



## Health, Safety & Wellbeing Policy

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<b>Prepared By</b>	HISP Central Operations
<b>Approved By</b>	HISP Trust Board
<b>Approval Date</b>	July 2025
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## **Our Trust's Health, Safety & Wellbeing Policy**

From 2024 we write our policies through a particular lens: these documents are vital to the underpinning for our Trust to be one Trust. References to “you” are intended to explain the important role you, the reader, have in our Trust and references to “we” refer to the responsibilities we recognise HISP has as an employer. Together we are One Trust.

### **1. Introduction**

The following document sets out the organisational arrangements and responsibilities for Health, Safety and Wellbeing across the Trust and its Schools and functional units.

#### **1.1 Health, Safety and Wellbeing Policy Statement of Intent**

It is the Trusts policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our pupils, employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, local council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely.
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements

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- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation

*Approved by Board of Trustees – Jan 2025*

## 2. Organisational Arrangements for Health, Safety and Wellbeing

This section outlines the organisational structure and responsibilities related to Health, Safety and Wellbeing within our Trust. It defines clear lines of accountability and communication, ensuring that all health and safety duties are assigned, understood, and effectively managed across all levels of the organisation.

To support this framework, local site rules for each school provides a comprehensive table of local arrangements, including the names, job titles, and contact details of all individuals with specific health, safety and wellbeing responsibilities for the cited school. This ensures that all employees have easy access to site/school relevant contacts for support, reporting, or escalation of any health and safety matters

### 2.1 Employer Responsibility (Trust Board)

The overall responsibility for health and safety at the school is held by The HISP Multi-Academy Trust Board who will:

- Monitor both compliance with, as well as the effectiveness of this policy
- Provide adequate resources to meet the Trust's legal responsibilities as well as compliance with the Policy Statement and these Organisational Arrangements
- Identify a lead Trustee for health and safety who will actively monitor and promote health and safety across the Trust by raising matters with senior leaders as necessary
- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements and arrangements
- Periodically monitor and review local health and safety arrangements

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The Policy Statement of Intent and associated organisational arrangements will reflect the requirements of the Health and Safety at Work etc. Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health and safety of staff, students and others affected by the work of the Trust.

The Board of Trustees are responsible for ensuring that the policy Statement of Intent and associated arrangements enables HISP Multi Academy Trust to fulfil its legal duties and emphasises the determination to manage its activities so that standards of health, safety and wellbeing are continuously improved. They will monitor conditions and health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

The Board of Trustees aim to support and challenge the assessment of health and safety related matters, in terms of maintenance and development of the premises and grounds. The Board of Trustees meet regularly to monitor and discuss site health and safety risks and feedback from staff. Trustees will ensure that recommended actions necessary to ensure risks are eliminated as far as is reasonably practical, and that measures are taken to address Health, Safety and Wellbeing issues arising in the learning environment, should this performance appear or prove to be unsatisfactory. Trustees will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The duties of the Board of Trustees include the duty to monitor and regularly review the Health, Safety and Wellbeing Policy Statement and Arrangements for the Trust.

### **2.2 Chief Executive Officer (CEO)**

The CEO has overall responsibility for ensuring that the Trust meets its statutory obligations and that effective arrangements for the management of health and safety are put in place.

They will ensure the Trust complies with all statutory health and safety requirements, including the safeguarding of students and estates management.

The CEO accepts leadership accountability for continuous improvement and implementation of the health and safety policy statement, arrangements and goals of The Trust.

Day to day management of health, safety and wellbeing is delegated to members of the Executive Leadership Team with the Executive Director of Operations being the nominated Health and Safety lead for the Trust.

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### **2.3 Executive Director of Operations**

The Executive Director of Operations has defined responsibilities as the Trust's Executive Health and Safety lead, covering:

- Supporting the Chief Executive Officer in the discharge of their responsibilities by promoting the Trusts Health and Safety management system, directing commitment and maintaining a positive Health and Safety culture throughout the Trust, providing leadership and promoting debate/awareness of Health and Safety issues and risks in senior management discussions;
- Directing the Trusts Executive Leadership Team to ensure there are adequate resources to implement the Policy Statement of Intent.
- Ensuring that members of the Trusts Executive Leadership Team direct and support application of the Health and Safety management system within their respective areas of responsibility;
- Devolving specific Health and Safety duties to managers across the Trust, as necessary;
- Instructing relevant reviews of Health and Safety processes to make sure they remain effective and in line with legislation and best practice, where appropriate;
- Ensuring the appointed Health, Safety and Wellbeing Advisor(s) and other related specialist Health and Safety roles, as required, are appointed;
- Chairing the Trusts Health, Safety and Wellbeing Management Group.

In this role, the Executive Director of Operations will be supported by the Head of Estates, Health and Safety as well as with such externally procured consultancy services covering health and safety advice.

### **2.4 Academy Committees**

The Academy Committees have significant responsibility for the health, safety and wellbeing staff and students. Alongside the Board of Trustees, Academy Committees will monitor, report and review the performance of the Academy at least once a year to ensure the school is adhering to legal obligations under Health and Safety legislation. The Academy Committee will ensure health and safety objectives are set and monitored. They will ensure sufficient arrangements, facilities and finances are available for fully implementing this policy.

### **2.5 The Trust Health, Safety and Wellbeing Management Group**

The prime purpose of the Health, Safety and Wellbeing Management Group is to enable negotiation and consultation between management, trade union

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representatives and staff on health, safety and well-being issues. It also advises the Chief Executive Officer (CEO) on these issues, and it enables monitoring of the Trust's overall health and safety arrangement and action plan.

The Group operates in a positive way – reinforcing safety culture and employee participation in the management of health, safety and wellbeing within our Trust.

The Group will:

- Review performance of its academies/schools and functional units via the Trust's health and safety management systems with regular updates from academies/schools/functional units.
- Consider trends and issues, and seek to engage with stakeholders on ways to address trends and issues, as appropriate.
- Consider accident and illness figures across its academies in order to establish any trends of concern and recommend actions to improve performance in those areas to the Trust's Executive Leadership Team (ELT).
- Endeavour to ensure an agreed, uniform approach to health, safety and wellbeing across the Trust's academies, particularly in relation to implementation of its Health and Safety Policy Statement of Intent and Organisational Arrangements.
- Consider reports, correspondence or relevant issues from trade union safety representatives, outside agencies and enforcing authorities.
- Review health and safety audit action plans as deemed appropriate by the Trust, in accordance with the prevailing legislation, standards, departmental guidance or other requirements.
- Agree and monitor the delivery of health, safety and wellbeing training by the academies across all aspects required by the above pieces of legislation, standards, guidance, regulation and departmental advice, as is required by the Corporate Governance Standards.
- Receive relevant feedback from other sources (i.e. Line Managers and Audit and Risk Committee) to ensure effective information sharing.
- Flag up any concerns in writing to both the Executive Director, Operations and the Senior Leadership of the academy or support function concerned (if relevant).

### **2.6 Responsible Manager – School Leader (Executive Head/Headteacher / Head of School)**

The responsible manager for the premises is the School Leader who will act to:

- Develop a safety culture throughout the school/premises/organisation.
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively.
- Ensure all new staff are given the appropriate Health and Safety Induction .



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- Assess and control risk on the premises as part of everyday management.
- Ensure a safe and healthy environment and provide suitable welfare facilities.
- Make operational decisions regarding health and safety.
- Ensure periodic safety tours and inspections are carried out.
- Ensure significant hazards are assessed and risks are managed to prevent harm.
- Ensure staff are aware of their health and safety responsibilities.
- Ensure staff are aware of relevant and up to date information with respect to health and safety. Information can be found on the school computer network – Staff Health and Safety, the school Health and Safety notice board in the staffroom and relevant information is emailed to staff during the year.
- Periodically update governing bodies/partnerships as appropriate.
- Produce, monitor and periodically review all local safety policies and procedures.

### 2.7 Line Managers

*Note: Line Managers includes and Deputy, Assistant Heads, Heads of Year, Heads of Department, Heads of Support Services and any other role that manages one or more persons and activities.*

Line Managers are accountable to the relevant Headteacher, Executive Director, to help manage the day-to-day health and safety within their own area of responsibility, in particular, they will:

- Ensure compliance with all health and safety guidance for all activities for which they are responsible.
- Ensure that adequate resources are made available for the safe conduct of all activities under their control.
- Ensure that before any new process or operation is introduced in the area of their responsibility, they liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented.
- Ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and appropriately monitor those new staff.
- Make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.
- When visiting areas under the control of others, report any non-conformities observed to the hosts to ensure that standards are maintained at the high level expected by the School and the Trust.
- Establish and maintain procedures to ensure that all workplaces, equipment and systems of work are safe and without risks to the health of employees or others who may be affected.



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- Identify health and safety training needs in conjunction with the teachers and support staff.
- Give support and encouragement to all personnel for whom they are responsible.
- Take note of any comments on health and safety matters raised by staff at all levels and pass these on to the Headteachers.

### **2.8 All Trust Staff (including volunteers, supply staff and agency workers)**

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Read the Health and Safety Policy and make note of amendments when notified.
- Ensure all training that is assigned to them is completed and carried out as required.
- Look at all risk assessments within their school or that may be associated with their role.
- Ensuring their own work area remains safe at all times and make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.
- Where any new process or operation are introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented.
- To ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to Health and Safety, and they will appropriately monitor those new staff.
- Not interfering with Health and Safety arrangements or misusing equipment provided.
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions.
- Reporting safety concerns to Headteacher or Site Manager.
- Supporting the school/premises/organisation health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting any incident that has led, or could have led to damage or injury

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- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others
- Will wear appropriate footwear that enables them to safely move quickly if necessary and also does not pose a risk to themselves or children. The school also recommends the staff do not wear open toe sandals, if they do, they do this at their own risk. Wider consideration should be given to wearing appropriate footwear for the activities they are due to undertake
- Keeping the premises tidy and not obstructing fire exits or routes.

### **2.9 Pupils**

All School pupils within the Trust have a responsibility to:

- Comply with the Trust's and school's rules and procedures.
- Take reasonable care of themselves and others.
- Co-operate with their teachers and other staff.
- Use equipment and substances in the manner in which they are instructed.
- Not misuse anything provided for the purposes of health and safety.
- Report anything they believe to be hazardous or dangerous to their Teacher, Tutor, Head of Year or the main school reception.

### **2.10 Head of Estates, Health and Safety**

The Trust Head of Estates, Health and Safety will manage and co-ordinate Health and Safety matters, systems and procedures. They will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They work within their level of competence and seek appropriate guidance and direction from the School Leader as required under the guidance of the Executive Director of Operations/Chief Operating Officer and appointed Health and Safety consultant.

The Head of Estates, Health and Safety will support staff with regards to Health and Safety at work. They are expected to promote a safety culture throughout the Trust and carry out Health and Safety duties appropriate to their role in accordance with current guidance and legislative requirements.

The Head of Estates, Health and Safety will support the Trustees, CEO, Executive Leadership Team and School Leader to fulfil their statutory responsibilities for keeping pupils, staff, Trustees and visitors safe by:

- Working closely with the Trust Health and Safety consultant to provide advice and guidance to staff and Trustees

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- Coordinating the administration and implementation of Health and Safety standards and procedures
- Working with the Site Managers and School Leader to ensure a consistent approach to Health and Safety across the Trust Schools.
- Facilitating training requirements and maintain records across the Trust in conjunction with Human Resources.

The Head of Estates, Health and Safety is responsible for undertaking and monitoring a wide range of typical health and safety related duties within the school. These include but are not limited to:

- Maintain, review and improve the Trust Health and Safety Management operations
- To facilitate, assess, review, monitor and maintain good records for:
  - Fire and emergency procedures
  - Provision of Health and Safety information to staff, pupils, contractors and visitors
  - Identification of hazards and risk management
  - Management of the Health and Safety training plans across the Trust and its Schools including identifying and facilitating appropriate course
  - All aspects of building and site safety arrangements (liaising with school Estates and Facilities Manager/ Site Managers)
  - Risk assessment management and co-ordination of the schools' risk assessment records
  - Management of First Aid provision across the Trust including ensuring training is up to date and recorded, equipment is checked.
  - Coordinate the review of relevant standards and procedures to ensure appropriate and timely approvals
  - Incident and accident reporting and investigation
  - Near miss reporting
- To effectively manage the computerised diary/CAFM system, recording and reporting systems to ensure Health and Safety practices and performance are, and are seen to be, effective and efficient.
- Liaise with senior and nominated staff in the implementation and deployment of Health and Safety procedures.
- To manage and carry out regular scheduled and ad hoc inspections of school and Trust premises to monitor the effectiveness of hazard identification and risk management
- To schedule and prepare Health and Safety report as required
- Keeping up to date with any changes that may impact health and safety within the Trust and disseminating information at the appropriate level to Trustees and staff.
- Acting as the main point of contact for all matters relating to Health and Safety within the Trust
- Liaising as appropriate with the nominated Health and Safety Trustee.

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- As directed by the Executive Director of Operations/Chief Operating Officer and the Health and Safety Consultant providing advice and guidance to the Chair of the Trust, the Executive Leader and senior leaders in the event of an incident.
- Ensure all schools display correct Health and Safety information both for staff, pupils, contractors and visitors.

### **2.11 Site Managers / Estates & Facilities Manager**

The site manager will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They work within their level of competence and seek appropriate guidance and direction from the Head of Estates, Health and Safety and School Leader.

The Site Facilities manager is responsible for undertaking health and safety related duties (checks) on behalf of, and under the direction of the Head of Estates, Health and Safety and, these are:

- Local management of legionella
- Local management of COSHH
- Local management of fire fighter equipment, emergency lighting and fire doors
- Local management of steps and ladders
- Local management of contractors in partnership with the Head of Estates, Health and Safety
- Local management of site security in partnership with the Headteacher and school office, liaising where appropriate with Trust central support teams
- Local management of site safety
- Local management of flammable liquids
- Carry out routine inspections and complete checklists on a regular systematic basis as instructed by the Trust's Head of Health and Safety.
- Co-ordinate the resolutions to the defects listed via the defect reporting procedure.
- Understanding of work at height principles. Management of hazards and control measures as per working at height risk assessments.

### **2.12 Designated Safeguarding Lead (DSL)**

The designated Safeguarding Lead is appointed to take lead responsibility for child protection issues in each of the school. They are supported by the School Leader. Arrangements regarding child protection are set out in the Trust's and Schools Safeguarding policies.

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### **2.13 SENDCo**

The SENDCo will

- Consult with teachers, parents and medical personnel attending to the child.
- Work with the School Leader, Teacher, Site Manager to prepare and review risk assessments specific to the child in question.
- Evidence discussions and meetings between staff, parents and medical personnel involved.
- Ensure resource of provision for disabled pupils forms part of a whole school commitment to appropriate provision for all pupils including those with SEND.

### **2.14 Personal Emergency Evacuation Plan (PEEP) Manager**

The School or Unit Leader is the Personal Emergency Evacuation Plan Manager; however these responsibilities may be delegated to a relevant member of staff, their responsibilities are as follows:

- Assess if any of the school's children, staff, visitors or contractors require a PEEP
- Complete PEEPS, with support from class teacher, parents, HR, Trust Health and Safety and other relevant agencies.
- Ensure parents have signed and agree the PEEP in the case of children.
- Review the effectiveness of the PEEP during and after any evacuation (including drills) – add notes to the PEEPS and sign to show they have been reviewed.
- Review PEEPs on an annual basis, or earlier if the needs of the evacuee change.

### **2.15 First Aiders**

First Aid Trained staff have a valuable role to play in providing a support service for pupils, dealing with illness, injury and emotional wellbeing. First Aiders are responsible for:

- Ensuring all first aid incident records are completed
- The upkeep of the First Aid Room, ensuring that first aid equipment is available and well-maintained across all schools and is available for all school trips (to include AED)
- First Aid trained staff manage any first aid needs that may arise.
- All First Aid trained staff must regularly update their training in line with the requirements of national legislation. All staff that manage/cover the First Aid

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Room must be trained at least to the standard of the 3-day First Aid course/certification.

- First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

### **2.16 Educational Visits Coordinator (EVC)**

The Education Visits Coordinator works with their colleagues to help them access and manage risks regarding off-site activities. They must support and oversee planning so that well-considered and prepared arrangements are made when managing off site activities.

Educational visits will be organised in accordance with the Evolve/Outdoor Education Service's procedures and guidance.

The EVC will have the nationally recognised Educational Visits Coordinator training every 5 years.

### **2.17 Contracted Staff / Services**

Contractors must adhere to the Trust and schools Safeguarding and Health and Safety Policies and Procedures. They will be vetted by the Head of Estates, Health and Safety annually and their performance monitored throughout the year against clear SLAs and KPIs.

Contractors must meet our Trusts minimum insurance requirements.

Risk Assessments will be created by contractors. All Risk Assessments and associated control measures are then to be approved by the Site Facilities Manager prior to implementation.

All service and maintenance records must be provided to the Trust as evidence of their works.

### **2.18 Extra-Curricular Third-Party Providers**

The School Leader is responsible for all school lettings, third-party providers for extra academic activities or cultural activities, before and after-school clubs and activities outside of school grounds.

Risk Assessments for Extra-Curricular Third-Party Providers will be created by the provider. All Risk Assessments and associated control measures are then to be

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approved by the School Leader or their delegated member of Staff prior to implementation.

Their ability to work with pupils will be vetted by the provider and monitor via the letter of assurance. They must comply with the necessary safeguarding and health and safety requirements/policies and procedures. Third party providers must:

- Have their own safeguarding policy.
- Have up-to-date Safer Recruitment training.
- Carry out all the necessary pre-employment checks for every member of staff including Enhanced DBS (Disclosure and Barring Service) check as well as a CBL (Children's Barred List) check if applicable to the role.
- Have all relevant qualifications applicable to the service they are providing.
- Read and understand the school Safeguarding policy.
- Public Liability Insurance.
- Employers Liability Insurance for those who are not self-employed.
- Relevant first aid qualification suitable to the activity.
- Read and understand the school Health and Safety policy.

### **3. Premises and General Safety Arrangements**

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999 (HASAWA). These arrangements set out all the health and safety provisions for HISP Multi Academy Trust and are to be used alongside other current school procedures and policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved, so far as is reasonably practicable, by the implementation of these arrangements and procedures.

#### **3.1 Accident/Incident Reporting and Investigation**

Any accident, incident or injury involving pupils, staff, visitors or contractors must be reported immediately to the nominated responsible person at each school and recorded sufficiently using the accident reporting software.. All accidents, no matter how small or insignificant are to be recorded.

If there is a possibility that an accident, dangerous occurrence or diagnosis of an occupational disease may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), call the Trust Head of Estates and Health and Safety for advice immediately. Accidents that are reportable under



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RIDDOR will be investigated with assistance from the Head of Estates, Health and Safety and the externally appointed H&S consultant and a report produced to identify the causes and make recommendations to prevent a recurrence.

Specified injuries or fatalities must be reported to the HSE immediately via the Executive Director, Operations or the Head of Estates, Health and Safety.

All significant accidents and incidents are to be immediately reported to the Headteacher. The trained accident investigator for HISP Multi Academy Trust will conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent recurrence.

Minor accidents to pupils are to be recorded in the accident book located in reception. Accidents involving pupils considered to be of a more serious nature than the minor incidents are to be recorded on the accident reporting software, Smartlog.

The Head of Estates, Health and Safety, alongside the Executive Director of Operations will ensure that the Board of Trustees and CEO are appropriately informed of all notifiable accidents. All accident/incident reports will be monitored by termly reports to the Health, Safety and Wellbeing Committee for trend analysis and include detailed actions in order that repetitive causal factors may be identified to prevent recurrences.

Premises hirers and community third party users must report all incidents related to unsafe premises or equipment to the school through the Site Team. The school can then appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures

### **3.2 Asbestos Management**

Asbestos management on site is controlled by the Asbestos Competent Person, this is usually the Site Manager / Estates & Facilities Manager. The Asbestos Register is located in Main Reception and is to be shown to all contractors who may need to carry out work on site.

Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site. Any changes to the premises' structure that may affect the asbestos register information requires recording in the asbestos register.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the Asbestos Competent Person.

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Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the person nominated responsible for Health & Safety within the school and/or the Asbestos Competent Person who will immediately act to cordon off the affected area and contact a licensed asbestos contractor.

Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Asbestos Competent Person. Additional action will be taken in the area to prevent further distribution of ACM's around the environment.

Asbestos inspection surveys are to be carried out on an annual basis or when any changes are made to the existing infrastructure. The surveys contain an Asbestos Action Plan and Risk Assessment. The Asbestos Competent Person is to ensure that the recommendations in the Action Plan and Risk Assessment are carried out and followed.

### **3.3 Community Users/Hirers**

The Nominated person responsible for community user/lettings will ensure:

- Third parties and other extended service users operate under hire agreements.
- That a risk assessment for the activity is completed.
- The premises are safe for use and are always inspected prior to, and after each use.
- There is a means of general access and egress are safe for use by all users.
- That's all provided equipment is safe for use (if applicable).
- All fire escape routes and transit areas are safe and clear of hazards.
- That hirers are formally made aware of fire safety procedures and equipment.

The Site Manager is to aid, where necessary, to help ensure adherence to these arrangements

### **3.4 Construction Design and Management Regulations (CDM 2015)**

Under the requirements of the Construction Design and Management Regulations 2015 (CDM 2015), HISP Multi Academy Trust, will take on the duties of Principal Contractor and Contractor. For work on Trust and school premises, we will also take on the duties of the Client. The following summarises these duties.

#### **Responsibilities for all under the CDM 2015 Regulation**

For all the roles undertaken we will:

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- Accept only an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- Only appoint Designers or Contractors who possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- Provide the necessary evidence to prove their abilities as above when requested by those that may appoint them.
- Cooperate with others involved in all projects to promote health and safety standards.
- Inform their workforce and all others on site of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- Ensure that information is provided in a comprehensible form and as soon as is practicable.

### **For Occasions where we are appointed Principal Contractor under CDM 2015**

On projects with more than one contractor, Our Trust may be appointed by the Client to undertake the role of Principal Contractor. Project specific details on how these duties will be achieved will be found within Construction Phase Plans. To comply with the Principal Contractors' duties, we will:

- Undertake the duties of the Client where they are a Domestic Client, in collaboration with the Designer or Principal Designer.
- Plan, manage, monitor and coordinate the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.
- Take into account the General Principles of Prevention when making decisions regarding the design, technical and organisational aspects of a project, when estimating time required and when programming work.
- Organise cooperation between contractors (including successive contractors on the same construction site).
- Coordinate implementation by the contractors of applicable legal requirements for health and safety.
- Ensure that employers and self-employed persons apply the general principles of prevention when undertaking their work.
- Ensure that employers and self-employed persons follow the construction phase plan.
- Provide a suitable site induction.
- Take the necessary steps to prevent access by unauthorised persons to the construction site.
- Provide suitable and sufficient welfare facilities throughout the construction phase.
- Liaise with the Principal Designer for the duration of their appointment and share information with the Principal Designer relevant to the planning,

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management and monitoring of the pre-construction phase, as well as the coordination of health and safety matters during the pre-construction phase.

- Make the necessary arrangements for cooperation between themselves and all others involved in the work.
- Make the necessary arrangements to consult with the workforce on site in good time.
- Provide the facilities necessary to enable workers to take copies of relevant information

### **For Occasions where we are appointed the Contractor under CDM 2015**

When undertaking the role of Contractor, HISP Multi Academy Trust will comply with the Contractors' duties we will:

- Only accept an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- Only undertake construction work once they are satisfied that the client is aware of their duties.
- Plan, manage and monitor their work and that of others under their control to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- Not appoint a designer or contractor unless they have the necessary skills, experience, training and organisational capacity to carry out work safely.
- Not employ a person unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out tasks safely.
- Provide their workforce with appropriate supervision, instructions and information. This information will include a suitable site induction, (where not already provided), procedures to be followed in the event of serious and imminent danger and any other necessary information on risks to health and safety.
- Ensure that information is provided in a comprehensible form and as soon as is practicable.
- Cooperate with others involved in all projects in order to promote health and safety standards.
- Inform the workforce of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- Not begin work unless reasonable steps have been taken to prevent access by unauthorised persons to the site.
- Be satisfied that welfare facilities are provided as required under Schedule 2 of the Regulations.

### **For occasions where there are multiple contractor projects and our Trust is NOT principal contractor**

- comply with any directions given by the Principal Designer or the Principal Contractor.

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- adhere to relevant parts of the Construction Phase Plan.

### For occasions where the Trust is the only contractor

- Take account of the general principles of prevention when design, technical and organisational aspects are being decided in order to plan the various items or stages of work, as well as when estimating the period of time required to complete the work or work stages.
- Draw up, or make arrangements for, a Construction Phase Plan to be drawn up, as soon as is practicable prior to setting up a construction site.
- Undertake the duties of the Client where they are a Domestic Client, in collaboration with the Designer or Principal Designer.

### 3.5 Contractors On Site

Our Trust and Schools must ascertain competence prior to engaging contractors' services by the need for the contractor to demonstrate evidence of competence against their safe working practices for specific work being undertaken.

Our Trust and Schools will ensure that contractors possess the appropriate skills, knowledge and experience to do the job safely and without risk to health and safety. To achieve this the contractor will need to complete a health and safety questionnaire before engagement. All contractors will be required to present their Risk Assessments and Method Statements to the school representative before work start along with any competency certificates.

All contractors must report to reception where they will be asked to sign the visitors' book and asbestos register and will wear a visitors' badge. By signing in it will indicate that the contractors have read and understood the information. All contractors must be issued with the local project specific contractor induction brief that includes all relevant details of fire safety procedures and local safety arrangements from the Site Manager.

All contractors expecting to undertake works on the school site during schools hours must have an up to date Letter of assurance in place, this gives assurance to our schools that all required right to work and DBS checks have been undertaken. Without this form contractors will be given escorted only access.

The Site Manager and / or responsible member of staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

### 3.6 Curriculum Activities

All safety management and risk assessments, including COSHH, for curriculum-based

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activities will be carried out under the control of the relevant Curriculum Leader and subject teachers using the appropriate codes of practice and safe working procedural guidance. The appropriate subject teachers/technicians will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Higher risk classrooms have appropriately trained staff to undertake specific Risk Assessments. This training is monitored by the Headteacher and Site Manager. In addition, the Headteacher will monitor, record and review procedures with the relevant members of staff to ensure compliance.

### 3.7 Display Screen Equipment (DSE)

Significant DSE users must complete periodic workstation assessments and any issues will be actioned as necessary by the IT and Estates Team. Workstation assessments are to be routinely reviewed at intervals not exceeding three years. Reviews must be completed when changes to a workstation are made. DSE users will complete the display screen equipment e-learning course every year without exception.

Following initial set up at induction, new staff are invited to complete an assessment within their first month of employment.

### 3.8 Duty Staff – Pupil Safety

A duty rota has been produced to ensure that adequate supervision is available outside of lesson times across all areas of the school, including roads, play areas, pathways, car parks and gates.

- Duty staff ensure pupils have an adequate amount of freedom within the school, commensurate with enjoying a healthy and safe environment.
- Duty times include before school, break/lunch times and after school.
- Duty staff must report any Health and Safety concerns as soon as possible.
- Staff are given access to radios to support communication while on duty.

*Please also see the Trust's **Child Protection Policy**.*

### 3.9 Electrical Equipment and Testing

The Site Manager / Estates and Facilities Manager will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment.
- Equipment is not to be used if found to be defective in any way.
- Defective equipment is to be reported and immediately taken out of use until repaired.
- All portable electrical equipment will be inspected annually.
- Computer equipment will be inspected, and PAT tested annually.
- Equipment inspection is carried out by suitably competent and qualified persons.
- Private electrical equipment is not brought onto the premises or used unless its use



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is approved by a competent PAT tester and it has been tested.

- Ad hoc testing will be undertaken by a competent person(s);
- New equipment purchased by the school will be tested prior to use by a competent person.

Each of our schools have trained PAT testers within the Site Team, IT, Technology and Science Departments. External competent suppliers may also be used to PAT test items such as microwaves, ovens and washing machines and will be contracted to complete works on an annual basis. Records of inspections are kept with the Site Team. Monitoring and reviews are conducted periodically by the Site Manager.

Fixed plant electrical equipment and mains fixed electrical equipment testing is carried out by an external contractor and completed within the 5-year statutory guidance (or schedule of 20% coverage once a year over a 5-year period). Records kept are kept with the Site Team, defect items are addressed as per recommendation and added to the scheduling system.

### 3.10 Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with our school's emergency evacuation plans. Each school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies (lockdown).

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans (PEEPS) are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. This includes pupils and staff. All staff are emailed to alert them that a new PEEP is in place.

### 3.11 Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Procedures for each school. The Site Manager at each school is the Fire Safety Co-Ordinator and the competent person for fire safety on the premises and are the immediate point of contact for all fire safety related enquiries on site. The Fire Safety Co-Ordinator is assisted by an additional school appointed person, the details for this person will be listed in the individual local arrangements in Annex 1 of this document.

The Fire Safety Co-Ordinator will ensure that:

- All staff complete fire safety training on a 12 monthly basis via the Smartlog platform.
- Fire safety procedures are readily available for all staff to read.
- Fire safety information is provided to all staff at induction and periodically thereafter;
- Evacuation routes and assembly points are clearly identified.



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- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire.
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked as flammable.
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with premises fire safety manual.
- The fire risk assessment is reviewed annually by the fire safety coordinators and the externally appointed fire risk assessor, the document is then amended as new hazards or required amendments are identified.

### 3.12 First Aid

Arrangements regarding first aid provision are set out in the individual schools first aid policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the school premises. First aid is never to be administered by anyone except first aid trained staff with in- date training certification, operating within the parameters of their training.

*Please also see **First Aid Policy** for each school for further information.*

### 3.13 Machinery and General Equipment

All general equipment requiring statutory inspection and/or testing on site (including boilers, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors. Heads of Departments will work with the Site Team and technicians to ensure this is carried out accordingly and within the required timescales.

Maintenance of all school equipment is carried out on a regular basis to ensure that our Trust complies with its obligations under section 2(2) (a) of the Health and Safety at Work Act 1974.

The inspections and checks are carried out as follows:

- General inspections of equipment by trained staff.
- Annual checks on portable electrical equipment - with regular monitoring.
- Annual service of heating equipment.
- Annual service of fire extinguishers.
- Servicing of fire alarm systems under contract.
- Servicing of emergency lighting
- Fire Door inspections
- Annual LOLER (Lifting Operations and Lifting Equipment Regulations 1998) inspections
- Servicing of catering equipment under contract.
- Five-yearly checking of fixed electrical wiring.
- Emergency lighting under contract.

Records of inspections are kept with the Site Team, with monitoring and reviews conducted

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periodically by the Site Manager. Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

### **3.14 Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction.
- Shelves in storerooms and cupboards are stacked neatly and not overloaded.
- Floors are kept clean and dry, and free from slip and trip hazards.
- Emergency exits and fire doors are not obstructed in any way.
- Supplies are stored safely in their correct locations.
- Rubbish and litter are cleaned and removed at the end of each working day.
- Poor housekeeping or hygiene conditions are immediately reported.

The nominated responsible person for Health and Safety within our schools SLT will send periodical email reminders to all staff about the importance of good housekeeping.

### **3.15 Hazardous Substances**

Hazardous substances, materials, chemicals and cleaning liquids as defined under the Control of Substances Hazardous to Health (COSHH) are not permitted to be used or brought into use on site unless a documented assessment has been undertaken and reviewed/approved for safe use by the trained COSHH assessor. The school's appointed COSHH assessor acting on behalf of the Headteacher is the Site Manager.

Safety data sheets and risk assessments are stored in the relevant departments/chemical location and copies are held with the Site Manager and Heads of Department. When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the risk assessment completed for that hazardous substance.

Staff must never attempt to use a harmful substance unless they have received guidance/instructional brief on COSHH Awareness from the onsite COSHH Assessor and then only when using the safe working practices and protective equipment identified in the risk assessments.

All hazardous substances are to be stored in a secure and signed storage unit when not in use.

These are located in the following areas:

- Design and Technology staff storeroom
- Science chemical storeroom.
- Site - Storage unit in Site Team area.
- Cleaning - cupboards/storerooms located throughout the school.










These storage areas are to remain locked at all times and, for emergency usage, are quickly

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identifiable on a site map which is located with the Site Team and in the Fire grab bag for emergency services.

Hazard warning markings on containers must also be heeded. A summary of the common warning signs follows:

	Toxic		Harmful		Harmful to the environment
	Gasses under pressure		Explosive		Oxidising
	Corrosive		Causes long term health effects		Flammable

### 3.16 Health Surveillance

It is the aim at our Trust that all employees are able to carry out their working duties without risks to their health. Health surveillance will be undertaken to monitor the effectiveness of control measures. All members of the Site Team will be provided with a questionnaire which should be completed and returned to the office. The questionnaire will highlight where additional health surveillance is required.

All answers provided in the questionnaire will be held in confidence under the requirements of the Data Protection Act 2018.

Any issues identified during the surveillance process will be discussed with the employee in question and the HR Department. Appropriate action will be taken to protect employees from further risk and where possible to arrange occupational health support services.

### 3.17 Hot Works Permits

All hot works will be strictly controlled, and a permit-to-work procedure will be in place before any work commences. This will be included into any site-specific risk assessment which may include control measures as described below:

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- The work area will be surveyed prior to the start of any works to ensure it is cleared of all loose combustible material; checks will be made by the Site Manager.
- Work will be planned to ensure all work areas are cleared of personnel with signs and barriers in place to ensure these areas cannot be accessed during the hot work activities.
- All necessary fire-fighting equipment will be available and will have been checked and deemed suitable extinguishing media.
- A telephone will be available at all times for emergency and will be readily accessible from the work area.
- All hot works will cease not less than one hour before the end of each day and a thorough inspection will be carried out in the vicinity of the work to ensure there is no risk of fire.

### **3.18 Inspections and Monitoring**

Daily monitoring of the premises, supported by regular working routines and staff vigilance, is expected to highlight general safety concerns. Any such issues should be immediately reported to the Site Manager via email or the schools online reporting platform.

Heads of Department are responsible for the periodic monitoring and inspection of their own departmental areas. They must ensure that health and safety standards are being upheld within their departments, conducting inspections either personally or by nominating subject teachers to carry out the task on their behalf.

In addition to departmental monitoring, the Site Manager will carry out routine, documented inspections of the premises every month, in line with the premises monthly inspection schedule. Any defects identified during these inspections must be promptly recorded and reported. High-level risks or significant safety concerns should be escalated to the nominated responsible person for Health and Safety within SLT or the Headteacher.

A comprehensive audit of the school's overall safety management system will take place annually. This inspection will be conducted by the eternally appointed Health and Safety advisor in partnership with the schools nominated responsible person for Health and Safety, the site manager and the Head of Estates, Health and Safety. Further inspections may also be conducted by members of the Trust Executive or Board of Trustees.

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### **3.19 Kitchens**

Kitchen and catering areas are only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the kitchen reside with the Catering/Kitchen Manager. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Safe working procedures and authorised access to other kitchen areas, canteens, food preparation areas are managed by the Kitchen Manager.

### **3.20 Legionella Management**

Legionella management on site is controlled by the Legionella Competent Person (Site Manager) and licensed external contractor. They will manage and undertake all procedures regarding Legionella in accordance with Health and Safety Executive Technical guidance. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be recorded and retained for auditing purposes.

Any high-level risk concerns must be reported to the Site Manager immediately.

### **3.21 Lock Down Procedure**

In the event of an unknown person entering any of our school sites or a situation whereby it is deemed it is safer to keep the students and staff in the classroom, the school will operate its lockdown procedure.

This is local arrangement that is managed at school level, please refer to your schools local arrangement for this procedure.

### **3.22 Lone Working**

Lone working refers to situations in which employees carry out work activities without direct or close supervision and without immediate assistance available in the event of an emergency. Lone workers may be exposed to increased risks due to the absence of others on site to offer help if needed.

In our Trust, the safety and wellbeing of all staff is paramount. As such, strict controls are in place to manage and minimise the risks associated with lone working.

The Site Team has been identified as the only group of staff who are authorised to carry out lone working on school premises. These individuals are trained in lone working procedures and are aware of the associated risks and required safety controls.

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Lone working is only permitted during the following times:

- Before 07:00 and between 19:00–22:00, Monday to Friday
- Weekends and school holidays, subject to approval

To ensure safety, the following activities must not be carried out while working alone under any circumstances:

- Working at height (e.g. using ladders or scaffolding)
- Operating heavy machinery or hazardous equipment
- Handling or applying chemicals or hazardous substances
- Any activity deemed high-risk as identified in the premises risk assessments

All lone working must comply with the Premises Lone Working Risk Assessment and be in line with the Local Lone Working Procedure.

### **3.23 Minibuses**

The Site Manager is responsible for the operation and maintenance of the schools minibuses in accordance with school procedures and the Trust guidance

Drivers of the school minibuses must be aged 21 or over and must have been tested and passed by an instructor who has qualified under the Minibus Driver Awareness Scheme (MiDAS). In exceptional circumstances, drivers who have not been tested may drive the minibus, but only with the prior approval of the Site Manager or Headteacher.

All drivers of the school minibuses will have submitted their driving license to the school to comply with Insurance Company requirements. Drivers who have exceeded six penalty points on their license cannot drive the school minibuses.

Additional in-house training will be provided to drivers by the Site Manager on mileage recording, vehicle checks, breakdown recovering and defect reporting.

### **3.24 Manual Handling**

To maintain a safe working environment and prevent injury, all staff must adhere to the following principles and procedures related to moving and handling tasks within the school.

Staff are not permitted to regularly handle or move unreasonably heavy or awkward items unless they have received appropriate moving and handling training and/or have been provided with suitable mechanical aids to assist them in carrying out the task safely. It is a mandatory requirement for all staff to complete the school's Health and Safety e-learning course, which includes manual handling training, on a regular basis. This ensures that every employee understands how to work safely and within the boundaries of legal and professional expectations.

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In some instances, pupils may be permitted to assist staff with light handling tasks, such as moving small classroom items. However, this is only acceptable if the pupil has been clearly instructed on how to perform the task safely and is closely supervised throughout the activity. Under no circumstances should pupils be expected to carry or move heavy or awkward loads.

Any significant moving and handling tasks must be formally risk assessed before the work takes place. This assessment should identify any potential hazards, training requirements, and the need for mechanical aids or additional support. It ensures that such tasks are planned and executed in a safe and controlled manner, reducing the risk of injury.

Certain departments involve staff in regular physical activity, including tasks that require significant moving and handling. These departments include the Site Team, Design and Technology, Science, ICT/IT Support, and Music and Drama. Staff working in these areas must attend formal, job-specific manual handling training and complete refresher training at appropriate intervals, as determined by the school's health and safety training programme.

All staff involved in any kind of physical handling activity must wear appropriate clothing and footwear. This includes flat, closed-toe shoes with non-slip soles, and clothing that allows free movement without posing any safety risks. Inappropriate attire—such as high heels, slippers, flip-flops, backless sandals, or bare feet—is strictly prohibited, as it can increase the risk of slips, trips, and lifting-related injuries, particularly when navigating stairs or uneven surfaces.

In summary, manual handling should only be undertaken by trained staff using the correct procedures and equipment. Tasks involving pupils must be low-risk and supervised, and significant handling work must always be preceded by a risk assessment. Staff in physically demanding roles are required to undergo specific training, and all individuals involved in such tasks must dress appropriately to ensure their own safety and the safety of others.

### **3.25 Pregnant Persons**

Once informed in writing that an employee is pregnant, a risk assessment will be completed with the employee to assess specific risks for pregnant persons. These risks can be from any process, working condition or physical, biological or chemical agents. All aspects of the role will be risk assessed and consideration will be given to:

- lifting or carrying of heavy loads.
- standing or sitting for long lengths of time.
- exposure to infectious diseases.
- work-related stress.
- workstations and posture.



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- other people's smoke in the workplace.
- threat of violence in the workplace.
- long working hours.
- excessively noisy workplaces.

Our Trust will regularly monitor and review any assessment made to take into account possible risks that may occur at different stages of pregnancy.

We will also take into account, during the specific risk assessment, any medical advice from the pregnant persons General Practitioner or midwife about their health and make reasonable adjustments to their working conditions accordingly.

### 3.26 Noise

Excessive noise can cause permanent damage to your hearing. The damage is often gradual and is always irreversible. Even a small amount of hearing loss can have a debilitating effect on a person's quality of life. To reduce the risks of damage to hearing for our employees and others we will:

Assess the noise levels in our own premises and other places in which our employees work and act according to the table below.

Lower exposure action value  80dB(A)	Carry out a noise assessment to identify sources and levels. Reduce noise levels.  Provide hearing protection to employees who request it. Maintain equipment to reduce noise outputs.  Provide training about noise.
Upper exposure action value  85dB(A)	Introduce controls to eliminate/reduce risk.  Provide hearing protection and ensure this is worn. Create Hearing Protection Zones in work areas.  Provide health surveillance.  Provide training, information and consultation regarding noise.
Daily Exposure Limit  87dB(A)	Exposure must not exceed this.

When selecting work equipment, information on the noise (and vibration) output of the machine will be sought from the manufacturer or hire company. Quieter machines will be selected over inferior equipment.

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Noise awareness training will include:

- how the ears work and how damage occurs.
- action levels and time limits.
- choosing hearing protection.
- estimating noise levels.

### **3.27 Personal Protective Equipment (PPE)**

The use of Personal Protective Equipment (PPE) within the school is a critical element of our overall health and safety arrangements. PPE is provided where risks to health and safety cannot be adequately controlled by other means.

This includes, but is not limited to,

- Protective gloves
- Eye protection
- High-visibility clothing
- Lab coats
- Aprons,
- Safety footwear

All PPE must meet the standards set out in the Personal Protective Equipment at Work Regulations 1992 (as amended), which require that equipment is suitable, properly maintained, and appropriately stored.

Staff are responsible for wearing PPE as instructed and must report any defects or issues to their line manager or the Site Manager immediately. Pupils required to use PPE during specific activities, such as science experiments, technology workshops, or site-based tasks, will be provided with suitable equipment and clear instruction on its correct use.

Training in the use of PPE will be given where necessary, and the school will ensure that PPE is used only as a last resort after all other reasonably practicable control measures have been implemented in accordance with the Hierarchy of Control under the Management of Health and Safety at Work Regulations 1999.

### **3.28 Provision of Information**

Our Trust and Schools will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises.

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These systems are provided through the General Staff Information Microsoft/Google Classroom, staff meetings, department meeting minutes, verbal and signature-based receipt of communication and email distribution.

Local health and safety advice is available from the Site Manager. In addition, health and safety support can be provided by our Trust's external consultants

The Health and Safety Law Poster is displayed in the admin office, staffroom, and community office.

### **3.29 Risk Assessment**

Our Trust will ensure that risk assessments are carried out for the types of work and maintenance that involve significant risks to employees or others. Any self-employed personnel working on our Trust's behalf will be required to work in accordance with these risk assessments.

Subcontractors are responsible for carrying out their own risk assessments which will be reviewed and approved by the Site Manager prior to them being permitted to start work.

The persons within our Trust responsible for ensuring that risk assessments are carried out to a suitable and sufficient standard and are updated on a regular basis is the Site Manager and the school nominated responsible department personnel.

General risk assessment management will be coordinated by the Site Manager in accordance with guidance. Risk assessments will also be carried out by those staff with the appropriate knowledge and understanding in each area of work, such as the classroom assessments.

The following procedure will be used to write risk assessments:

- identify hazards and who could be affected.
- evaluate risks, taking into account the likelihood and severity.
- control the risks, using the principles of prevention (see below).
- monitor the effectiveness of the control measures.
- review periodically and as necessary.

Method statements may be required in addition to risk assessments. These method statements outline the safe working procedures and will include the control measures detailed in the risk assessments.

Our approach to risk management will follow the principles of prevention below:

- avoid risks at source.
- evaluate those risks which cannot be avoided.
- combat risks at source.

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- adapt the work to the individual, especially with regard to the design of workplaces and the choice of work equipment.
- adapt to technical progress.
- replace the dangerous by the non-dangerous or less dangerous.
- develop a coherent overall prevention policy, which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.
- give collective protective measures priority over individual protective measures.
- give appropriate instructions to employees.
- use personal protective equipment as the last resort in risk control.

Risk assessments and method statements (RAMS) will be communicated to all personnel affected by the risks. Each of the relevant personnel will sign to confirm that they understand the contents and confirm that they will be working in accordance with it.

All risk assessments and associated control measures are to be approved by the appropriate departmental member of staff (for example Heads of Department) or their delegated member of staff prior to implementation. Each Risk Assessment will be reviewed periodically in accordance with each risk assessment's review date.

### **3.30 Security**

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy & procedures, which include emergency unlock routines.

This is a school level procedure so please refer to the relevant schools procedure for local arrangements.

### **3.31 Silica Dust**

Our Trust manages controls the exposure of Silica dust in accordance with the Health and Safety Executive industry guidance INDG463. Respirable Crystalline Silica can be a serious health hazard when inhaled.

The products and processes that would cause most concern for our Trust work activities, include:

- Bricks – when drilling and chasing out.
- Blocks – when drilling and chasing out.
- Mortars – when chasing out or mixing.

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- Ceramic tiles – when drilling.

When these products are cut, a mixture of inhalable (larger) and respirable (smaller) particles is released. Respirable Crystalline Silica dust is responsible for causing or increasing the risk of a number of serious lung diseases including:

- Silicosis.
- COPD (Chronic Obstructive Pulmonary Disease).
- Tuberculosis.
- Lung cancer.

The Workplace Exposure Limit for Silica dust is 0.1mg per m<sup>3</sup> over an 8-hour period. In order to reduce exposure below this limit, our Trust will:

- Avoid producing the dust at design stage, consider the use of alternative or pre-cut materials.
- Reduce the dust at source by wetting down the cut or by using suitable extraction equipment.
- Issue the correct RPE. FFP3 (Filtering Face-Piece) masks will filter out 95% of the particulate.
- Make sure it is worn by providing training and supervision.
- Make sure it works properly by fit testing individuals.

### 3.32 Timber Dust

Timber dust is released during machine cutting activities. The processes that would cause most concern for The HISP Multi Academy Trust work activities include:

- Sanding timber.
- Cutting timber.
- Routing.
- Planing.

When timber is cut mechanically, a mixture of inhalable (larger) and respirable (smaller) particles are released. Respirable dust is responsible for causing or increasing the risk of a number of serious lung diseases including:

- Occupational asthma.
- Nasal cancer.
- Lung cancer.

The Workplace Exposure Limits for the most common products are:

- Soft wood dust      5 mg per m<sup>3</sup> over an 8-hour period.
- Hardwood dust      3 mg per m<sup>3</sup> over an 8-hour period.
- MDF (formaldehyde)      2.5 mg per m<sup>3</sup> over an 8-hour period.

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In order to reduce exposure below this limit, our Trust will:

- Avoid producing the dust – at design stage, consider the use of alternative or pre-cut materials.
- Reduce the dust at source – by using suitable extraction equipment.
- Clean up using industrial vacuum equipment instead of sweeping where possible.
- Issue the correct RPE. FFP3 (Filtering Face-Piece) masks will filter out 95% of the particulate.
- Make sure it is worn by providing training and supervision.
- Make sure it works properly by fit testing individuals

### **3.31 Smoking and Vaping**

Smoking and Vaping is not permitted anywhere on any trust or school premises.

Please see local school arrangements for further information

### **3.32 Stress and Wellbeing**

Workplace stress is the harmful reaction some people have to undue pressures and demands placed on them by their work. It is a risk like any other and employers are responsible for preventing and managing it.

Our Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors. Our Trust provides staff with an occupational health support service and further information is available from the HR Department.

Our Trust aims to create an open and honest culture whereby employees feel empowered to be honest about their experiences. Open dialogue is vital in order to be able to accurately assess risk and put appropriate control measures in place.

Our Trust aims to create and promote a workplace environment that supports and promotes the mental wellbeing of all our employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, environmental and social conditions that have the potential for psychological as well as physical harm.

Stress can be managed through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon. This will help form part of the Return to Work interviews conducted with all staff. On-site arrangements to monitor, consult and reduce stress situations are the responsibility of the Headteacher or otherwise nominated persons

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Our Trust will endeavor to work to the HSE's management standards in order to reduce the risk of workplace stress. These standards aim to tackle the following primary sources of stress at work.

- Demands – this includes issues such as workload, work patterns and the work environment.
- Control – how much say the person has in the way they do their work.
- Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behavior.
- Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- Change – how organisational change (large or small) is managed and communicated in the organisation.

Our Trust will undertake annual surveys among our employees to gauge how well they believe the management standards are being implemented.

### **3.33 Traffic Management**

Our Trust will ensure that premises under their control are designed and maintained to ensure provision of suitable segregation of vehicles and people.

- Separate pedestrian and vehicle traffic routes will be provided wherever possible, using measures such as one-way systems, barriers and signs.
- Separate entrances and exits will be provided for vehicles and pedestrians where possible, and vision panels will be installed to doors that open onto vehicle traffic routes.
- Delivery vehicles to the school premises will be under the control of the Site Manager, who will ensure that safe movement of vehicles and pedestrians can be achieved and maintained at all times.
- Traffic management plan will be prepared, which will clearly detail the traffic routes, turning areas, parking zones, pedestrian routes and loading/unloading areas

All Drivers on site should:

- Comply with the Traffic Safety Site Risk Assessment
- Drive carefully
- Observe the speed limits
- Park sensibly taking into consideration other car users
- Be vigilant of children crossing



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Please also refer to local school arrangements for the school specific traffic arrangements

### **3.34 Training (Health and Safety Related)**

The Headteacher/Nominated responsible persons, Heads of Department, Line Managers and Site Manager will monitor the levels of training within the various school departments, ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work.

Health and safety induction training will be provided to all staff at the start of each school year and recorded for all new staff/volunteers. Training areas to be covered during induction include: Health & Safety Policy and associated procedures, security arrangements, good housekeeping, PAT testing, DSE, fire safety and evacuation, first aid, plus additional training requirements identified for their role.

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this Health & Safety Policy (as outlined above);
- Updated training and information following any significant health and safety change.
- Specific training commensurate to their own role and activities.
- Periodic refresher training as identified specific to their role that will not exceed three yearly intervals.

All training requests are managed by the Headteacher/Nominated responsible person together with the HR Department and Site Manager.

### **3.35 Vibration**

Exposure to excessive vibration can cause neurological, vascular, and musculoskeletal health problems. These conditions are known collectively as Hand-Arm Vibration Syndrome (HAVS) which can become severely disabling if ignored.

A very serious form of HAVS is Vibration White Finger (VWF) which can result from the transmission of vibration from a vibrating implement (such as impact drills) to the hands, occurring as a result of medium to long term exposure. This condition is not treatable and therefore results in a permanent potentially life changing condition.

Exposure is measured on a points system which relates to Exposure Action Levels and Exposure Limit Values. Our Trust will protect our employees by taking the following action at the levels indicated below:

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<p>&lt;100 points (Below Exposure Action Value)</p>	<p>Reduce exposure to lowest reasonably practicable level. Consider vibration when purchasing and hiring tools.</p> <p>Provide awareness training in vibration hazards.</p> <p>Aim to ensure employees remain below the Exposure Action Value.</p>
<p>100 – 400 points (At or above Exposure Action Value)</p>	<p>Introduce controls to eliminate/reduce risk including limiting exposure time. Consider vibration when purchasing or hiring tools.</p> <p>Provide awareness training in vibration hazards. Keep records of vibrating equipment use.</p> <p>Provide health surveillance.</p>
<p>&gt;400 points (Exposure Limit Value)</p>	<p>Take immediate action to reduce exposure below the limit value. Continue to enact EAV measures.</p>

Information on vibration magnitude and safe exposure times will be sought from the manufacturer or hire company. Our Trust will take into account the specifics of condition and use that may affect vibration output.

### 3.36 Violent Incidents

Violent, aggressive, threatening or intimidating behavior towards staff, whether verbal, written, electronic or physical, will not be tolerated at HISP Multi Academy Trust. This is reflected in the Code of Conduct for visitors, which is available from reception.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents must be reported to the Headteacher/member of the SLT team and records are kept securely.

*Please also see the **Trusts Code of Conduct**.*

### 3.37 Visitors and Vulnerable Persons

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All visitors must report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident. Visitors to the premises will be provided with a signing in book and a badge with safety advice.

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions, etc) working or visiting the premises, a risk assessment will be completed, and appropriate procedures implemented to ensure their health, safety and welfare whilst on site - this includes Personal Emergency Evacuation Plans (PEEPs).

The school nominated persons will complete the risk assessment, supported by the Heads of Department and site manager where appropriate and will review the risk assessment periodically.

### **3.38 Waste Disposal**

All waste generated by our trust and schools is managed in accordance with current legislation to ensure safe, environmentally responsible disposal. Where there is a requirement to dispose of hazardous waste, such as chemicals or electrical equipment, the school complies fully with the Environmental Protection Act 1990, the Control of Pollution (Amendment) Act 1989, and the Waste Electrical and Electronic Equipment (WEEE) Directive.

In such cases, specialist licensed contractors are employed to carry out the collection and disposal, and detailed records of these disposals are maintained within the Health and Safety Bring-Up Diary System for auditing and compliance purposes.

General waste is collected and disposed of by an approved external contractor on a twice-weekly basis. Recyclable waste, including paper, cardboard, and plastics, is removed once a week by a contractor as part of the school's commitment to sustainable waste management.

In accordance with the Food Waste Regulations (2023) and to support national efforts to reduce organic waste to landfill, food waste is separated at source and disposed of by a licensed external contractor once a week. The school ensures that food waste is stored securely in sealed containers to prevent odours, pests, and contamination, and all disposal is handled in line with environmental regulations requiring appropriate treatment or composting at approved facilities.

Finally, medical and hygiene waste, including sanitary products and clinical materials (such as plasters, wipes, and gloves), is collected regularly by a licensed hygiene waste contractor. All such waste is stored in designated bins with appropriate markings and is handled with due regard to infection control and privacy standards.

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The school maintains oversight of all waste management activities through its Site Manager and Health & Safety Coordinator, ensuring compliance with environmental regulations and promoting a safe and sustainable learning environment.

### **3.39 Welfare**

As an employer, Our Trust is required to ensure that welfare facilities exist for the use of our employees. It is the employer's duty under both Section 2(2)e of the Health and Safety at Work etc. Act 1974 and The Workplace (Health, Safety and Welfare) Regulations 1992 to ensure that work is not carried out in the absence of these facilities.

The Regulations require the following facilities to be in place and maintained in a reasonable state.

- sanitary conveniences.
- chairs with backs.
- washing facilities.
- drinking water.
- facilities for rest and preparing food.
- changing rooms with lockers.

Our workers are expected to play their part in keeping the welfare facilities tidy and report any defects with the facilities (such as malfunctioning water heaters or blocked toilets) to the Site Manager as soon as possible.

### **3.40 Working at Height**

At our Trust, general work at height will be undertaken in accordance with the on-site generic risk assessment, which identifies general requirements and safe working practices. Work at height should always be undertaken in accordance with The Work at Height Regulations 2005 or higher risk tasks will be carried out in accordance with a specific risk assessment for that task or by outside contractors (who will carry their own risk assessments).

The Competent Persons for Work at Height on the premises who have attended relevant training are the Site Manager and Site Assistants who are authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training.
- Provide step stool instructional training briefs to staff in accordance with policy.
- Provide stepladder and steps training to staff (not leaning ladders).
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps.

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- Remove access equipment from use if defective or considered inappropriate for use.

The Competent Persons for Work at Height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers (PASMA training) and mobile elevated work platforms (IPAF Training).

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment.
- Access equipment selected for work at height must be as per the risk assessment.
- Any staff working at height must be appropriately trained to use the access equipment.
- Staff are not to improvise or use alternative access methods of their own choice.
- Use of any furniture, including tables and chairs, is forbidden for any work at height.
- Staff may only use step stools if they have received a local instructional training brief from the Ladder and Stepladder Competent Person(s).
- Staff may only use stepladders if they have received training from the Ladder and Stepladder Competent Person(s).
- Staff may only use leaning ladders if they have personally attended the relevant Ladder & Stepladder Safety course within the last three years.
- Any safety concerns about a work at height task must be raised prior to work starting.
- Access equipment used on site such as ladders and stepladders must only be those provided and are never to be lent to or borrowed from third parties or contractors.
- Contractors working at height are to be appropriately supervised and must only use their own access equipment.

When mobile access towers are selected, we will:

- Ensure that the manufacturers' instruction manual is provided which explains the erection sequence, including any bracing requirements. If the tower has been hired, the hire company has a duty to provide this information. This information will be passed on to the person erecting the tower, as this will differ slightly depending on the manufacturer.
- Ensure mobile access towers are erected following a safe method of work and by a Competent person who is trained to the standards required by the Prefabricated Access Suppliers' and Manufacturers' Association (PASMA).

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- Be aware of the limitations of the equipment, including weather and weight limitations.
- Not allow our towers to be loaned to other contractors.

When Mobile Elevated Work Platforms are selected, we will:

- Ensure that it is suitable for its purpose in terms of the reach and capacity of the machinery.
- Ensure the work area, ground conditions, overhead obstructions and public safety have been considered prior to it starting work.
- Ensure the equipment is operated only by a competent person in possession of a certificate of training achievement issued by the International Powered Access Federation (IPAF) or equivalent certificate issued by a recognised training authority.

All roof work is carried out at height and therefore, the Work at Height section above will apply and will cover access to and from the roof area; however, additional hazards may need to be considered when working on roofs. Our Trust will ensure that preventing or minimising risk is considered during the planning phase of the work.

A detailed risk assessment will be prepared prior to the start of any roof work and will include:

- access routes to and from the roof, including emergency access and egress.
- the specific locations of work to be done on the roof.
- how falls are to be prevented, or the distance and consequences of that fall minimised
- how falling materials are to be prevented and controlled, providing protection to both workers and members of the public.
- how risks to health will be controlled.
- how other risks identified at planning and survey stages are to be controlled, e.g. handling hot bitumen.
- what equipment will be needed.
- what competence and/or training is needed.
- who will supervise and check that the control measures are effective.

A detailed rescue plan will be prepared on all occasions when working on roofs and will be included as part of the site-specific method statement.

### 3.41 Workshops

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Our Trust recognises that work carried out in the workshops are potentially hazardous and need close management, control and supervision in order to maintain the safety of workers.

Maintenance of machinery will be checked and approved by the Head of Department, Design and Technology, who will ensure:

- Daily, weekly and monthly checks and maintenance on machines are carried out in accordance with manufacturers' guidelines. The school will take these standards as the basis for its own continuing improvement in machine safety.
- Daily checks are carried out by the machine operators; these will include daily cleaning with the aid of the extraction equipment.
- Weekly checks and maintenance will be carried out by the machine operators and will include changing or sharpening of saw blades, and any other requirements as stated by the manufacturers.
- Thorough monthly checks and maintenance will be carried out.

Particular care will be given to access routes and good housekeeping, including:

- keeping access routes clear in the workshop.
- not allowing materials to build up in any areas that may impede access, particularly fire exits or any other external doors.
- access to machine controls will always be kept clear, as will access to any electrical sockets or controls.
- the Local Exhaust Ventilation system must always be accessible.
- any fire extinguishers and first aid equipment must always be accessible.