

 The Talentum Learning Trust		Trust Policy Document			
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Policy Owner:	CEO / CFO	Page: 1 of 13			
Audience:	Trustees <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Pupils <input checked="" type="checkbox"/> Local Governing Bodies <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/> General <input checked="" type="checkbox"/>				

# Health, Safety and Wellbeing Policy

The policy has 5 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the Trust. Part

E - The Key Performance Indicators.

## A. Introduction

This policy statement complements (and should be read in conjunction with) the individual Trust School's Health, Safety and Wellbeing Policies. These record the local organisation and arrangements for implementing The Talentum Learning Trust (TTLT) policy.

The Trust does not maintain a central, separate Head Office and therefore central Trust staff adhere to the individual schools Health, Safety and Wellbeing local arrangements whilst on the school sites.

## B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Trust and Local Governing Bodies/those in control of the schools recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Trust will ensure so far as is reasonably practicable that:

- ☐ all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- ☐ all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- ☐ appropriate safe systems of work exist and are maintained.
- ☐ sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.

- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the schools will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

### C. Management Arrangements

The following procedures and arrangements have been established within our schools to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

#### Competent Health and Safety Advice

The schools obtain competent health and safety advice from	Staffordshire County Council Health, Safety and Wellbeing
The contact details are	Mr Steve Brown Telephone: 01785 355777 shss@staffordshire.gov.uk
In an emergency we contact the duty officer on 01785 355777	

#### Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in the Trust:	Mrs Kim Bailey
Our arrangements for the monitoring of health and safety are: <ul style="list-style-type: none"> <li>• Regular Health and Safety Committee meetings in our schools</li> <li>• Annual Health and Safety reporting to the Local Governing Bodies</li> </ul>	
The schools carry out formal evaluations and audits on the management of health and safety annually.	
The dates of the most recent audits of the Trust Schools are contained within their individual Health, Safety and Wellbeing Policies.	
The Headteachers of the schools are responsible for monitoring the implementation of health and safety policies	
All staff are aware of the key performance indicators in part E and how they are monitored.	

#### D. Detailed Health and Safety Arrangements 1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
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☑ Pupil, staff and visitor accidents are recorded in the school accident books
☑ The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is the Headteacher of the school.
☑ Our schools report to the Local Governing Bodies annually.
☑ Our arrangements for reviewing accidents and identifying trends are contained within the individual schools' Health, Safety and Wellbeing Policies and are reported within their annual reports to their Local Governing Body.

## 2. Asbestos

The Premises Manager responsible for Managing Asbestos in each school is the Headteacher.
The Asbestos Management Log or Record System are held in the school offices.
The schools ensure contractors have information about asbestos risk prior to starting any work on the premises through a contractor check-list and meeting with the contractor. The asbestos log is checked and discussed and any required amendments to the plan of work are agreed.
The schools ensure that all staff such as class teachers or caretakers have information about asbestos risk on the premises.
Staff must report damage to asbestos materials to the Headteacher and Site Officer in their school.
Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.

## 3. Communication

In each school there is a named member of the Senior Leadership Team that is responsible for communicating with staff on health and safety matters.
Our arrangements for communicating about health and safety matters with all staff are: <ul style="list-style-type: none"> <li>• Through emails to staff</li> <li>• Through staff briefings and department meetings ☑ Through training sessions</li> </ul>
Staff can make suggestions for health and safety improvements by communicating these to the Headteacher and Site Officers.

## 4. Construction Work \*See also Contractor Management

In each school there is a named person that coordinates any construction work / acting as Client for any construction project.
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Each school has arrangements for:

- managing construction projects within the scope of the Construction Design and Management Regulations. These are identified in the school health, safety and wellbeing policies. Duty holders will be identified and named as part of any Construction project.
- the exchange of health and safety information / risk assessments/safe working arrangements/monitoring
- the induction of contractors
- reviewing any construction activities on the site

Staff should report concerns about contractors to their Headteacher.

## 5. Consultation

In each school there is a named member of the Senior Leadership Team that is responsible for consulting with staff on health and safety matters.

Staff are consulted through:

- Email
- Staff meetings and briefings ☐ Training sessions

Staff can raise issues of concern with their Headteacher or Health and Safety Coordinator.

## 6. Contractor Management

In each school there:

- Is a named person that is responsible for managing and monitoring contractor activity
- Are arrangements in place for the exchange of health and safety information; risk assessments; safe working arrangements; and monitoring
- Are arrangements for the induction of contractors

Our arrangements for selecting competent contractors are:

- Through checking of qualifications
- Through tender processes where applicable ☐ Through recommendations/testimonials

Staff should report concerns about contractors to their Headteacher or Health and Safety Coordinator.

## 7. Curriculum Areas – health and safety

The Headteachers have overall responsibility for the curriculum areas.

The Heads of Department also have responsibility for their curriculum areas e.g. Science, D&T,

PE

Risk assessments for these curriculum areas are the responsibility of the respective Heads of Department.

#### 8. Display Screen Equipment use (including PC's, laptops and tablets)

The Trust and its schools assess the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.

The schools have arrangements in place for carrying out DSE assessments.

In each school a named person has responsibility for carrying out Display Screen Equipment Assessments.

DSE assessments are recorded and any control measures required to reduce risk are implemented.

#### 9. Early Years Foundation Stage (EYFS)

In our First Schools there is a named person who has overall responsibility for EYFS and for its safe management.

#### 10. Educational visits / Off-Site Activities

The Headteachers have overall responsibility for Educational Visits

Each school has an Educational Visits Coordinator.

The arrangements for the safe management of educational visits in each school is contained with their Health, Safety and Wellbeing Policy but includes appropriate:

- Planning
- Risk Assessment
- The use of the EVOLVE educational visits system.

#### 11. Electrical Equipment [fixed & portable]

In each school:

- There is a named person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required.
- Fixed electrical wiring test records are located in the school offices.
- All staff visually inspect electrical equipment before use.
- There is a named person responsible for arranging the testing of portable electrical equipment (PAT).
- There is a named person responsible for defining the frequency of portable

electrical equipment (PAT).

- ☐ Portable electrical equipment (PAT) testing records are located in the school offices.
- ☐ Portable electrical equipment on the school sites owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.

## 12. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

In each school:

- There is a named competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning.
- A fire risk assessment is conducted regularly.
- A named person is responsible for calling the fire service if the fire alarm does not automatically do so.
- There is a named person responsible for arranging and recording of fire drills
- There is a named person responsible for creating and reviewing Fire Evacuation arrangements.
- Fire evacuation arrangements are published.
- Fire marshalls are listed.
- Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book.
- All staff must be aware of the Fire Procedures in school.

## 13. First Aid \*see also Medication

In each school:

- There is a named person responsible for carrying out the First Aid Assessment.
- There is a First Aid Assessment in place.
- First Aiders are identified and listed.
- There is a named person responsible for arranging and monitoring First Aid Training.
- There is a First Aid box.
- There is a named person responsible for checking & restocking first aid boxes.
- In an emergency staff are aware of how to summon an ambulance.
- There are arrangements in place for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital) ? There are arrangements in place for recording the use of First Aid.

## 14. Forest School

Where appropriate, there is a named person in school who leads on Forest School activity.

In these schools, there are arrangements in for developing, organising and running Forest School activity including risk assessment, communication and supervision.

## 15. Glass & Glazing

In our schools:

- All glass in doors and side panels are constructed of safety glass.
- All replacement glass is of safety standard where possible (NB. Grade II Listed Building status applies to some of our schools).
- Glass and glazing assessments are carried out and recorded.

## 16. Hazardous Substances (COSHH)

In each school:

- There is a named person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)
- There are arrangements in place for managing hazardous substances (selection, storage, risk assessment, risk control etc.)

The schools use CLEAPPS as a resource and all staff must be aware of how to access this information.

## 17. Health and Safety Law Poster

Each school displays the Health and Safety at Work poster.

## 18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school sites clean, tidy and free from hazards.

In each school:

- There are appropriate waste management arrangements
- There are site housekeeping arrangements
- The site cleaning is provided by in house cleaners or an external cleaning company
- Cleaning staff have received appropriate information, instruction and training about the following and are competent:
  - Work equipment
  - Hazardous substances
- Waste skips and bins are located away from the school buildings

All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.

Staff in all Depts. who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.

## 19. Infection Control

The Headteachers are responsible for managing infection control and the school's infection control arrangements (including communicable diseases/hand hygiene standards).

## 20. Lettings

In each school:

- There is a named Premises Manager or member of Leadership team responsible for Lettings
- Arrangements are in place for managing Lettings of the school/academy /rooms or external premises
- The health and safety considerations for Lettings are considered and reviewed annually
- Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures
- Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school/Trust on request
- Hirers must provide a register of those present during a letting upon request.

## 21. Lone Working

Each school has arrangements in place for managing lone working.

## 22. Maintenance / Inspection of Equipment (including selection of equipment)

The Trust schools have arrangements in place for the maintenance and/or inspection of ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers where present on their site.

Specific arrangements are in place in each school where there are school kitchens, science laboratories or Design and Technology rooms.

In each school:

- There is a named person responsible for the selection, maintenance / inspection and testing of equipment
- Records of maintenance and inspection of equipment are retained
- Staff know who to report any broken or defective equipment to

The equipment on the school sites owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.

## 23. Manual Handling

In each school:

- Name of competent person responsible for carrying out manual handling risk assessments
- There are arrangements in place for managing manual handling activities

☑ Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.

☑ Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.

☑ Staff are trained appropriately to carry out manual handling activities.



Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).

## 24. Medication

In each school:

- There is a named person responsible for the management of and administration of medication to pupils in school
- Arrangements are in place for the administration of medicines to pupils
- There are named members of staff who are authorised to give / support pupils with medication
- Pupil medication is stored securely
- There is a record of the administration of medication
- Pupils who administer and/or manage their own medication in school are authorised to do so by a (name) and provided with a suitable private location to administer medication/store medication and equipment
- Staff are trained to administer complex medication by the school nursing service when required.
- Arrangements are in place for administering emergency medication (e.g. Asthma inhalers/Epi pen)
- Staff who are taking medication must keep this personal medication in a secure area in a staff only location
- Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work

## 25. Personal Protective Equipment (PPE) (links to Risk Assessment)

In each school:

- PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.
- There is a named person responsible for selecting suitable personal protective equipment (PPE) for school staff.
- There is a named person responsible for the checking and maintenance of personal protective equipment provided for staff
- PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.
- There is a named person responsible for selecting suitable personal protective equipment (PPE) for pupils.
- All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary
- There is a named person responsible for cleaning and checking pupil PPE.

## 26. Radiation

Where applicable, each school has a named Radiation Protection Supervisor (RPS) and a Radiation Protection Adviser (RPA)

## 27. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.

Each school has arrangements in place for the reporting of hazards and defects:

## 28. Risk Assessments

The Trust schools have in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.

Risk assessments are in place for the following areas where applicable:

- Premises and grounds
- Curriculum / classrooms
- Hazardous activities or events
- Lettings or contract work which may affect staff or pupils in the school
- Fire Risk Assessment
- Hazardous Substances
- Work Equipment
- Manual handling activities
- Risks related to individuals e.g. health issues

In each school:

- There is a named person who has overall responsibility for the school/academy risk assessment process and any associated action planning
- There are arrangements in place for carrying out, recording, communicating and reviewing risk assessments
- Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments
- Risk assessments are created or reviewed when something new is introduced or a change has occurred.

## 29. Smoking

No smoking or vaping is permitted on any Trust site or in vehicles owned or operated by the schools.

## 30. Shared use of premises/shared workplace

The Headteachers of the Trust schools are responsible for Premises Management.

Where Trust school premises are shared with another organisation (e.g. Leek High School and The Meadows Special School) there are arrangements in place for managing health and safety in a shared workplace.

### 31. Stress and Staff Well-being

The CEO has overall responsibility for the health and wellbeing of central Trust staff. The Headteachers have overall responsibility for the health and wellbeing of school staff.

All staff have responsibility to take care of their own health and wellbeing and the schools support staff to do this.

Solutions to stress hazards and suggestions on how to minimise stress are identified, discussed and communicated.

All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.

Individual stress risk assessments take place when a member of staff requires additional individual support.

A team stress risk assessment is completed involving all staff and this is reviewed regularly.

### 32. Training and Development

In each school:

- The Headteacher has overall responsibility for the training and development of staff.
- All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.
- There are arrangements in place for carrying out suitable and sufficient health and safety training for all staff
- There is a health and safety training matrix to help in the planning of essential and development training for staff.
- Training records are retained.
- Training and competency as a result of training is monitored and measured.

### 33. Vehicles owned or operated by the schools

Where our schools own or operate vehicles:

- There is a named person who has overall responsibility for the school vehicles
- The school identifies its vehicles in its health, safety and wellbeing policy i.e. the number of minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers)
- ☐ There is a named person who manages the driver medical examinations
- ☐ There is a named person who manages the vehicle license
- ☐ There is a named person who undertakes vehicle checks such as oil, water and routine roadworthiness
- ☐ There is a named person who arranges servicing and maintenance of the vehicles
- ☐ There are arrangements in place for the safe use of school vehicles.

#### 34. Vehicle movement on site

Name of Premises Manager	Name
<p>Each school has a Premises Manager responsible for the management of vehicles on site and arrangements are in place for the safe access and movement of vehicles on site which may include:</p> <ul style="list-style-type: none"> <li>- restriction on vehicle movement at certain times;</li> <li>- speed limits;</li> <li>- segregation of vehicles from pedestrian areas; - restrictions on reversing vehicles; - special arrangements for deliveries.</li> </ul>	

#### 35. Violence and Aggression and School Security

The Trust schools provide a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.
A risk assessment is carried out where staff are at increased risk of injury due to their work.
<p>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</p> <p>Each school has a named person:</p> <ul style="list-style-type: none"> <li>☐ To whom staff and pupils must report all incidents of verbal &amp; physical violence ☐ Who investigate incidents of verbal &amp; physical violence ☐ Who has responsibility for site security.</li> </ul>

#### 36. Water System Safety

<p>In each school:</p> <ul style="list-style-type: none"> <li>• There is a named Premises Manager responsible for managing water system safety.</li> <li>• There are named contractors who have undertaken a risk assessment of the water system</li> <li>• There are named contractors who carry out regular testing of the water system</li> <li>• A water system safety manual/testing log is maintained</li> <li>• Arrangements are in place to ensure contractors have information about water systems</li> </ul>
☐ Arrangements are in place to ensure all school staff carrying out checks or testing or maintenance have information about the water system

### 37. Working at Height

In each school:

- There is a named person responsible managing the risk of work at height on the premises
- Work at height is avoided where possible
- Arrangements are in place for managing work at height
- Appropriate equipment is provided for work at height where required
- Staff who carry out work at height are trained to use the equipment provided
- Work at height equipment is regularly inspected, maintained and records are kept

### 38. Work Experience

In our secondary schools:

- There is a named person who has overall responsibility for managing work experience and work placements for school pupils.
- There are arrangements in place for assessing potential work placements, arrangements for induction and supervision of students on work placement

In all of our schools:

- There is a named person responsible for the health and safety of people on work experience in the school premises
- Arrangements are put in place for managing the health and safety of work experience students in the school

### 39. Volunteers

The Headteachers of our schools have overall responsibility for managing/coordinating volunteers working within their school.

Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.

### E. Health and Safety Key Performance Indicators (KPI's)

It is important that school leaders, governors and managers can monitor the health and safety performance of their school in order to determine where progress is being made and where further actions and resources may be required.

Each school will identify its KPI's and will evaluate their success in this area.