



**Workplace Health, Safety and Welfare
Policy**

Enquire Learning Trust

Approved by: Trustees

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Version History

Date	Author	Version	Comment
06/04/2023	J. McGuire	1	First issue

1. Introduction

The Health & Safety Act etc.1974 requires employers to ensure the health and safety of all employees and anyone who may be affected by their work. Workplace injuries and can have serious consequences for employees, children, and the Trust as a whole.

This policy outlines the measures we will take to comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and promote a safe and healthy work environment.

2. Purpose

The Trust is committed to ensuring the health, safety, and welfare of all employees, visitors, and contractors who work on our premises. We recognise that our children and employees are our most valuable asset, and we strive to provide them with a safe and healthy working environment.

3. Scope

This policy applies to all employees, contractors, and visitors on Trust property or engaged in Trust or academy activities.

4. Responsibilities

Leaders and managers are responsible for ensuring that their teams are trained and equipped to work safely and comply with this policy.

All employees are responsible for following this policy and complying with all relevant legislation. They must take reasonable care of their own health and safety, and that of others who may be affected by their actions.

All employees must report any unsafe practices or hazards to their line manager.

5. Risk Assessments

The academy undertake regular risk assessments to identify hazards and assess the associated risks in the workplace. We will take appropriate measures to eliminate or control these risks as far as reasonably practicable.

The Trust will support each academy in relation to risk assessments in the workplace to identify any potential hazards or risks to employee health and safety.

6. Emergency Procedures

The Trust will ensure emergency procedures and evacuation plans in case of fire, natural disasters, or other emergencies are in place.

Each academy must have appropriate procedures in place for dealing with emergencies, such as fires or accidents. This includes providing adequate training for employees and ensuring that emergency exits are clearly marked and easily accessible.

7. Personal Protective Equipment (PPE)

Each academy will provide PPE where it is deemed necessary or identified on any risk assessment.

Employees shall inspect their PPE before each use to ensure that it is in good condition. Any damaged or defective PPE shall be reported to line management immediately and replaced. PPE shall be cleaned and maintained according to manufacturer instructions.

PPE identified as a control measure on any risk assessment shall be worn.

8. Manual Handling

Each academy will provide training and equipment to ensure that manual handling is carried out safely and effectively. They will also ensure that employees are aware of the proper lifting techniques and procedures to prevent injuries. Specific manual handling risk assessments will be undertaken for certain activities where necessary.

9. First Aid

Each academy will ensure that suitably trained first aiders are available on-site, with sufficient cover for staff that may be off-site. They will ensure that First-aid kits are easily accessible and well-stocked.

10. Workstation Ergonomics

Employees will undertake an assessment of workstation ergonomics, such as proper chair height, monitor placement, and keyboard use, to prevent repetitive strain injuries.

11. Temperature and ventilation

Each academy will ensure that the temperature and ventilation of the workplace are maintained at a comfortable and healthy level. Contingency plans will be developed by the academy in the event of exceptional circumstances.

12. Lighting

Each academy must ensure that the workplace is well-lit. This includes providing natural light where possible and ensuring that artificial lighting is adequate for the tasks being performed. Glare or flickering that could cause eye strain or headaches.

13. Hygiene and sanitation

The Trust will provide adequate and suitable welfare facilities for all employees, including toilets, washing facilities, and rest areas.

Each academy must ensure that the workplace is kept clean and free from hazards. This includes providing regular cleaning services and ensuring that spills or other hazards are cleaned up immediately.

14. Noise

Each academy will ensure that noise levels will be kept within acceptable limits to prevent hearing damage and other health issues.

15. Electrical Safety

Each academy will provide guidelines for the safe use of electrical equipment, including testing and maintenance of equipment to prevent electrical shocks. Employees will be trained on the proper use and maintenance of electrical equipment.

16. Hazardous Substances

Each academy will ensure that any hazardous substances used in the workplace are stored and handled safely. This includes providing appropriate safety equipment and training and ensuring that employees are aware of the risks associated with these substances.

17. Work at Height

Each academy will provide guidelines for working at height, including the use of appropriate equipment and training to prevent falls. Employees will receive training on safe work at height practices.

18. Contractors

Each academy will ensure that contractors working on site are also following health and safety regulations. Contractors will be required to provide proof of training and appropriate safety equipment.

19. Training

Refresher training shall be provided routinely or as needed by each academy.

20. Review

This policy will be reviewed periodically to ensure that it remains relevant and up to date. The effectiveness of the policy will be monitored and through feedback from employees.