Southwark Diocesan
Board of Education
Multi-Academy Trust

HEALTH, SAFETY & WELFARE POLICY - ARRANGEMENTS FOR HSW

Part of the 2026/2027 Trust Operating Manual

Contents

1. ACCIDENTS AND INCIDENTS 2
2. ANIMALS 3
3. ASBESTOS MANAGEMENT 3
4. AUDITS AND INSPECTIONS 4
5. CONFINED SPACES 5
6. CONSULTATION 5
7. CONTRACTORS 6
8. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH 6
9. DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES 7
10. EDUCATIONAL VISITS 8
11. ELECTRICITY 8
12. EMERGENCY PLANNING AND PROCEDURES 9
13. EQUIPMENT AT WORK 10
14. FIRE AND EVACUATION 12
15. FIRST AID 12
16. GAS SAFETY 13
17. HEALTH AND HYGIENE 13
18. LETTING FACILITIES 14
19. LONE WORKING 14
20. MANUAL HANDLING 14
21. NOISE AND VIBRATION AT WORK 15
22. OCCUPATIONAL HEALTH 15
23. RADIATION (IONISING AND NON-IONISING) 16
24. RESOLVING DISAGREEMENTS 16
25. RISK ASSESSMENT 16
26. SAFE SYSTEMS OF WORK 17
27. SECURITY 18
28. SLIPS AND TRIPS 18
29. STRESS MANAGEMENT 18
30. SUPERVISION AT WORK 19
31. TRAINING AND INFORMATION 20
32. TRANSPORT AND VEHICLE MANAGEMENT 21
33. VIOLENCE AT WORK 21
34. WELFARE 21
35. WORK EXPERIENCE SAFETY 22
36. WORKING AT HEIGHT 22

1. ACCIDENTS AND INCIDENTS

1.1 In order to avoid misunderstanding, the Trust deem an accident and incident to be defined thus:

(a) Accident: - "any unplanned event that results in personnel injury or damage to property, plant or equipment.

(b) Incident: - "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

1.2 In the event of an accident all local emergency procedures appropriate to that accident must be put into action, including, but not limited to:

(a) Ensuring, where possible, that the scene of the accident is as safe as is reasonably practicable and poses no substantial risk to others.

(b) Where possible, providing first aid, by a first-aider, to any person who is injured.

(c) Obtaining further medical aid where appropriate.

1.3 All accidents must be recorded in the Academy/School accident book or form as soon as possible.

1.4 All incidents must be reported to the Principal/Headteacher, or the person delegated with the duty of managing accidents and incidents, as soon as possible and a record kept of the incident.

1.5 In order to comply with Regulation 5 of The Management of Health and Safety at Work Regulations 1995 it is important that adverse events are properly investigated. An 'adverse event' is an accident (an event that results in an injury or ill health), or incident (a near miss, or undesired circumstance).

1.6 The level of investigation should be determined by the potential consequences of the adverse event and the likelihood of it reoccurring.

1.7 Investigations should be carried out jointly by a competent Academy or School manager, nominated by the Principal/Headteacher, and a Health and Safety Representative if there is such a person in the Academy or School. A Principal/Headteacher or any member of an investigation team can request additional health and safety support from the SDBE MAT Health and Safety Advisor.

1.8 Investigations should be conducted using the guidance and methodology contained in the HSE publication *HSG245 "Investigating accidents and incidents"*.

1.9 Academies are to report to SDBE MAT by the end of each calendar year the accident incident statistics for the Academy for the preceding academic year (1 September to 31 August), consisting of:

(a) The total number of accidents/incidents reported in that academic year.

(b) The total number of non-employee accidents/incidents (pupils, visitors, etc.) reported in that academic year.

(c) The total number of SDBE MAT employee accidents/incidents, and occupational diseases reported in that academic year.

(d) The total number of RIDDOR reportable accidents/incidents, and occupational diseases in that academic year.

1.10 Academies must ensure that the documents relating to any accident or incident investigation are retained for a period of five years and disposed of in accordance with confidential waste arrangements.

1.11 Recording and Reporting Arrangements

(a) There is a legal duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report certain work-related accidents, industrial diseases and dangerous occurrences to the HSE. In short, these are:

(i) Work-related accidents which cause death;

(ii) Work-related accidents which cause certain serious injuries (reportable injuries);

(iii) Work-related accidents which cause an employee to be away from work or unable to perform their normal work duties for more than seven consecutive days

(iv) Diagnosed cases of certain industrial diseases;

(v) Certain 'dangerous occurrences' (incidents with the potential to cause harm).

(vi) Work-related accidents involving visitors or pupils must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

(b) There is also a requirement under RIDDOR to maintain a record of any work-related accidents which cause an employee to be away from work or unable to perform their normal work duties for more than three consecutive days.

(c) Academies must ensure that there are written procedures in place, which have been communicated to all staff, to report and record all accidents, diseases and dangerous incidents, in order to be fully compliant with RIDDOR, the Social Security (Claims and Payments) Regulations 1979 and the Social Security Administration Act 1992.

(d) Where an Academy has not entered into a service level agreement regarding recording and reporting arrangements an accident book meeting current standards (Data Protection Act compliant) must be used to record accidents at work. The HSE Accident book BI 510 is recommended for this purpose. A designated person should be appointed for the safe storage of completed accident reports.

(e) Where an Academy enters into a service level agreement regarding recording and reporting arrangements, those arrangements and any complementary internal arrangements, taken as a whole, must meet the requirements of RIDDOR and the arrangements contained in this policy. Academies should satisfy themselves that such arrangements are fit for purpose.

2. ANIMALS

2.1 Where livestock and other farm animals or birds are kept on Academy premises, arrangements should be put in place by Academies to make suitable and sufficient risk assessment of the risks to those people coming into contact with such animals or birds.

2.2 In all cases where animals or birds are kept on site suitable and sufficient control measures must be put in place by the Academy to control the risk of transfer of infection from E. coli O157.

2.3 Arrangements must also be put in place for the proper health and welfare of any animals or birds that are kept. These arrangements must include, but are not limited to:

(a) The regular provision of clean water and suitable food.

(b) Suitable accommodation in a low stress environment

(c) Adequate room to move and provision to address individual animal/bird welfare needs.

(d) Competent management of all animals or birds.

(e) Provision for weekends and holidays.

(f) Provision for veterinary and other expert assistance.

2.4 Academies must not keep animals or birds where they are unable to fully comply with legislation regarding the health and safety of persons in contact with those animals or birds, or where they are unable to meet acceptable standards of animal health and welfare.

3. ASBESTOS MANAGEMENT

3.1 In compliance with Regulation 4 of the Control of Asbestos Regulations 2012, where premises were built before the year 2000 Principals/Headteachers must ensure that the following obligations are carried out by a competent person, or persons:

3.2 Take reasonable steps to find materials in premises likely to contain asbestos and to check their condition.

3.3 Presume that materials contain asbestos unless there is strong evidence to suppose they do not.

3.4 Make a written record of the location and condition of asbestos and presumed asbestos-containing materials (ACM), keep the record up to date and ensure that a copy is available for on request to all visitors to the site (the Asbestos Risk Register)

3.5 Assess the risk of the likelihood of anyone being exposed to these materials (the Asbestos Risk Assessment) based on material and priority assessment scores.

3.6 Prepare a site specific written plan to manage that risk (the Asbestos Management Plan, inclusive of the Action Plan and Communication Plan) and put it into effect to ensure that:

(a) Any material known or presumed to contain asbestos is kept in a good state of repair and is monitored in line with the risk assessment.

(b) Any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary removed.

(c) Local emergency procedures are in place to address the unplanned damage or disturbance, or new discovery of asbestos including procedures for evacuation and subsequent control, survey, repair, maintenance or removal of the affected material.

(d) The effective communication regarding asbestos on the premises. The effective labelling of asbestos containing material, where appropriate. Information for all those who may come into contact with such material which makes them fully aware of its location, condition, type and extent and precautionary and emergency measures to be followed. Staff should receive this information upon induction. Contractors should be informed about asbestos before starting work and intrusive surveying carried out where required.

3.7 Principals/Headteachers and those persons who have delegated duties in relation to asbestos management must ensure that only licensed contractors are used in line with Trust policy.

3.8 Where SDBE MAT employees work, or access, areas that contain asbestos containing material, and they may damage, disturb, or newly discover such material, they must be provided with asbestos awareness training.

3.9 Where ACM is found to be damaged, deteriorated or newly discovered the Academy/School Asbestos Manager must take steps to arrange for assessment of the situation and consequential management. Unless the incident is very minor the matter is to be reported to the HSE.

4. AUDITS AND INSPECTIONS

4.1 Health and safety audits and inspections must be completed on a regular basis and will comprise, as a minimum, three site inspections , each to be completed between September to December, January to April and April to July respectively . These should be carried out by appropriate staff, Governors and representatives within the Academy, or by a suitably competent external provider.

4.2 A health and safety audit/inspection strategy and programme should be developed by the Academy. The strategy should include appropriate internal, external and SDBE MAT involvement.

4.3 Appointed Trade Union Health and Safety Representatives and elected Representatives of Employee Safety, can initiate an inspection in an Academy, as part of their functions.

4.4 Academies should record and use information gathered from inspections and audits to improve health, safety and welfare provision within the Academy, on a risk prioritised basis, so far as is reasonably practicable.

4.5 SDBE MAT health and safety inspections and audits will be carried out by a “competent person” employed by the Trust, or a specialist consultant contracted by SDBE MAT for that purpose.

4.6 Results of all health and safety audits and inspections must be made available to the Academy workforce concerned and the statistical results of SDBE MAT health and safety audits and inspections will be published internally for reasons of transparency and benchmarking.

5. CONFINED SPACES

5.1 No work shall be carried out in a confined space, as defined in Regulation 1(2) of The Confined Spaces Regulations 1997, by SDBE MAT employees without strict adherence to the provisions of those regulations and the corresponding HSE Approved Code of Practice, "*L101 Safe work in confined spaces. Confined Spaces Regulations 1997*".

6. CONSULTATION

6.1 In order to provide for consultation with employees SDBE MAT requires Academies to follow the procedure for the 'Election of a Representative of Employee Safety' on an annual basis.

6.2 Recognised trades union will undertake the appointment of Union Safety Representatives in line with their internal procedures.

6.3 Where Academies have representation in place for all SDBE MAT employees, consultation on all written health and safety policies, organisation, arrangement and procedures may take place by the use of email, providing those representatives have a valid email address.

6.4 Principals/Headteachers and other senior managers shall give regard to the content of the current 'Trades Union Safety Representative and Representatives of Employee Safety Facilities Agreement' when providing facilities for Trades Union Safety Representatives and Representatives of Employee Safety.

6.5 Where any SDBE MAT employees are unrepresented regarding matters of health and safety within an Academy, in order to comply with Regulation 3 of The Health and Safety (Consultation with Employees) Regulations 1996, each such Academy must make arrangements for direct consultation with all SDBE MAT employees within the Academy on all health and safety matters that may affect them. Academies should note that unless all SDBE MAT employees in the Academy have email access, other arrangements must also be put in place. Where consultation involves SDBE MAT health and safety matters the results of this consultation must be collated and returned to the SDBE MAT Health and Safety Advisor.

6.6 SDBE MAT will establish a number of Regional Health and Safety Committees that will provide for dialogue with stakeholders about the general matters regarding health, safety and welfare. The committees should be comprised of:

(a) Appointed Trade Union Health and Safety Representatives from Academies in the region

(b) Elected Representatives of Employee Safety from Academies in the region

(c) A Trust management representative.

(d) The Trust Health and Safety Advisor.

(e) Any other person/s that SDBE MAT considers to have business with the committee.

6.7 Governors with particular responsibilities for health and safety from Academies in the region will also be able to attend Regional Health and Safety Committee meetings, by request.

6.8 Trades Union officials from recognised trades union may also attend such meetings.

6.9 In order to comply with statutory obligations the Regional Health and Safety Committees will meet three times a year, evenly spaced throughout the academic year, at a suitable regional venue during working hours. All Representatives (regardless of designation) will be entitled to paid time off to travel to, prepare for and attend these meetings. Governors and Representatives will be entitled to claim travel expenses if the meetings are held outside of their own workplace. In addition to Regional Health & Safety Committees health & Safety will be a standing item on the agenda for all Trades Union JCC meetings so that consultation can take place on a trust wide basis with officers of the recognised trades unions.

6.10 SDBE MAT will make arrangements to consult on written Trust health and safety matters directly with Principals/Headteachers, or a person delegated for that duty, and health and safety Governors. Academies must make arrangements to consult with staff or their representatives on written local health and safety matters directly with the relevant Principal/Headteacher, or a person delegated for that duty, and their health and safety Governor.

6.11 A school based Safety Committee may also be established in compliance with the Safety Representative & Safety Committee Regulations 1977 should a request be made by Safety Representatives.

7. CONTRACTORS

7.1 Anyone entering SDBE MAT Academies, or premises used by a SDBE MAT Academy, for the purpose of carrying out work, or who provides goods or services, specialised or otherwise, for the client, owner or occupier must be regarded as a "contractor" - to whom duties are owed and who, in turn, owes duties in respect of health and safety.

7.2 Contractors therefore include building, construction and maintenance workers, caterers, window cleaners, agency staff, equipment repairers, delivery drivers, service staff and consultants. In this policy the term Contractor, includes all sub-contractors and their employees.

7.3 By virtue of the hazardous nature of construction-related contracting compared with general consultancy work, this policy tends to concentrate on those higher risk areas, however many of the principles still apply to other areas of lower risk.

7.4 All construction projects now fall under the Construction (Design and Management) Regulations 2015 and SDBE MAT Academies are to ensure that all the duties required of the Client are completed thoroughly and in good time.

7.5 When children, young persons, or other vulnerable persons are present on the premises contractors without a valid DBS check must never be left unaccompanied whilst on site.

7.6 Academies must ensure the proper vetting and selection of contractors regardless of what work they may be required to carry out. It is important to ensure checks are made to ensure that contractors are properly qualified, have the necessary skills to carry out the work and are competent in assessing risks and applying effective health and safety practices. Where particular accreditation is required contractors checks should include such accreditation checks.

7.7 Academies must make themselves familiar with how to manage and work with contractors throughout the project. This includes the planning stage, standards and arrangements, while working on site and on work completion.

7.8 All contractors must receive Health and Safety Induction training from the Academy concerned before being allowed to work on site. This will constitute familiarisation of the Academy layout within the area of their work, including; access and egress, the location of all relevant health and safety items (e.g. fire exits), all local arrangements. A copy of this Health and Safety Policy and relevant local policies and supporting procedures will be made available if requested by the contractor.

7.9 The Academy Asbestos Risk Register shall be brought to the attention of a contractor with regard to the arrangements contained in the Academy's Asbestos Management Plan and a permit to work issued. No contractor may undertake maintenance or construction work without having signed the register and received a permit from the duty holder.

7.10 Where statutory documents are required to be produced by a contractor such documents must be made available for scrutiny by the Academy prior to commencement of associated works.

8. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

8.1 Academies must retain an accurate record of all hazardous substances on the premises.

8.2 All substances representing a potential hazard due to their storage, handling, use or disposal will be assessed to identify the level of risk. Safety data sheets should be used to provide a basis for the risk assessment regarding particular products. The safety data sheet is not a risk assessment in itself.

8.3 The substances and the corresponding process in which they are used shall have a written assessment carried out detailing the control measures to be used, and any residual risks.

8.4 All SDBE MAT employees who may be exposed to effects of the substances must be provided with the relevant assessment and acknowledge the control measures that are to be in place and any residual risks that remain.

8.5 Several chemicals in regular use in science can present major problems if spilt. Where appropriate, Academies must provide equipment and adopt working practises for students, teachers and technicians that minimise the risk of a spill occurring in the first place, but must also make provision for dealing quickly, safely and efficiently with any spills that do occur. This provision should form part of the risk assessment for the whole activity.

8.6 Local Exhaust ventilation inspections should take place every fourteen months.

8.7 Legionella

(a) Academies must take suitable precautions to prevent or control the risk of exposure to legionella, including, but not limited to:

(i) Ensuring that a competent person is appointed to manage the health and safety risks from legionella, including the management of control measures.

(ii) Ensuring that a suitable and sufficient risk assessment is carried out by that competent person, or an external competent person contracted for the work.

(iii) Establishing any potential risks and implementing measures to either eliminate or control those risks.

(b) If an Academy decides to employ contractors to carry out water treatment or other work, it is still the responsibility of the appointed competent person to ensure that the treatment is carried out to the required standard.

(c) Academies must record any significant findings, including any groups of employees identified by it as being particularly at risk from legionella and the steps taken to prevent or control risks. Records should include details about:

(i) The person or people responsible for conducting the risk assessment, managing, and implementing the written scheme.

(ii) Any significant findings of the risk assessment.

(iii) The written control scheme and its implementation.

(iv) The results of any inspection, test or check carried out, and the dates.

(v) Details about the state of operation of the system, i.e. in use/not in use.

(d) Academies are reminded that records regarding legionella management should be retained for at least five years.

(e) If an Academy has a case of legionellosis in an employee who has worked on hot water systems that are likely to be contaminated with legionella, the Academy must report this under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

9. DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES

9.1 Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion. They include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG), dusts from machining and sanding and dust/fumes from foodstuffs, etc.

9.2 In order to control the risks associated with these substances Academies must:

(a) Find out what dangerous substances are in the Academy and assess what the fire and explosion risks are. If there are none, or the risks are negligible, no further action need be taken.

(b) Where dangerous substances are identified Academies must:

(i) Put control measures in place to either remove those risks or, where this is not possible, control them effectively.

(ii) Put controls in place to reduce the effects of any incidents involving dangerous substances.

(iii) Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances

(iv) Make sure employees are properly informed about and trained to control or deal with the risks from the dangerous substances.

(v) Identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources (from unprotected equipment, for example) in those areas.

9.3 It is likely that a number of dangerous substances may be present in Academies, but that most would not be in the quantities or conditions that may result in a fire or explosion. However, staff should be aware of the use of volatile substances in science, paints and coatings in technology, or art, the use of LPG in heating/cooking systems, the use of oils and fats in kitchens and the proximity of such substances to sources of ignition.

9.4 Many Academies will have Local Exhaust Ventilation (LEV) equipment used to extract dust, fumes and other substances from science laboratories, workshops and kitchens. Academies are reminded that in order to reduce the likelihood of fire and explosion all LEV systems must be inspected and tested at least every 14 months.

10. EDUCATIONAL VISITS

10.1 SDBE MAT encourages Academies to arrange a wide range of "out-of-school " activities, which can include visits to museums, trips to the countryside, or taking part in challenging and adventurous activities, as it recognises the benefit of learning away from the Academy. In support of this the HSE advises that the, "Courts have made clear that when health and safety law refers to 'risks', it is not contemplating risks that are trivial or fanciful. It is not its purpose to impose burdens on employers that are wholly unreasonable".

10.2 Academies should ensure that they have arrangements in place to allow for the adequate planning and management of educational visits.

10.3 Academies need to ensure that the precautions proposed are proportionate to the risks involved, and that their paperwork is easy to use. They should also take account of the assessments and procedures of any other organisations involved, and ensure that communications with others are clear.

10.4 The Academy's arrangements for trips should ensure that a competent person is appointed to manage the trips process, called and Educational Visits Coordinator (EVC). The EVC should ensure that:

(a) Risk assessment focuses attention on real risks – not risks that are trivial and fanciful.

(b) Proportionate systems are in place – so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed.

(c) Those planning the trips are properly supported – so that staff can readily check if they have taken sufficient precautions or whether they should do more.

(d) Staff running Academy trips should clearly communicate information about the planned activities to colleagues and pupils (and parents, where appropriate). This should explain what the precautions are and why they are necessary, to help ensure that everyone focuses on the important issues.

(e) It is important that those running Academy trips act responsibly by:

(i) Putting sensible precautions in place, and making sure these work in practice.

(ii) Knowing when and how to apply contingency plans where they are necessary.

(iii) Heeding advice and warnings from others, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities).

10.5 SDBE MAT does not need to monitor the arrangements for each and every Academy trip, but the Trust will need to scrutinise the risk assessments for overseas visits, high risk activities and adventurous activities. Academies should arrange for copies of such risk assessments to be forwarded, electronically, or otherwise, to the SDBE MAT Health and Safety Advisor. This procedure is not designed to prevent activities from taking place, but is an additional control measure put in place to attempt to identify any significant risks that may have been inadvertently overlooked.

11. ELECTRICITY

11.1 With particular regard to The Electricity at Work Regulations 1989, the Trust will ensure that the following arrangements are in place so far as it is reasonably practicable to do so:

(a) Safe electrical systems are installed on premises that are under the control of the Trust.

(b) Suitable protective equipment is to be installed to reduce the risk of electric shock, excess current, or fire.

(c) Account must be taken regarding the environment that electrical systems are to be installed or used in and any external power supply must be rated accordingly.

(d) A suitable earth must be provided for the electrical system and used where appropriate.

(e) A means of isolating electrical systems must be provided and suitable precautions must be in place to ensure that circuits and equipment can be made dead, particularly prior to maintenance or repair work taking place.

(f) Academies are expected to ensure that all electrical works carried out should comply with these arrangements and in particular should ensure that:

(i) Persons working on electrical systems, or equipment, must be competent to do so, in order to prevent danger and injury.

(ii) Work activities that involve electrical systems are to be completed safely, with a safe system of work established where any activities that present a real risk are undertaken.

(iii) Testing and inspection of fixed installations must be completed every five years. Portable Appliance Testing (PAT) must be completed with regard to a current risk assessment and in line with HSE guidance.

(g) Guidance on the requirements for inspection and testing is:

(i) All electrical equipment that is used by pupils must be inspected and PAT tested annually.

(ii) Equipment that is rarely moved and not used by pupils (office computers, printers, copiers, etc.) must be inspected and PAT tested at least every four years. Staff personal electrical equipment should not be used at school unless PAT tested.

(iii) Equipment that may be frequently moved, or equipment that is used in harsh environments (vacuum cleaners, power tools, soldering irons, etc.) must be PAT tested annually, with more frequent inspections.

(iv) Records of electrical testing and inspection must be accurately maintained.

11.2 Overloading of plugs and sockets must be avoided at it can lead to fires. The use of cube adaptors is not permitted and only one plug is allowed per socket. Where extension leads are used the electrical capacity of the circuit must be considered before use.

12. EMERGENCY PLANNING AND PROCEDURES

12.1 Academies must complete a Business Continuity Plan (BCP) using the format agreed with SDBE MAT.

12.2 The content of the plan must include the following sections:

(a) Section 1: Incident Management Plan

(b) Section 2: Key Contact Information

(c) Section 3: Threat Response Plans

(d) Section 4: Key Documents

12.3 It is recommended that the Academy Business Continuity Plan be reviewed annually as a matter of routine, but must be reviewed immediately if there have been changes that may affect the plan. This may include, but is not limited to; key documents, key personnel, changes in threat, resource changes, premises changes.

12.4 Academies should integrate their BCP

12.5 Academies must ensure that emergency planning procedures are tested and practiced to ensure that plans are robust and fit for purpose.

13. EQUIPMENT AT WORK

13.1 Before the procurement of machinery and particular equipment checks must be made by a competent person as to the conformity of such equipment, the presence of a CE mark and the associated Declaration of Conformity for the equipment must be retained by the Academy. The measure of competency for the purpose of such checks will be the particular technical qualification/level and experience of the person completing the check in relation to the equipment being inspected.

13.2 When procuring such equipment SDBE MAT must be informed of the intent to purchase prior to purchase in order to ensure that competent technical advice is obtained with regard to safety requirements in respect of selection, installation, use, inspection and maintenance.

13.3 All Academies must ensure that the content of The Provision and Use of Work Equipment Regulations 1998 (PUWER) are adhered to in respect of the equipment resourced by, and used in, the Academy, in that it must be:

(a) Suitable for its intended use.

(b) Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.

(c) Used only by people who have received adequate information, instruction and training.

(d) Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices.

(e) Suitable and sufficient risk assessment must be completed for the use of equipment and machinery where there is a risk to the health and safety of the operator, or other people.

13.4 Display Screen Equipment (DSE)

(a) Academies must comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992, in that they should initially consider which SDBE MAT employees are Display Screen Equipment (DSE) "users" and then put in place the following arrangements:

(i) The identification of SDBE MAT employees who are Display Screen Equipment (DSE) "users" will be supported with full DSE work station assessments by each Academy, where such employees have a fixed work station. A list of identified users will be kept with the assessments. The assessment of DSE workstations extends to include those that may be "off-site" for the management of working from home.

(ii) Where individual risk assessments identify adjustments or adaptations to control risks those adjustments or adaptations should be provided by the Academy where it is reasonably practicable to do so.

(iii) Identified users of DSE are entitled to regular eye tests carried out by a competent person. The Academy can choose to reimburse the individuals for these expenses or provide an appropriate voucher obtained through SDBE MAT and re-charged to the Academy.

13.5 Lifts and Lifting Equipment

(a) Lifts and Lifting Equipment are specialised equipment and should be subject to regular examination and maintenance programmes, consistent with the type and use of the equipment concerned. These are as follows:

(i) Examination should be as part of a written scheme of examination as follows:

(ii) When the equipment is new, on commissioning.

(iii) Lifting equipment such as cranes, hoists, roller shutter doors, etc.: Annual examination.

(iv) Equipment for lifting people such as passenger lifts, scissor lifts, cherry pickers, etc.: 6 monthly examination.

(v) Other (ancillary) equipment such as slings, shackles, strops, etc.: 6 monthly examination.

(vi) Immediately for all lifting equipment that has been subject to 'exceptional circumstances' in its use.

(vii) All mobile lifting equipment must be visually checked before use.

(viii) All users of specialised lifting equipment must be trained in its use before being allowed to use it.

(ix) All users must ensure that they comply with the requirements of the Work at Height Regulations 2005 (as amended) and associated guidance.

(x) It is recommended that where academies have lifts or lifting equipment they appoint a suitably competent contractor to maintain the equipment and crucially a different contractor to examine it. All examination records must be kept for the life of the equipment.

13.6 Personal Protective Equipment

(a) Personal Protective Equipment (PPE) is subject to the requirements of The Personal Protective Equipment Regulations 2002 and Academies have duties regarding its supply, use, storage, maintenance and management.

(b) All PPE required to carry out any task will be identified from appropriate risk assessments (COSHH, DSE, Manual Handling, etc.). Only when all other forms of controlling the risks have been considered should PPE be used to reduce risk. Such PPE will then be:

(i) Identified as being suitable for the task

(ii) Supplied to SDBE MAT employees or pupils by the Academy free of charge

(iii) Fitted correctly to ensure effectiveness

(iv) Used by the operator as intended by the manufacturer

(v) Stored in a suitable and safe condition when not in use

(vi) Maintained and inspected to ensure its continued suitability for use

(vii) Replaced if deemed unsuitable for use

(c) The Academy will ensure suitable training is given for the use of PPE as required ensuring the correct use of the designated equipment.

(d) SDBE MAT employees should be aware that declining to use PPE that they have been trained to use without having a valid reason, in the opinion of the Trust, may result in disciplinary action being taken.

13.7 Pressure Systems

(a) Pressure systems are subject to the requirements of the Pressure Systems Safety Regulations 2000 (PSSR) and deal with any plant or equipment that uses a "Relevant Fluid" and require mandatory periodic inspection with regard to the following:

(i) A relevant fluid is:

(A) A gas with a pressure >0.5 bar.

(B) Steam at any pressure.

(ii) Academies must arrange that pressure systems that use a relevant fluid are inspected within the maximum periods, as follows:

(A) Air pressure systems - 26 months (normally 24 months)

(B) Air steam boilers and boilers >100°C - 14 months (normally 12 months)

(C) Refrigeration and air conditioning systems - 48 months

(D) Steam generation equipment (autoclaves etc.) - 14 months (normally 12 months)

(E) Steam receiving plant - 26 months (normally 24 months)

(F) Other pressure systems 12 – 120 months Dependant on vessel type, contents and application.

14. FIRE AND EVACUATION

14.1 SDBE MAT general fire safety policy is that effective fire safety within individual Academies is best achieved through local fire safety policy and management that best addresses the local issues in each Academy, but is in accord with a standardised approach throughout the organisation. To achieve this objective all SDBE MAT Academies will ensure that their local fire safety policy and management conforms to SDBE MAT Fire Risk Management System (FRMS) under the PAS 7:2013 Specification.

14.2 With regard to, and in compliance with, The Regulatory Reform (Fire Safety) Order 2005, as occupiers, Academies are to put in place a local fire and evacuation policy and, based on a fire risk assessment of local conditions, a fire evacuation procedure must be devised and implemented.

14.3 Each Academy is required to include local objectives for fire safety within their local fire safety policy, organisation and arrangements.

14.4 Each Academy must review their local fire safety policy on an annual basis and commit within their policy to continual improvement in local fire safety management.

14.5 As an Academy Fire Risk Assessment becomes due for review, or renewal, Academies will be required to ensure that the assessment is compliant with the PAS 79:2012 Specification – '*Fire risk assessment – Guidance and a recommended methodology'.* Further guidance to be found in the HM Government publications, *'Fire safety risk assessment: educational premises'* and *'Fire safety risk assessment: means of escape for disabled people'* may be useful documents for Academies to consult with regard to their fire risk assessment.

14.6 In respect of The Regulatory Reform (Fire Safety) Order 2005 the "responsible person" will be the person in each Academy appointed by the relevant Governing Body as Fire Safety Officer.

14.7 Academies must ensure that they arrange any necessary contacts with external emergency services, particularly as regards fire-fighting, rescue work, first-aid and emergency medical care.

(a) In an emergency making available to relevant accident and emergency services the information required by articles 15 and 16 of The Regulatory Reform (Fire Safety) Order 2005 as follows:

(i) Procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons including:

(A) details of relevant work hazards and hazard identification arrangements; and

(B) specific hazards likely to arise at the time of an accident, incident or emergency;

(ii) What suitable warning and other communication systems are established to enable an appropriate response, including remedial actions and rescue operations, to be made immediately when such an event occurs.

(iii) Where the risk assessment indicates it is necessary, what escape facilities are provided and maintained to ensure that, in the event of danger, relevant persons can leave endangered places promptly and safely.

(iv) The location/s of where such information is displayed at the premises.

(b) Co-operating with fire and rescue service inspectors whilst carrying out their duties.

14.8 In addition to the local scrutiny of Academy fire safety SDBE MAT reserves the right, as the employer, to satisfy itself that general fire safety precautions, fire safety arrangements and fire evacuation procedures are maintained to an acceptable standard.

15. FIRST AID

15.1 With regard to, and in compliance with, The Health and safety (First-Aid) Regulations 1981 (as amended) Academies are to put in place a local first-aid policy and effective procedures based on an assessment of local need.

15.2 Academies will need to assess numbers of first-aid personnel, training needs, equipment, accommodation and recording and reporting arrangements.

15.3 All staff must be informed of the first-aid arrangements in their locality: the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the Academy's first-aid needs.

16. GAS SAFETY

16.1 In order to ensure gas safety Academies must ensure that they comply with the provisions of the following regulations:

(a) Pipelines Safety Regulations 1996 (PSR)

(b) Gas Safety Installation and Use Regulations 1998 (GSIUR)

(c) Provision and Use of Work Equipment Regulations 1998 (PUWER)

16.2 In order to ensure compliance Academies must:

(a) Ensure that the gas supply and associated distribution pipework is examined every 5 years as a minimum, or sooner as the result of a risk assessment, and as part of that examination all pipework and associated fittings are fit for purpose and safe for use, to the extent that:

(i) All gas pipework is identified and appropriately labelled.

(ii) The pipework and fittings are undamaged (by physical damage or corrosion) and fit for purpose

(iii) Any pipework, or fitting, that is damaged, or not fit for purpose, is isolated wherever possible, pending repair/replacement.

(b) Ensure that an annual gas safety check is carried out on each gas appliance/installation/flue.

(c) Ensure that gas fittings and flues are maintained in a safe condition. Gas appliances must be serviced in accordance with the manufacturer's instructions, or annually if these are unavailable.

(d) Keep the record of all safety checks for a minimum of 2 years following the check.

(e) Academies must ensure that all work completed on any part of the gas system is done so by a competent, qualified and "Gas Safe" registered person. The Academy must ensure that proper checks are carried out to ensure the current status of the person concerned with regard to the "Gas Safe" register. Academies are alerted to the fact that accepting a "Gas Safe" identity/registration document alone may not be sufficient to verify compliance.

17. HEALTH AND HYGIENE

17.1 Employees must follow manufacturers' instructions printed on containers or packages and wear any protective equipment advised. Staff should consult their manager/supervisor where doubt exists.

17.2 To reduce the likelihood of possible infection/disease staff should take the following precautions:

(a) Always wash hands before eating.

(b) Barrier creams can help minimise infection, use where appropriate.

(c) Seek first aid immediately for cuts and abrasions and report all cases of suspected work-related illness.

(d) Do not leave unwanted food lying around to encourage vermin (rats, mice, pigeons, etc.) and report any evidence of them.

17.3 All Academies are to undergo food hygiene inspections under the national Food Hygiene Rating Scheme. The frequency of inspection will be determined by the Academy's local authority. Inspections should not normally exceed three years in frequency.

17.4 Academies (and any contractors) are required to achieve a minimum Food Hygiene Rating of 3 *"Generally Satisfactory"*. Where this rating is not achieved local remedial measures must be put in place, in consultation with the Local Authority and as directed by the Academy, to ensure the improvement to the quality of food hygiene in the areas identified.

18. LETTING FACILITIES

18.1 Where Academies let, or hire out premises, services or equipment they are to put in place a local policy and procedures based on the premises, services or equipment offered. Academies should check what activities will be taking place with the event organiser, but only in relation to the impact on school facilities and users. Responsibility for the event rests with the event organiser.

18.2 The policy and procedures must include all health, safety and welfare provision associated with the let or hire. The responsibilities for provision must be made clear and drawn to the attention of the patron before a contract is entered into.

18.3 The provision must include, but is not limited to, the following health and safety matters:

(a) A safe means of access and egress for the use of the hirers, and that all equipment made available to and used by the hirers is safe to use.

(b) Fire escape routes and exits that are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;

(c) Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms, fire-fighting equipment and first aid equipment such as defibrillators. Notices regarding emergency procedures should be prominently displayed;

(d) Hirers of any equipment or facility provided by the Academy are familiar with its safe use and, if necessary, briefed accordingly;

19. LONE WORKING

19.1 In order to comply with Section 2 of the Health and Safety at Work etc. Act 1974 and Regulation 3 of The management of Health and Safety at Work Regulations 1999 it is important for all Academies to ensure, so far as is reasonably practicable, the health and safety of SDBE MAT employees who are required to work alone.

19.2 To achieve this requirement Academies are required to put in place a local lone working policy in which the arrangements provide suitable and sufficient local health and safety provision for lone working.

19.3 It is required that the arrangements contained within the policy will include the control measures identified as a result of risk assessment of the particular lone working circumstances within the establishment including travel to and from work, where that travel has significant hazards that cannot be otherwise avoided.

19.4 The duty for implementation, training, monitoring and reviewing the policy and procedures is delegated to the Governing Body of each Academy.

20. MANUAL HANDLING

20.1 In order to comply with the requirements of The Manual Handling Operations Regulations 1992 (as amended) all tasks requiring any lifting, twisting, pulling or other movement of materials or objects from one place to another, where there is the potential of a risk of injury, must be risk assessed.

20.2 The vast majority of such manual handling tasks will be risk assessed within the overall risk assessment for that task. Where specific hazards are observed e.g. where the weight to be lifted exceeds 25kg, or where the distance of relocation is significant, or where the number of repetitive tasks is high, the tasks will be assessed formally in detail. Appropriate tools to carry out detailed manual handling risk assessments should be used.

20.3 All SDBE MAT employees who undertake tasks involving manual handling must be made aware of the risks to their health and safety in completing such tasks and be adequately trained to adopt the appropriate control measures to reduce the risk of injury.

21. NOISE AND VIBRATION AT WORK

21.1 Academies have a duty to ensure that the effect of noise in the workplace is managed to effective levels. This issue is often underestimated within educational settings and is often likely to affect employees to a greater extent than pupils, as teachers and support staff are sometimes working for extended periods in noisy areas.

21.2 Where noise levels are at, or near, 80dB(A) (between the noise of a vacuum cleaner and a blender) for extended periods, or there is extended use of vibrating equipment a noise and/or vibration survey must be completed, or commissioned, by Academies and where a hazard is apparent a risk assessment must be completed and control measures must be put in place to eliminate or reduce those risks.

21.3 Where new equipment is bought, consideration should be given to low noise/vibration options.

22. OCCUPATIONAL HEALTH

22.1 Each Academy must ensure that adequate arrangements are made and provision is in place regarding occupational health services. These include provision for, but not restricted to:

(a) Pre-employment health checks.

(b) Health surveillance (where identified by risk assessment).

(c) Substance abuse support.

(d) New and expectant mothers.

(e) Medical referrals, including work related stress support.

22.2 Alcohol and drugs:

(a) The possession or use of illegal drugs or substances is prohibited to all SDBE MAT employees and contractors on premises operated by the Trust.

(b) Employees, parents, carers or visitors may not consume alcohol on Academy premises, unless this has been agreed by the Principal/Headteacher/Senior Manager of the premises concerned.

(c) Personnel who have been prescribed drugs that may affect their ability to work safely must inform their manager immediately

(d) Any person found to be under the influence of an illegal substance, or alcohol, during working hours shall be required to leave the premises in a safe manner.

(e) Smoking is not allowed on any SDBE MAT Academy premises.

(f) The use of e-cigarettes on SDBE MAT premises, in respect of health and safety, is dependent on the substance content of the e-cigarette and the resultant exposure of SDBE MAT employees to such a substance in the workplace. Typically, many e-cigarettes contain nicotine (CAS number 54-11-5) which has a long term exposure limit (8hr TWA) of 0.5 $mg.m^{-3}$ and short term exposure limit (15 mins.) of 1.5 $mg.m^{-3}$. Academies would need to base a decision on disallowing the use of e-cigarettes on health and safety grounds on the potential exposure of SDBE MAT employees to substances in excess of the Workplace Exposure Limit (WEL) for that substance.

22.3 Health surveillance can be a legal requirement in a range of health and safety related matters, as a risk management control. SDBE MAT employees may be subject to health surveillance measures when this control is indicated as a result of risk assessment.

22.4 New and expectant mothers

(a) Under these circumstances an appropriate risk assessment must be carried out by the Academy in respect of the working conditions, physical, biological and chemical hazards, and the tasks undertaken by the pregnant women or nursing mothers

(b) Particular attention should be paid to hazards such as ionising radiation, lead, mercury and pesticides.

(c) Where required, additional or different control measures must be implemented by an Academy, such as temporarily adjusting working conditions and/or hours of work. If necessary, the employee may need to undertake suitable alternative duties in order to mitigate any risks

(d) Where the risk is significant and is not possible to control SDBE MAT may consider suspending a female employee from work on paid leave for as long as necessary, to protect her health and safety, and that of her child.

(e) Academies must ensure that suitable and appropriate rest facilities are provided for pregnant women or nursing mothers to enable them to rest. Similarly it is anticipated that as part of the risk assessment process it is likely that new or expectant mothers will need to go to the toilet more often. It is sensible to agree timing and flexibility of rest breaks with the employee.

22.5 Should a problem arise which needs further clarification, SDBE MAT retain the right to make a medical referral to an independent medical advisor selected by the Trust. Where this becomes necessary, the right of an employee to access any medical report is protected under the Access to Medical Reports Act 1988. This and any related information will also be kept in accordance with the requirements of the Data Protection Act 1998 at all times.

23. RADIATION (IONISING AND NON-IONISING)

23.1 Sources of ionising radiation must be managed in Academies in accordance with the requirements of The Ionising Radiations Regulations 1999 and other relevant legislation

23.2 In complying with statutory legislation and the formulation of local rules regarding the management of sources of ionising radiation Academies must pay particular attention to the content of CLEAPSS publication, *"L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges, 2019"*.

23.3 If Academies use lasers for entertainment, theatre or public exhibition purposes they must consider the guidance to be found in the HSE publication, *"HSG95 The radiation safety of lasers used for display purposes"* in planning and managing the event.

23.4 When using projectors and laser pointers Academies should establish safe systems of work for teachers and pupils and give instruction on their adoption so that:

(a) Staring directly into the projector beam is avoided at all times.

(b) Standing in the beam, whilst facing the projector, is minimised. Users, especially pupils, should try to keep their backs to the beam as much as possible.

(c) In this regard, the use of a stick or laser pointer to avoid the need for the user to enter the projector beam is recommended.

(d) Pupils are adequately supervised when they are asked to point out something on the screen.

(e) Academies must develop procedures for protecting staff and pupils from the effect of prolonged exposure to sunlight.

24. RESOLVING DISAGREEMENTS

24.1 The Academy/Trust Collective Grievance procedure will be used for grievances arising from health and safety issues raised by staff and safety representatives.

24.2 Where a safety representative is of the opinion that there is immediate danger that demands urgent attention he/she shall have immediate access to an appropriate member of management.

24.3 This arrangement shall form part of the Trusts statutory policy and be subject to joint review after one year, and subsequently at any time.

25. RISK ASSESSMENT

25.1 In order to comply with The Management of Health and Safety at Work Regulations 1999 (and other legislation) suitable and sufficient risk assessments must be completed and recorded with regard to the risks to the health and safety of SDBE

MAT employees at work and persons not in SDBE MAT employment arising out of, or in connection with, the conduct by SDBE MAT regarding their undertaking.

25.2 Risk assessment should be completed where potential hazards have been identified with regard to, but not exclusively confined to:

(a) Processes and procedures

(b) Equipment and materials

(c) Premises

(d) People

(e) Specialist matters

(f) Curriculum including visits

25.3 All risk assessments must be completed by a competent person. For the purposes of risk assessment "competent" can be regarded as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform the task safely. Where there is no competent person/s within an Academy to carry out routine risk assessments, provision for suitable training of staff must be put in place.

25.4 For routine risk assessments the "5 steps to risk assessment" model provided by the HSE should be followed.

25.5 For specialist risk assessments Academies should follow a hierarchy for provision:

(a) Use an in house competent person to carry out the risk assessment, in the first instance, where such a person is employed at the Academy.

(b) Where no such person is employed at the Academy consideration should be given to providing appropriate training to a suitable existing employee in order to establish competence, based on a need/cost analysis.

(c) Where the need for a specialist risk assessment is urgent, or the cost of training an existing an employee to a competent standard is disproportionate to the need, external risk assessment provision can be procured.

26. SAFE SYSTEMS OF WORK

26.1 Part of the employer's general duty is to provide systems of work that are, so far as is reasonably practicable, safe and without risks to health. Safe systems of work must be identified through the risk assessment process.

26.2 Individual Academies are responsible for ensuring that the components of a system are in place locally that include:

(a) Co-ordination of the work of different departments and activities.

(b) Training, instruction and supervision.

(c) Layout of plant and equipment.

(d) The method of using particular machines and of carrying out particular processes

(e) The instruction of trainees and inexperienced employees in particular tasks beyond their normal experience.

(f) The sequence in which the work is to be carried out.

(g) The provision of warnings, notices, and the issue of special instructions in particular cases.

(h) The procedure for introducing changes into normally accepted routines and practices, including explanations of why the changes are necessary.

(i) A contingency plan to deal with foreseeable emergencies.

(j) An auditing or monitoring regime to ensure the system is working safely.

(k) General conditions of the workplace.

26.3 Academies are expected to manage hazards with at least the same degree of attention and with at least the same allocation of resources and priorities as they manage all other management functions such as, quality, human resources and budgetary matters.

26.4 Academies should be aware that the principle of establishing and maintaining 'safe systems of work' is keenly regarded by enforcing authorities as a direct reflection of managerial competence and commitment.

26.5 All higher risk activities are subject to having a written safe system of work in place and it being readily available to all SDBE MAT employees concerned with the work.

27. SECURITY

27.1 Each SDBE MAT Academy has the responsibility for ensuring that suitable and sufficient local arrangements are in place to prevent unauthorised access to its premises at all times, so far as is reasonably practicable.

27.2 From time to time access to specific areas within the SDBE MAT Academies may be restricted to authorised staff only, as identified by the assessments of particular hazards. Such restrictions must be clearly marked.

27.3 All visitors to SDBE MAT Academies are required to sign in at reception. On the first visit to an Academy a visitor will be made aware of the local emergency arrangements and of any alarm testing schedule. If the identity of the visitor is unclear the visitor must be asked for proof of identity before being allowed to proceed into any area of the Academy.

27.4 Visitors must always be accompanied within the Academy, unless there are no children or vulnerable people in the Academy at the time of the visit, or the visitor has been verified by the appropriate DBS check.

27.5 Unauthorised visitors should be asked to leave the premises, but staff must be aware that they should not place themselves at risk in doing so. Assistance from local police should be sought if there is any concern regarding safety.

28. SLIPS AND TRIPS

28.1 Accident statistics show that approximately a third of all staff injuries in Academies result from slips, trips and falls. Even more significant is that about 80 per cent of all serious injuries to staff are caused in this way. Therefore, from an accident prevention viewpoint, Academies must pay particular attention to adopting effective preventative measures to reduce occurrences of slips and trips. In order to reduce risk the following measures must be put in place:

(a) Academies must develop local cleaning, housekeeping and repair arrangements to ensure a clean, orderly, well maintained and uncluttered workplace. These measures should identify particular responsibilities and procedures.

(b) Arrangements for the safe movement of people around the Academy should be established and these should be communicated to staff and pupils. These measures should include provision for inclement weather and snow and ice.

(c) Disposal of waste materials must be proactive and in accordance with the requirements of the local authority. Particular attention must be given to the safe disposal of hazardous waste.

(d) Appropriate training on slips and trips should be included within staff training requirements and preventative measures appropriately communicated to pupils (reporting spills and trip hazards, etc.)

29. STRESS MANAGEMENT

29.1 At times employees could be under unacceptable levels of stress, either from the effects of their home life, from their duties at work, or a combination of both. It is sometimes impossible to reduce external stressors, therefore it is important that Academies follow some key points to manage the levels of work-related stress of SDBE MAT employees, as follows;

(a) Line managers and senior managers should ensure that employees are able to cope with the demands of their jobs.

(b) Employees should be able to have a say about the way they do their work wherever possible.

(c) Adequate information and support should be provided from colleagues and superiors.

(d) Employees must never be subjected to unacceptable behaviours, e.g. bullying at work.

(e) Managers and supervisors should ensure that employees understand their role and responsibilities.

(f) Employees must be actively engaged and meaningfully consulted when the Academy is undergoing any organisational change that may affect them.

(g) Systems are to be in place locally to effectively respond to any individual concerns regarding any of the above matters.

29.2 Academies must have suitable and sufficient provision in place for the management of work-related stress related illness. Where in doubt Academies should follow the principles of the HSE "*Management Standards for work related stress".*

29.3 Academies must complete a Stress Management Assessment for their school.

30. SUPERVISION AT WORK

30.1 Academies must provide an adequate and appropriate level of supervision for SDBE MAT employees, in that:

(a) Managers and Supervisors need to know what is expected from them in terms of health and safety. They need to understand the SDBE MAT and Academy Health and Safety Policies, where they fit in, and how SDBE MAT and the Academy want health and safety to be managed.

(b) Managers and supervisors may need training in the specific hazards of particular processes and how the Academy expects the risks to be controlled.

(c) New, or inexperienced people, as well as those whose first language is not English, are very likely to need more supervision than others. Academies must ensure that employees know how to raise concerns and managers/supervisors are familiar with the possible problems due to unfamiliarity, inexperience and communication difficulties.

(d) Managers and supervisors need to ensure that employees in their charge understand risks associated with the work environment and measures to control them.

(e) Managers and supervisors will need to make sure the control measures to protect against risk are up to date and are being properly used, maintained and monitored.

30.2 Academies must make sure they have arrangements in place to check the work of contractors is being done safely and as agreed.

30.3 Under the Management of Health and Safety at Work Regulations 1999, Academies have a duty to ensure that young people (Under 18) employed by SDBE MAT are not exposed to risk due to:

(a) lack of experience;

(b) being unaware of existing or potential risks and/or

(c) lack of maturity.

30.4 With regard to young people employed by SDBE MAT all Academies must consider:

(a) the layout of the workplace;

(b) the physical, biological and chemical agents they will be exposed to;

(c) how they will handle work equipment;

(d) how the work and processes are organised;

(e) the extent of health and safety training needed;

(f) risks from particular agents, processes and work.

30.5 These considerations should be straightforward in low-risk areas, for example in an office. In higher-risk areas the risks are likely to be greater and will need more attention to ensure that they are properly controlled.

31. TRAINING AND INFORMATION

31.1 All new employees of SDBE MAT will receive Health and Safety Induction training. This will constitute familiarisation of their premises layout, including the location of all relevant health and safety items (e.g. fire exits) and all local arrangements. All SDBE MAT employees must be provided with fire emergency training and be trained in the recognition and use of fire extinguishers. Whilst the duties of some employees may be the management of the safe evacuation of the premises in the event of a fire, this would not prevent the coincidental discovery of a fire whilst about their normal duties and the decision to tackle such a fire, or to preserve or maintain a fire escape route. All SDBE MAT employees must be made aware of the content of this Health and Safety Policy, Organisation and Arrangements and relevant local policies and supporting procedures. These documents must be readily available to the employee. Where it is known that asbestos is present on the premises it is vital that all SDBE MAT employees are instructed in the general procedure in the event of accidental damage to, or discovery of, Asbestos Containing Material (ACM).Individual staff health and safety training needs must be assessed by a line manager on appointment of the member of staff and then annually as a minimum. Where employees have significant changes to their role, or they change role, this assessment must be carried out at the time of the change. Each Academy is required to put in place a written health and safety training programme that identifies the specific health and training needs of particular duties carried out by their staff and the frequency of appropriate refresher training.

31.2 Each Academy is required to ensure that suitable and sufficient health and safety training has been undertaken by all staff consistent with the needs of their role. All training relating to health and safety will be recorded and signed by the individual as a record that such training was completed.

31.3 If a member of staff declines to take part in health and safety training required for their role (in all cases induction health and safety training) the reason/s for declining the training must be provided by the employee. In such cases the matter should be investigated by the Academy.

31.4 Where a barrier to completing the training is identified, reasonable adjustments should be put in place to overcome that barrier, in order to allow the member of staff to partake in the training.

31.5 Where an employee continues to refuse health and safety training further advice should be sought from SDBE MAT Executive Team on the matter.

31.6 SDBE MAT employees should be aware that declining health and safety training without having a valid reason, in the opinion of the Trust, may result in disciplinary action being taken.

31.7 SDBE MAT will ensure that comprehensible and relevant information regarding health and safety compliance and best practice is provided to Academies, on request, and that periodic health and safety advice and updates are published and distributed to Academies.

31.8 Each Academy must ensure that it provides to SDBE MAT employees comprehensible and relevant information on the risks to their health and safety identified by any risk assessment, including, but not limited to:

(a) Any preventive and protective measures in place.

(b) The procedures to be followed in the event of serious and imminent danger.

(c) The measures for fire-fighting in the workplace.

(d) The identity of those persons responsible for the evacuation from the premises.

31.9 Each Academy must take all reasonable steps to inform any other employers concerned of the risks to their employees' health and safety arising out of or in connection with conduct by the Academy

32. TRANSPORT AND VEHICLE MANAGEMENT

32.1 Academies must ensure that local arrangements are put in place for the safe use of transport operated by the Academy. Measures that should be in place include:

(a) Designated drivers for minibuses, who hold the appropriate full driving licence and who have completed appropriate minibus driver safety training.

(b) Arrangements for the management of servicing, maintenance, cleaning, insurance and, where required, MOT of all vehicles operated by the Academy.

(c) Procedures for the safe use of vehicles operated by the Academy.

32.2 Academies have the responsibility to risk assess local requirements relating to traffic/pedestrian safety and segregation.

32.3 SDBE MAT employees are strictly forbidden from driving a vehicle on Academy business whilst under the influence of alcohol or drugs.

32.4 SDBE MAT employees are strictly forbidden from using hand-held mobile phones or similar devices whilst driving a vehicle on Academy business.

33. VIOLENCE AT WORK

33.1 Academies are required to put in place a local violence at work policy in which the arrangements provide reasonably practicable local health and safety provision for reducing the risk of violence towards SDBE MAT employees, or other persons that may be affected.

33.2 It is expected that the arrangements contained within the policy will include the control measures identified as a result of suitable and sufficient risk assessment of the particular working circumstances of employees and others within the establishment. Such circumstances may include:

(a) The possibility of violent behaviour by persons in the Academy.

(b) Situations that could escalate into violence if not managed effectively.

33.3 The duty for implementation, training, monitoring and reviewing the policy and procedures is delegated to the Governing Body of each Academy.

34. WELFARE

34.1 With particular regard to The Workplace (Health, Safety and Welfare) Regulations 1992, Academies have the duty to ensure the following provision so far as it is reasonably practicable to do so:

(a) Welfare Facilities:

(i) Suitable and sufficient toilets and hand basins, with soap and towels or a hand-dryer.

(ii) Safe drinking water.

(iii) A place to store clothing, where required, (and somewhere to change if special clothing is worn for work).

(iv) Somewhere to rest and eat meals.

(b) Health issues:

(i) Good ventilation – a supply of fresh, clean air drawn from outside, or a ventilation system.

(ii) A reasonable working temperature (usually at least 16°C, or 13°C for strenuous work, unless other laws require lower temperatures).

(iii) Lighting suitable for the work being carried out.

(iv) Enough room space and suitable workstations and seating.

(v) A clean workplace with appropriate waste containers.

(c) Safety issues:

(i) Properly maintained premises and work equipment.

(ii) Floors and traffic routes kept free from obstruction.

(iii) Windows that can be opened and also cleaned safely.

(iv) Transparent (e.g. glass) doors or walls that are protected or made of safety material.

35. WORK EXPERIENCE SAFETY

35.1 Academies that provide work experience as part of their work related learning curriculum must ensure that adequate measures are in place to manage that provision. Academies may choose to self-manage such provision, or work in partnership with a provider. Whichever is the arrangement Academies should ensure that either they, or their provider, are taking into account the guidance provided by SDBE MAT.

36. WORKING AT HEIGHT

36.1 Academies have a duty to manage work at height, in accordance with The Work at Height Regulations 2005, which requires Academies to follow the hierarchy of controls; avoid, prevent, arrest:

(a) Consider if the work can be done safely from the ground. Fall restraints and safety netting should only be considered as a last resort if other safety equipment cannot be used.

(b) Risk assess work at height. Assess the risks, take precautions, and issue clear method statements for everyone who will work at height.

(c) Roof work must have planned safe access, to prevent falls from edges and openings.

(d) When considering fragile surfaces the hierarchy of controls for working on or near fragile surfaces is; avoid, control, communicate, co-operate.

(e) Consider when it's appropriate to use ladders and the three key safety issues; position, condition, safe use (no job longer than 30 minutes).

(f) For using tower scaffolds; select the right tower for the job; erect, use, move and dismantle the tower safely, ensure that it is stable, inspect it regularly, prevent falls.