



Health and Safety Policy

Document provenance

This policy was approved by Trustees	
Approver: Audit and Risk Committee	Date: December 2024
Next Review:	Date: December 2025
Executive Leadership Team Owner: Chief Operating Officer	
<i>Unless there are legislative or regulatory changes in the interim, this policy will be reviewed every year. Should no substantive changes be required at that point, the policy will move to the next review cycle.</i>	

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Changes since last version

1. **New Sections Added** (all previously elsewhere in other Policies and procedures and just consolidated here):

- Bomb Threats (Section 4.16)
- Critical Incident & Business Continuity Plans (Section 4.15)
- Lockdown (Section 4.17)
- Scooters and e-Bikes (Section 4.27)
- Violence (Section 4.40)
- Inspections & Audits (Section 4.46)

2. **Major Structural Changes:**

- Reorganized and expanded responsibilities section with clearer delineation of roles
- Expanded appendix with more specific role assignments

3. **Enhanced Content:**

- More detailed contractor management requirements
- Expanded fire safety procedures
- Added specific temperature requirements for workplaces
- More comprehensive lone working guidelines
- Added detailed requirements for asbestos visual checks
- Enhanced security and safeguarding section with risk assessment requirements

4. **Technical Updates:**

- Updated references to current legislation and standards
- Added more specific requirements for PPE management
- Enhanced electrical safety requirements
- Added more detailed requirements for reporting incidents

5. **Administrative Changes:**

- Updated document formatting
- Added more detailed definitions section
- Expanded training requirements
- Added more specific record-keeping requirements

1.0 Policy statement

E-ACT is committed to ensuring the health, safety, and welfare of all employees, visitors, and contractors. Our aim is to create a safe working environment and promote a culture of safety throughout the organization.

Our Commitment:

- 1.1 Legal Compliance: We will comply with all relevant health and safety legislation and regulations, including the Health and Safety at Work Act 1974.
- 1.2 Risk Management: Regular risk assessments will be conducted to identify hazards and implement appropriate control measures to eliminate or minimize risks.
- 1.3 Employee Responsibility: All employees are encouraged to take personal responsibility for their health and safety and that of their colleagues.
- 1.4 Training and Awareness: We will provide necessary training, information, and resources to ensure that employees are equipped to work safely and understand their health and safety responsibilities.
- 1.5 Consultation and Communication: We are committed to maintaining open lines of communication regarding health and safety matters. Employees are encouraged to report hazards and contribute to safety discussions.
- 1.6 Continuous Improvement: We will regularly review our health and safety policies and practices to ensure their effectiveness and make improvements where necessary.
- 1.7 E-ACT are committed to promoting a health and safety culture through effective leadership.

This policy statement is endorsed by the leadership of E-ACT and is communicated to all employees. Together, we will work to maintain a safe and healthy workplace.

Date: 05 December 2024

Signed: 

Tom Campbell CEO

2.0 Policy scope and purpose

This policy outlines the Trust's responsibilities and obligations regarding health and safety. It also sets out the responsibilities of the individual to ensure compliance. The policy aims to ensure that everyone can work in a safe environment. This policy applies to all employees of E-ACT, contractors, agency staff, visitors, and students.

Related policies of guidance

- Maternity, Paternity, Adoption and Shared Parental Leave Policy
- Equality and Diversity Policy
- Alcohol and Substance Misuse Policy
- Minibus Policy
- Lettings Policy
- First Aid Policy

3.0 Roles and Responsibilities

All senior roles and those with explicit health and safety functions or responsibilities are expected to act as health and safety leaders creating a positive health and safety culture. They are responsible for effectively implementing the health and safety policy.

3.1 The Trustees will:

- a. Comply with duties imposed within the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations and any other such legislation as applicable.
- b. Ensure that the health and safety policy is effective in protection, as far as reasonably practicable, the health, safety and welfare of all Trust staff, student, visitors and contractors, and any other person that may be affected by our acts and omissions.
- c. Ensure that health, safety and welfare receive adequate attention.
- d. Ensure that adequate finances and resources are made available to achieve the objectives set out in this policy.
- e. Ensure regular monitoring of this policy and its effectiveness.
- f. Ensure effective communication of the policy throughout the Trust.

3.2 The Chief Executive Officer will:

- a. Accept responsibility for ensuring the objectives of the health and safety policy and all other statutory obligations are met.
- b. Monitor the effectiveness of the health and safety policy and implement any necessary changes to the health and safety policy.
- c. Promote health, safety, welfare, and good working practices throughout the Trust.
- d. Ensure that all statutory inspections are carried out throughout the Trust and records kept.
- e. Cooperate with the Health and Safety Executive, Environmental Health Officer and any other enforcing body where necessary.
- f. Liaise with the Chief Operating Officer.

3.3 The National Directors, education and estates, will:

- a. Accept the E-ACT policy and accountability for the health and safety management for all their academies within their respective “towers”.
- b. Ensure that responsibilities and authority is effectively assigned and delegated to nominated individuals within their structure.
- c. Develop a positive health and safety culture throughout their tower.
- d. Ensure effective communication, hold regular safety meetings and ensure effective reporting lines.
- e. Provide adequate resources for the effective implementation of the health and safety policy.
- f. Provide health and safety compliance information to the Chief Operating Officer (COO) for Board reporting.
- g. Ensure that all employees are aware of, understand, and comply with the E-ACT health and safety policy.
- h. Ensure that all necessary risk assessments are in place.
- i. Ensure that accident and incident reports are reviewed and look for trends across the region.
- j. Enforce disciplinary or capability action in case of non-compliance.
- k. Ensure that all staff receive appropriate information, instruction, training, and supervision.
- l. Ensure that all staff training is kept up to date.

3.4 Head Teachers will:

- a. Be responsible for the day-to-day implementation of the Health and Safety Policy.
- b. Promote a positive, open health and safety culture in the academy.
- c. Report through the Estates Business Partners on key health and safety issues including outcomes from the Academy H&S Group meetings
- d. Seek health and safety advice as necessary from relevant persons, such as the National Health and Safety Officer, Head of Estates, or other relevant persons or bodies.
- e. Ensure all staff co-operate with the health and safety policy.

- f. Devise and implement safety procedures.
- g. Ensure there is a programme of inspections, and that monitoring exists.
- h. Ensure a risk assessment schedule is in place and that it is monitored and reviewed.
- i. Ensure effective procedures are in place in case of fire and evacuation
- j. Ensure accident and emergency procedures are in place.
- k. Ensure practice emergency evacuation and lockdown procedures are undertaken three times per academic year, with recorded results.
- l. Ensure working conditions align with statutory and advisory requirements and codes of practice.
- m. Ensure relevant staff have access to appropriate information, instruction, training, and supervision.

3.5 Department Heads will:

- a. Act as employee representatives on health and safety matters, dealing with anything within their control and following escalation routes.
- b. Accept day to day management of health and safety matters.
- c. Act as the responsible person for health and safety within their department
- d. Ensure that all staff they are responsible for follow E-ACT procedures for activities such as trips and visits and in other specialist areas.
- e. Ensure that all risk assessments are regularly reviewed and up to date and that all staff follow the risk assessments.
- f. Ensure all training requirements are up to date.
- g. Ensure a safe working environment and that safe working practices are followed.
- h. Ensure that accidents and incidents are reported and that any required investigations are carried out and acted upon.

3.6 Estates Business Partners will:

- a. Manage, monitor and risk assess the operations of all Estates-related activities and services in their Hub.
- b. Assign or delegate to other Responsible Persons only if that Person is competent and qualified to undertake duties on their behalf.
- c. Ensure completion of Appendix 1 for their area of responsibility.
- d. Ensure that this Policy is communicated to all Estates staff and that these staff adhere to the Health and Safety policies and procedures.
- e. Ensure that all building related risk control measures including fire safety, legionella, asbestos, electrical testing, gas safety, COSHH is managed effectively and meets current legislation.
- f. Actively promote good Health and Safety practice across the Estates teams and the management and control of contractors working on site.
- g. Provide Health and Safety reports to the COO.
- h. Maintain access control and physical security systems.
- i. Provide reactive response to any health and safety issue arising.
- j. Ensure planned maintenance programmes are in place for buildings, grounds, plant, vehicles, and equipment.
- k. Carry out and record monthly Health and Safety Inspections
- l. Ensure that serious incidents are reported to the relevant authorities under RIDDOR and RPA.

- m. Compile monthly accident statistics and report to the National Director of Capital & Estates.
- n. Ensure that compliance and training matrices are maintained and up to date.
- o. Investigate work related causes of absence through accident or sickness.
- p. Ensure that a register of those authorised to drive on E-ACT business within the Estates team is maintained and up to date and all driving licences are valid.
- q. Ensure that all health and safety documentation is up to date, secure and available using agreed procedures.

3.7 The Site Manager/Officer will:

- a. Act as employee representatives on Health & Safety matters, dealing with anything within their area of control and passing any concerns upwards to the Hub's Estates Business Partner.
- b. Accept day to day management of Health and Safety matters.
- c. Act as the responsible person for fire safety, asbestos management, and legionella control
- d. Ensure that risk assessments for all relevant work activities and areas are carried out, documented, and reviewed.
- e. Disseminate information and instruction on health and safety matters.
- f. Receive health and safety concerns, ensure these are documented and that practical improvements are implemented.
- g. Ensure that records are maintained on training and experience of individuals relevant to the health, safety, and welfare of employees.
- h. Ensure that working conditions are acceptable and safe working practices are followed.
- i. Ensure that an up-to-date register of hazardous substances is maintained and that appropriate COSHH assessments are carried out and documented.
- j. Ensure that practical precautions and controls maintain acceptable standards as required by this Policy.
- k. Ensure that any contractors engaged to carry out work on the premises are vetted and managed in accordance with E-ACT policies and procedures.
- l. Display the Health & Safety Law poster and E-ACT employers' insurance in Reception.
- m. Report or assist the First Aid Lead where any serious accidents or incidents occur or any observed breaches of health and safety rules or policies.

3.8 All Trust Staff will:

- a. Read the health and safety statement and policy and complete the Educare H+S and Fire Safety modules.
- b. Co-operate with E-ACT in matters of health and safety.
- c. Implement all E-ACT policies and procedures.
- d. Not interfere with any equipment supplied for health and safety.
- e. Take reasonable care of both their own safety and the safety of others.
- f. Warn others of immediate hazard of risk.
- g. Refrain from undertaking tasks that you they have not been trained to do.
- h. Only use tools designed for the job or task to be undertaken and ensure that any tool is in sound condition. Do not use defective tools or equipment.
- i. Not introduce personal work tools or electrical equipment unless it has been agreed by the estates team as appropriate.
- j. Report any near misses, accident or incident to their line manager or estates team.

3.9 All Volunteers and Contractors will:

- a. Be familiar with the contents of this policy.
- b. Wear any supplied Personal Protective Equipment.
- c. Carry out tasks in accordance with their training and not carry out any task in which they have not received training.
- d. Report and put out of service any defective equipment.
- e. Not interfere with or misuse any equipment supplied for health and safety purposes.
- f. Report any accidents, incidents, or near misses to their line manager or estates team.
- g. Report any hazards or dangerous occurrences to their line manager or estates team.

4.0 Health and Safety Arrangements

4.1 Consultation

- a. Consultation and communication on health and safety matters will take place through department meetings, health and safety committee meetings, reporting through online systems and through line management.
- b. Academy departmental meetings must be held at least termly and be used to encourage two-way communication matters of health and safety. Any concerns raised must be reported to line management.
- c. Academy health and safety meetings must be held in each term (three times a year) and minutes of the meetings to be displayed on the staff notice board. The health and safety committee should consist of:
 - i. Headteacher
 - ii. Estates Business Partner
 - iii. First Aid Lead
 - iv. Minibus Coordinator
- d. The Academy will consult with union representative regarding significant matters of health and safety.
- e. All staff will be consulted and briefed on significant matters of health and safety.

4.2 Auditing

- a. E-ACT has an arrangement with an external competent health and safety advisor who will carry out Trust wide audits every two years.
- b. Each academy will receive their own audit.
- c. The Headteacher and Estates Business Partner will be responsible for ensuring that any actions are completed.

4.3 Risk Assessment

- a. The Management of Health and Safety at Work Regulations 1999 places a legal requirement to carry out risk assessments
- b. The employer is required to make suitable and sufficient of:
 - i. The health and safety risks to which employees are exposed to whilst at work.

- ii. The health and safety risks to which people other than employees (i.e. visitors, contractors, parents, members of the public etc.) are exposed to arising out of or in connection with the conduct of the business.
- c. The Headteacher is responsible for ensuring that education risk assessments are in place at their academy.
- d. The Estates Business Partner is responsible for ensuring that estates risk assessments are in place for the academies they are responsible for.
- e. Risk assessments must be reviewed annually or sooner if they are no longer valid. Examples of a non-valid risk assessment include:
 - i. Change in legislation.
 - ii. Change in use of a room or premises.
 - iii. Introduction of new equipment or processes.
 - iv. Had an incident or accident.
 - v. Any other relevant reason.
- f. The Headteacher and Estates Business Partner must cooperate and coordinate with each other where risk assessments affect both educational and facilities operations.
- g. Training will be provided, as necessary to any person who is required to undertake risk assessments.

4.4 Medical Screening

- a. Before employment is offered, all potential employees must complete a medical questionnaire and, if necessary, attend a medical examination with an occupational health specialist to establish:
 - i. Mental and physical capacity to do the required work.
 - ii. Medical history which could be aggravated by the planned work or environment.
 - iii. Any reason to believe that they may be a hazard to themselves or other specialist considerations.
- b. Persons with an existing medical condition will not be disqualified from employment unless the condition reduces their ability to do the required work to an acceptable level, which will be defined by a risk assessment. Changes in health should be reported to HR (Human Resources) for appropriate action.
- c. Records will be held on the personnel file for at least another six years after termination of contract or twelve years if executed as a deed in line with our data retention policy.
- d. Concerns will be carefully considered to avoid discrimination on the grounds of race, gender, disability, age, or religion.

4.5 Health Monitoring

- a. Where an ongoing health risk due to exposure at work is recognised, routine monitoring of employees exposed will be carried out and records kept for 40 years after they leave. For example, licences asbestos work, in line with data retention policy.

4.6 Welfare

- a. E-ACT is committed to providing high quality welfare facilities for our employees, in compliance with the Workplace (Health, Safety and Welfare) Regulations 1992. This includes toilet and washing facilities, drinking water, and changing facilities.
- b. The temperature within the indoor workplace should normally be at least 16°C, or 13°C where there is physical activity. These are guidelines, however and all reasonable steps will be taken to achieve a temperature which is as close to comfortable as possible.
- c. Facilities are maintained in good condition by means of cleaning and regular inspection.

4.7 Working Hours

- a. E-ACT recognises the Working Time Directive. Records of hours worked are accessible for review. Employees are invited to work overtime, when necessary, but are not coerced and are at liberty to refuse. Employees are not expected to work excessive hours.
- b. If night shift working is required, a medical questionnaire must be completed by each relevant employee and, if required by E-ACT, a full medical examination will be arranged.
- c. Employees who control their own diaries are reminded not to work excessive hours.

4.8 Young Persons

- a. Young persons (those under 18 years of age) have specific risks. They may have little work experience and need closer supervision and guidance to minimise risk of injury.
- b. If a young person is employed, a risk assessment must be undertaken by the line manager with support from HR to identify and manage any risks to the employee and others nearby. Any reasonable control measures must be implemented.
- c. The parent, guardian, or carer may also be involved in this process to ensure control measures are suitable and sufficient.
- d. Additional information is available through the HR policies.

4.9 Disabled Persons

- a. A disabled person will be a person with either permanent or temporary disablements.
- b. Disabled persons will be subject to a risk assessment to ensure the disabled person can carry out their duties without significant risk to them. This will also identify any suitable and sufficient adjustments to be put in place.
- c. A PEEP (Personal Emergency Evacuation Plan) will be produced by the disabled person's line manager.
- d. A parent, guardian, or carer may be involved in this process to ensure that precautions are suitable and sufficient.
- e. E-ACT strive to provide a supportive and inclusive workplace to support disabled people, and those with long term health conditions to thrive at work.

4.10 New and Expectant Mothers

- a. There is a potential risk to any unborn child and mother if the mother overexerts herself or is exposed to some substances. The risk exists at all stages of pregnancy, even the earliest stages when the mother may not know that she is pregnant. New and nursing mothers, and their babies, can also be at risk from exposure to some hazardous substances and significant effort.
- b. Each academy and office must assess the risk to women of childbearing age as part of the general workplace risk assessment.
- c. An individual risk assessment that covers the mothers' specific needs must be carried out by hr line manager when she has informed the employer in writing that she is:
 - i. Pregnant
 - ii. Breastfeeding
 - iii. Have given birth in the last 6 months
- d. The maternity risk assessment must consider any recommendations by their doctor or midwife.
- e. The risk assessment will be reviewed monthly until the employee begins maternity leave and on return to work if the mother is still breast feeding.
- f. E-ACT will provide a suitable place for a breastfeeding mother to express milk if they choose to. A toilet is not a suitable place for this.
- g. E-ACT will provide somewhere for the mother to store her mils, for example, a fridge.
- h. Please refer to the Maternity, Paternity, Adoption, and Shared Parental Leave Policy for further information.
- i. Specific information for new and expectant mothers can be found on the HSE website.

4.11 Accident, Incident, Near Miss Response, Reporting, and Investigation

- a. An accident is defined as an undesired event that results in injury, ill health, or property damage.
- b. A near miss is defined as an undesired event that had the potential to cause injury, ill health, or property damage.
- c. An incident is a term used to cover near misses and **undesired circumstances** which are defined as "a set of conditions or circumstances that have the potential to cause injury or ill health", for example, an untrained site operative carrying a heavy object.
- d. All accidents must be reported to the first aid lead immediately. The first aid lead will be responsible for ensuring that the accident is correctly recorded in the accident book.
- e. The first aid lead will ensure that an accident investigation is completed where necessary.
- f. The first aid lead will inform the health and safety lead of any RIDDOR incidents. Any RIDDOR incident must be investigated.
- g. Any near miss must be investigated.
- h. The first aid lead will compile, monthly, accident, incident, and near miss data and send this to the chief operating officer.
- i. The first aid lead will analyse the monthly data and look for any trends and the statistics will be supplied to the health and safety committee.

- j. The site of the accident of near miss must be preserved until authorisation to clear the site has been given by the first aid lead, headteacher or site manager.
- k. If an enforcing authority will be involved, the scene must be preserved until that authority has been in attendance.

4.12 First Aid Lead Responsibilities in Responding to an Accident

- a. Make the area safe.
- b. Seek support from those required to assist.
- c. Arrange additional medical support, including emergency services.
- d. Liaise with emergency services or arrange for the casualty to be taken to hospital.
- e. If relevant, arrange for the necessary COSHH data to accompany the casualty
- f. If possible, determine injuries.
- g. Log the accident on the first aid log.

4.13 Additional First Aid Lead responsibilities (or nominated person) if the accident involves fractures, unconsciousness, crush injuries, injuries affecting sight, burns, scalping, heat induced injuries, or hypothermia.

- a. Carry out an investigation and prepare a report with the relevant information, conditions, statements, measurements, photographs, and CCTV footage etc.
- b. Record the incident investigation
- c. Check the area is safe before using, ensure all records are maintained
- d. Head Teachers will be responsible for implementing the findings of the investigation to reduce further incidents.

4.14 Security and Safeguarding

- a. E-ACT aims to provide a safe and secure environment for our employees, visitors, students, and others who may visit our premises or use our facilities.
- b. A Student, Staff, Asset Safety & Security Risk Assessment and Site Audit will be carried out by the Estates Business Partner for each Academy, with support by the Head Teacher and Designated Safeguarding Lead. All reasonable steps are taken to prevent unauthorised access to our premises
- c. Measures in place will depend on the location but will include a mixture of physical barriers such as security fencing and access control systems, CCTV systems, intruder alarms and staff training.
- d. A Child Protection and Safeguarding Policy is in place and is reviewed as required. Designated persons are responsible for managing the implementation of these policies.

4.15 Critical Incident Plan

- a. The Education team, in conjunction with the Estates team, must develop a critical incident and business continuity plan to deal with situations such as:-
 - i. Fire
 - ii. Flood
 - iii. Extreme weather
 - iv. Long term evacuations
 - v. Outbreaks of infectious diseases

4.16 Bomb Threat

- a. The academy will make a bomb threat evacuation plan that includes a suitable evacuation point.
- b. Should an evacuation be required, the evacuation point should be as far away from the academy as possible and, where possible, in a shielded location.
- c. The bomb evacuation signal should be distinguishable from a fire evacuation signal.
- d. The bomb threat procedures must be contained in the critical incident and business continuity plan.
- e. Form 5474 from gov.uk is recommended for use in a bomb threat phone call.

4.17 Lockdown

- a. The Head Teacher must produce an Academy specific lockdown procedure.
- b. The lockdown procedure must be reviewed on an annual basis or sooner if needed.
- c. Lockdown drills must be practiced at least three times per academic year and include:-
 - i. Full lockdown drills
 - ii. Partial lockdown drills
- d. The lockdown procedure must be communicated to all relevant staff, including regular contractors such as the catering staff.

4.18 Visitors

- a. All visitors must report to the reception desk and sign in.
- b. Visitors must receive safeguarding and fire evacuation procedures.
- c. Visitors include, for example:-
 - i. Supply teachers
 - ii. Contractors (except permanent contract staff such as caterers and cleaners)
 - iii. Parents
 - iv. Members of the public
 - v. E-ACT national team members
 - vi. E-ACT regional team members
- d. Visitors (except E-ACT employees) must be always supervised whilst on site, unless they are on the single central register.
- e. Appropriate lanyards must be always worn and visible by all visitors.
- f. Staff are encouraged to challenge any unaccompanied or unidentified visitor.

4.19 Personal Protective equipment

- a. Where PPE has been identified as being required (through risk assessment) it will be provided at no cost to the employee.
- b. Where necessary, PPE will be inspected, maintained and cleaned at no charge to the employee.
- c. The site manager will be responsible for recording and monitoring facilities staff PPE.
- d. The Head Teacher will be responsible for recording and monitoring education-based PPE.
- e. Staff are responsible for ensuring their PPE is not damaged before use. Damaged PPE must not be used and a replacement requested from the line manager.
- f. The Trust will provide sufficient information, instruction and training on any PPE issued.
- g. Appropriate PPE storage will be provided.
- h. All staff must wear PPE in accordance with their training. Failure to do so will result in formal disciplinary action.

4.20 Radiation

- a. The management of radiation falls under the Ionising Radiation Regulations 2017.
- b. Academies can use L93 guidance which is available on CLEAPPS.
- c. The academy must have a Radiation Protection Supervisor (RPS) with up-to-date training, this should be a competent person from the science department.
- d. The RPS is responsible for the safe usage and storage of any ionising radiation substances.
- e. The academy must employ the services of an external Radiation Protection Advisor (RPA).
- f. The RPS is responsible for ensuring that all the RPA recommendations are completed within the recommended timescale.
- g. The Trust will carry out radon gas surveys throughout the estate.
- h. The Estates Business Partners will be responsible for ensuring that any recommendations on the radon gas survey are completed within the recommended timescales.

4.21 Stress

- a. Although stress can be a significant concern, we can only provide help and support when aware of any employee suffering stress problems.
- b. Employees are told at induction and routine briefings to report any such problems or concerns about themselves or others so that appropriate help can be provided. Any employee reporting a concern will be treated in confidence with respect, and care will be taken to investigate the issues, approach the relevant person sympathetically and to develop a practical and realistic solution for immediate and longer-term needs in accordance with the HSE guidelines for managing stress.
- c. We recognise that stress is a key area of concern for employees and the Trust. Through Health Assured, E-ACT have a contract in place for all employees which includes an Employee Assistance Programme (EAP) and Active Care. Active Care provides support

and information for employees, and their line managers, to facilitate an earlier return to work.

4.22 Smoking and Vaping

- a. Smoking or vaping is not allowed in any enclosed workplace or public building by UK law (Department of Health). No smoking (or use of e-cigarettes) is therefore allowed to take place in our premises, grounds, or within E-ACT vehicles or those transporting students. It is a risk to health and also involves a risk of fire from unsafely discarded smoking materials.
- b. Smoking within the premises or grounds or vehicles will be treated as gross misconduct and will be subject to disciplinary action.

4.23 Management of Contractors

- a. The system of approval and control of contractors will be followed in all cases to ensure the safety of contractors, visitors and the public.
- b. All contractors must satisfy E-ACT that they: -
 - i. Are competent to do the planned work safely.
 - ii. Can manage health and safety matters competently as part of their activities
 - iii. Provide adequate resources to ensure health and safety risk control, including training, documented safe working procedures, method statements etc.
 - iv. Are adequately insured for the planned work
 - v. Will comply with relevant E-ACT policies and procedures.
- c. When it is planned to use contractors, Risk Assessments and Method Statements will be agreed before work can start. These will identify hazards and agree a safe method for the task to minimise the risk to employees, pupils, visitors, and others who may be affected. The Estates team must ensure this document is agreed and made available to all involved before the work starts. Copies of all contractor documentation will be held and shared according to agreed procedures.
- d. Contractors will be issued with site rules and safety procedures to adhere to whilst they are working at our premises. This includes ensuring DBSs and insurances are in place. Any non-DBS contractors or visitors will NOT be allowed on site unaccompanied.
- e. Only approved contractors are to be engaged at E-ACT premises. The Estates Business Partner Responsible Person will manage the register of approved contractors through the agreed procedures.
- f. Face to face inductions, including site rules and procedures, safeguarding, fire and welfare, will be given to contractors and their sub-contractors.
- g. Supervision of contractors will be undertaken by the Estates team. Specific high-risk work will be controlled using permit systems. This includes hot work, working at height, work on live electrical equipment, work underground and work in confined spaces.

4.24 Fire Safety

- a. A Fire Risk Assessment is carried out at each E-ACT premises. All control measures identified are implemented and the Risk Assessment reviewed annually. To comply with the Regulatory Reform (Fire Safety) Order 2005, an external Fire Risk Assessment (FRA) is undertaken for all Academy sites and updated every three years or whenever there are any changes to the workplace (whichever is the soonest).
- b. Fire escape routes, doors and corridors must always be kept clear. Fire doors should not be propped open or obstructed in any way. Escape routes are checked daily.
- c. Emergency lighting is provided on escape routes and is tested monthly. A full rated

- duration test is carried out annually by an approved contractor.
- d. External lighting must be adequate on all access and egress routes.
 - e. Fire extinguishers are provided at Fire Extinguisher Points throughout the buildings. They are maintained under contract by an approved contractor and are inspected for misuse and damage as part of daily inspections by the Estates team, as well as serviced annually in accordance with British Standards.
 - f. Where a fire alarm system has been installed, this is maintained under contract by a specialist contractor.
 - g. Fire call points are tested weekly and should not be interfered with or obscured in any way. It is recommended that alarmed call point covers are installed over the call points to discourage misuse.
 - h. Emergency evacuation drills are practiced, where practical, within the first two weeks of each term. An Emergency Evacuation Plan is to be produced by the Estates team in conjunction with Headteachers and specialist departments and disseminated throughout the Academy. Fire Marshals will be appointed by the Headteacher and are trained to assist with evacuation. Personal Emergency Evacuation Plans (PEEPs) are compiled by line management in conjunction with the Estates team.
 - i. Records of testing, maintenance and evacuations are held online by the Estates team and will be subject to regular review.

4.25 Work Equipment

- a. Work equipment provided by E-ACT or by employees must be suitable and safe, and meet the required health and safety standards before it is first used. All equipment belonging to employees must be checked by a competent person³ before use and is included in inspection and maintenance procedures.
- b. All work equipment provided requiring maintenance will be identified and effective maintenance procedures are in place.
- c. Any problems found with work equipment should be reported to line management. Defective equipment will be removed from service immediately and not used until it has been repaired / replaced.
- d. Work equipment is inspected regularly. Inspection and cleaning are carried out only by authorised, trained and competent employees.
- e. The electrical supply to the item must be turned off during inspection/ cleaning.
- f. Records of inspections and repairs are held by the responsible Department. Risk Assessments are recorded as appropriate. Where there is a legal requirement for independent inspection by an approved body, this is arranged.

4.26 Driving on E-ACT Business

- a. All vehicles owned or used on official E-ACT business must be maintained regularly by a qualified vehicle mechanic. In addition, they will be subject to a pre-use inspection by the driver or other authorised member of staff.
- b. Whether using their own or an E-ACT owned vehicle, only authorised persons may drive on E-ACT business. Authorisation is given by the responsible department. Staff licence records must be retained.
- c. Drivers must be in possession of a valid licence for the class of vehicle they are asked to drive. In the case of minibuses, the driver must also hold a current MIDAS certificate or equivalent. Training can be arranged through line management if required for business purposes.
- d. For E-ACT owned vehicles, Inspections and MOT certification is managed through the

- Estates team and vehicle tax and insurance is managed by the Finance team.
- e. When using their own vehicle for work, the driver must ensure that it is properly licensed and insured, that the driver is fit to drive, they plan their journeys safely and comply with road traffic laws. They must provide the following documents to their line manager for approval prior to the journey being carried out, and thereafter on an annual basis:
 - i. Driving license
 - ii. MOT certificate
 - iii. Copy of valid insurance certificate
 - f. All drivers need to understand, and follow, the organisations driving for work policies and procedures (see the Minibus Policy).
 - g. Employees are required to disclose any changes to the validity of the documents immediately.
 - h. Failure to comply with these requirements will be regarded as a formal disciplinary offence.
 - i. Driving for work is only covered by occasional business insurance when it is unplanned or unforeseen. If you undertake regular travel in your car e.g., home visits, or travel on academy business, you need to carry your own business insurance.

4.27 E-Scooters and E-Bikes

- a. Privately owned or government scheme e-scooters are not allowed on any Trust premises, this includes riding, pushing, or carrying of e-scooters.
- b. Electric bikes are known as “electrically assisted pedal cycles” (EAPCs). You do not need a license to ride one and it does not need to be registered, taxed, or insured and you must be 14 years of age or over to ride one.
- c. Electric bikes are allowed on site providing the following conditions are met:
 - i. It must show either the power output or the manufacturer on the motor.
 - ii. It must show either the battery voltage or the maximum
 - iii. It must have a maximum power output or 250 watts
 - iv. The motor should not be able to propel the bike when it is travelling in excess of 15.5mph

4.28 Safe handling and use of Substances

- a. Some work involves the use of hazardous substances (eg. cleaning). This work may be done by employees or contractors but will be managed in the same way.
- b. Department managers will be responsible for undertaking such risk assessments and monitoring any hazardous substances under their control. Under no circumstances must hazardous substances be used until all risk assessments and control measures are in place. Control measures must include any personal protective equipment (PPE), workplace exposure limits (WELs), protection of other people who may be affected by the hazardous substance, safe storage, safe disposal, health surveillance, emergency clean up and safer alternatives.
- c. Employees must follow any safe systems of work that are in place and any incidents involving hazardous substances must be reported immediately to your line manager.
- d. No hazardous substances should be bought onto site prior to a suitable and sufficient risk assessment being carried out and less hazardous alternatives explored.
- e. Substances hazardous to health includes chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases and biological agents. All substances hazardous to health fall under Control of Substances Hazardous to Health (COSHH) Regulations

are subject to a COSHH Assessment before being used. All actions identified in COSHH Assessments will be implemented.

- f. Safety Data sheets and COSHH Assessments must be kept available for reference at all times, with an up-to-date library held by the departmental lead. If anyone is exposed to a hazardous substance, a copy of the data sheet will be taken to hospital / doctor with the injured person.

4.29 Workplace Slips and Trips

- a. Slips and trips are one of the most common causes of injury at work. We aim to reduce the likelihood of slips and trips by a combination of good housekeeping measures, including effective cleaning and by enforcing the use of sensible footwear by our employees.
- b. Cleaning chemicals used on floors by cleaners are selected for their non-slip properties.
- c. Precautions must be taken during times of cold weather such as adequate gritting of paths to prevent slips on ice or snow.
- d. Lids must be used when transporting containers of liquid or food. Any spillages, flooring defects or obstructions observed must be removed or reported to the Estates team immediately using the agreed procedures. Warning signage is placed by spillages until they have been removed and the area is thoroughly dry.

4.30 Display Screen Equipment

- a. Where employees use display screen equipment routinely, workstations are set up correctly to suit the employee and appropriate equipment is provided.
- b. A Display Screen Equipment Assessment will be undertaken by the employee and reviewed regularly. Any additional measures must be raised with line management.
- c. Employees identified as using workstations for a significant period of time (defined as in excess of one hour per day) are entitled to an eyesight test by an optician at E- ACT expense on joining and every two years thereafter. Subsequent to this, E-ACT will contribute towards glasses that are required specifically for use with computers.

4.31 Manual Handling

- a. Occasional tasks will require physical effort (eg. moving equipment stock and reorganising furniture). So far as is reasonably practicable, we are committed to managing the risk to health from manual handling operations.
- b. Manual work will be automated or carried out using suitable equipment where practical. For the remaining tasks involving significant manual effort, Risk Assessments must be written to reduce the risk to an acceptable level.

4.32 Electrical Installations

- a. NICEIC or ECA approved electricians maintain the electrical installations. They will work to current IEE Wiring Regulations. A full test of the installation is carried out at least every five years or a percentage each year to reach 100% over five years with records kept.
- b. Any changes and repairs are carried out by NICEIC approved electricians to the same standard and are certified. Records are kept.
- c. Cupboards containing electrical switchboards or other electrical switch gear MUST remain locked when unattended. Only authorised personnel can work on any electrical

installations. Any damaged or defective items observed should be reported immediately to the Estates team using the agreed procedures.

- d. The use of low voltage power tools or battery-operated power tools is recommended where possible.

4.33 Portable Electrical Appliances

- a. Portable Electrical Appliances includes any item that is electrically powered and used in the workplace, whether belonging to E-ACT or to an employee and includes ancillary equipment such as extension cables.
- b. Employees should visually inspect portable electrical appliances before using them. Damaged or defective items should be reported immediately to the Estates team using the agreed procedures and are to be removed from service until replaced/ repaired. The use of insulating tape as a temporary repair is prohibited.
- c. Any new appliances, including those belonging to employees, are to be checked and approved by the Estates team before being used on the premises.
- d. Routine maintenance applied to all portable electrical appliances includes Portable Appliance Testing annually by an electrical contractor.
- e. Flexible cables will be kept as short as possible. Cables should be fully unwound from reels or drums before use to reduce the potential for overheating.
- f. Electrical appliances and their cables should not be used in wet conditions or on wet floors unless the circuit is protected by a Residual Current Device, which will be tested regularly.

4.34 Gas, Oil, and Biomass Appliances

- a. Gas, oil, or biomass fired boilers are provided in E-ACT premises for both heating and hot water. These are subject to regular maintenance by competent, approved contractors and should not be interfered with by staff.
- b. Isolation valves are provided that can be turned off in the event of an emergency (if safe to do so).
- c. All emergency shut off valves must remain free from obstruction and immediately accessible at all times.

4.35 Working at Height

- a. Work at height presents a hazard both to people undertaking the work and to others in the vicinity, particularly from falling objects. As such, work at height will be avoided where practical.
- b. Ladders, stepladders, and steps are provided as a means of access and for light / short term work where it is not reasonably practicable to select an alternative safer method. This may include removing items from upper shelves. No other items should be used in order to gain access to levels at height.
- c. Care should be taken not to store heavy or bulky items at height.
- d. All cabinets against walls are to be secured.
- e. If stepladders are used, the following general rules will apply:
 - i. Manufacturer's guidance will be followed.
 - ii. The stepladders in use will be a minimum of "Class 2 Commercial".
 - iii. The stepladder must be of adequate length so the work can be done without overreaching.
 - iv. The stepladder must be erected on suitable firm ground and never on loose

- materials.
- v. Stepladders will be inspected monthly to ensure they remain fit for use with records kept.
 - vi. If any ladder is considered unsafe it must not be used until it has been repaired / replaced. There is legislation requiring the recording of ladder inspections. The best practice would also be the fitting and completing of ladder tags.
- f. A register of ladders and access equipment inspections is maintained by the Estates team. The Estates Business Partner is responsible for ensuring that the register is kept up to date.

4.36 Skin Conditions

- a. Extended exposure to some cleaning products or food juices can lead to skin problems. To reduce this exposure, it is compulsory for all employees in kitchens and food technology departments, as well as cleaners, to wear the non-latex protective gloves provided whenever they are handling food or cleaning (including cleaning glasses, dishes, etc.).
- b. The following general protective measures are to be followed:
 - i. All hand jewelry, other than wedding rings should be removed whilst at work.
 - ii. Tongs etc. are provided for handling food and should be used wherever possible.
 - iii. Hands should be thoroughly dried after washing.
 - iv. Any skin rashes, itches etc. should be reported immediately to your line manager.

4.37 Musculoskeletal injuries

- a. Tasks are varied and are managed to reduce the likelihood of exposure to musculoskeletal injury (also known as work related upper limb disorder or repetitive strain injury).
- b. Should an employee experience any symptoms (such as sore arms or swelling) they should report these immediately to their line manager.

4.38 Food Safety

- a. All employees who are to be involved in handling food are provided with independently accredited food hygiene training as soon as possible after commencing work.
- b. Controls in place include:
 - i. Ongoing cleaning regime in all working and storage areas.
 - ii. Temperature controlled food storage.
 - iii. Daily recorded temperature checks.
 - iv. Segregated food storage.
 - v. Food marked with a use by date.
 - vi. Pest control points.
 - vii. Use of colour-coded cutting boards.
 - viii. Separate knives for different types of food i.e. meat, fish and vegetables.
 - ix. Regular cleaning of all work equipment and surfaces.
- c. Any employee whose role involves handling food who has suffered from diarrhea or vomiting is required to phone in sick and remain away from the premises for at least 48 hours.

4.39 Lone Working

- a. Working alone can be dangerous and must be avoided wherever possible. Lone working can include the unlocking or locking of premises, working in a building after core school hours or where no other staff is present or nearby, and travelling alone.
- b. Risk Assessments are to be carried out and documented by the employee and line manager, and in consultation with the Estates team with controls put in place to reduce the risk. This duty extends to any visitor or contractor who may be lone working on any Academy premises.
- c. There must be a plan in place to keep in contact with members of staff who travel between schools on company business or undertake any other lone working task.
- d. In schools where the buildings are secured by a caretaker, all staff should vacate the premises by 18:30hrs. Planned events will be an exception to this rule.
- e. Each person must be suitably trained and aware of the risks before working alone, be adequately equipped, and be able to summon help quickly in any emergency.
- f. Each person will manage their own risk responsibly and ask for help or guidance as appropriate.

4.40 Threat of Violence

- a. No employee shall put themselves at the risk of violence.
- b. Home visits must be risk assessed and any person unlocking any Trust premises must not proceed if there is evidence of forced entry or intruder. In these cases, phone 999 and report to the police.
- c. Each academy must produce a security risk assessment which includes threat of violence.

4.41 Control of Asbestos

- a. Asbestos is a naturally occurring mineral that has been used extensively in the construction of buildings and other products, particularly buildings constructed prior to the year 2000. It was used mainly because of its fire resisting and insulating qualities.
- b. E-ACT takes the management of asbestos seriously and complies with the Control of Asbestos Regulations 2012 to protect our employees from exposure to asbestos as far as is reasonably practicable.
- c. Asbestos surveys are carried out at all E-ACT premises in accordance with the Control of Asbestos Regulations to identify any asbestos in the building construction. Where asbestos is identified, this is recorded on an Asbestos Register and is managed in accordance with an Asbestos Management Plan to ensure that employees and others using the premises are not exposed.
- d. Regular visual asbestos checks are carried out and recorded by the Estates team.
- e. The Asbestos Register must be made available to all contractors and site staff who carry out work at the premises.
- f. Any refurbishment work in a school building built before 2000 affecting the fabric of the building must be subject to a Refurbishment and Demolition survey before any work is allowed to take place.
- g. Specialist contractors will be engaged if there is need to carry out work in any area involving asbestos and appropriate control measures/ exclusion zones will be put in place.
- h. If anyone suspects, they have discovered or disturbed asbestos they should:
 - i. Not disturb it further.
 - ii. Ensure that access to the affected area is prevented.

- iii. Report it immediately to the estates team using the agreed procedure.
- iv. Ensure that any clothing that may have come into contact with asbestos fibers is appropriately disposed of.
- i. Asbestos awareness training will be provided to any staff identified as necessary.

4.42 Legionella

- a. Legionnaires Disease is an uncommon, but serious, type of respiratory illness. It does not spread from person to person but is contracted by inhaling small droplets of water suspended in the air which contain the legionella bacterium.
- b. Outbreaks occur from water systems where temperatures are warm enough to encourage growth of the bacteria and where conditions allow the bacteria to develop. However, it should be noted that most people who are exposed to legionella do not become ill.
- c. A Legionella Survey and Risk Assessment must be carried out by approved contractors every three years (minimum). A Legionella Management Plan is provided and followed. Risk Assessments should be reviewed annually unless there have been any significant changes.
- d. Depending on the nature of the water system at each E-ACT premises, regular checks such as temperature monitoring, flush throughs, descaling of shower heads and cleaning of water tanks may be required. The Estates team will ensure that these checks, which will be detailed in the Legionella Management Plan, are in place.

4.43 Waste Management

- a. Waste is to be placed in bins that are provided throughout the premises. These are emptied regularly to external bins, which are in turn emptied at least weekly by registered waste carriers for disposal by registered waste processors or for transport to landfill sites. Materials are recycled where practical.
- b. Hazardous waste is collected separately and disposed of using suitably registered contractors.
- c. Records are kept for at least 40 years including contracts, waste transfer notes, collection notes, copies of registration certificates and checks made on contractors.

4.44 Access to Health and Safety Information

- a. Health and safety is the responsibility of all employees. Information and advice relating to E-ACT policies and procedures can be obtained from line management and the specialist Academy department. Additional health and safety advice can be found at [HSE.gov.uk](https://www.hse.gov.uk).

4.45 Training

- a. E-ACT must ensure all new employees have induction training before starting work. This induction will include general safety rules and procedures together with specific hazards. We will also ensure that employees are aware of their duties and responsibilities and are fully aware of the relevant safety issues.
- b. Health and Safety training will be provided to all employees in agreement with their line manager. If employees are not trained to do a job, they should inform their line manager immediately and check that it is safe for them to do the work. The line manager will arrange for appropriate training if necessary.

- c. Those employees needing specific skills and knowledge will be identified and appropriate training will be given. Details of all training given will be recorded on personnel files, signed for by the recipient and reviewed/refreshed regularly.
- d. All employees must complete national EduCare training as instructed.

4.46 Inspections and Audits

- a. Everybody is responsible in some part for workplace health and safety. Any concerns or issues must be reported to line management, the Estates team, or other responsible persons as soon as possible.
- b. The Department Heads are responsible for ensuring the safety of all curriculum based equipment and resources alongside current legislation.
- c. Building, grounds, and mechanical and electrical inspections will be carried out by the Estates team alongside current legislation.
- d. External health & safety audits will be carried out within each Academy every two years.

5.0 Monitoring, Evaluation and Review

5.1 The implementation of this policy will be monitored by:

- a. The Chief Operating Officer.
- b. The National Director of Capital and Estates
- c. The National Health, Safety and Welfare Lead
- d. Directors of Education
- e. The Head Teachers
- f. The Estates Business Partners.
- g. The Site Managers
- h. Line Managers in all departments

5.2 Monitoring

- a. This policy will be monitored by:
 - i. Proactive monitoring of working conditions and working practices.
 - ii. Investigation of accidents, incidents and work-related illnesses.

5.3 Evaluation and Review

- a. The health and safety policy will be reviewed annually to ensure that it is still valid.
- b. The policy will be updated or reviewed sooner if:
 - i. The policy is no longer valid.
 - ii. There is a significant change, such as:
 - 1. Organisational structure change.
 - 2. New procedures or systems of work.
 - 3. New technology or changes in process.
 - 4. Change in legislation.
 - 5. New work premises.

- c. The policy will be reviewed following monitoring and review performance, such as:
 - i. Findings from audit or inspection.
 - ii. Visit from enforcement bodies.
 - iii. Consultation with the workforce.
 - iv. Accident and incident investigations.
 - v. After a reasonable length of time.

Appendix 1

Specific Responsibilities.

This table below sets out the Academy staff structure and roles that have specific responsibility for compliance to the E-ACT Health and Safety Policy and must be completed for each Academy.

The form is to be retained in Academy Reception at all times and is classed as confidential.

E-ACT Region			
E-ACT Academy			
Role	Job Title	Name	Contact number
The 'Responsible Person' (Education)	Headteacher		
The 'Responsible Person' (Estates)	Estates Business Partner		
Health & Safety Committee (Chair)	Headteacher		
Fire safety Responsible Person	Site Manager/Officer		
Legionella Responsible Person	Site Manager/Officer		
Asbestos Responsible Person	Site Manager/Officer		
Contractor management	Site Manager/Officer		
Catering Manager			
Cleaning Manager			
Sports Responsible Person			
Science Responsible Person			
Radiation Protection Supervisor			
Radiation Protection Adviser			
Design and Technology Responsible Person			
Food Technology Responsible Person			
Minibus Coordinator			
Staff / Student Induction Pack			
First Aid Lead			
First Aid stocks	First Aid Lead		
Educational Visits Coordinator			
BCP and Emergency Plan	Headteacher		
Lockdown procedures	Headteacher		
PEEPs	Headteacher		

Administration of Medicines and Support			
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