THE LEARNING PARTNERSHIP

HEALTH AND SAFETY POLICY FOR THE LEARNING PARTNERSHIP

Policy lead:	**Chief Operations Officer**
Approval date:	**Considered and agreed July 2023 (TLP Shadow Board)** **Adopted TLP Trust Board 01 September 2023**
Next review date:	**Summer 2027 (Finance & Staffing Committee)**
Approval needed by:	**Trustees** **Delegate therein (Finance & Staffing Committee)**

The Learning Partnership

HEALTH AND SAFETY POLICY
CONTENTS

Distribution of Copies	Page 1
Review and amendments	Page 2
Statement of Intent	Page 3
A - Organisation Roles and Responsibilities	Page 4
B – Health and Safety Arrangements	Page 8

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DISTRIBUTION OF COPIES

Master Copy	Chief Executive Officer
Copy One	Chair of Trustees
Copy Two	Chief Operations Officer (Deputy CEO)
Copy Three	Headteachers

REVIEW PROCEDURES

The Health and Safety Policy will be reviewed by trustees. Headteachers will be responsible for reviewing their own local School Health & Safety arrangements and accountable to the Trustees via the executive management structure.

STATEMENT OF INTENT

The Learning Partnership

The Learning Partnership has overall responsibility for the health, safety and welfare of staff and students in its schools. It recognises that ensuring the health and safety of staff, students and visitors is essential to the success of its schools.

The trust recognises that decisions about workplace health and safety should take account of the views and priorities of those employed by the trust. When employees are actively engaged in health and safety, the end result is fewer accidents and less ill health. The trust is committed to:

- Providing a safe and healthy working and learning environment
- Provide and maintain safe school buildings
- Ensuring adequate welfare facilities exist in the academies
- Preventing accidents and work-related ill health
- Meeting our legal responsibilities under health and safety legislation
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters as required.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.

The trust will support its schools in putting in place clear policies, which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective. The trust delegates its responsibility for health and safety to individual headteachers. Each school policy will be reviewed by trust officers annually. All those who are part of the trust will play their part in policy implementation.



Name: David Wootton **Signature:**
(Chair Designate of Board of Trustees)

Date September 2023

A - ORGANISATION ROLES & RESPONSIBILITIES

INTRODUCTION

All senior roles and those with explicit health and safety functions are expected to act as health and safety leaders creating a positive health and safety culture. They are responsible for the effective implementation of Health and Safety Policy.

1.0 The Trust Board

The Trust Board have ultimate control of the Trust. They will:

- Review the Trust Health & Safety Policy.
- Provide strategic guidance.
- Monitor and review health and safety issues.
- Ensure that adequate resources for health and safety are available.
- Ensure as far as is reasonably practicable a safe environment for all users of the Trust's sites to work, including safe means of entry and exit.
- In their support role, maintain an interest in all health and safety matters.

2.0 Chief Operations Officer

Through the support of Central Services, the Chief Operations Officer and Director of Marketing and Operations will:

- Working in conjunction with any consultants, the Site manager and advise the headteacher on health and safety policy.
- Acting for and on behalf of the headteacher of the Schools in ensuring the policy is implemented.
- In partnership with the Headteacher have responsibility for the control of health, safety and welfare related costs for the school.
- Support the sourcing and procurement of services deemed to be necessary to ensure the maintenance of the premises and associated services meets the highest standards.
- The engagement of external competency for health, safety and welfare matters to support any arrangements for health and safety.
- Liaising with the Site Managers with regards to the engagement of contractors and other service providers, ensuring that they are competent to carry out the duties for which they are engaged without the schools incurring excessive cost.

- Ensuring there is a suitable system in place for relevant records to be kept of health and safety activities e.g. assessments, inspections, accidents, etc.

- Ensuring arrangements are in place to inspect the premises and monitor performance.

3.0 HEADTEACHER

The Headteacher for each school or those to whom this is delegated, will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner. The Headteacher will ensure that:

- The school Health & Safety arrangements is clearly communicated to all relevant persons, including new staff as part of the induction process.

- Appropriate consultation arrangements are in place for staff and their Trade Union representatives as required.

- All staff are provided with adequate relevant information, instruction and training on health and safety issues as required.

- Risk assessments of the premises and working practices are undertaken as required.

- Safe systems of work are in place as identified from risk assessments.

- Accident, emergency and evacuation procedures are in place.

- Relevant records are kept of health and safety activities e.g. assessments, inspections, accidents etc where required.

- Arrangements are in place to inspect the premises and monitor performance.

- Accidents are investigated and any remedial actions required are taken or requested.

- Confirms to the Local Governing Board that the health and safety policy is in places.

4.0 SITE MANAGER

The Site Manager at each school is responsible for the day to day maintenance of the school which will include:

- Managing own or other Site staff roles effectively to ensure that monitoring of the premises and associated services, systems and equipment, including fire safety tests, is carried out in a scheduled and structured manner.

- The administration and maintenance of records, drawings and plans relating to the inspection, servicing, planned and unplanned maintenance of the premises and equipment.

- Risk assessments of the premises and working practices are undertaken.

- Safe systems of work are in place as identified from risk assessments.

- Accident, emergency and evacuation procedures are in place.

- Plant, machinery and equipment is inspected and tested to ensure it remains in a safe condition.

- Establishing the competency of companies or individuals (contractors) to provide professional services meeting required health and safety standards, prior to engagement.

- The activities of contractors are adequately monitored and controlled.

- Appropriate information on significant risks is given to visitors and contractor.

- Ensure daily checks of the grounds and buildings take place to spot any disrepair or other hazards.

- Ensure that all cleaning staff are aware of safe working practices.

5.0 STAFF WITH MANAGERIAL RESPONSIBILITIES

These staff must:

- Apply the Trust/school's Health and Safety Policy to their own department or area of work and be directly responsible for the application of the health and safety procedures and arrangements.

- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports as required.

- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.

- Resolve health, safety and welfare problems that members of staff refer to them and refer to the relevant authority any problems to which they cannot achieve a satisfactory solution within the resources available to them.

- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where this may be required.

- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.

- Ensure all accidents in areas of responsibility are investigated appropriately.

6.0 SPECIAL OBLIGATIONS OF TEACHERS

Teachers are expected to:

- Exercise effective supervision of their students and to know the procedures in respect of fire,

first aid and other emergencies, and to carry them out.

- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their line manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with any agreed requirements.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Regularly check their classrooms for potential hazards and report any observed to the Site manager.
- Leave their classroom/areas or work in a tidy and safe condition
- Report all accidents, defects and dangerous occurrences to their line manager in the first instance.

7.0 OBLIGATIONS OF ALL EMPLOYEES

All employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the trustees or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific health and safety training received.
- Report all accidents and near misses in accordance with current procedure.
- Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their line manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their line manager of any shortcomings they identify in these health and safety arrangements.

- Exercise good standards of housekeeping and cleanliness.

- When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

8.0 OBLIGATIONS OF CONTRACTORS

When the premises are used for purposes not under the direction of the headteacher e.g. the provision of school meals, then the principal person in charge of the activities will have responsibility for safe practices in the areas under their control, this includes:

- All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Site Manager or Headteacher of any risks that may affect the school staff, students and visitors.

- All contractors must be aware of the schools Health and Safety policy and emergency procedures and comply with these at all times.

- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, trust officers or the headteacher will take such actions as are necessary to protect the safety of school staff, students and visitors.

9.0 STUDENTS

Students, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.

- Observe standards of dress consistent with safety and/or hygiene.

- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

B – HEALTH AND SAFETY ARRANGEMENTS

Introduction

The following procedures and arrangements have been established within the schools to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to their line manager in the first instance who will ensure that the accident is investigated and reported on to the headteacher, trust officers, trustees and the Health and Safety Executive as may be appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

Asbestos

The Headteacher and Site Manager are responsible for ensuring that the School Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Site Manager other than for routine display purposes.

Inspection and condition monitoring of the remaining asbestos in the school, is carried out by a competent person under a contractual arrangement.

Staff must report any damage to asbestos materials immediately to the Site Manager.

Where damage to asbestos material has occurred the area must be evacuated and secured. The Site Manager/Headteacher will immediately notify the schools allocated asbestos consultant by telephone and update the Director of Marketing and Operations

Curriculum Safety (including out of school learning activities)

The headteacher is responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS (Advisory service for science and technology), Association for Physical Education (afPE) - formerly BAALPE, and other lead bodies should be adopted as appropriate.

Display Screen Equipment (DSE)

The headteacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Educational Visits and Journeys

The headteacher is responsible for ensuring that all school trips are managed in accordance with the school policy for Educational Trips which all teachers must be familiar with.

Electrical Safety

The Site Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Site Manager will ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to the Caretaker or Site Manager in the first instance. Staff are reminded that they must not bring their own electrical equipment, other than mobile telephones, into school without the permission of the headteacher.

Fire Precautions and Emergency Procedures

The headteacher is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the school emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training for selected staff.
- That an emergency fire drill is undertaken every term.
- The preparation of specific evacuation arrangements for staff and/or students with special needs.

The Site Manager, is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the firefighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be (made) familiar with the school fire safety risk assessment, emergency plan and evacuation procedures.

First Aid

The names of the school's qualified First Aiders are displayed on notice boards located in the following areas: faculty offices, staff rooms and main offices.

First Aid supplies are kept in locations identified on a plan within the first aid policy document and it is the responsibility of the first aider within the area to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the school arrangements for First Aid.

Hazardous Substances

The Site Manager/Headteacher are responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the headteacher. The Site Manager will be responsible for ensuring (COSHH) assessments are carried out and communicated for any authorised products.

Faculty leaders are responsible for ensuring all agreed hazardous materials are stored and used safely.

Lettings/shared use of premises/use of premises outside school hours

Whilst out of hours' activities using the school will be controlled by others (the organisers), the Headteacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school Health and Safety policy and Lettings policy.

The support team are responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Caretakers in particular, and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify a more senior staff member of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

Maintenance and Inspection of Equipment

Maintenance and inspection of premises and electrical equipment are the responsibility of the Site Manager. He/she keeps records as needed of maintenance and inspection of equipment aside from IT equipment.

All faulty equipment must be taken out of use and reported to the line manager and Site Manager. Staff must not attempt to repair equipment themselves.

The Site Manager will ensure risk assessments for maintenance and cleaning tasks are carried out.

Manual Handling and Lifting

The headteacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site Manager for assistance.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

PE Equipment

PE Leaders are responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.

Risk assessments are to have been completed for all PE activities and all staff must be familiar with these.

Equipment such as wall bars, ropes, beams, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Students must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the relevant PE Leader.

Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the headteacher's responsibility to ensure adequate provision of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager.

Security/Violence

The Site Manager and caretakers are responsible for the security of the school premises and will undertake regular checks of the boundary walls/fences, entrance points, outbuildings and external lighting.

They are also responsible for the security of the Premises during after school use and lettings.

Where an electronic pass ('swipe card) door access system is in operation the issuing and control of these passes will be controlled by the Student Office and Systems team. Staff must report the loss of a card immediately to their line manager.

If in use, numbers on digital security pads should not be divulged by staff to any pupil or parent.

Staff must question any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek immediately assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in an area of the school where assistance is available. The headteacher should be notified in advance of these meetings wherever possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the headteacher.

Premises Maintenance

The Site Manager and/or caretakers are responsible for ensuring the basic maintenance of the school premises and grounds and for ensuring that cleaning standards are maintained.

Site Manager and/or caretakers will undertake routine inspections of the Premises and report any hazards that cannot be dealt with immediately to the Head of Marketing and Operations or Site Manager.

Senior leaders will periodically carry out inspections of the premises to ensure that required maintenance and cleaning standards are achieved.

Planned and reactive maintenance and inspections of a more complex nature are carried out by suitably competent contractors.

All staff are responsible for reporting any damage or unsafe condition to Maintenance immediately.

Visitors (and Contractors)

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A pass will be issued which must be worn and clearly visible at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

Working at Height

Staff are reminded that working at height applies to any activities which cannot be undertaken whilst standing on the floor.

The Site Manager is responsible for ensuring risk assessments are carried out for working at height tasks in the school.

The Site Manager is responsible for the purchase and maintenance of all ladders and other access equipment in the school.

Low risk, work at height involving the use of mobile towers and ladders will normally be carried out by Site staff.

Contractors will be engaged to carry out higher risk, or extended work at height tasks

All ladders shall conform to BS/EN standards as appropriate.

Aluminium ladders or steps must not be used in close proximity to electricity.

If there is a need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted.

If such a task cannot be avoided, and staff are planning to use a ladder they must ask a caretaker to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials needed.

When using ladders, staff should observe these guidelines:

- Never overreach. Try always to keep one hand free on the ladder to steady yourself.
- Your knees should be no higher than the top rung of the ladder.
- Do not stand on the top two steps of stepladders to carry out work. Never stand on the top step of stepladders unless it is a platform with handrail.

Monitoring, Evaluation and Review

The trust will support schools on the delivery of Health & Safety across the sites. An annual Health & Safety check will be conducted by the Trust with additional regular checks as necessary. Health & Safety for the trust will also be audited externally on a regular (annual) basis.

Trustees will review this policy at least every four years and assess its implementation and effectiveness.