



ATHENA
LEARNING TRUST

Athena Learning Trust Trust-wide Health & Safety Policy

Review

Reviewed on: 10 February 2023

Reviewed by: Board

Review Period: Annual

Signed: *E Marshall*
Elaine Marshall, Chair of the Board of Trustees

Ben Parnell, CEO

Statement of intent

Athena Learning Trust is committed to the health and safety of our staff, students, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

2. Roles and responsibilities

The following persons and bodies have a role in ensuring compliance with this Health & Safety Policy and its associated Procedures and providing and maintaining the Trust's schools and services as safe places to work and to learn, in accordance with and as specified in the Athena Learning Trust Health & Safety Procedures.

It is the responsibility of the Governing Body and Principal/Head of School of each school, and the Board of Trustees and Athena Learning Trust CEO for the Trust Shared Service, to ensure that their school/service and its staff adhere to this Athena Learning Trust Health & Safety Policy. In implementing this Policy the governing body, Principal/Head of School and Trust staff must take account of any advice given to them by the Athena Learning Trust Head of Estates, Athena Learning Trust CEO and/or Board of Trustees; and must seek and take heed of the advice and guidance of the Athena Learning Trust Health & Safety Advisors.

The Board of Trustees has the ultimate responsibility for the health and safety of the Trust. Each school's Governing Body has been given delegated responsibility for the oversight of the Health and Safety of each school.

The Athena Learning Trust Chief Executive Officer (CEO) has overall responsibility for ensuring compliance with health and safety legislation in the day-to-day running of the trust:

Ben Parnell: bparnell@athenalearningtrust.uk

The Athena Learning Trust Head of Estates has special responsibility for the maintenance and implementation of the Trust's Health & Safety Policy and Procedures:

Darren Crockford: dcrockford@athenalearningtrust.uk

The Principal/Head of School of each school has been given delegated responsibility for health and safety in their school.

Heads of Department and Heads of Service have responsibility for the health and safety of staff in their department / service, and to actively lead the implementation of the Health & Safety Policy in their department / service.

All Trust staff must comply with the Athena Learning Trust Health & Safety Policy and Procedures and take reasonable care of their own safety and the safety of others affected by their actions.

Students must be aware of their own and others' personal safety in any of the trust's activities, both on and off site; they must co-operate with their teachers on health and safety matters and report all health and safety concerns to a teacher.

Visitors to Trust premises must be aware of their own and others' personal safety in any of the trust's activities, both on and off site; they must co-operate with Trust staff on health and safety matters and report all health and safety concerns.



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All contractors working with or for the Trust or its schools must comply with the Athena Learning Trust Health & Safety Policy and Procedures.

All Trustees, governors, paid and unpaid staff and volunteers of the Trust and its schools, and all contractors and other people using or visiting any of the premises of the Trust or its schools, must follow the Athena Learning Trust Safeguarding Policy.

3. Construction and maintenance of the premises

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015 including the installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

The Estates Manager will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.

4. Training

Trust schools will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff members will be provided with regular training opportunities and have access to support where needed. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school. Staff will be trained on how to assess risks specific to their role.

5. First aid

The school will act in accordance with the First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

6. Contacting the emergency services and PEEP requirements

The Principal will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.



Staff will be aware of any pupils who have specific evacuation needs; a PEEP must be done for any student or member of staff who has a condition that would make safe evacuation a problem. Information and forms can be obtained from the health and safety co-ordinator. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

7. Fire safety

All staff members should fully understand and effectively implement the Fire Evacuation Plan.

The Principal is responsible for certifying that procedures for ensuring that safety precautions are properly managed, will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the importance of fire drills.

The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the site office.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

8. Accident reporting

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the health and safety coordinator.

9. Significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The health and safety coordinator will be responsible for informing the Principal if the accident is fatal or a 'major injury', as outlined by the HSE.

10. Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety coordinator, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where



possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

11. Reporting hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the site supervisor/team as soon as possible, who will then inform the Principal as appropriate.

If this is not possible report to the Health and Safety team using:

healthandsafety@launcestoncollegemat.org.uk (needs updating)

12. Accident investigation

All accidents, however minor, will be investigated and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The health and safety coordinator will undertake evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

13. Our active monitoring system

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.
- Continuous examination of documents to ensure compliance with standards.
- Continuous inspection of premises, plants and equipment as per best practices.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

14. Evacuation, invacuation and lock down.

The school will follow the procedure outlined in the Emergency Evacuation Plan in the event of a crisis. In the event of a fire, the Fire Evacuation Plan will be implemented.

The invacuation, evacuation and lockdown procedures will be implemented if a situation dictates this.

15. Visitors to the school

The procedures outlined in the Visitor Policy and the Contractors Policy will be implemented by relevant staff when receiving visitors to the school.

All visitors and contractors will sign in to reception. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.

No contractor will carry out work on the school site without the express permission of the Estates Manager, other than in an emergency or to make the site safe following theft or vandalism. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking by the Lettings Manager.

Visitors and contractors will wear a visitor's badge at all times while on school grounds.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help.

16. Personal protective equipment (PPE)

PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specific hazards. The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective. PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from. Pupils will report any loss or defects to their class teacher, who will report it to the appropriate person.

PPE includes laboratory and workshop equipment, such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment, and respiratory protective equipment. Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.

Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. Staff



and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

17. Maintaining equipment

When not in use, PPE will be properly stored, kept clean, and in good repair. Suitably qualified service contractors will maintain and inspect all relevant equipment on sites. This will include the following:

- All electrical appliances
- All fixed gymnasium equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

18. Hazardous materials

Trust schools will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the Principal/Head of School.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by department leaders. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

19. Asbestos management

In accordance with HSE guidance, an asbestos survey is undertaken annually if a site requires it.

Further details concerning the management of asbestos can be found in the Asbestos Management Plan held for sites with asbestos present.

20. Medicine and drugs

Trust Supporting Pupils with Medical Conditions Policies will be read, understood and adhered to at all times.



Trust schools will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. Staff will receive guidance in supporting pupils with medical conditions. The school's first aid policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

21. Housekeeping and cleanliness

Cleaners will be monitored by the site cleaning manager. The standard required will be clear in the service level agreement held with any contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the site supervisor. Special consideration will be given to the disposal of laboratory materials and clinical waste.

22. Infection control

The school actively prevents the spread of infection through the following measures:

- Routine immunisations are carried out by contracted medical services.
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps.
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor. All cuts and abrasions will be covered with hypoallergenic dressings.

All new staff are subject to a pre-employment health questionnaire before starting employment at the school.



The school keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained.

Wall-mounted hand sanitiser is available around the school.

Further information concerning our policies and procedures addressing infection control can be found in our Infection Control Policy.

23. Allergens and anaphylaxis

Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff members are also required to provide a list of their allergies. Information regarding pupils' and staff members' allergies is collated and stored securely.

The Principal and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour.

The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the school operates in line with Natasha's Law can be found in the Whole- School Food Policy.

Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies. First aid will alert the catering team and food technology staff about any student who has a known allergy.

24. Risk assessment

The Principal has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school.

Risk assessments will be conducted for all other areas of the school and reviewed as appropriate by the Health and Safety coordinator. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.



A designated staff member will ensure risk assessments are completed by staff leading day trips or residential stays.

25. Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes etc.)
 - Contamination (water, food, litter etc.)
 - Organisational (task, safety, culture etc.)
 - Footwear (footwear worn for evening events may not be in line with the school's Uniform Policy)
 - Individual factors (rain, supervision, pedestrian behaviour etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

26. Security and theft

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents.

Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts may be reported to the police and staff members are expected to assist police with their investigation.

All members of staff are expected to take reasonable measures to ensure the security of school equipment being used. Equipment missing or believed stolen will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

27. Severe weather

The school will act in accordance with the Adverse Weather Procedure relevant to each site.

28. Safe use of minibuses

Health and safety policy and procedures concerning school minibuses are contained in the school's Minibus Policy. The site supervisor is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.



The minibus will carry strictly one person per seat and seat belts will be worn at all times.

Fines accrued will be paid by the driver at the time the offence was committed.

29. School trips and visits

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Trips and Visits Policy.

30. Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner. In order to manage these risks, we have adopted policies and procedures.

31. Working at heights

Policy and procedures concerning employees working at heights are addressed in the Working at Heights Policy. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

32. Lone working

Policy and procedures concerning employees' lone working are addressed in the Lone Working Policy. Staff members are required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

33. Stress management

Staff will be made aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy.

34. Display equipment

Display screen assessments will be carried out by the health and safety coordinator for staff who regularly use laptops or desktops computers. Further policy and procedures concerning display equipment are addressed in the Display Screen Equipment (DSE) Policy monitoring and review

The effectiveness of this policy will be monitored continually by the governing board.

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.