ensure inspections and inspection reports are up to date, including local government environmental health audits/inspections.
- To ensure that all statutory maintenance, servicing and inspections in relation to catering equipment are undertake and reports supplied to Site Manager
- They encourage staff to report hazards, defects and raise any health and safety concerns
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls are implemented and communicated to staff
- Safety training for staff is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner
- Safe systems of work are developed and implemented
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- Personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement

Cleaning Manager

The Cleaning Manager will ensure that in their areas of control:

- They implement our Health C Safety Policy
- They supervise their staff to ensure that they work safely
- They communicate and consult with staff on health and safety issues
- Health and safety rules are followed by all
- They encourage staff to report hazards and raise health and safety concerns
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls are implemented and communicated to staff
- Any safety issues that cannot be dealt with are referred to a senior manager for action

- Safety training for staff is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner
- Safe systems of work are developed and implemented
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- Personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures • Health and safety rules are followed by all

Fire Wardens

Designated Fire Wardens will ensure that, within their area of control:

- Appropriately identified training has been undertaken and monitored
- To ensure the fire and other emergency plans are followed
- Safe systems of work are implemented
- Risk assessments are in place and reviewed
- To support with fire and / or emergency evacuations by undertaking a sweep of the building where safe to do so, closing windows and doors behind them
- Report any evacuation concerns or 'near miss' incidents to the school business manager
- Personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement

Contractors (including PFI staff)

All contractors must:

- Take reasonable care of their own safety
- Take reasonable care of the safety of pupils, school staff and others affected by their actions
- Observe the safety rules of the school
- Submit their Health C Safety Policy and relevant risk assessments to the school for approval
- Comply with and accept our Health C Safety Policy, if they do not have one
- Dress appropriately, sensibly and safety when on school premises and for the task being undertaken
- Conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- Use all equipment, safety equipment, devices and protective clothing as required by the school and as indicated in the risk assessment for the task
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- Maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
- Report any safety hazard or malfunction of any item of plant or equipment to their line manager

- Report all incidents to their line manager and to the school whether an injury is sustained or not
- Ensure that their employees only use equipment for which they have been trained
- Attend as requested any health and safety training course
- Observe all agreed procedures for processes, materials and substances used
- Observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes or inhibit fire alarm sensors or devices
- Provide adequate first aid arrangements unless otherwise agreed with the school

Visitors

- All visitors are required to sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school
- Hirers of the school premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking
- Whilst on site, all visitors and contractors must wear a visitors' badge. Temporary teaching staff on cover duties will be required to record their presence by reporting to reception
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and accompany them either to the reception or off the site, as appropriate
- If an intruder is uncooperative about going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone

Health and Safety Consultants

Our external Health C Safety Consultants, in agreement with management, provides us with the following services:

- A general risk assessment in the first part of the contract that forms the basis of our risk management programme and helps us plan our future actions to reduce risk
- Development of our documentation throughout the period of our contract and keeping it updated for ○ Changes in Health and Safety legislation relevant to us ○ Organisational changes which affect our management system
- A consultant visit to train senior managers and to support our implementation of this policy by:

○ Assisting us to complete specific risk assessments ○ Providing further training, as agreed, on relevant agreed topics ○ Reviewing and auditing our health and safety procedure and legal compliance ○ Providing advice on implementing changes and system procedures

Our external Health C Safety Consultants are also contracted to:

- Fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues
- Provide for us a telephone advisory service – available 24 hours per day, 365 days of the year

- Provide crisis help if we have a serious accident or incident involving the Enforcement Authorities
- Provide briefings to help keep us up to date with new and forthcoming legislation

5. Arrangements (procedures)

This is a trust wide policy and is relevant to all central employees and schools within the trust and their employees, pupils, visitors and contractors. This acts as an overarching policy to compliment the health and safety arrangements (procedures), associated policies and risk assessments held by each school which may have specific context.

Please refer to the schools' Health and Safety Arrangements (procedures) for further details around managing health and safety which lists detailed topics such as asbestos, fire, workplace transport etc.

6. Trust Health and Safety Rules

This section of our Health C Safety Policy specifies the rules laid down for the attention of all employees. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

Employees are reminded that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirements is that employees are expected to act in a sensible manner and adhere to verbal instructions given by Management.

General

- It is the duty of all employees to cooperate with the Board of Trustees in fulfilling our legal obligations in relation to health and safety
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare
- Employees are required to notify to management of any unsafe activity, item or situation

Working practices

- Employees must not operate any item of plant or equipment unless they have been trained and authorised
- Employees must make full and proper use of all equipment guarding
- Employees must not clean any moving item of plant or equipment

- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so
- Employees must use all substances, chemicals, liquids, etc. in accordance with all written instructions
- Employees must not smoke except in prescribed areas

Hazard / Warning Signs and Notices

- Employees must comply with all hazard / warning signs and notices displayed on the premises

Working Conditions / Environment

- Employees must make proper use of all equipment and facilities provided to control working conditions / environment
- Employees must keep stairways, corridors, classrooms and work areas clear and in a clean and tidy condition
- Employees must dispose of all rubbish, scrap and waste materials using the facilities provided
- Employees must clear up any spillages or liquids in the prescribed manner
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner

Protective Clothing and Equipment

- Employees must use all items of protective clothing / equipment provided as instructed
- Employees must store and maintain protective clothing / equipment in the approved manner
- Employees must report any damage, loss, fault or unsuitability of protective clothing / equipment to their line manager

Fire precautions

- Employees must comply with all laid down emergency procedures
- Employees must not obstruct any fire escape route, fire equipment or fire doors
- Employees must not misuse any firefighting equipment provided
- Employees must report any use of firefighting equipment to their line manager

Accidents

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment, they must report the incident to their line manager

- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book
- Employees must notify management of any incident in which damage is caused to property

Health

- Employees must report to management any medical conditions or medication which could affect the safety of themselves or others
- Employees must cooperate with the management of the medical and occupational health provisions

Trust Transport

- Drives must carry out prescribed checks of vehicles prior to use and in conjunction with the laid down checking procedure
- Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit
- Employees must not carry unauthorised passengers or unauthorised loads
- Employees must not use vehicles for unauthorised purposes
- Employees must not load vehicles above the stated capacity
- Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability
- Employees must not drive whilst using a mobile phone or any other electronic device
- Employees must not smoke or vape in any Trust vehicle

Rules covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of Safety Rules
- Unauthorised removal or interference with any guard or protective device
- Unauthorised operation of any item of plant or equipment
- Unauthorised removal of any item of first aid equipment
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work
- Unauthorised removal or defacing of any label, sign or warning device
- Horseplay or practical jokes which could cause accidents
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- Misuse of any items of equipment, utensil, fitting/fixture, vehicle or electrical equipment

- Deliberately disobeying an authorised instruction
- Misuse of chemicals or substances

7. Risk Assessment

Risk Assessment involves identifying the hazards present in the workplace or arising out of any work activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machinery, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are '**suitable and sufficient**' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.
We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is **'reasonably practicable'**; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.

Carrying out risk assessments
Those who are involved in risk assessments should:

- Be competent

- Have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- Have knowledge and experience of how to solve problems identified by the assessment
- Be in a position to give the commitment, cooperation and resources required to implement the assessment results

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgements. Further guidance on carrying our Risk Assessments may be found in the Schools' Arrangements (Procedure) document.

8. Trust Monitoring of Health and Safety

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

Active Monitoring

Monitoring is a line manager's responsibility and there are monitoring checklists for each of the key management positions to be used to determine achievement against relevant health and safety standards. In completing the checklist managers are providing evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the Trust feedback on its performance before an accident, incident or case of ill health.

Line managers with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to senior managers who must in turn seek assurance that first line monitoring is taking place.

Employees who take a proactive interest or represent groups for health and safety can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

Reactive Monitoring

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or an employee claim.