



**THE HARMONY TRUST**

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# Health & Safety Policy

SEE INDIVIDUAL ACADEMY APPENDICES FOR ACADEMY-SPECIFIC ARRANGEMENTS

## Document Control

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## **Section 1 - Health and Safety Policy Statement of Intent**

### **The Harmony Trust and its academies**

The Harmony Trust is committed to providing a safe and healthy working and learning environment for all its employees, learners, visitors and contractors, in accordance with its responsibilities under the Health and Safety at Work Act etc. 1974 and subsequent or associated legislation. The Trust will pay particular attention to:

- Providing and maintaining a safe place of work, with safe systems, equipment, and environment in which to work and study;
- Providing suitable and sufficient information, instruction, training, and supervision to ensure all employees are aware of their responsibilities;
- Taking positive action to prevent and protect individuals from harm through arrangements for periodic independent review, regular internal review, assessments, maintenance, and inspections;
- Providing a robust health and safety organisational structure to implement and maintain the highest standards of health and safety policies, procedures, and guidance.

The Trust will strive to maintain or improve its' arrangements through ongoing monitoring and review processes.

The Trust Health and Safety Policy requires its' individual academies to have their own specific Health and Safety Policy and Procedures in accordance with the Trust Health and Safety Policy Framework.

#### **Purpose**

The Health and Safety policy sets out the Trust's general approach and commitment together with the organisation and arrangements it has put in place for managing Health and Safety across the Trust.

#### **Scope**

The Health and Safety Policy applies to all employees employed throughout the Trust. In adherence with the policy, employees are required to take reasonable care for their own health and safety, and for that of others who may be at risk of being affected by their acts or omissions. All visitors and contractors are also required to adhere to this policy and must be capable of demonstrating their compliance with the associated policies and procedures which are associated with this Policy.

#### **Policy Review**

The Trust will make arrangements to monitor and review the effective implementation and maintenance of this policy and associated procedures. A review of the policy and associated procedures will be undertaken on an annual basis or earlier.

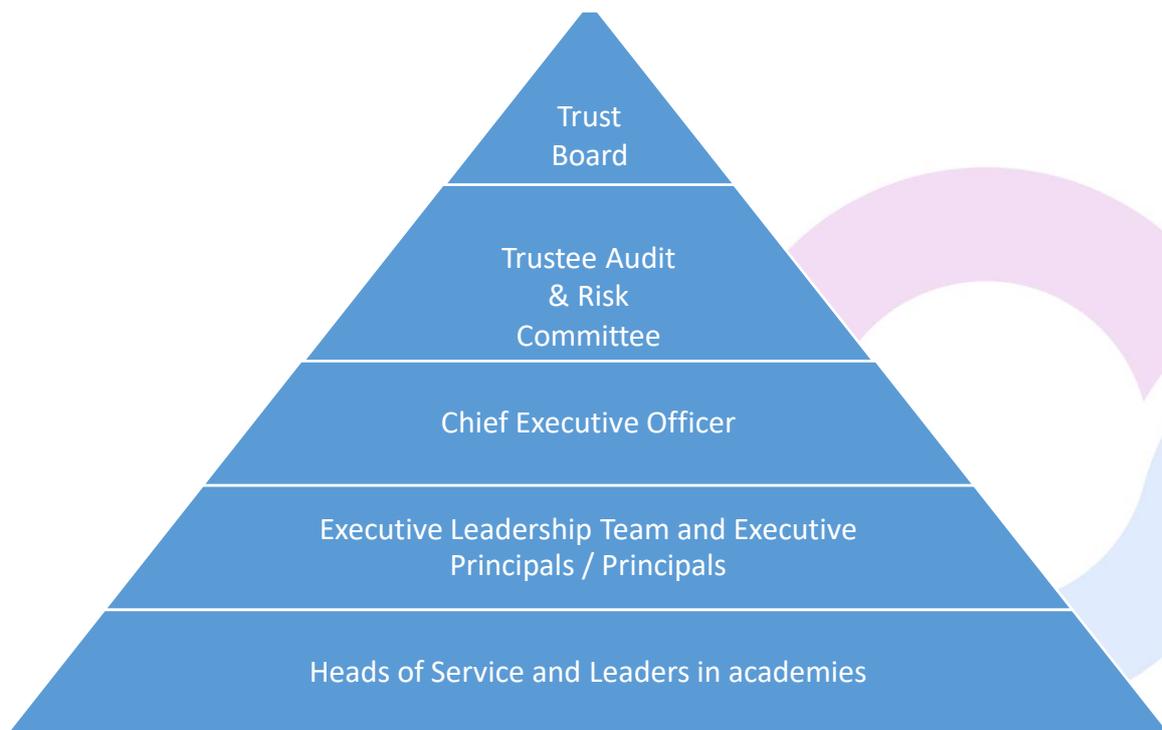


## **Section 2 – Responsibilities**

### **Organisation**

#### **Trust/Central Team Organisation**

The Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the Harmony Trust Board of Trustees. However, each academy, supported by the Harmony Trust central team, will manage its own Health and Safety procedures which fully integrate with this Policy, as described in the arrangements section. Executive Principals / Principals are responsible and accountable for the implementation of and compliance with this policy within their academy although Health and Safety roles and responsibilities can be delegated to other school staff. Management and monitoring mechanisms are in place as shown below to provide an overview of statutory compliance.





The following provide an illustration for each area:

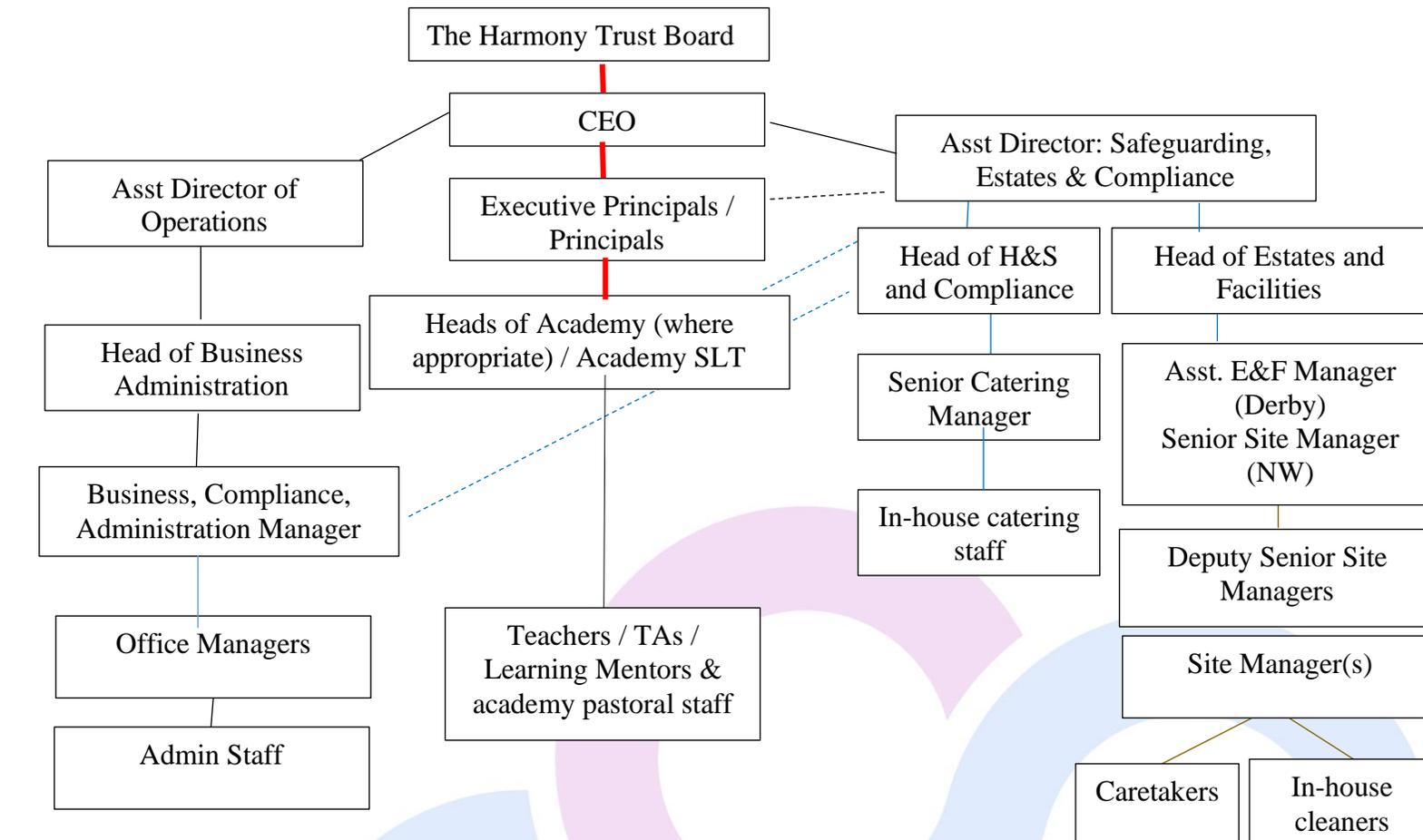
### Illustration of H&S responsibilities

- Main line of H&S accountability
- - -** Support function to ensure compliance
- - - -** Support function for Estates management

See appendix 1 for academy specific illustration of employee responsibilities.

A specific illustration of employee responsibility for each Academy will be found in the Academy appendices.

Some H&S functions are undertaken by external contractors. Responsibility and accountability lies with the Trust.



Teams mentioned have a direct link to H&S Management. If not mentioned, there is still a responsibility to keep themselves and others safe but not part of direct H&S responsibility structure.



## All Trust

### The Harmony Trust Board and the Chief Executive

- Shall ensure so far as is reasonably practicable the Health, Safety and Welfare of all staff
- Shall ensure so far as is reasonably practicable the Health and Safety of staff and pupils in-school and on off-site visits;
- Shall ensure so far as is reasonably practicable the Health and Safety of visitors to academies, and volunteers involved in any academy activity;
- Shall guide and monitor the Executive Principals, Principals and Senior Leadership of each academy to ensure Health and Safety is a high priority in the day-to-day leadership of the academy
- Shall appoint an Assistant Director in the role of Health and safety director who will ensure that health and safety is an integral part of the management culture and Heads of Services for Compliance, Health and Safety Management and Estates and Facilities Management to ensure so far as is reasonably practicable that safety management systems are planned, implemented and reviewed across the trust.
- Shall analyse the safety performance of each academy and this information should be made available to relevant stakeholders
- Shall ensure adequate resources are allocated to facilitate healthy and safe working and practice

### Directors and Assistant Directors

Assistant Directors are responsible for ensuring the health and safety at work of all employees within their Directorate and those undertaking activities that fall under the responsibility of the Directorate. It is the responsibility of all Directors to ensure that their services have arrangements in place to meet the aims and requirements of this policy. In particular, to:

- Ensure that adequate resources are made available to enable the implementation and support of the policy;
- Champion health and safety and ensure that it is considered in all key decisions of the Management Team and within their own operational areas;
- Visibly demonstrate commitment to achieving a high standard of health and safety performance within their own Directorate and



develop a positive attitude to health and safety among employees;

In addition to the above the Assistant Director - Safeguarding, Estates and Compliance shall be responsible for

- Have strategic oversight for the smooth running of the Health & Safety and Estates functions.
- Report on safety performance to the Trust Board when required.
- Appoint a Head of Service for Estates and Facilities and Compliance, Health and Safety
- Ensure Senior Leadership, managers and staff are trained appropriately

## **Heads of Service**

The Trust Heads of Service have the prime responsibility within each of their Services, to ensure that the safety policy is properly implemented.

They must ensure that:

- They arrange for effective delegation of individual health and safety duties within their own areas.
- Any specific arrangements for safe working practices and the maintenance of these are clearly defined and communicated to all employees.
- Action plans or recommendations from risk assessment, audits, inspections or investigations are monitored for progress at senior level.
- Monitor the health and safety performance of their Service on a regular basis and report back to SMT on such performance as required.
- Set a good example in their own working behaviours.

In addition to the above the roles of Heads of Compliance, Health and Safety and Estates and Facilities have additional responsibilities. They will advise, consult, support, and liaise with the Assistant Director for the development and co-ordination of safe conditions for the premises and activities associated with the Trust.



## **Head of Service – Compliance, Health & Safety**

### **Strategic Responsibility**

- Be responsible and accountable for the effective delivery of the Health & Safety and Compliance service
- Act as a ‘competent person’ as deemed by Regulation 7 of the Management of Health and Safety at Work Regulations 1999 to ensure the Trust meets their statutory obligations.
- Promote a positive health & safety culture, based on sensible risk management, to secure high standards of health and safety
- Escalate or report as appropriate any failure to implement the health and safety plan to the Assistant Director Safeguarding Estates and Compliance
- Be responsible for ensuring the Central and each academy’s Safety Management system is effective, compliant and understood by all stakeholders.

### **Communications with Stakeholders**

- Communicate with key stakeholders on an ongoing basis to ensure they are kept abreast of developments in H&S / Compliance.

### **H&S / Compliance**

- Ensure full and accurate health and safety and training records are maintained across the Trust.
- Review and update policies and guidance in line with agreed timeframes and legislative requirements.
- Ensure policies are adopted by academies, are shared as required and relevant training has taken place
- Ensure site risk assessments are in place across all academies and provide support and expertise to manage, devise, review and update risk assessments, develop appropriate action plans to mitigate potential hazards and communicate updates to staff.
- Ensure risk assessments are updated as required
- Identify areas of risk to the organisation (H&S, financial, reputational, other) and ensure these are flagged to the Leadership Team in a timely fashion.
- Prioritise according to the level of risk and the needs of the organisation
- To lead on the H&S of educational visits across the Trust including the ongoing use and development of the EVOLVE system

### **Training and Development**

- Ensure relevant H&S induction and training is in place for Trustees, the workforce and all relevant stakeholders
- Provide internal training where appropriate or procure a cost-effective alternative



- Provide safety information and advice to Trust Management so that they are fully aware of current, new and proposed legislation and working practices and their implications for the Trust.

#### **Inspection / audit**

- Undertake H&S inspections and work with the Estates Team to devise action plans
- Ensure regular audits of each site are undertaken and any potential risks have been reported to the Principal and Estates team. Monitor the effectiveness of this to ensure all remedial actions are rectified in a timely fashion
- Ensure actions from audits are delivered operationally whilst liaising closely with the Head of Estates & Facilities and external auditors.

#### **Buildings Compliance**

- Ensure all statutory testing and Planned preventative maintenance is procured, completed and remedials identified in a timely fashion
- Ensure all PPM schedules are compliant with statutory requirements
- Ensure the Head of Estates and Facilities is notified of any remedial requirements and be responsible for making sure these have been completed and signed-off
- Arrange biannual fire risk assessments and conduct an annual review of the fire risk management strategy for each academy
- Arrange for Asbestos risk assessments and conduct an annual review of the asbestos risk management strategy for each academy
- Exercise the authority to stop work in cases where there is an intolerable risk of serious injury or likelihood of fatality

#### **Accident / Incident**

- Ensure accident and incidents are monitored and investigated appropriately
- Report to RIDDOR as required
- Provide training and information to stakeholders regarding accidents and incidents across the Trust.
- Undertake accident and incident investigations, including those that are complex and/or contentious. Liaise with regulators as appropriate and provide them with information on behalf of the Trust. Ensure that all accidents are documented, investigated and recommended improvements implemented.
- Ensure statistical information is collated, analysed, assessed and monitored to provide advice and guidance to Trust senior leadership and employees on a range of issues including accident/incident rates.



## **Head of Service – Estates and Facilities**

### **Strategic Responsibility**

- Be responsible and accountable for the effective delivery of the Estate and Facilities service
- Work at a strategic level to ensure the estate is managed, developed and maintained to the highest levels
- Be responsible for medium and long term plans and maintenance schemes

### **Management of Staff**

- Ensure Site teams are managed proactively and fulfil their Health and Safety duties
- Be responsible for ensuring internal staff receive the appropriate training commensurate to their post.

### **Communications with Stakeholders**

- Communicate with key stakeholders on an ongoing basis to ensure they are kept abreast of developments in Estates and Facilities.

### **Compliance (Financial, H&S, Other)**

- Be responsible & accountable for statutory and legislative requirements related to the service
- Undertake H&S inspections and work with the Compliance Team to devise action plans

### **Estates Management**

- Lead & develop site management across the Trust's portfolio, including asbestos management plans where appropriate for each academy
- To ensure Health & Safety is operationally managed and co-ordinated across all sites and compliant with legislation
- To ensure sites are managed proactively and align to Health & Safety legislation
- To ensure actions from audits are delivered operationally whilst liaising closely with Compliance Managers and external auditors.
- Prepare, procurement and management of annual maintenance programme
- Ensure the effective management & delivery of security on each site, undertaking regular security reviews and ensuring sites are secure
- Ensure processes are in place and followed to address any remedial works and urgent H&S / Safeguarding-related issues.

### **Project and Contractor Management**

- Be responsible for "Safe Systems of Work" to be adhered to by staff and appointed construction contractors.
- Ensure appropriate risk assessments are in place and updated as required
- Ensure all necessary procedures are adhered to in relation to CDM regulations 2015.



### **Compliance Managers (Part of Business, Administration and Compliance role)**

Have a range of specific responsibilities and must ensure that they carry out identified health and safety related duties. To do this the Compliance Manager in cooperation with the heads of service will:

- Ensure safety management systems are in place, reviewed and managed effectively in each academy.
- Ensure transactional Health & Safety processes are in place and that they enable effective monitoring and compliance with statutory & policy requirements.
- Ensure statutory testing and ongoing inspection and monitoring of academies takes place and conforms with policy and legislation
- Ensure academies are keeping up to date with Compliance-related training
- Ensure transactional processes aligned to Health & Safety e.g maintenance of records are in place and working effectively
- Ensure there is a system in place to accurately monitor, report and analyse accidents
- Ensure appropriate risk assessments are in place across each academy.
- **To monitor Planned Preventive Maintenance is under taken in accordance with the scheduled set**
- Undertake regular, planned health and safety inspections of Trust schools to ensure the safety management systems are of a high standard. Where there are problems, liaise with the Head of H&S and Compliance to advise stakeholders on appropriate options for effective corrective action, giving practical support on compliance where possible.
- Ensure actions from H&S audits / H&S site walks are monitored and delivered in a timely manner
- Ensure mechanisms are in place to monitor effective H&S
- **Raise issues with Head of Service Compliance, Health and Safety where they occur**
- Ensure the Trust Evolve system is used effectively and being monitored

### **Assistant Estates and Facilities Manager**

- To ensure sites are managed proactively and align to Health & Safety legislation
- To ensure actions from audits are delivered operationally whilst liaising closely with Compliance Managers, **Compliance Admin Assistant** and external auditors.
- To regularly manage, devise, review and update site based risk assessments, develop appropriate action plans to mitigate potential hazards and communicate updates to staff.
- To co-ordinate & manage all material and electric equipment and systems ensuring they are maintained, tested and serviced in accordance with health & safety legislation and recommended practices and that appropriate records are kept.
- Responsibility for “Safe Systems of Work” to be adhered to by staff and appointed construction contractors.



### **Executive Principal / Principal**

The Executive Principal / Principal is responsible for the management of the academy and shall so far as is reasonably practicable:

- Ensure the Health and Safety Policy is implemented and adhered to at all times;
- Ensure all members of staff know, understand and accept their Health and Safety duties and responsibilities;
- Ensure adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- Ensure the Trust is advised of Health and Safety implications when undertaking the management of the academy budget;
- Ensure all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within the academy and on academy trips as appropriate;
- Ensure all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- Ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
- Ensure only approved chemicals and substances are used at the academy and ensure that the appropriate safety information and risk assessment is available to the user;
- Ensure suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- Ensure adequate first aid treatment is available by the provision of a First-Aider or appointed person and ensure that first aid boxes are kept adequately stocked;
- Ensure accidents/violent incidents are recorded and where necessary, investigated and reported to the Trust and Health, Safety and Wellbeing service as soon as possible. In the event of a major injury, the Chief Executive and Chair of the Board shall be informed;
- Ensure a record is kept of any contagious disease that is contracted, and all acts of violence and bullying, and that this is reported to the Trust as appropriate;
- Ensure fire procedures are planned and rehearsed at least once per term;
- Ensure fire equipment, fixtures and exits are checked periodically and maintained to ensure they are in working order;



- Ensure adequate welfare facilities are provided and maintained for staff and pupils;
- Ensure periodic safety inspections of the school are carried out;
- Ensure that there is consultation with the staff Safety Representative on matters of health, safety and welfare;
- Ensure contractors working in the academy, report to the Site Manager before work commences in order to ascertain work details and agree safety procedures;
- Ensure in his/her absence, Health and Safety duties are delegated as appropriate;
- Ensure there is an annual appraisal of the academy's Health and Safety performance;
- Ensure risk assessments are undertaken and reviewed as appropriate; and
- Review and up-date the policy as appropriate.

The day to day management of H&S is delegated to the Head of Academy, Office Manager and Site Manager. However overall responsibility within the academy lies with the Executive Principal / Principal.

### **Office Managers**

- To be responsible for transactional processes aligned to Health & Safety e.g maintenance of records.
- To ensure accurate monitoring, reporting and analysis of accidents
- To co-ordinate & be responsible for ensuring risk assessments are in place across the academy.
- To ensure actions from H&S audits are monitored and delivered, and produce appropriate documentation and evidence to support this.
- To carry out regular and agreed site walks to monitor H&S across the academy facility, and to produce and monitor associated actions
- To ensure policy and procedures relating to H&S are adhered to at all times

### **Trade Union Safety Representatives**

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

- Represent the employees in consultation with the employer and with his/her representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;



- Investigate complaints by any employee he/she represents relating to Health and Safety and welfare at work;
- Receive information from Enforcement Inspectors and represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- Attend meetings of safety committees to which he/she is elected;
- Inspect the workplace if they have given the employer or his/her representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. He/she may carry out additional inspections where there are substantial changes in work conditions

### **Health and Safety Committee (if appropriate)**

The Health, Safety and Welfare Committee representing the various Hubs within the Trust to provide effective communication and consultation between management and employees.

Where possible efforts must be made to ensure as wide a spread of curriculum and support areas of the school are represented.

Where a Health and Safety committee are not in place, consultation arrangements must be put in place by the school.

- To ensure that the Health and Safety policy is properly maintained and developed
- The committee to comprise of:
  - ✓ Trust Health and Safety Lead /Compliance Manager (Chair Person)
  - ✓ 1 Principal/Head of Schools
  - ✓ 1 Trustee
  - ✓ 1 SENCO
  - ✓ 1 Support Staff Manager (HLTA/Catering Manager)
  - ✓ 1 Office Manager / School HS Lead
  - ✓ Union Safety Representatives (1 representative from each of the recognised staff unions)
  - ✓ 1 Estates and Facilities Manager

### **Teaching and Non-Teaching Staff**

All Teaching and Non-Teaching Staff shall, where appropriate and so far as is reasonably practicable:

- Ensure the Trust and Academy policies are implemented at all times;



- Be responsible for the Health and Safety of the pupils they supervise;
- Ensure equipment used at the academy is safe and presents no risk to health and ensure that any defects are reported immediately to the Principal / Site Manager so that the equipment can either be repaired or disposed of;
- In the event of a fire, ensure all pupils know the fire procedures and are evacuated safely;
- In the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details on the appropriate documentation;
- Ensure all classroom-based activities are carried out in a safe and healthy manner;
- Ensure playground activities are supervised as appropriate and any violent behaviour is stopped;
- Ensure pupils are adequately supervised at lunchtimes;
- Ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
- Ensure that whilst transporting pupils by car, appropriate restraints are worn (in rare circumstances and with the permission of the Principal only);
- Ensure that when undertaking educational visits, sufficient research, planning, precautions and supervision are undertaken as laid down in the Trust policy or Evolve guidance;
- Ensure that pupils do not bring into the academy any potentially dangerous article or hazardous substance without the expressed permission of the Principal;
- Take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- Ensure any agreed security provisions are carried out;
- Co-operate with the Principal on all aspects of health, safety and welfare; and
- Co-operate with the Principal in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.
- Ensure Site Manager duties are carried out to maintain the health & safety of pupils and staff in the building, and also ensure equipment and maintenance processes are carried out safely.



## **Senior Site Managers and Site Managers**

Site Managers are responsible for ensuring the site is safe and secure at all times, conducting ongoing inspections and maintenance to ensure, as far as is reasonably practicable, the Health and Safety of everyone on site

- Ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate); This includes ladder checks, monitoring communal areas, weekly fire alarm and legionella testing. A full list of the Site Manager's monitoring work is to be found on the online H&S system.
- The Site Manager will record details of checks on the online recording system and will report defects to the Principal / Head of Academy / Heads of Service/ Assistant Estates Manager/Compliance Managers / **Compliance Admin Assistant** /Office Manager as appropriate.
- Ensure risk assessments are in place for any ongoing maintenance and minor repair work he/she is undertaking and that it's conducted in a safe and timely fashion. This to include working at height and COSHH
- Ensure risk assessments for communal site areas are in place (in conjunction with office manager)
- Ensure equipment, including personal protection equipment is maintained in a safe condition and that equipment lists are kept up to date
- Ensure all COSHH records are current to the site and substances hazardous to health are stored in a safe place.
- The Site Manager will liaise with contractors and will ensure that contractors are undertaking their work in a safe manner through inspection of paperwork and supervision of work being undertaken.
- The Site Manager ensures Health and Safety is given a high priority at all times and that everyone is following the procedures in place.

## **Pupils**

All pupils must:

- Co-operate with Teachers and academy staff on Health and Safety matters
- Not interfere with anything provided to safeguard their own Health and Safety;
- Take reasonable care of their own Health and Safety; and
- Report all Health and Safety concerns to a Teacher.

**Please see the separate Catering policy for details of the Catering team's H&S responsibilities.**



### **Section 3. ARRANGEMENTS**

**These are the general Trust arrangements. Those specific to the individual academy are found in the [relevant academy appendix](#).**

3.1 Health and Safety Risks arising from our work activity

3.2 Consultation with employees

3.3 Safe Plant and Equipment, including gas and heating systems and electrical systems

3.4 Safe Handling and use of Equipment

3.5 Information, Instruction and Supervision

3.6 Competency for Tasks and Training

3.7 Accidents, First Aid and Work Related Ill Health

3.8 Monitoring

3.9 Emergency Procedures – Fire and Evacuation

3.10 Visitors

3.11 Contractors and Safety

3.12 Educational Visits / Extra Curricular Activities

3.13 Movement of Vehicles

3.14 School Security

3.15 Occupational Health Service and Stress

3.16 Asbestos & Legionella

3.17 External Groups / Activities

3.18 Violence, Behaviour, Bullying and Harassment



### **3.1 Health and Safety Risks Arising From Our Work Activity**

Health and Safety is managed through an ongoing process of Risk assessment. Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although Risk Assessments relating to most activities of the school will have been or will be completed on behalf of the staff, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to their area of work. All staff are responsible for ensuring the action required is implemented and that safe working practices are adhered to.

- Executive Principal / Principal to ensure that the implemented actions have removed/reduced the risks (this is likely to be delegated to staff as highlighted in responsibilities above but overall accountability remains with the Executive Principal / Principal)
- Risk assessments will be undertaken by: all competent staff, appropriate to their roles and responsibilities in school, as requested by the Principal or H&S lead. Staff who may complete Risk Assessments for the areas highlighted below:
  - Trust wide- Central Infrastructure Team
  - Premises – Senior Site Manager/ Site Manager/School Office Manager/
  - Curriculum- Heads of Department/Teaching staff
  - Educational Visits – EVC/Group Leader
  - Individual - specific Line Manager
- Staff must have received at least basic risk assessment training prior to undertaking risk assessments.
- Assessments will be reviewed annually or if there is a significant change, whichever is soonest.

**Please see the risk assessment policy for more information about the procedures for conducting risk assessments.**



### **3.2 Consultation With Employees**

**See appendix 2 for academy specific employee list.**

Employee representative(s) are identified in each academy, where requested

Consultation with employees is provided by: *Briefings and specific discussions during staff meetings as required.*

### **3.3 Safe Plant And Equipment (including gas and heating, electrical and fire systems, DSE)**

**See Academy appendix 3 for more detail.**

*Assistant Estates and Facilities Manager Senior Site/Site Manager:* Will be responsible for identifying all equipment / plant needing maintenance.

*Assistant Estates and Facilities Manager/ Senior Site/Site Manager / Office Manager / Compliance Manager:* Will be responsible for ensuring effective maintenance procedures are drawn up.

*Assistant Estates and Facilities Manager/ Senior Site/Site Manager / Office Manager :* Will be responsible for ensuring that all identified maintenance is carried out.

Any problems found with plant / equipment should be reported to: *Assistant Estates and Facilities Manager /Senior Site/Site Manager / Office Manager – all remedial work to go through the Estates and Facilities team*

*Head of Service Estates and Facilities* Will check that new plant and equipment meets Health and Safety standards before it is purchased.

No unauthorised electrical equipment is to be used on academy premises and where appropriate, residual current devices should be used with all electrical equipment. Fixed wiring testing and portable appliance testing are undertaken on a regular basis (5 year fixed, 1 year PAT unless specific needs of the Academy deem more frequent inspection is required)

**Statutory testing arrangements and ongoing inspections are documented on the online monitoring system. This includes maintenance and inspection of gas and heating systems (boilers), electrical systems (fixed wire, emergency lighting and PAT testing) and fire safety systems (alarm testing, extinguisher testing, sprinkler testing – where appropriate).**



### **Display screen equipment**

All staff who use computers daily as a significant part of their normal work to have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

**Office Managers will arrange for DSE checks to be done. For eligible staff, relevant costs will be reimbursed following the submission of a claim form and receipt.**

## **3.4 Safe Handling and Use of Substances**

**See Academy appendix 4 for more detail.**

*Assistant Estates and Facilities Manager/ Senior Site/Site Manager* : Will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments

*Assistant Estates and Facilities Manager/ Senior Site/Site Manager* : Will be responsible for undertaking COSHH assessments.

*Compliance Manager /Assistant Estates and Facilities Manager /Senior Site/Site Manager* : Will be responsible for ensuring that all actions identified in the assessments are implemented.

Use of chemicals for teaching as set out in the national curriculum will be done so in accordance with guidance and hazard cards produced by Academy Science Co-ordinator.

*Assistant Estates and Facilities Manager/ Senior Site/Site Manager* : Will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

*Assistant Estates and Facilities Manager /Senior Site/Site Manager* : Will check that new substances can be used safely before they are purchased.

Assessments will be reviewed on a regular basis, when the work activity changes, or the constituents of the product change, whichever is the sooner.



### 3.5 Information, Instruction and Supervision

The Health and Safety Law poster is displayed clearly in each academy.

Health and Safety advice is available from:

Alison Woodhouse

Head of Service Compliance, Health and Safety, The Harmony Trust

Email: [Awoodhouse01@theharmonytrust.org](mailto:Awoodhouse01@theharmonytrust.org)

Telephone: 07392 085821

Wendy May

Assistant Director - Safeguarding, Estates and Compliance, The Harmony Trust

Email: [wmay01@theharmonytrust.org](mailto:wmay01@theharmonytrust.org)

Telephone: 07393 013199

Tony Crocker

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The Health and Safety Team

Chadderton Town Hall

Oldham

tel 0161 770 3721

Supervision of young workers / trainees will be arranged / undertaken / monitored by  
*Placements Co-ordinator / Principal*



### **3.6 Competency for Tasks and Training**

**See Academy appendix 5 for more detail.**

H&S Induction training will be provided for all employees by *the Head of Service Compliance, Health and Safety/Compliance Manager* and the Office Manager

Job specific training will be provided by *SLT / CPD Co-ordinator / Compliance Manager*.

Specific jobs requiring special H&S training are : *Compliance Manager /Assistant Estates and Facilities Manager / Senior Site/Site Manager / SEN TA / fire Marshals / Educational Visits Co-ordinators / Cleaning staff*

H&S Training records are kept by *the Office Manager and put onto the online system*

### **3.7 Accident, First Aid and Work Related Ill Health**

**See appendix 6 for academy specific first aid information.**

The first aiders and/or appointed persons are specific to the academy.

First aid boxes are readily accessible in all academies

A list of the names of pupils who have specific medical requirements e.g. asthmatics, epileptics, will be kept in the school's general office.

Children, who are asthmatic, are required to keep a spare inhaler at the academy. This should be kept in a safe area known to the individual pupil and staff members. Each inhaler will be labelled with the child's name.

The academy must have written parental consent before any form of medication can be administered.

Medication may only be administered if:

- The Principal has prior knowledge about the child's medical condition and parental consent is obtained.
- It is in an emergency such as anaphylactic shock, then epi pens can be administered

All medication will be kept in a secure location and all relevant staff to be informed and advised how to access.

**See the first aid policy and medications policy for detail on this. This is reviewed in line with changes on prescribing medications, records of medications and error reporting.**



**Also see guidance on completing accident forms and the processes for reporting to RIDDOR**

All accidents and cases of work-related ill health / violence are to be recorded on a relevant accident form and taken to the Office Manager for next steps (see separate guidance).

Accident forms which require investigation should be reported to SLT and the Trust compliance *Manager* – send forms to [healthandsafety@theharmonytrust.org](mailto:healthandsafety@theharmonytrust.org)

If an accident is RIDDOR reportable, this is completed by Alison Woodhouse.

### **3.8 Monitoring**

Monitoring health and safety standards is a key part of every level of management. It is not enough to simply expect that things will be done safely – it must be confirmed by positive safety management.

Every Head of Service must ensure health and safety monitoring is carried out within their service annually.

**See appendix 7 for academy specific first aid information.**

To check our working conditions, and ensure our safe working practices and policies are being followed we will in academies:-

- carry out spot checks regularly (*Principal, / Office Managers / Compliance Managers/ Assistant Estates and Facilities Manager Senior Site/Site Manager, Head of Services from Compliance, Health and Safety and Estates and Facilities and the Assistant Director Safeguarding, Estates and Compliance*)
- conduct workplace inspections at a frequency of: *daily (Senior Site/Site Manager), half termly (Senior Site/Site Manager and Office manager), termly (Compliance Manager, Trust Senior Senior Site/Site Manager), annual safety tours*
- submit Health and Safety reports at a frequency of : *termly (Office manager to report to Compliance Manager)*
- conduct Health and Safety audits at a frequency of: *annually (Head of Service Compliance, Health and Safety to ensure this process is in place)*

*Principal / SLT* is responsible for investigating accidents.

*Principal / SLT* is responsible for investigating work-related causes of sickness absences.

*Principal / SLT* are responsible for acting on investigation findings to prevent a recurrence.



Please see online H&S system for details of inspections undertaken

### **3.9 Emergency Procedures – Fire and Evacuation**

See appendix 8 for school specific fire information.

**There is no smoking on any Harmony Trust sites. This includes vaping.**

*Executive Principal / Principal* is the Responsible Person for the building

*The Head of Service Compliance, Health and Safety* is responsible for ensuring the fire risk assessment is undertaken *and the Compliance Manager / Office Manager / Principal* ensures it is being implemented. The Fire Risk assessment will be reviewed every two years or sooner if needed / the building changes.

*Office Manager / Compliance Manager / Principal / Site Manager* is responsible for ensuring a Fire Action Plan has been completed.

*Office Manager / Principal* is responsible for ensuring a fire evacuation procedure is in place.

Fire wardens are in place (details are in appendix 8)

Escape routes and exits are checked by *Senior Site/Site Manager daily*

Fire extinguishers are maintained and checked by *an appointed contractor* at a frequency of once per year.

Alarms are tested by *an appointed contractor* at a frequency of twice per year.

Emergency evacuation / fire drills will be carried out at a frequency of at least: *termly*

Records will be kept *in the academy office and on the online system.*

A fire risk assessment is undertaken by a suitably qualified person and any findings acted upon in a timely manner. The fire risk assessment will be reviewed every two years, or sooner if there have been changes to the building which impact on fire procedures or further risks are identified.

Fire procedures are regularly reviewed and kept up to date.



### 3.10 Visitors

- Any person visiting the premises is requested to make an appointment prior to the visit.
- On entering the premises, visitors must go to the reception / main office and sign-in the online system (where available – otherwise a sign in book is in place).
- All visitors will be issued with a visitor's sticker which is to be worn for the duration of the visit.
- Visitors will be provided with information regarding fire evacuation, security arrangements and welfare facilities.
- On departure, visitors must sign out on the system.
- For any visitors left unsupervised during the visit, a DBS will be required.

### 3.11 Contractors and Safety

See appendix 9 for school specific information.

Contractors are selected on the following basis: -

	YES	NO
Cost	Yes	
Production of company safety policy	Yes	
Proof of Competence (eg production of qualification certificates, cases of ill health, reportable accidents, HSE notices or fines)	Yes	
References	Yes	

All Planned Preventive Maintenance (PPM) contractors are required to attend a pre-start meeting with the *Head of Service Estates and Facilities and / or Head of Service Compliance, Health & Safety*

*On site visits all contractors are required to meet with the Assistant Estates and Facilities Manager / Senior Site/Site Manager or any other relevant personnel e.g., Health and Safety Adviser, in order for site Health and Safety rules / information etc. to be communicated.*

- All contractors are required to sign in and wear a visitor's sticker.
- Contractors' equipment must not be left unattended.



- Contractors' activities must not present a hazard to others in the vicinity of the work.
- Contractors left unattended during school hours must have a DBS

*Senior Site/Site Manager / Office Manager / Assistant Estates and Facilities Manager / Compliance Manager* is responsible for monitoring contractors' activities whilst on site.

For minor works, contractors will be required to complete a contractor checklist, sign the asbestos register (where appropriate) and read the contractor induction pack prior to commencement. Any intrusive works must consider asbestos as part of the pre-construction information. Any works can only be completed in response to a relevant R&D survey.

**Please see contractor induction pack, checklist and asbestos information (where appropriate)**

### **3.12 Educational Visits / Extra Curricular Activities**

**See appendix 10 for school specific information.**

Please see the educational visits policy

The Executive Principal / Principal is responsible for ensuring that the policy is followed. Where relevant this will be delegated to the Head of Academy.

The Educational Visits Co-Ordinator for the academy is ***named in appendix 10.***

All educational visits must be authorised by the Principal / Head of Academy in advance.

**All Category C visits must receive Trust Approval.**

Adult supervision will be *in line with the Trust Educational visits policy.*

Advice relating to educational visits can be obtained from:

Alison Woodhouse  
Head of Service Compliance, Health and Safety  
[awoodhouse01@theharmonytrust.org](mailto:awoodhouse01@theharmonytrust.org)  
Tel no: 07392 085821

Emily Harrison  
Compliance Assistant , The Derby Hub, The Harmony Trust  
Email: [EFox01@theharmonytrust.org](mailto:EFox01@theharmonytrust.org)  
Telephone 01332 572869  
Mobile: 078701626



### 3.13 Movement of Vehicles

Staff and visitors should park their vehicles in the designated car park.

Risk assessments to be completed to assess and manage the risks presented by vehicle movements on the trust sites. In the risk assessment, the academy should also consider vehicle and pedestrian movements directly outside the school site that are associated with any general academy activity. The risk assessment will identify all the routes that pedestrians and vehicles use.

The vehicle access gate must not normally be used for children’s pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

### 3.14 Academy Security

Refer also to arrangements for ‘Visitors’ .

Security of the academy is maintained by:-

	<b>Yes</b>	<b>No</b>
Perimeter fencing	Yes	
Electronic Gates	Some	
External Doors being locked during academy hours	Yes	
CCTV	Yes (some)	
Signposting	Yes	
Security lighting	Yes	
Other security measures( please give details)	Intruder alarm Security keyholder	

See appendix 6 for school specific security information if different from above.



### **3.15 Occupational Health Services and Stress**

Occupational health services are provided via a service level agreement with the HR Service.

Any individual requiring their services will be referred in the first instance to Human Resources. A HR **Manager** will then pass on details of the case to Occupational Health who will contact the individual concerned directly.

Any individual suffering from work related stress should follow the guidance set out in the Stress Policy.

If a manager suspects that an individual maybe suffering from stress, he/she should follow the guidance set out in the Stress Policy.

### **3.16 Asbestos & Legionella**

Asbestos and legionella surveys have been undertaken in all academies.

Once asbestos has been identified, a decision must be made as to whether the asbestos should be removed.

If the asbestos was not deemed to be a risk due to its location and/or condition, the Principal will become responsible for its management. This is delegated to the Estates and Facilities manager.

Asbestos training has been offered to all Senior Site/Site Managers

A monthly inspection system must be set up to monitor the condition of the asbestos (where it is accessible) and the findings will be recorded (Senior Site/Site Manager)

If any damage or flaking is noticed to an asbestos containing material, either during an inspection or otherwise, it should be reported immediately to the Estates and Facilities Manager or Compliance Manager. An Asbestos Register must be kept and maintained.

Material known to contain asbestos e.g. ceiling tiles, must never be drilled or screwed into, nor must any item be affixed to it e.g. posters, mobiles, especially with pins or staples. Any intrusive works must consider asbestos as part of the pre-construction information. Any works can only be completed in response to a relevant R&D survey.

A 'responsible person' must be identified at each academy with responsibility to monitor asbestos and carry out monthly checks of water service temperatures. Local records must be maintained on the online H&S system. (Senior Site/Site Manager)

Other checks (bi-annual/annual) will be carried out by *an appointed contractor* as part of the school maintenance contract.



Legionella is monitored through external risk assessment and internal monitoring as part of the [planned preventive maintenance schedules](#). Actions are followed up in a timely manner.

**Please see the online system for site details of Asbestos and Legionella testing**

### **3.17 External Groups / Activities**

External groups currently using academy premises vary according to the academy.

Particulars of the Health and Safety policy and other Health and Safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives by *Pitch Supervisor / Senior Site/Site Manager*.

All extra-curricular groups using academy premises must abide by academy Health and Safety rules.

Groups that use academy premises to hold functions will be asked to produce evidence of having carried out the necessary risk assessments implementing appropriate control measures to reduce any risks identified.

When a school chooses to exercise powers to provide or arrange the provision of extended services, to its local community, the trust is responsible for the delivery of those services. Agreed responsibilities, liabilities and accountability must be in place.

### **3.18 Violence, Behaviour, Bullying and Harassment**

Efforts will be made to train all staff in how to handle violent and aggressive situations. If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance, do not do or say anything to antagonise the situation.

If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone should be taken to ensure assistance could be summoned quickly in an emergency.

If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up', should be considered.

The academy will address bad behaviour, bullying and harassment involving pupils by *implementing the agreed behaviour policy*.

The academy will address good pupil behaviour by *implementing the agreed behaviour policy*.



Please also see the Academy Behaviour Policy and the Policy for dealing with violence and aggression

### 3.19 Animals on site

Trained animals and pets are allowed on site at the discretion of the Principal. In all cases, a risk assessment will be completed, and safeguards put in place (eg washing hands, appropriate cleaning etc).

## Section 4. Data Protection Statement

Data Audit For This Policy					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Personal Information in risk assessments	Name, medical information, SEN info.	Ensure Compliance with the legal requirements of H&S	Principal, staff as required in the academy. Central trust team as necessary.  Parents of Child	Information Will Be Held On Safety 2 Business / the Harmony Trust servers OR One Drive facility.	Documentation will be held in line with the current legal requirements. It will only be securely disposed of at the end of the required period.

As such, our assessment is that this policy :

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
	✓	