



SYNERGY
EDUCATION
TRUST

Health and Safety Policy

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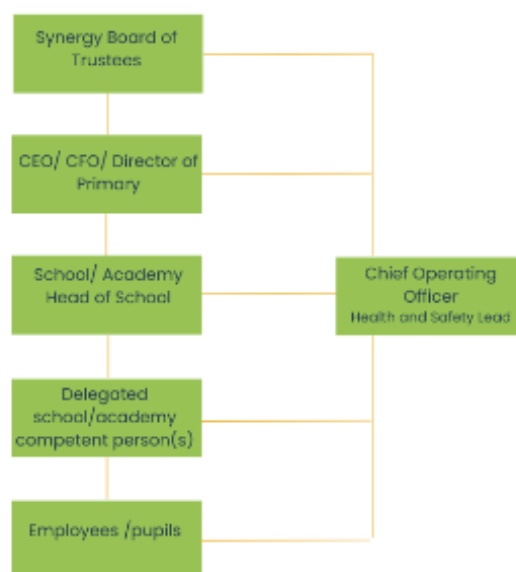
1. Trustees Statement of Intent

The Trustees of Synergy Education Trust shall, so far as is reasonably practicable, take all reasonable measures to ensure the health, safety and welfare of staff, pupils and other persons on their premises, in accordance with the Health and Safety at Work Act 1974.

The Trust has overall responsibility for:

- Leading an effective health and safety culture which seeks to promote high standards of health and safety within all establishments in the Trust.
- Ensuring that the policy is effective and enforceable for the provision of health, safety and welfare
- Ensuring all schools have access to competent health and safety advice
- Identify training needs of all employees and arrange with individual schools for training to be undertaken
- Ensuring that accidents, work related ill health and violent incidents are reported and investigated
- Ensuring effective control of contractors and sub-contractors undertaking building works on Trust premises.

Organisation Chart



To meet these responsibilities, the Trustees will ensure adequate monitoring and compliance within all schools including;

- The safety of plant equipment, buildings and safe systems of work;
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Appropriate information, instruction, training and supervision to assist all employees, pupils and visitors to avoid hazards and contribute positively to their own health and safety whilst on school premises.
- A safe workplace and safe access and egress.
- A healthy working environment.
- Procedures for fire evacuation, first aid cover and other emergency situations.
- Adequate welfare facilities and suitable protective clothing and equipment.
- Arrangements for the safe introduction of new plant, machinery, substances and procedures

Overall responsibility for health and safety sits at the highest level. However, health and safety remain everyone's responsibility.

Day to day health and safety leadership within schools is delegated to the Heads and Senior Leadership Teams in schools.

2. Legal Framework and Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties' employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The Trust follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

3. Roles and Responsibilities

3.1 The Trust

The Trust has ultimate responsibility for health and safety matters in each of its schools. The trust will oversee health and safety, as led by Lisa Tupman, Chief Operating Officer but will delegate day-to-day responsibility in each school to Head of School in accordance with the trust scheme of delegation.

The trust has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

3.2 Heads

Individual Heads of Schools within the Trust have operational responsibility on a day-to-day basis for ensuring compliance with health and safety guidance and legislation.

The Heads will ensure that;

- There are sufficient competent persons in place
- They lead on the implementation of the policy
- Safe systems of work are developed and followed
- Risk assessments are completed and reviewed
- All accidents/near misses are recorded and investigated
- Communicate and consult with staff on health and safety issues
- Provide adequate training for all identified staff
- all equipment is properly maintained
- There are adequate arrangements in place for fire and first aid
- Contractors are suitably competent and demonstrate a good health and safety record

3.3 Delegated persons with responsibility will ensure that in their areas of control;

- They implement the health and safety policy
- Supervise their staff to ensure effective safe working arrangements
- They communicate effectively with staff on health and safety matters

- They encourage hazard reporting
- Record all safety training that takes place
- Safe systems of work are created
- Complete risk assessments regularly and review
- Up to date health and safety notices are displayed

3.4 Synergy Strategic Health and Safety Lead will ensure that;

- Cascade and advise of any changes in legislation, code of practice and industry standards
- Coordinate and implement a risk assessment process and procedure
- Risk assessments are updated and reviewed regularly
- Provide advice on training and requirements
- Support high level accident investigations
- Maintain a central register of plant and equipment maintenance
- Centralised monitoring system is in place

3.5 Employees

All employees must

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Cooperate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3.6 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.7 Contractors

Contractors will agree health and safety practices with the Head before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Arrangements

4.1 Absence due to illness

Pupils

Pupils are not expected to attend school if they are not well enough to do so. If a pupil has a minor ailment that can be self-managed in school, then the pupil is encouraged to attend school. All individual schools have their own absence reporting procedure. All parents are encouraged to contact school at their earliest convenience to advise if their child is going to be absent from school.

All schools follow the Health Protection Agency guidance for [managing infections and illness](#).

For further information please see the **school's attendance policies**.

Employees

All employees are to follow the attendance management procedure in relation to absence.

4.2 Accidents and Incident reporting

Each Head is responsible for ensuring all accidents are recorded correctly. All schools use the same form for accidents relating to staff, pupils, visitors and contractors. These are stored securely on site. All schools use the medical tracker app to record minor first aid incidents and this acts as the school's legal first aid log.

The COO must be informed of all major accidents, incidents or near misses. All RIDDOR reportable incidents will be fully investigated by the school appointed person and COO.

4.3 Administration of medicines

Please see individual school's policies

4.4 Asbestos

All staff have been made aware of the location of any asbestos in schools. All contractors must sign to confirm they have seen the asbestos register before working on any site with asbestos.

4.5 Control of Substances Hazardous to Health (COSHH)

The use of hazardous substances will be kept to a minimum across all schools in the Trust. Any hazardous substances require a COSHH risk assessment and safety data sheet. All staff have had appropriate COSHH training and the relevant documentation is in place.

Staff will also be provided with protective equipment, where necessary. Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

All schools in the trust have a CLEAPSS membership through the local authority.

4.6 Management of contractors

Management must ensure that where contractors are engaged on behalf of the Trust that:

- Contractors are competent
- Risks to health and safety are assessed
- Adequate control measures are taken by the contractors
- Staff, students and members of the public are protected from the hazards and risks associated with work by contractors

Please see separate policy

4.7 Display Screen Equipment (DSE)

All staff who are desk based for a significant period each day, will be offered an annual online DSE risk assessment. The Trust is committed to actioning any findings from all assessments.

4.8 Drug/alcohol/substances

Any employee who reports to work under the influence of drugs/alcohol will immediately be sent home and subject to disciplinary action.

Any pupils who attend school under the influence of drugs/alcohol will be collected immediately by an appropriate adult.

No drugs or alcohol are permitted to be brought on site by staff or pupils.

Please see separate policy

4.9 Educational visits

All visits must be approved on Evolve prior to commencing. A risk assessment must be completed for all visits and the nature of the visit will determine the element of risk.

All Individual schools have a designated EVC (Educational Visits Coordinator). The EVC in each school will be involved in educational visit management in order to ensure ;

- Offsite activities and educational visits, regulations and guidelines are followed;
- ensure that the aims of the educational visit are achievable

- confirm that adequate risk assessments have been carried out;
- support the Head in the management of and evaluation of educational visits;
- confirm the leadership of the visit group is appropriate, including the accompanying staff and volunteers

Please see separate policy

4.10 Electrical Installation and testing

The fixed electrical installation is tested by approved contractors every 5 years under the Electricity at Work Regulations 1989. Any remedial actions are completed within specified time frames and coordinated with the site teams at school level. All electrical equipment is checked annually by approved contractors with day-to-day maintenance requirements detected by the site teams in schools.

4.11 Emergency procedures

Each school has its own set of emergency procedures including fire, lockdown, bomb threat, and other crises and emergencies. The Head is responsible for ensuring there are effective emergency procedures in place.

4.12 Equality

The Trust is committed to providing equal opportunities in both employment and when providing education to children and young people. The Trust is opposed to all forms of discrimination in line with the Public Sector Equality Duty 2011 and as defined by the Equality Act 2010, whether direct, perceived, indirect or by association.

Please see separate policy

4.13 New and expectant mothers

Risk assessments are carried out whenever any employee or pupil notifies the school that they are pregnant. Appropriate measures are put in place to control identified risks. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and/or GP at any stage of exposure.
- Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German Measles (Rubella), she should inform her antenatal carer/GP immediately to ensure investigation.

- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal carer/GP as this must be investigated promptly.

4.14 Fire Risk Assessment and fire safety

Fire risk assessments are carried out in all schools by an approved fire risk assessor. They are then reviewed annually by a competent person. All schools are required to carry out planned fire drills 3 times per year and review the process, making changes where required.

All fire exits have appropriate signage, with plans of exit routes in easily located places. All fire systems including alarm, sprinklers, extinguishers are maintained and serviced at the appropriate intervals.

Staff and pupils who may require assistance during an emergency should have Personal Emergency Evacuation Plans (PEEP) in place.

4.15 First aid

Schools have responsibility for ensuring that they have adequate arrangements in place for first aid provision. There must be first aiders available on site at all times.

Please see separate policy

4.16 Gas

Installation, maintenance and repair of gas appliances and fittings are carried out by a competent Gas Safe registered engineer. Gas pipework, appliances and flues are regularly maintained in accordance with statutory compliance.

4.17 Health and Safety Law Poster

The Trust has a legal duty under the Health and Safety Information for Employees Regulations (HSIER) to display a poster in a prominent position in each school or provide each worker with a copy of the equivalent leaflet, which is also available in hard copy.

4.18 Health and Safety Signage

Formal health and safety signage throughout school's conform to the requirements of the Health and Safety (Signs and Signals) Regulations. All are compliant with the guidance contained in BS5378 with regards to colours, and BS5499 with regard to fire signage.

4.19 Health and Safety Training

Heads are responsible for ensuring that all staff receive sufficient training to enable them to carry out their duties, so far as is reasonably practicable, without risk to health and

safety. Site Leads must ensure that health and safety training needs are identified for each employee, a training schedule is developed and that training records are maintained. The Trust H&S Lead will recommend identified training as required. The Competent person elected within each school shall be responsible for coordinating training for site teams and cleaning operatives.

4.20 Induction

All new staff within the Trust follow a thorough induction which includes health and safety awareness training. The Heads are responsible for ensuring all new and existing staff have sufficient training to carry out their duties. Inductees should be made aware of all policies and their location and any procedures which ensure they work safely; this includes first aid and emergency procedures.

Temporary staff are provided with information and guidance which includes the Health and Safety Policy, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Head of School whilst on the school site.

4.21 Infectious diseases

The Trust follows national guidance published by Public Health England when responding to infection control issues. We encourage staff and pupils to follow this good hygiene practice, where applicable.

All staff are to be made aware of infection control in relation to personal care of the pupils, and during the administration of medications.

4.22 Insurance RPA (Risk Protection Agency)

The Trust and all its schools are part of the RPA.

4.23 Legionella

All schools have a legionella risk assessment in place which is reviewed every 3 years. The risks from legionella are also mitigated by the following: monthly and weekly controls or checks that are in place e.g., temperature checks, heating of water, disinfection of showers, etc.

4.24 Lettings

All lettings are managed by the individual schools within the Trust. Please see individual schools' policy. As a minimum all hirers must have their own liability insurance, risk assessments and signed agreement and where applicable DBS.

4.25 Lifts and hoists

All passenger lifts and mechanical hoists are inspected by a competent engineer on a six-monthly basis. Lifting equipment not used to lift people is inspected on an annual basis.

4.26 Lightning Protection

Lightning protection is fitted to some Trust buildings as necessary. It is subject to annual inspection by specialist contractors. Full details are available from each site affected

4.27 Local management of health and safety

The Heads are responsible for ensuring that organisational arrangements for health and safety within their school are put in place. The COO will oversee the management of health and safety within the Trust. At school level Head's must ensure that a competent person/s is appointed and trained to a suitable training standard and has sufficient time to carry out their duties. Local school arrangements will include:

- lockdown procedures and policy,
- emergency/business continuity plan and planning,
- risk assessments,
- local health and safety procedures Inc. fire plan, fire RA,
- Inclement weather management
- employee consultation of health and safety training records.

Competent members of staff will be tasked, by the Head, to carry out certain health and safety management, monitoring, maintenance records, auditing or supervisory duties on behalf of their school and Trust.

4.28 Lone working

Under the Health and Safety at Work etc. Act 1974, Synergy as an employer has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees. There is also contained in the legislation a general duty of care to protect students and members of the public. These requirements are applicable to all work situations, including where staff (and others) are working alone or outside normal working hours. Lone working could include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties

- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, should not be undertaken when working alone.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker must also ensure that they are medically fit to work alone.

4.29 Maintenance of equipment

All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place to ensure statutory compliance.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

4.30 Managing administering of medication for pupils

The Children and Families Act 2014 Section 100 includes a duty for schools to support children with medical conditions. Where children have a disability, the requirements of the Equality Act 2010 will apply. Where children have an identified special need, the SEN Code of Practice will also apply. All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well. Please see each individual school's policy on administering medication.

Please see separate policy

4.31 Moving and handling

The moving and handling of pupils must be done by suitably qualified staff. The moving of heavy objects should be carried out by the site team using the appropriate technique and equipment. All staff to be trained on moving and handling every 3 years.

4.32 Minibus

The Trust minibuses allow pupils to access off site provision and experiences. All persons wishing to drive the school vehicles must demonstrate a safe and competent manner of driving and managing the vehicles prior to undertaking the necessary driving qualification. The qualifications required by the school are Midas or TOPS (Transporting Our People Safely) driver assessment certificate. All drivers must be over the age of 21 and

have driven for a minimum of 2 years. They must hold a clean driving licence and all drivers are appropriately insured via the school policy.

All agencies wishing to utilise the school vehicles must complete, and comply with, the required documentation and provision of evidence of documentation, as part of hire agreement.

Please see separate policy

4.33 Monitoring

To ensure effective monitoring systems are in place, all school's will be audited on an annual basis by an external provider supported by the COO. All reports will be provided and remedial actions will be taken.

Operationally workplace inspections are in place across all schools and these monitor day to day occurrences on site. This includes but is not limited to; fire safety, legionella, grounds inspections and statutory compliance checks.

Risk assessments are in place for high-risk areas and are reviewed regularly.

4.34 Occupational health

The Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessments. Systems are in place within the schools for responding to individual concerns and monitoring staff workloads. These include, but are not limited to, Occupational Health Service, Employee Assistance Programme, Counselling and DSE risk assessment.

4.35 Permit to work

A Permit to Work system must be used as a Safe System of Work for activities which are determined to present a relatively high level of risk and cannot be controlled by other means. High risk activities include:

- High Voltage Electricity
- Hot Work (welding, burning and cutting)
- Confined Spaces

4.36 Plant

Systematic inspections of plant and equipment will take place at appropriate intervals to ensure the effective operation of workplace precautions. Synergy, as an employer, will provide equipment for use, from hand tools and ladders to electrical power tools and larger plants. Each school will demonstrate that arrangements are in place to make sure they are maintained in a safe condition.

- Maintenance on plant equipment is carried out to prevent problems arising, to put faults right and to ensure equipment is working effectively. Maintenance will be part of a scheduled servicing programme or may have to be carried out at short notice after a breakdown.
- The provision and Use of Work Equipment Regulations 1998 (PUWER) require work equipment and plant to be maintained so it remains safe and the maintenance operation is carried out safely in our schools.

4.37 Play equipment

Fixed outdoor play equipment is designed and installed by a competent contractor who operates within the requirements of BSEN 1176 and BSEN 1177. A post installation inspection of new fixed outdoor play equipment shall be undertaken by an independent organisation, in consultation with property support/school surveyors. Whether new or existing fixed outdoor play equipment, the Head shall ensure that:

- Risk assessments are conducted to identify the hazards, determine suitable precautions and help devise the management system for the fixed play equipment. Certain play equipment may become slippery in cold or wet conditions; these items of equipment should be identified as part of the risk assessment process and sufficient precautions put in place to make them safe for use or place out of action if it is not possible.
- Operational procedures are in place that define the arrangements around the use of the equipment. These arrangements must be communicated to staff and pupils and should specify the level of supervision for each area.

4.38 Public events

Schools must ensure, as far as is reasonably practicable within their control, that all entertainment events occurring at a school are safe and without risk to safeguarding, health and welfare. Risk assessments must be conducted for all major events including those organised and managed by external bodies. Management in control of premises must ensure that all events are properly licensed by the relevant statutory authority and that any restrictions or directions given by the relevant statutory authority are complied with. Entertainment events shall be controlled, where appropriate, by such means as marshalling, signage, supervision and security.

4.39 Risk assessment

Each school will maintain a comprehensive set of risk assessments that cover curriculum-based activities in school; school visits and the running of the school building and grounds. The Head and delegated H&S Lead at the school will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments. All risk assessments are reviewed regularly (except risk assessments for school trips which should be reviewed each time the trip takes place).

4.40 Safe access and egress

Each school must ensure the safe access and egress to and from all workplaces. The Head will audit and monitor the segregation of vehicular and pedestrian traffic on school property and those safe walkways are provided where appropriate.

4.41 Site Security

This document identifies the key elements of the Trust's security management system and the ways in which the security of students, staff, governors, contractors and visitors is applied. It is essential that risks to their security are properly controlled through an effective security management system and commitment at all levels.

4.42 Traffic management

Each school will endeavour to:

- Segregate access vehicular and vulnerable (pedestrians & cyclists) traffic
- Design-out vehicular and vulnerable traffic route conflicts, both at access and on-site
- Wherever possible avoid same-access for all

4.43 Violence at work

A risk assessment will be carried out for violence at work. All staff must report to their line manager/Head any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported via the school's on-line incident reporting system.

4.44 Volunteers

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis, should contact the school in the first instance. Prospective volunteers will then be invited to have an informal chat about the voluntary opportunities available and what

each role involves. All our Volunteers will need to have Enhanced DBS clearance and be able to provide the details of two referees.

Please see separate policy

4.45 Weapons

It is illegal to carry knives or other offensive weapons on and around Trust premises. The presence of weapons, or items which could potentially be offensive weapons, in the school would not only create unacceptable risks of bullying, injury or death, but also create a climate that undermines the educational purposes within the organisation. It is therefore Trust Policy to forbid the possession, custody and use of weapons in, on, or around the Trust premises and during school activities.

4.46 Welfare

Sufficient toilet facilities are available for both employees and students, which include adequate hand washing / hand drying facilities. Students have access to drinking water throughout the day. There is adequate provision of heating, lighting and ventilation which is monitored and maintained by the Site Supervisors. All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.

4.47 Working at height

It is necessary to ensure that work at height is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The site supervisors retain ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

4.48 Work placement

A risk assessment must be undertaken in the planning of all work placements. The nature of the work placement will determine the element of risk. The school/ external approved provider will carry out the Risk Assessment. Procedures will follow the guidance contained in the Safeguarding Policy.

4.49 Workplace inspections

Delegated Competent Persons from each school must ensure that regular housekeeping inspections and statutory inspections are carried out and evidenced to ensure workplaces are maintained to a sufficient standard especially with regards to means of escape and fire safety.

4.50 Workplace Management

The Head must ensure that there are organisational measures in place within their school to ensure their school is safe as far as is reasonably practicable. The Head must ensure that a member of staff is given the responsibility for the co-ordination of workplace health and safety matters for each workplace occupied by the school, including parts of buildings and shared workplaces. This co-ordinator must, amongst other things, ensure that the workplace is maintained with respect to the lighting, electrical installation, heating and ventilation, that there is a system in place for workplace risk assessment, reporting defects and, in the event of a shared workplace, that there is appropriate liaison with other building users. This role may be combined with that of the Site Supervisor but only where the Site Supervisor is able and competent to carry out this role.