



General Health & Safety Guidance Policy

**(to be read in conjunction with site specific
annual externally reviewed policy)**

Health & Safety Policy

1 Statement of Policy

- 1.1 The Constellation Trust should be a safe and healthy environment. The Executive Head/CEO, Headteachers and Local Governing Bodies will ensure all reasonable steps are taken to meet statutory requirements, codes of practice and statutory guidance, in establishing a safe and healthy environment for every one of its employees, students and all visitors to the school/academy.
- 1.2 This policy should be read in conjunction with the following policy:
- Health & Safety Policy (school/academy specific)
 - First Aid Policy (school/academy specific)
- 1.3 The Constellation Trust will meet and respond to its responsibilities under the Equality Act 2010 as set out in the Public Sector Equality Duty, April 2011.
- 1.4 Definitions:
- 1.4.1 'Headteacher' also refers to any other title used to identify the Head of School.

2 Aims

- 2.1 The Trust aims to provide a healthy and safe environment and reduce any associated risks. Any decision affecting the Trust will be taken with consideration of all Health and Safety issues and, where necessary, following consultation with Health and Safety Officers and other relevant professionals' advisors. In order to provide a healthy and safe environment, the buildings and surrounding environments will be maintained and cleaned to a high standard.
- 2.2 The Trust aims to promote the importance of Health and Safety with all staff, students, and visitors to the site. All staff have both a duty and a responsibility to take reasonable care to avoid injury to themselves and other and to cooperate to ensure statutory duties and obligations are fulfilled. The Health & Safety Policy can only be successfully implemented with the full cooperation of everyone concerned.

3 Scope

3.1 Health and Safety at Work Legislation places overall responsibility for health and safety with the employer. In discharging its responsibilities as the employer, and under the guidance of the Senior Leadership Team, the Trust Board will:

- make itself familiar with the requirements of the appropriate legislation and codes of practice
- create and monitor a management structure for health and safety
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Trust, and, that it is implemented
- periodically assess the effectiveness of the policy and ensure that any necessary changes are made
- identify and evaluate risks relating to possible accidents and incidents connected with Trust sponsored activities, including work experience

3.2 In particular, the Trust Board undertakes to provide as far as is reasonably practicable:

- a safe place for all users of the site, including safe means of entry and exit
- plant, equipment and systems of work that are safe
- safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance
- supervision, training and instruction so that all staff and students can perform their Trust related activities in a healthy and safe manner
- provide safety and protective equipment and clothing, with associated guidance, instruction and supervision when required

4 Responsibilities of the Headteacher

4.1 The Headteacher has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Headteacher will take all reasonably practicable steps to ensure that the Health and Safety Policy is implemented.

5 Responsibilities of the Health and Safety Manager

5.1 The Health and Safety Manager will be responsible for the day- to-day implementation of the Health and Safety Policy and will be the designated contact with the Health and Safety Executive.

5.2 The Health and Safety Manager, in association with the Senior Leadership Team, will be responsible for the assessment of training needs (including competency in risk assessment).

- 5.3 The Health and Safety Manager will process any referrals to the Occupational Health Service that may be required via Human Resources.

6 Responsibilities of Supervisory Staff

- 6.1 All supervisory staff should make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.
- 6.2 In addition to the general duties that all members of staff have, supervisory staff will be directly responsible to their line manager for the implementation and operation of the Health and Safety Policy, within their relevant departments and areas of responsibility.
- 6.3 Supervisory staff should be fully aware of the Health and Safety Policy and ensure that staff, students and others comply with its requirements.

7 Responsibilities of All Members of Staff

- 7.1 All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.
- 7.2 In particular, members of staff will:
- be familiar with the Health and Safety Policy and all safety requirements specified by the Headteacher
 - ensure that staff, students, visitors and contractors are applying health and safety regulations, rules, routines and procedures effectively
 - see that all plant, machinery and equipment for which they are responsible are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment
 - use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied
 - ensure that toxic, hazardous and highly flammable substances are correctly and safely used, stored and labeled
 - report any defects in the premises, plant, equipment and facilities that they observe to the Health and Safety Manager and their line manager immediately
 - all staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk

8 Health and Safety Committee

- 8.1 The Trust has a Health and Safety Committee which monitors Health and Safety issues within the Trust. The Health and Safety Manager chairs the committee which meets monthly during term time. The minutes of the Health and Safety Committee are available to the Board of Directors at any time.
- 8.2 Health and Safety issues highlighted at the meeting are reported via the Finance, Resources and General Purposes Committee. The Committee will review current systems and develop a process of continual monitoring improvement. The Committee members implement measures necessary to reach satisfactory standards.

9 Visitors to the school/academy site and controlling Contractors

- 9.1 All visitors to the school/academy site will sign in at the reception and appropriate pathway signage will be in place to guide them. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school/academy. Whilst on site, all visitors and contractors must wear a visitor badge. If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the reception or off the site, as appropriate.
- 9.2 If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone.

This section of the policy (9.2) should be read in conjunction with the following policy:

- Crisis Management and Critical Incidents Policy and Response (school/academy specific)

- 9.3 No contractor may undertake work to the school/academy site without permission from the Site Manager other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism. A member of the site team will ensure appropriate induction procedures are performed. Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to schools/academies within the Trust.

- 9.4 Any contractor with a daily presence on site (e.g. Catering) must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the school/academy by reporting to reception and wear appropriate identification.
- 9.5 Hirers of the school/academy premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking.

10 Reporting Accidents

- 10.1 First Aid assistance is available on site to assist with any accidents

This section should be read in conjunction with the following policy:

- First Aid Policy (school/academy specific)
- 10.2 All accidents to staff, students and visitors must be reported, in writing, using the school/academy accident report form or reporting system. The completed document should be returned to the school/academy reception/office and shown to the Health and Safety Manager.
- 10.3 Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (latest version of: RIDDOR). The Health and Safety Manager will ensure that the Health and Safety Executive is informed of reportable incidents.

11 Equipment/COSHH

- 11.1 Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.
- 11.2 The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:
- fume cupboards
 - all electrical appliances
 - workshop equipment, e.g. lathes, kilns
 - fixed gymnasium equipment

- 11.3 When new equipment is purchased, it is the responsibility of the departmental leader, with the assistance of the a senior leader as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to health and safety requirements.
- 11.4 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to Control of Substances Hazardous to Health (COSHH) and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department and Facilities Management Office for all cleaning materials.

12 Fire Safety

- 12.1 Appropriate procedures for ensuring that safety precautions are properly managed are available to all staff and tested on a regular basis. These procedures will include fire drills and the use of fire extinguishers.
- 12.2 The school/academy evacuation procedures are prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat.
- 12.3 Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.
- 12.4 All firefighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points and records maintained. All emergency lighting will be tested six monthly and records maintained.

13 Security

- 13.1 All staff should be conscious of all aspects of the security of people and property.
- 13.2 In particular, the emergency exit doors on the outer perimeter of the building should only be used in the event of emergencies and kept secure at all other times.
- 13.3 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

- 13.4 In the event of an out-of-hours security breach, the designated monitoring company will ring the on-call phone and site will be attended by a caretaker, the caretaker will also call the Police for them to attend at the same time. Plans are in place to notify the Police directly and appropriate staff.

14 Housekeeping/Slips & Trips

- 14.1 The Site Manager will monitor the cleaning standards of the cleaners. Special consideration will be given to hygiene areas. All areas should be clearly marked where a potential slip or trip hazard has been risk assessed. The Site Manager will be responsible for rectifying any possible slip or trip hazard.
- 14.2 The Site Manager will monitor the efficiency of the waste collection service.
- 14.3 Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse.

15 Visits

- 15.1 Educational trips and visits must be organised in accordance with the Educational Visits Policy (school/academy specific) using the EVOLVE electronic system.

16 Minibuses

- 16.1 Users of minibuses must be aware of and observe the following requirements within the Mini Bus Policy:
- The driver must have a current licence and not been involved in any accident for the past five years, be aged 25 years or over and hold a full licence in Group 'A' or PSV, which will be checked by a designated member of staff before the bus is used
 - Drivers of the minibus are required to complete a record form and supply a photocopy of their driving license
 - Where the transport of students is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation
 - When a charge is being made to passengers, the minibus permit must be displayed in the vehicle
 - Internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (the Trust will decide upon the repairer to be used)
 - Only one person per seat is to be carried
 - Seat belts are to be worn by all passengers and the driver at all times

- The driver at the time when an offence was committed, is responsible for payment of fines incurred
- A log sheet must be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle keys and permit, to the reception

17 Critical Incidents

- 17.1 As part of its commitment for the well-being of staff, students and visitors, the Trust has set out a procedure which is to be adopted in the event of a critical incident occurring either on the school/academy premises or on an activity away from the school/academy site.

18 Healthy Eating

- 18.1 It is the policy of the Trust to encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end the Trust works with the Catering Team in providing menu options that support these aims.

19 Drugs and Alcohol

- 19.1 The Trust's policy on alcohol is intended to be a positive approach towards maintenance of the highest standards of safety in the workplace. It is also intended to benefit the health and safety of each individual.
- 19.2 Any employee who feels that they may have a problem relating to drugs or alcohol should immediately seek help from the Headteacher. This information will be treated in the strictest confidence. The Trust will endeavor to offer any assistance available at the time.
- 19.3 Employees must not attend work whilst under the influence of alcohol or drugs.
- 19.4 Employees must not consume alcohol or drugs on the premises.
- 19.5 Employees must not return to work after lunch breaks under the influence of alcohol or drugs.
- 19.6 Consumption of alcohol in breach of this policy is a dismissible offence.

20 Smoking Policy

- 20.1 The Trust acknowledges that second hand tobacco smoke is both a public and work place hazard and have therefore adopted a 'no smoking policy' (20.2).

20.2 Aims of the Policy

The policy seeks to:

- guarantee a healthy working environment and protect the current and future health of employees, students and visitors
- guarantee the right of non-smokers to breathe in air free from tobacco smoke
- comply with health and safety legislation and employment law
- raise awareness of the dangers associated with exposure to tobacco smoke
- take account of the needs of those who smoke and to support those who wish to stop

20.3 Restrictions on smoking.

Smoking is not permitted in any part of the premises including all outside areas.

20.4 Visitors.

All visitors, contractors and service companies are required to abide by the no smoking policy (20.3). Staff members are expected to inform visitors of the no smoking policy. However, they are not expected to enter into any confrontation which may put their personal safety at risk.

21 Display Screen Equipment

21.1 A specific assessment will be carried out in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. The following procedures will be followed:

22.1.1 'Users' of display screen equipment shall be individually identified by the Head of School who will be responsible for collating self-assessment forms and assisting where necessary.

22.1.2 The Headteacher shall ensure that all 'users' have received sufficient instructions to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, foots rests, blinds, etc. particular attention should be given to minimising reflection and glare.

22.1.3 'Users' shall be entitled to request and appropriate eye and eyesight test. Where 'special' corrective appliances are needed; a special pair of spectacles for display screen work may be prescribed. Any cost arising from these tests and appliances will be borne by the Trust.

22 Vehicle Movement

- 22.1 Users of vehicles on the school/academy site should do so with due care and attention to staff, students and visitors. Vehicle movement on the school/academy site should be kept to a minimum where possible. Deliveries and collections should be made to the signed areas. Vehicles should be appropriately segregated and park in the bays provided. Senior Leadership Team and pastoral/designated staff will be on duty to monitor the traffic arrangements on sites at the start and end of the day.

23 Manual Handling

- 23.1 Staff and students are trained in handling loads appropriate to their activities. The Trust will make every effort to ensure injury from manual handling activities is removed or reduced to a minimal level. Work activities will be suitably organised, and information and training will be made available to ensure risk of injury is reduced. If an employee is identified as requiring manual handling training they should be referred by their line manager to the Health and Safety Manager who will organise the appropriate training.

24 Stress

- 24.1 The Trust will provide guidance to managers to help identify the symptoms of stress at an early stage and assist to use various support mechanisms. The Trust seeks to eliminate stressful working conditions by ensuring the culture and climate is created in which employees are valued and involved. Training is available to all employees to help them deal effectively with stress management at work and understand their roles in the procedures.
- 24.2 The Trust provides an occupational health service to assist any employees with any health related issues they may encounter within the workplace. In some circumstances, it may be appropriate for stress related health issues to be referred to this service.

25 Violence

- 25.1 In an organisation as large and diverse as Trust, some employees may be exposed to potentially violent or threatening behaviour in the course of their duties. However, employees are not expected to accept violence as part of their normal work activities.
- 25.2 The Trust will not accept or tolerate violent, shouting or threatening behaviour towards its staff and takes preventive action to minimise such risks through behaviour control systems, environmental design, work procedures, risk assessments, instructions or formal training.

- 25.3 All violent incidents should be reported immediately to a member of the Senior Leadership Team. Incidents will be investigated, reported and acted upon, taking all appropriate legal action possible. The disciplinary procedures will be used where violence occurs between employees.
- 25.4 Any staff that experience violence will be supported via management and counselling services. The Trust also works in partnership with the police and other agencies to identify assailants and distribute information as appropriate in order to prevent or discourage repeat offences.

This policy will be amended accordingly when there are any legislation changes.

Please note: Site specific policies compiled by a third party (annually) to be read in conjunction with this General Health & Safety Guidance Policy.