Windsor Academy Trust

Policy: Health and Safety

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WINDSOR ACADEMY TRUST
STATEMENT OF HEALTH AND SAFETY

The Board of Directors of Windsor Academy Trust (WAT) will strive to achieve the highest standards of health safety and wellbeing consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and all other related Acts, Orders and Regulations and relevant common law duties.

We are committed to:

- Providing a safe and healthy learning, working and visiting environment for all on our premises, with safe access. Ensuring adequate emergency procedures are implemented, particularly in relation to fire, asbestos or other significant incidents.
- Preventing accidents and work related ill health.
- Ensuring safe working methods and providing safe working equipment.
- Making arrangements for the safe use, handling, storage and transport of articles and substances.
- Providing effective health and safety information, instruction, training and supervision.
- Ensuring adequate welfare facilities exist throughout the organisation.
- Providing competent health and safety advice, support and resources, as required, so far as is reasonably practicable.
- Assessing and controlling risks from curriculum and non-curriculum activities.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Working with stakeholders to ensure that health and safety provision is appropriate.

At WAT health and safety is everyone's responsibility. We expect all staff and stakeholders to play their part in recognising, supporting and reinforcing our health, safety and welfare commitments.

This policy will be brought to the attention of all members of staff. A copy is to be displayed on health and safety notice boards. Details of the local establishment's management organisation for health and safety and arrangements for implementing the policy are to be found in this document. A reference copy of the full document is to be kept in the academy and must be readily available.

This policy and the accompanying organisation and arrangements will be reviewed on an annual basis.

(For completion by Academy)

ACADEMY NAME

STATEMENT OF HEALTH AND SAFETY

As an academy within Windsor Academy Trust (WAT), we will adopt a planned and systematic approach to the local implementation of the WAT health and safety management standards through this statement of intent and we will:

- ➢ Plan for health and safety within our academy improvement planning activity.
- ➢ Ensure relevant safety actions are included during the staff appraisal process.
- ➢ Develop and maintain local arrangements and procedures that interpret the requirements of relevant legislation.
- ➢ Review with the WAT Compliance Officer all progress against our plans and take appropriate action.
- ➢ Provide an environment in which academy staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ➢ Assess and control risks to all academy staff.
- ➢ Monitor accident trends throughout the academy to further inform the health and safety aspects of the academy improvement plan.
- ➢ Monitor our performance against plans.
- ➢ Copy this statement to all staff members or place prominently in an area accessible to all.

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Signed ……
(Headteacher)

Date ……

Health and Safety Policy

1. Introduction

1.1 The Academy trust Handbook reminds trusts about their obligations regarding safeguarding, health and safety and estates management and that trust boards should follow the Department's "Health and Safety: responsibilities for and duties for schools'", as well as "Health and Safety Executive (HSE) guidance for Education".

1.2 Windsor Academy Trust (WAT) is committed to protecting the health, safety and wellbeing of all its pupils/students; employees; contractors; partners and visitors and any other users of its premises. WAT will strive to achieve the highest standards consistent with its responsibilities under the Health and Safety at Work Act 1974 and all other related statutory legislation and regulations.

1.3 WAT will fulfil its moral and statutory responsibilities for health, safety and wellbeing by ensuring that robust policies, structures, systems, procedures and practices are in place, underpinned by a culture where health and safety is everyone's responsibility. WAT expects that all staff and stakeholders will play their part in delivering, supporting and reinforcing its health, safety and wellbeing commitments.

1.4 WAT is committed to:

- **Preventing** accidents and work related ill health by managing the health and safety risks in the workplace.
- **Protecting** the health, safety and welfare of all persons using WAT premises. Maintaining safe and healthy working conditions, providing safe and appropriate equipment and ensuring the safe storage and use of equipment and materials.
- **Protecting** the health, safety and wellbeing of staff, pupils/students and other supervising adults participating in off-site visits.
- **Responding** effectively to incidents by implementing effective control measures and emergency procedures.
- **Equipping and training** all employees, managers and leaders to ensure that they are competent to carry out their work and in discharging their responsibilities.
- **Engaging and consulting** with employees and recognised Trade Union representatives on day-to-day health and safety matters to enable them to be proactive in the management of safety processes and procedures.
- **Embedding awareness** of health, safety and safeguarding as an integral part of WAT's culture.
- **Measuring, monitoring and reviewing performance,** gathering evidence to provide assurance in demonstrating compliance with legal and statutory requirements and to ensure continuous development and improvement.

2. Purpose

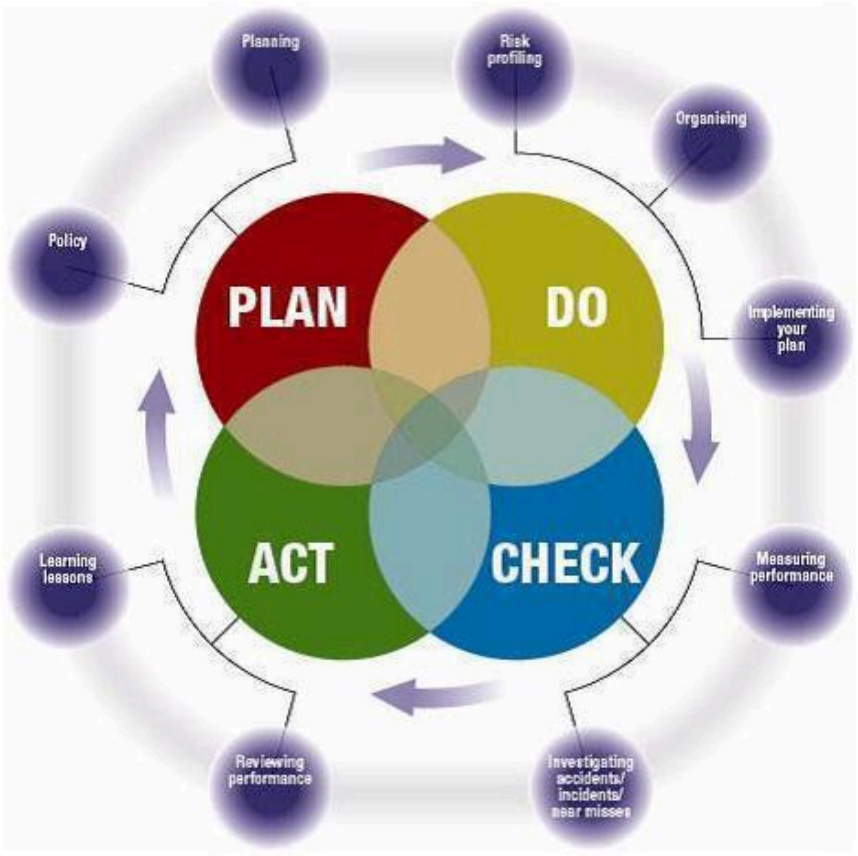
2.1 The purpose of the Health and Safety policy is to ensure that:

- Effective structures, systems, procedures and arrangements are developed and implemented in relation to health and safety, including fire, asbestos or other significant incidents.
- Roles, responsibilities and accountabilities for health and safety are identified and implemented.
- Safe systems of work are effective and safe working equipment is provided.
- Risks are identified and effective controls are in place to manage these.

3. Management of Health and Safety – Plan, Do, Check, Act

3.1 WAT recognises that managing health and safety requires a sustained and systematic approach and will adopt the Health and Safety Executive (HSE) model of good practice, which contains the steps Plan, Do, Check, Act. This cyclical approach helps to ensure that policies, structures, systems, procedures and practices are aligned to the culture, treating health and safety management as an integral, rather than as a stand-alone system.

3.2 The HSE model has been reproduced and is illustrated as follows:



3.3 In adopting this approach WAT will ensure that:

PLAN

- **POLICY** - Appropriate written statements of policy and procedure on health and safety are in place, and that there are effective arrangements for implementation.

- **PLANNING** -There are effective plans in place for the management of health and safety activity and that any additional funding requirements to address health and safety issues are identified through annual capital allocations whilst ensuring contingency plans are in place in the event of an emergency.

DO

- **RISK PROFILING** - Risks to employees, pupils/students, contractors, and any other people who could be affected by WAT activities are assessed and recorded.

- **ORGANISING** - organisational structures, systems and controls that are monitored and reviewed as an outcome of risk assessment.

- **ORGANISING** - Consultation takes place with employees about the risks at work and current preventative and protective measures.

- **IMPLEMENTING PLANS** - There is access to competent health and safety information, advice and guidance about the risks in the workplace and the control measures.

- **IMPLEMENTING PLANS** - Instruction and training is available for employees in how to deal with the risks and ensuring there is adequate and appropriate supervision in place. Staff will continually develop their own competence through health and safety induction and refresher training and specific training where necessary.

CHECK

- **MEASURING PERFORMANCE** - Ensure compliance with legal and statutory requirements and monitoring and reviewing all Health and Safety arrangements.

- **INVESTIGATING ACCIDENTS/INCIDENTS** - Investigations take place to identify any trends and to monitor performance of policies, procedures and systems.

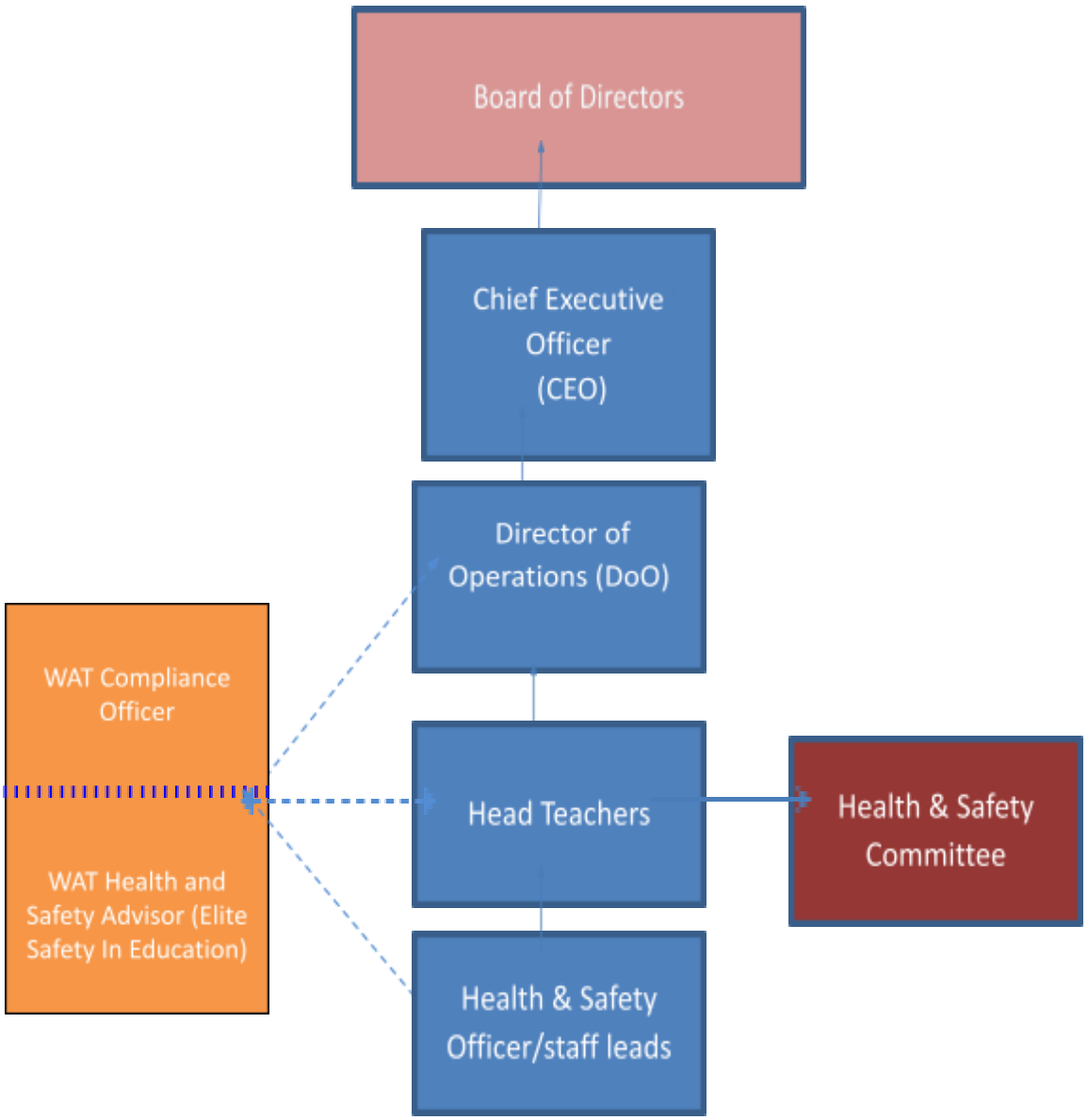
ACT

- **REVIEWING PERFORMANCE** - Performance and compliance is regularly reviewed with updates provided.

- **LEARNING LESSONS** - Learning takes place from findings from investigations to inform further developments.

4. Governance of Health and Safety

4.1 The following diagram outlines the structural arrangements for the governance of health and safety across WAT, specific duties and responsibilities are detailed further in this document.



Board of Directors

4.2 The WAT Board of Directors (BoD) is ultimately accountable and responsible for the health and safety of employees, pupils/students and other individuals whilst on WAT premises and in all places where they might be affected by its operations.

4.3 The BoD holds responsibility and liability in relation to health and safety across the following areas:

- Health and safety management
- Risk assessment
- Legionella

- Asbestos management duty of care main “duty holders” for all arrangements as set out in Regulation 4(1) of the Control of Asbestos Regulations 2012
- Fire safety
- First aid
- The Construction Design & Management (CDM) Regulations

4.4 The BoD will have overall responsibility for:

- Any directions issued in the arrangements concerning the health and safety of persons on WAT premises or taking part in WAT activities elsewhere.

- Ensuring that there is access for all its employees, LCC Members and Directors, to relevant information, guidance, advice, support and training. This will be provided through specialist consultancy support as the “competent person”.

- Ensuring that there are established arrangements for the provision of health, safety and welfare standards expected in WAT premises.

4.5 The CEO will provide Health and Safety updates to the BoD as appropriate.

4.6 As a result of an audit, inspection, or concern/s raised with WAT, the BoD will direct health and safety improvements to WAT policies, procedures, systems and any other arrangements that are non-compliant with legislation.

WAT Central Team

4.7 For the central team and central locations, responsibilities for health and safety are with the Chief Executive Officer and the executive team who may delegate responsibilities as appropriate.

WAT Compliance Officer

4.8 The Compliance Officer, under the direction of the Director of Operations, is responsible for ensuring that appropriate checks and suitable arrangements are in place at the academies in accordance with WAT’s Health and Safety and Child Protection and Safeguarding Policies. The Compliance Officer is required to promote the well-being of children and young people in terms of their:

- Physical and mental health and emotional well-being.
- Protection from harm and neglect.
- Education, training and recreation.
- Contribution they make to society.
- Social and economic well-being.

4.9 The Compliance Officer has a duty to monitor and report health and safety matters and accept the duty for the way in which health and safety issues are addressed.

4.10 The Compliance Officer is a “duty holder” for the purposes of asbestos management in each academy as set out in Regulation 4(1) of the Control of Asbestos Regulations 2012, and has a duty to scrutinise local asbestos management arrangements and via the Director of Operations and Executive team report into the Board of Directors.

4.11 The Compliance Officer has a delegated duty to establish and review additional ~~local~~ procedures, organisation and arrangements of particular health and safety matters. The content of all procedures, organisations and arrangements must comply with this

policy and are subject to review by the WAT Health and Safety Advisor. They must include, as a minimum, provision for:

- Fire and evacuation.
- Emergency resilience/continuity plans and procedures.
- First aid arrangements.
- Lone working.
- Violence at work.
- Lettings and hiring of services and equipment (if applicable).

4.12 The Compliance Officer must establish measures for the local implementation of this policy, organisation and arrangements, with regard to, but not limited to:

- Housekeeping and safe disposal of waste.
- Occupational health provision.
- Educational visits and transport.
- Work experience (if applicable).
- Local rules regarding radiation (if applicable).

4.13 The Compliance Officer must scrutinise the local arrangements for the:

- Effective management of asbestos materials in the academies and ensure that emergency measures are in place to evacuate the affected areas in the event of accidental or unforeseen damage to, or discovery of Asbestos Containing Material (ACM) and provide feedback to the DoO.

- Effective evacuation of premises in the event of a fire. This will include the provisions contained in the academy's local Fire Evacuation Plan and the effectiveness of the practical application of that plan.

Headteacher

4.15 Headteachers have overall responsibility for the day to day management of health and safety in each academy even if they choose to delegate any of the duties. They are required to manage and address health and safety matters within their financial allocations. Any areas that cannot be addressed locally requiring the allocation of funds will need to be raised with the CEO/ DoO.

4.16 The Headteacher may:

- Delegate any, or all, of the duties.
- Designate a person as the academy's designated Health and Safety Officer.
- Appoint an Education Visit Coordinator (EVC) as a competent person to oversee all arrangements for educational visits and journeys.
- Appoint a competent person to oversee any work experience arrangements if applicable.

4.17 The specific health and safety duties attached to any appointments must be recorded in writing and the Headteacher must ensure that the person appointed to carry out those duties is competent. "Competent" can be defined as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely**.** Other factors, such as attitude and physical and mental ability, can also affect someone's competence.

4.18 The Headteacher is a “duty holder” for the purposes of asbestos management in each academy as set out in Regulation 4(1) of the Control of Asbestos Regulations 2012. It is their duty to ensure that there are appropriate local asbestos organisation and arrangements within the academy. This includes the delegated duty to make sure that as far as reasonably practicable no one can come to any harm from asbestos on academy premises and to ensure that the emergency measures, provided in the arrangements, to evacuate the affected areas in the event of accidental or unforeseen damage to, or discovery of, ACM, are carried out.

4.19 If any part of the academy premises was constructed before 2000 the Headteacher must ensure that an asbestos survey has been completed. If ACM is discovered an asbestos register must be put in place, a risk assessment completed, and an Asbestos Management Plan (AMP) developed. If this role is delegated to another member of staff, that person must be named in the AMP and their particular asbestos management duties recorded.

4.20 Matters requiring particular consideration by the Headteacher will include:

People - ensuring that:

- There are adequate staffing levels for safe supervision of pupils/students and staff, both while at the academy and for any external activities.

- There is effective liaison and monitoring of the activities of contractors (including catering, cleaning and grounds staff), visitors and others on the site to ensure that any risks to the health and safety of staff, pupils/students and others are kept to a minimum.

- All employees are provided with appropriate and adequate health and safety training and equipment consistent with their roles and that this is included in induction programmes.

- Consultation with Trades Union Health and Safety Representatives and Representatives of Employee Safety takes place as appropriate.

- Appropriate health and safety information and WAT announcements are communicated to academy staff, LCC members, Trade Union Health and Safety Representatives, visitors and contractors.

Systems, Processes & Procedures –ensuring that:

- The correct procedure is followed for the reporting, recording, investigation and follow-up of accidents, incidents of violence and near misses.

- Detailed local arrangements are formulated and regularly reviewed outlining the action to be taken in an emergency (including unplanned damage, disturbance or discovery of asbestos containing materials) and ensuring that all involved are informed of the arrangements. These arrangements will also be reviewed by the Health and Safety Advisors.

- Arrangements are in place for termly evacuation drills and weekly fire alarm tests and any other related inspections, ensuring records are up to date and accurately recorded.

Facilities and Equipment –ensuring that:

- There is periodic testing of equipment, in relation to statutory maximum time

intervals, or where this is not defined, through effective risk assessment.

- There is adequate provision of first aid materials and fire-fighting equipment.

- The Compliance Officer and the Director of Operations (DoO) are informed about any defect in the state of repair of the building, or its surrounds, or services, which is identified as being noncompliant and take whatever local action is necessary to minimise the risk until repairs can be arranged.

- Arrangements are in place for the repair, replacement and/or safe disposal of any item of furniture or equipment which has been identified as unsafe.

- There is assigned responsibility for the maintenance of the premises and the provision of adequate welfare facilities for all pupils/students and employees.

- If a source of ionising radiation exists on academy premises, the Headteacher must appoint a trained and competent Radiation Protection Supervisor to carry out radiation protection duties.

Risk Assessments - ensuring that:

- There is an adequate system for the undertaking of suitable and sufficient risk assessment in complying with the requirements of the Management Regulations 1999 and other Regulations that require specific risk assessments to be completed.

- Risk assessments are undertaken throughout the academy and control measures are implemented, and assessments are monitored and reviewed appropriately.

- All systems are used properly and follow the principles of “Plan, Do, Check, Act” as contained in “Managing for Health and Safety” guidance produced by the HSE as outlined in section 3 of this policy.

Audit and Review –ensuring that:

- A termly health and safety audit/inspection and periodic health and safety checks take place, (ensuring all areas of the academy and all activities are covered in an appropriate schedule and accurate records are maintained.)

4.21 Health and Safety Committee

Health and safety matters will be discussed locally. The terms of reference for the ` academy’s Health and Safety Committee (or included in other meetings) are:

- To assist in the regular reviews and monitoring of the implementation of the Health and Safety policy and arrangements throughout the academy.

- To review safety measures and to advise the Headteacher of any necessary changes to those measures.

- To advise on arrangements for the dissemination of information on health and safety matters to all staff and pupils/students.

- To receive reports of accidents and dangerous occurrences and to draw the attention of the Headteacher to any necessary preventative/remedial action.

- To receive reports from WAT Health and Safety Representatives and external health and safety agencies.

- To advise on arrangements to protect the health, safety and welfare of staff, pupils and visitors to WAT and to review these as necessary.

- To receive audit and monitoring reports and advise the Headteacher of any necessary preventative and/or remedial action arising from those reports.

5. Health and Safety Advisor

5.1 WAT will work in partnership with its Health and Safety Advisor and other specialists who will provide active support to ensure that appropriate procedures and controls are in place for the management of risk and compliance with legal and statutory requirements including the documentation and completion of records. WAT's Health and Safety Advisor will carry out the duties and responsibilities as the "Appointed Competent Person" to periodically review health and safety management and arrangements to provide assurance and advice on health and safety across WAT in a number of areas including:

- Electrical Issues.
- Management and removal of Asbestos.
- Consideration of reasonable adjustments under the Equality Act for people with disabilities.
- Health and safety legal and technical advice for more complex cases.

6. Reviewing Performance - Reporting Arrangements

6.1 The academy performance will be reviewed termly by the academy leadership team and reported to the Compliance Officer. (Updates will be provided to the BoD of any matters warranting specific attention, particularly those matters that have wider implications for WAT.)

6.2 Active monitoring will include workplace inspections in accordance with the academy's local arrangements and the Headteacher will review, report and monitor accidents, near misses and hazards in accordance with local arrangements and will report relevant findings to the Compliance Officer.

6.3 Indicators used for monitoring and reviewing health and safety performance will include the:

- identification of areas where risk controls are inadequate or absent,
- achievement of specific health and safety objectives, and,
- an analysis of accident and ill-health data.

6.4 Academy health and safety planning will be part of the academy's improvement planning process. Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

6.5 Robust audit and review shall reduce the likelihood of an undesirable impact on:

- health, safety or welfare of individuals or groups;
- the environment;
- finances; and/or

- the reputation of WAT.

6.6 Actions arising from audits and inspections will be incorporated within the academy action plan with appropriate target dates for completion. This will ensure that all academies are sufficiently resilient when responding to changing circumstances. Assurance updates across WAT will inform the effectiveness of control measures that are in place to mitigate health and safety risks on the WAT risk register as these are continually reviewed by the BoD.

6.7 WAT executive and the Compliance Officer will be made aware of any incidents carrying a major risk to health and safety or any enforcement action taken against academies/other sites by the HSE, the Environment Agency, the Fire Authority, Local Authority Environmental Health officers and of the response provided in respect of such incidents or enforcement action. The BoD will also be updated as appropriate.

6.8 WAT's Health and Safety Advisor, working in partnership with WAT will investigate and liaise with the Health and Safety Executive (HSE) during incidents, issues or enquiries.

7. Local Arrangements

7.1 In discharging this policy, each academy will develop and document their local procedures suitably customised and tailored to meet the needs of their own local circumstances and arrangements. Such arrangements will be supported and informed by WAT's Health Safety Advisor and other specialist advisors. These arrangements will ensure that the commitment and intent outlined in this policy is delivered. The local arrangements are outlined and held by each academy. (Academies to refer to the last page of this document). A reference copy of the full document is to be kept in the academy/central team premises and must be readily available.

8. Additional Information

8.1 Further details regarding responsibilities for Health and Safety within Academies/WAT premises and further guidance notes and procedures are outlined in separate appendices to this policy document.

9 Communication

9.1 This policy statement must be brought to the attention of all members of staff. A copy is to be displayed on health and safety notice boards.

10. Policy Review

10.1 This policy and local arrangements will be reviewed regularly and as a minimum annually, in accordance with DfE requirements.

APPENDICES
(Guidance and Local Procedures)

Appendix 1

Responsibilities for Health and Safety within Academies/WAT Premises (Roles and Responsibilities for Information)

Appendix 2

Arrangements for Health, Safety and Welfare – (guidance)

Appendix 3

(Academies to insert their local procedures and information)

Appendix 1

1. Responsibilities for Health and Safety within Academies/WAT Premises

1.1 This document details the organisation and arrangements required to maintain and continuously improve WAT's health and safety management systems.

2. Site Manager/Caretaker and Site Staff

2.1 The Site Manager/Caretaker are responsible for looking after the premises. Their responsibilities include:

- Maintaining an understanding of the health and safety policy arrangements and the responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements.

- Overseeing contractors working on the premises, and ensuring that hazard information has been exchanged and suitable risk control measures implemented.

- Ensuring adequate security arrangements are maintained.

- Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided.

- Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.

- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained.

- Ensuring that plant and equipment is adequately maintained.

- Arranging for the regular testing and maintenance of electrical equipment.

- Maintaining accurate records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance.

- Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made.

- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.

- Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise.

- Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations.

3. Fire Safety Officer (Appointed Person)

3.1 The appointed person will be the 'responsible person' who has the authority and powers of sanction to ensure that standards of fire safety are maintained. The main duties of the responsible person include, but are not limited to:

- Managing the academy/workplace to minimise the incidence of fire (fire prevention); e.g. good housekeeping and security.
- Ensuring that current, suitable and sufficient, fire risk assessment has been carried out, or reviewed, in the academy/workplace.
- Producing, or reviewing, a current Emergency Fire Plan, inclusive of a Fire Evacuation Plan.
- Ensuring that all persons entering WAT premises have had induction training on emergency evacuation procedure in the event of a fire.
- Ensuring that all staff have received adequate fire and evacuation training consistent with their role.
- Checking the adequacy of fire-fighting equipment and ensuring its regular maintenance.
- Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly.
- Ensuring that fire detection and protection systems are maintained and tested and proper records are kept.
- Ensuring close down procedures are followed.
- Establishing and maintaining effective communication with the local fire service and providing the required information and assistance to the fire authority to allow for effective discharge of their duties.

4. First Aid Coordinator

4.1 Responsible for the management of situations in the academy/workplace relating to injured or ill persons who need medical assistance rests with the First Aid Coordinator. The First Aid Coordinator is also required to take charge of the equipment and facilities provided for first aid in the academy/workplace and in addition ensure that:

- First aid facilities are maintained in a proper effective condition, and that
- First aid boxes are checked, and the contents maintained in a suitable condition.

5. Radiation Protection Supervisor (where applicable)

5.1 The appointed person has the authority and powers of sanction to ensure that standards of radiation protection are maintained locally. The main duties of the Radiation Protection Supervisor include:

- Adhering to the local rules established by the radiation employer.

- Supervising sources of ionising radiation on the site, including effective security and protection.

- Implementing such monitoring measures as are necessary to provide sufficient monitoring of radiation exposure.

- Completing suitable and sufficient risk assessments of activities, in relation to the use of sources of ionising radiation and ensuring effective control measures are in place prior to activities being undertaken.

- Ensuring that provisions specific to women and young people are in place and strictly adhered to.

- Producing a Radiation Emergency Plan and liaising with the Fire Safety Officer on the provision of information for emergency services in the event of an emergency.

- Ensuring that their knowledge of core competency in radiation protection is maintained and keeping abreast of any changes to relevant legislation, codes of practice, or guidance.

- How to access help and advice from the appointed Radiation Protection Advisor and other appropriate sources, e.g. HSE, etc.

6. Asbestos Manager (Site Staff where applicable)

6.1 The Asbestos Manager is responsible to the Headteacher for ensuring local compliance with all asbestos related legislation and the management of asbestos within the premises.

6.2 The main duties of the Asbestos Manager include a duty to:

- Inform relevant staff and contractors of the location, extent and condition of asbestos on the premises.

- Arrange for the regular inspection of asbestos containing materials, as required by the asbestos management plan.

- Ensure that suitable and sufficient asbestos training and information is provided to all staff and that suitable and effective Personal Protective Equipment (PPE) is provided where required.

- Maintain accurate records and update asbestos related documents as and when required, or as and when necessary and to maintain the local asbestos management plan.

- Maintain emergency arrangements for the evacuation of affected areas in the event of unplanned damage or disturbance of known or newly discovered Asbestos Containing Material (ACM).

- Arrange for the safe control, survey, repair, maintenance, or removal of ACM in the affected area in the event of unplanned damage or disturbance of known, or newly discovered, ACM.

7. Education Visits Coordinator

7.1 The Educational Visits Coordinator (EVC) is responsible to the Headteacher for ensuring that:

- The academy procedures for educational visits are implemented.
- All academy visits comply with all regulations in every respect.
- Off-site activities are properly planned and supervised, and that the pupils' safety is paramount.
- The competency of all supervising staff and volunteers is checked.
- There is careful planning and preparation of the trip to include a suitable and sufficient assessment of the risks and benefits of all activities.
- Full details of all overseas or high risk adventurous educational visits are notified to the WAT executive for prior approval at least one month before the visit is due to commence.
- Staff involved in educational visits are fully aware of their responsibilities regarding the off-site policy and have access to it.

7.2 All staff involved in educational visits should follow the Educational Visits Policy and procedures.

8. Work Experience Coordinator (where applicable)

8.1 The Work Experience Coordinator is responsible to the Headteacher for the provision of safe work experience placements. This includes liaising with any external bodies appointed to organise the practical arrangements.

8.2 The duties of the Work Experience Coordinator include, but are not limited to:

- Liaising closely with the Headteacher to decide the appropriate process for organising work experience placements, including the use of external bodies.
- Ensuring that all placements are risk assessed (by the employer) and risk assessments are completed for members of staff that visit such employers during the work placements. These assessments should include safeguarding and lone working arrangements.

- Pupils and parents are provided with all relevant information regarding work experience placements, including risk assessments.

- Employers providing placements have full relevant information regarding pupils/students undertaking a placement with them, including details of additional educational or special needs. Where possible, pupils/students are visited during their placement.

9. Trade Union Health and Safety Representatives

9.1 Health and safety regulations provide for the appointment of trade union appointed safety representatives from amongst those employees who are members of a recognised trade union. Similarly, provision is in place for employees who are not members of a recognised trade union, or where their trade union is not represented by a safety representative, to elect Representatives of Employee Safety to represent them.

9.2 Trade Union Health and Safety Representatives and Representatives of Employee Safety are afforded the right to paid release from duties to discharge their functions. The same right is extended by WAT to Representatives of Employee Safety.

9.3 Where Trade Union Health and Safety Representatives and Representatives of Employee Safety are timetabled regarding their employment duties Headteachers must ensure that when formulating the academy staff timetable they take regard of the current Recognition and Procedural Agreement with WAT. This agreement will be reviewed regularly by WAT with recognised trades unions.

9.4 Trade Union Health and Safety Representatives and Representatives of Employee Safety have the following duties:

- To represent the employees in consultations with the employer.

- To investigate with WAT potential hazards and dangerous occurrences at the workplace and to examine the causes of accidents at the workplace.

- To investigate with WAT, complaints by any employee he/she represents relating to that employee's health, safety or welfare at work and to inform WAT.

- To make representations to the employer on matters arising out of potential hazards and dangerous occurrences or complaints relating to health and safety by any employee he/she represents.

- To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace.

- To carry out health and safety inspections.

- To represent the employees, he/she was appointed, or elected, to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority.

- To receive information from inspectors.

- To attend meetings of safety committees where he/she attends in his capacity as a safety representative in connection with any of the above functions.

- Where appropriate, to attend as an adviser at WAT Joint Consultative Committee (JCC) meetings.

- Trade Union Health and Safety Representatives and Representatives of Employee Safety have functions and not duties, or responsibilities, in respect of their roles as representatives.

10. Class Teachers

10.1 Staff timetabled to be in charge of classes have the following responsibility to assist the Headteacher to:

- Follow safe working procedures personally.

- Ensure the safety of pupils in classrooms and other areas of the academy whilst in their charge.

- Be aware of and to adopt safety measures within their teaching areas.

- Request special safe working procedures, protective clothing, guards, etc., where necessary and ensure they are used.

- Make recommendations to the Headteacher regarding the safety of equipment or tools, in particular any equipment or machinery, which is potentially dangerous.

- Be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out.

11. All employees with management or staff supervisory responsibilities

11.1 All managers and supervisors are responsible to the Headteacher, via their line manager, for ensuring the application of this policy to all activities undertaken within their area of management responsibility. They will also have responsibilities for ensuring that all relevant parts of this policy are observed and implemented by all employees they supervise in their respective workplaces.

11.2 In particular, staff holding such positions of responsibility will ensure that:

- Suitable and sufficient risk assessments are undertaken within their areas of responsibility that control measures are implemented, and those assessments are monitored and reviewed.

- Appropriate safe working practices and procedures exist (safe systems of work) within their areas of responsibility and that these are brought to the attention of everyone concerned.

- All accidents and incidents (including near misses) occurring within their areas of responsibility are promptly reported and recorded using the appropriate system.

- All reported accidents and incidents within their areas of responsibility are fully investigated with a view to preventing a recurrence and the findings passed to WAT consultants for review.

- All staff within their areas of responsibility are aware of their specific roles in case of fire and/or emergency.

- Any equipment/appliance which has been identified as being unsafe and which is in need of repair has been removed from use and reported to the Headteacher.

- The levels of class and staff supervision are adequate at all times.

- Daily housekeeping health and safety checks are carried out (in conjunction with other members of staff) within their areas of responsibility and report or rectify any issues as appropriate.

- They maintain, or have access to, an up to date library of sector specific relevant health and safety guidance from suitable sources, e.g. HSE, WAT, DfE, CLEAPSS, DATA, afPE etc., and that all colleagues they supervise are aware of and make use of such guidance.

- They identify specific staff health and safety training needs and arrange for training to be completed so far as is reasonably practicable.

- They consult with appropriate staff on any matters, which may affect their health or safety whilst at work.

- They carry out departmental induction training including any specific information and training that may be necessary because of activities, which are peculiar to a department.

- Levels of first aid provision are in place for the activities being undertaken.

- They resolve local health and safety issues, within their competency, within their department, or seek further advice or assistance where necessary.

- All pupils are given the necessary health and safety information and instruction in line with guidance prior to commencing activities, which may involve some risk.

- They consult the WAT Safety Consultant/Advisors, or other appropriate bodies (including Trade Union Health and Safety Representatives and Representatives of Employee Safety), when additional assistance becomes necessary.

12. All employees with teaching or pupil supervisory responsibilities

12.1 Teachers and pupil/student supervisors are responsible for the health and safety of all pupils/students under their control. Teachers and pupils/student supervisors shall:

- Ensure effective supervision by only permitting activities to be undertaken by pupils/students after carrying out a risk assessment if there are real risks associated with the activity. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will need to be considered.

- Be familiar with this policy and any local policies, rules and arrangements, which may apply specifically to a department concerned.
- Ensure that safety instruction is given to all pupils/students prior to commencing activities which may involve some risks.
- Know the location of the nearest fire-fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.
- Ensure that pupils/students follow academy safety rules and that protective equipment is worn where appropriate.
- Ensure that all personal protective equipment is suitable and in good condition prior to issue.
- Ensure safety devices e.g. machinery guards are in good condition and are used.
- Report any defective equipment to their line manager/Headteacher.
- Under the direction of management, assist in the investigation of all accidents, incidents, near misses (in conjunction with relevant staff involved).
- Propose for consideration by their manager or supervisor any improvements which they consider would improve health or safety standards within a department.
- Ensure that an agreed adequate level of supervision is provided and that appropriate health and safety arrangements, including a suitable and sufficient risk assessment, exist prior to taking academy parties off site on educational visits and that this information is shared with the WAT Safety Consultancy.

13. All Employees (including Temporary Employees)

13.1 All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their personal safety and that of other persons.
- Cooperate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.
- Report any defective equipment to his/her supervisor or other appropriate person, i.e., safety representative.
- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.
- Know the location and condition of any asbestos containing materials identified in the asbestos register and know what to do should these be damaged, disturbed, or if they discover new or potential asbestos containing materials.

- Take part in health and safety training, provided by the employer, that the employer considers necessary to maintain the employee's health and safety.

- Make use of all necessary personal protective equipment provided for safety or health reasons.

- Where necessary, make use of all control measures made available to them, e.g. fume cupboards, etc.

- Follow all relevant safe practices and local rules.

- Report any unsafe practices to their manager or Headteacher.

13.2 Where in the presence of pupils/students, as a 'reasonable person', ensure pupils/students follow safe practices and observe all academy safety rules, and as far as is reasonably practicable ensure that pupils:

- Follow all instructions issued by any member of staff in the case of an emergency, or a risk to safety.

- Do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.;

- Are encouraged to inform any member of staff of any situation, which may affect their safety.

14. All Pupils/Students

14.1 Are expected to follow their respective academy Behaviour Policy in order to maintain a safe environment for all. Instances of unsafe conduct or behaviour should be managed effectively by academies in accordance with their Behaviour Policy.

14.2 Pupils/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 including the wearing of jewellery consistent with safety and or hygiene.

- Comply with the Health & Safety policy and procedures of WAT and in particular the instructions of staff given in an emergency.

- Not to wilfully misuse, neglect or interfere with items provided for their health and safety.

Appendix 2

Arrangements for Health, Safety and Welfare

1.1 Each academy has a duty to develop suitable and sufficient local arrangements and procedures to ensure compliance with, and to complement the WAT Health and Safety Policy. Appropriate, local arrangements will also be developed for staff and visitors to other WAT premises.

1.2 The following arrangements are put in place to establish, monitor and review measures needed to meet health and safety legal compliance and the required health and safety standards in all WAT premises.

2. Accidents and Incidents

2.1 To avoid misunderstanding an accident and incident is defined as follows:

Accident: -"any unplanned event that results in personnel injury or damage to property, plant or equipment.

Incident: -"an unplanned event which does not cause injury or damage but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short- circuits.

2.2 In the event of an accident, all local emergency procedures appropriate to that accident must be put into action, including, but not limited to:

- Ensuring, where possible, that the scene of the accident is as safe as is reasonably practicable and poses no substantial risk to others.
- Where possible, providing first aid, by a first-aider, to any person who is injured, obtaining further medical aid where appropriate.
- Recording all accidents on the 'Every' Incident Dashboard as soon as possible.
- Reporting all incidents to the Headteacher, or the person delegated with the duty of managing accidents and incidents, as soon as possible and ensuring that a record is kept of the incident.

2.3 In order to comply with Regulation 5 of The Management of Health and Safety at Work Regulations 1999, it is important that adverse events are properly investigated. An 'adverse event' is an accident (an event that results in an injury or ill health), or incident (a near miss, or undesired circumstance). All adverse events and associated investigation must be recorded.

2.4 The level of investigation should be determined by the potential consequences of the adverse event and the likelihood of it reoccurring.

2.5 Investigations should be:

- Carried out jointly by a manager, nominated by the Headteacher/senior manager and a Health and Safety Representative (if one has been appointed) or any member of an investigation team requested.
- Conducted using the guidance and methodology contained in the HSE publication HSG245 "Investigating accidents and incidents".

2.6 All documents relating to any accident or incident investigation must be retained for a period of five years on WAT property and disposed of in accordance with confidential waste arrangements. These documents should be uploaded to the Every System and linked to the associated incident.

3. Animals

3.1 Where livestock and other farm animals or birds are kept on academy premises, arrangements should be put in place to make suitable and sufficient risk assessment of the risks to those people coming into contact with such animals or birds.

3.2 In all cases where animals or birds are kept on site suitable and sufficient control measures must be put in place to control the risk of transfer of infection from E. coli O157.

3.3 Local arrangements must also be put in place for the proper health and welfare of any animals or birds that are kept. These arrangements must include, but are not limited to:

- The regular provision of clean water and suitable food.
- Suitable accommodation in a low stress environment.
- Adequate room to move and provision to address individual animal/bird welfare needs.
- Competent management of all animals or birds.
- Provision for weekends and holidays.
- Provision for veterinary and other expert assistance.

3.4 Animals or birds must not be kept where they are unable to fully comply with legislation regarding the health and safety of persons in contact with those animals or birds, or where they are unable to meet acceptable standards of animal health and welfare.

4. Asbestos Management

4.1 In compliance with Regulation 4 of the Control of Asbestos Regulations 2012, where premises were built before the year 2000, Headteachers must ensure that the following obligations are carried out by a competent person, or persons:

- Take reasonable steps to find materials in premises likely to contain asbestos and to check their condition.
- Presume that materials contain asbestos unless there is strong evidence to suppose they do not.
- Make a written record of the location and condition of asbestos and presumed asbestos-containing materials (ACM), keep the record up to date and ensure that a copy is available for on request to all visitors to the site (the Asbestos Risk Register).
- Assess the risk of the likelihood of anyone being exposed to these materials (the Asbestos Risk Assessment).

4.2 A plan will be prepared to manage that risk (the Asbestos Management Plan) and put it into effect to ensure that:

- Any material known or presumed to contain asbestos is kept in a good state of repair.

- Any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary removed.

- Local emergency procedures are in place to address the unplanned damage or disturbance, or new discovery of asbestos including procedures for evacuation and subsequent control, survey, repair, maintenance or removal of the affected material.

4.3 Information on the location and condition of the material is given to anyone potentially at risk including all staff working in the affected area/s Headteachers and those persons who have delegated duties in relation to asbestos management must ensure that the legal requirements of licensed and non-licensed asbestos work are strictly adhered to.

4.4 General procedure in the event of accidental damage to, or discovery of, Asbestos Containing Material (ACM):

4.5 If, despite taking every precaution, ACM are discovered during the course of work, or known ACM are damaged, the following actions must be taken:

- Stop all work immediately.

- Turn off any fans/computers/extractors.

- Shut all windows.

- Evacuate the local area promptly, but orderly, i.e. the room where the damaged/discovered ACM is located leaving all bags/coats etc. in the room.

- Shut all doors.

- Prevent anyone entering or re-entering the area.

- Keep the room occupants together in another vacant room nearby.

- Report the problem as soon as possible to the Academy/central team.

- Arrange for the careful removal of any clothing contaminated with dust or debris and place in a plastic bag.

- Where ACM is found to be damaged, deteriorated or newly discovered the competent person must take steps to arrange for assessment of the situation and consequential management in conjunction with WAT if required.

- Unless the incident is very minor the matter is to be reported to the HSE.

5. Confined Spaces

5.1 No work shall be carried out in a confined space, as defined in Regulation 1(2) of The Confined Spaces Regulations 1997, by WAT employees without strict adherence to the provisions of those regulations and the corresponding HSE Approved Code of Practice, "*L101 Safe work in confined spaces. Confined Spaces Regulations 1997"*.

6. Consultation

6.1 To enable consultation with employees, WAT will have proper consultation with the recognised representatives of staff on matters of health and safety through WAT's Joint Consultative Committee (JCC). Recognised trades unions will undertake the appointment of Union Safety Representatives in line with their internal procedures.

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7. Contractors

7.1 Anyone entering WAT premises, for the purpose of carrying out work, or who provides a good or a service, specialised or otherwise, for the client, owner or occupier must be regarded as a "contractor" - to whom duties are owed and who, in turn, owes duties in respect of health and safety.

- Contractors therefore include building, construction and maintenance workers, caterers, window cleaners, agency staff, equipment repairers, delivery drivers, service staff and consultants. In this policy the term Contractor, includes all subcontractors and their employees.

- By virtue of the hazardous nature of construction-related contracting compared with general consultancy work, this policy tends to concentrate on those higher risk areas, however many of the principles still apply to other areas of lower risk.

- When children, young persons, or other vulnerable persons are present on the premises contractors without a valid DBS check must never be left unaccompanied whilst on site.

- Each academy must comply with the requirements of the Construction Design and Management Regulations, when they apply and ensure that the necessary arrangements are in place.

- Each academy must ensure the proper vetting and selection of contractors regardless of what work they may be required to carry out. It is important to ensure checks are made to ensure that contractors are properly qualified, have the necessary skills to carry out the work and are competent in assessing risks and applying effective health and safety practices.

- Academies must make themselves familiar with how to manage and work with contractors throughout the project. This includes the planning stage, standards and arrangements, while working on site and on work completion.

- All contractors must receive Health and Safety Induction training from the academy/site concerned before being allowed to work on site. This will constitute familiarisation of the site layout within the area of their work, including; access and egress, the location of all relevant health and safety items (e.g. fire exits), all local arrangements. A copy of this Health and Safety Policy and relevant local policies and supporting procedures will be made available if requested by the contractor.

- The local Asbestos Risk Register shall be brought to the attention of a contractor with regard to the arrangements contained in the Academy's Asbestos Management Plan and where appropriate a permit to work issued.

- No contractor may undertake maintenance or construction work without having signed the register and received a relevant permit from the duty holder.

8. Control of Substances Hazardous to Health

8.1 All substances representing a potential hazard due to their storage, handling, use or disposal will be assessed to identify the level of risk. Safety data sheets should be used to provide a basis for the risk assessment regarding particular products. The safety data

sheet is not a risk assessment in itself.

8.2 The substances and the corresponding process in which they are used must have a written assessment carried out detailing the control measures to be used and any residual risks.

8.3 All employees who may be exposed to effects of the substances must sign the relevant assessment indicating their acknowledgement of the controls and residual risks.

8.4 Several chemicals in regular use in science can present major problems if spilled. Where appropriate, academies must provide equipment and adopt working practices for pupils/students, teachers and technicians that minimise the risk of a spill occurring in the first place, but must also make provision for dealing quickly, safely and efficiently with any spills that do occur. This provision should form part of the risk assessment for the whole activity.

8.5 Academies and staff responsible for other premises must take suitable precautions to prevent or control the risk of exposure to legionella, including, but not limited to:

- Ensuring that a suitable and sufficient risk assessment is carried out by a competent person.
- Establishing any potential risks and implementing measures to either eliminate or control those risks.
- Ensuring that a competent person is appointed to manage the health and safety risks from legionella, including the control measures.

8.6 If an academy decides to employ contractors to carry out water treatment or other work, it is still the responsibility of the appointed competent person to ensure that the treatment is carried out to the required standard.

8.7 Academies must record any significant findings, including any groups of employees identified by it as being particularly at risk from legionella and the steps taken to prevent or control risks. Records should include details about:

- The person or people responsible for conducting the risk assessment, managing, and implementing the written scheme.
- Any significant findings of the risk assessment.
- The written control scheme and its implementation.
- The results of any inspection, test or check carried out, and the dates.
- Details about the state of operation of the system, i.e. in use/not in use.

8.8 Records regarding legionella management should be retained for at least five years.

8.9 If an academy has a case of legionella and an employee who has worked on hot water systems is likely to be contaminated with legionella, the academy must report this under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

9. Dangerous Substances and Explosive Atmospheres

9.1 Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion. They include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG), dusts from machining and sanding and dust/fumes from foodstuffs, etc.

9.2 In order to control the risks associated with these substances, academies must find out what dangerous substances are in the academy and assess what the fire and explosion risks are. If there are none, or the risks are negligible, no further action need be taken.

9.3 Where dangerous substances are identified academies must:

- Put control measures in place to either remove those risks or, where this is not possible, control them effectively.
- Put controls in place to reduce the effects of any incidents involving dangerous substances.
- Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances.
- Make sure employees are properly informed about and trained to control or deal with the risks from the dangerous substances.
- Identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources (from unprotected equipment, for example) in those areas.

9.4 It is likely that a number of dangerous substances may be present in academies, but that most would not be in the quantities or conditions that may result in a fire or explosion. However, staff should be aware of the use of volatile substances in science, paints and coatings in technology, or art, the use of LPG in heating/cooking systems, the use of oils and fats in kitchens and the proximity of such substances to sources of ignition.

9.5 Many academies will have Local Exhaust Ventilation (LEV) equipment used to extract dust, fumes and other substances from science laboratories, workshops and kitchens. In order to reduce the likelihood of fire and explosion all LEV systems must be inspected and tested at least every 14 months.

10. Educational Visits

10.1 WAT encourages academies to arrange a wide range of “out-of-school “activities, which can include visits to museums, trips to the countryside, or taking part in challenging and adventurous activities, as it recognises the benefit of learning away from the academy.

10.2 Academies should ensure that they have arrangements in place to allow for the adequate planning and management of educational visits and seek approval where required.

10.3 Academies should strike the right balance which means that:

- The academy and staff focus on real risks when planning trips.
- Those running trips understand their roles, are supported, and are competent to lead or take part in them.
- The real risks are managed during the trip.
- Learning opportunities are experienced to the full.
- In light of the Covid-19 pandemic, financial risks must be considered when planning

trips and visits, with particular attention paid to cancellation costs and insurance cover.

- Where the Trip or visit takes place overseas, it is essential that Foreign and Commonwealth Office Guidance is sought and followed prior to any bookings being made..

10.4 Striking the right balance does not mean that:

- Every aspect is set out in copious paperwork that acts as a security blanket for those organising the trip.
- Detailed risk assessment and recording procedures aimed at higher- risk adventure activities are used when planning lower-risk academy trips.
- Mistakes and accidents will not happen.
- All risks must be eliminated.

10.5 Academies need to ensure that the precautions proposed are proportionate to the risks involved, and that their recording system is easy to use. They should also take account of the assessments and procedures of any other organisations involved and ensure that communications with others are clear.

10.6 The academy's arrangements for trips should ensure that:

- Risk assessment focuses attention on real risks, not risks that are trivial and fanciful.
- Proportionate systems are in place so that trips presenting lower- risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed.
- Those planning the trips are properly supported – so that staff can readily check if they have taken sufficient precautions or whether they should do more.
- Staff running academy trips should clearly communicate information about the planned activities to colleagues and pupils/students (and parents, where appropriate). This should explain what the precautions are and why they are necessary, to help ensure that everyone focuses on the important issues.

10.7 It is important that those running academy trips act responsibly by:

- Putting sensible precautions in place and making sure these work in practice.
- Knowing when and how to apply contingency plans where they are necessary.
- Heeding advice and warnings from others, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities).

10.8 Academies should refer to the WAT Educational Visits Policy for further information.

11. Electricity

11.1 With particular regard to The Electricity at Work Regulations 1989, WAT will ensure that the following arrangements are in place so far as it is reasonably practicable to do so:

- Safe electrical systems are installed on premises that are under the control of WAT.
- Suitable protective equipment is to be installed to reduce the risk of electric shock, excess current, or fire.
- Account must be taken regarding the environment that electrical systems are to be installed or used in and any external power supply must be rated accordingly.
- A suitable earth must be provided for the electrical system and used where appropriate.
- A means of isolating electrical systems must be provided and suitable precautions must be in place to ensure that circuits and equipment can be made dead, particularly prior to maintenance or repair work taking place.
- Academies are expected to ensure that all electrical works carried out should comply with these arrangements and in particular should ensure that:
- Persons working on electrical systems, or equipment, must be competent to do so, in order to prevent danger and injury.
- Work activities that involve electrical systems are to be completed safely, with a safe system of work established where any activities that present a real risk are undertaken.
- Testing and inspection of fixed installations must be completed every five years. Portable Appliance Testing (PAT) must be completed with regard to a current risk assessment and in line with HSE guidance.

11.2 Guidance on the requirements for inspection and testing is:

- All portable electrical equipment that is used by pupils must be inspected and PAT tested annually.
- Equipment that is rarely moved and not used by pupils (office computers, printers, copiers, etc.) must be inspected and PAT tested at least every five years.
- Equipment that may be frequently moved or equipment that is used in harsh environments (vacuum cleaners, power tools, soldering irons, etc.) must be PAT tested annually, with more frequent inspections.
- Records of electrical testing and inspection must be accurately maintained.
- Overloading of plugs and sockets must be avoided as it can lead to fires. The use of adaptors is not permitted and only one plug is allowed per socket. Where extension leads are used the electrical capacity of the circuit must be considered before use.

- Incident Management Plan
- Key Contact Information
- Threat Response Plans

12. Emergency Planning and Procedures

12.1 Academies/central teams must complete a Business Continuity Plan. The content of the plan must include the following:

- Key Documents
- Lockdown Procedures (Martyn's Law)

12.2 Please refer to the Emergency & Business Continuity Policy Statement and Plan for further information.

12.3 Academies/central teams must ensure that emergency planning procedures are tested and practiced ensuring that plans are robust and fit for purpose.

13. Equipment at Work

13.1 All academies must ensure that the content of The Provision and Use of Work Equipment Regulations 1998 (PUWER) are adhered to in respect of the equipment resourced by, and used in, the academy, in that it must be:

- Suitable for its intended use.
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
- Used only by people who have received adequate information, instruction and training.
- Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices.
- Suitable and sufficient risk assessment must be completed for the use of equipment and machinery where there is a risk to the health and safety of the operator, or other people.

13.2 Academies must comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992, in that they should initially consider which WAT employees are Display Screen Equipment (DSE) "users" and then put in place the following arrangements:

- The identification WAT employees who are Display Screen Equipment (DSE) "users" will be supported with full DSE assessments by each Academy. A list of identified users will be kept with the assessments. The assessment of DSE work stations extends to include those that may be "off-site" for the management of working from home.
- Where individual risk assessments identify adjustments or adaptations to control risks those adjustments or adaptations should be provided by the academy where it is reasonably practicable to do so.
- Identified users of DSE are entitled to regular eye tests carried out by a competent person. The academy will reimburse the individuals for these expenses in accordance with current procedures within the academy.
- Lifts and Lifting Equipment are specialised equipment and should be subject to regular examination and maintenance programmes, consistent with the type and use

of the equipment concerned. These are as follows.

13.3 Examination should be as part of a written scheme of examination as follows:

- When the equipment is new, on commissioning.
- Lifting equipment such as cranes, hoists, roller shutter doors, etc.: Annual examination.
- Equipment for lifting people such as passenger lifts, scissor lifts, cherry pickers, etc.: 6 monthly examinations.
- Other (ancillary) equipment such as slings, shackles, strops, etc.: 6 monthly examinations.
- Immediately for all lifting equipment that has been subject to 'exceptional circumstances' in its use.

13.4 All mobile lifting equipment must be visually checked before use. All users of specialised lifting equipment must be trained in its use before being allowed to use it.

13.5 All users must ensure that they comply with the requirements of the Work at Height Regulations 2005 (as amended) and associated guidance.

13.6 It is recommended that where academies have lifts or lifting equipment they appoint a suitably competent contractor to maintain the equipment and crucially a different contractor to examine it. All examination records must be kept for the life of the equipment.

13.7 Personal Protective Equipment (PPE) is subject to the requirements of The Personal Protective Equipment Regulations 2002 and Academies have duties regarding its supply, use, storage, maintenance and management.

13.8 All PPE required to carry out any task will be identified from appropriate risk assessments (COSHH, DSE, Manual Handling, etc.). Only when all other forms of controlling the risks have been considered should PPE be used to reduce risk. Such PPE will then be:

- Identified as being suitable for the task.
- Supplied to WAT employees or pupils by the academy free of charge.
- Fitted correctly to ensure effectiveness.
- Used by the operator as intended by the manufacturer.
- Stored in a suitable and safe condition when not in use.
- Maintained and inspected to ensure its continued suitability for use.
- Replaced if deemed unsuitable for use.

13.9 The academy will ensure suitable training is given for the use of PPE as required ensuring the correct use of the designated equipment.

13.10 WAT employees should be aware that declining to use PPE that they have been trained to use without having a valid reason, may result in disciplinary action being taken.

13.11 Pressure systems are subject to the requirements of the Pressure Systems Safety Regulations 2000 (PSSR) and deal with any plant or equipment that uses a “Relevant Fluid” and require mandatory periodic inspection with regard to the following:

13.12 A relevant fluid is:

- A gas with a pressure >0.5 bar.
- Steam at any pressure.

13.13 Academies must arrange that pressure systems that use a relevant fluid are inspected within the maximum periods, as follows:

- Air pressure systems - 26 months (normally 24 months)
- Air steam boilers and boilers >100℃ - 14 months (normally 12 months)
- Refrigeration and air conditioning systems - 48 months
- Steam generation equipment (autoclaves etc.) - 14 months (normally 12 months)
- Steam receiving plant - 26 months (normally 24 months)
- Other pressure systems 12 – 120 months Dependent on vessel type, contents and application.

14. Fire and Evacuation

14.1 With regard to, and in compliance with, The Regulatory Reform (Fire Safety) Order (RRO) 2005, as occupiers academies/central teams are to put in place a local fire and evacuation policy and based on a fire risk assessment of local conditions a fire evacuation procedure must be devised and implemented.

14.2 Academies must ensure that they liaise with local emergency services with regard to arranging any necessary contacts, particularly fire-fighting, rescue work, first-aid and emergency medical care.

14.3 In an emergency situation, the following information needs to be made available to the relevant accident and emergency services as required by articles 15 and 16 of the RRO as follows.

14.4 All procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons including:

- Details of relevant work hazards and hazard identification arrangements; and Specific hazards likely to arise at the time of an accident, incident or emergency;
- What suitable warning and other communication systems are established to enable an appropriate response, including remedial actions and rescue operations, to be made immediately when such an event occurs.
- Where the risk assessment indicates it is necessary, what escape facilities are provided and maintained to ensure that, in the event of danger, relevant persons can leave endangered places promptly and safely.
- The location/s of where such information is displayed at the premises.

14.5 In addition to the local scrutiny of academy and other WAT premises for fire safety, WAT will satisfy itself that general fire safety precautions, fire safety arrangements and fire evacuation procedures are maintained to an acceptable standard.

15. First Aid

15.1 With regard to, and in compliance with, The Health and safety (First-Aid) Regulations 1981 (as amended) academies are to put in place a local first- aid policy and effective procedures based on an assessment of local need. Suitable arrangements will also be in place for other WAT sites.

15.2 Academies will need to assess numbers of first-aid personnel, training needs, equipment, accommodation and recording and reporting arrangements.

15.3 All staff must be informed of the first-aid arrangements in their locality: the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the academy's first-aid needs.

15.4 Academies must have an appointed trained Mental Health First Aider.

16. Gas Safety

16.1 In order to ensure gas safety academies must ensure that they comply with the provisions of the following regulations:

- Pipelines Safety Regulations 1996 (PSR)
- Gas Safety Installation and Use Regulations 1998 (GSIUR)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)

16.2 In order to ensure compliance academies must:

- Ensure that the gas supply and associated distribution pipework is examined every 5 years as a minimum, or sooner as the result of a risk assessment, and as part of that examination all pipework and associated fittings are fit for purpose and safe for use,
- All gas pipework is identified and appropriately labelled.
- The pipework and fittings are undamaged (by physical damage or corrosion) and fit for purpose.
- Any pipework, or fitting, that is damaged, or not fit for purpose, is isolated wherever possible, pending repair/replacement.
- Ensure that an annual gas safety check is carried out on each gas appliance/installation/flue.
- Ensure that gas fittings and flues are maintained in a safe condition. Gas appliances must be serviced in accordance with the manufacturer's instructions, or annually if these are unavailable.
- Keep the record of all safety checks for a minimum of 2 years following the check.

16.3 Academies must ensure that all work completed on any part of the gas system is done so by a competent, qualified and "Gas Safe" registered person.

16.4 Academies must ensure that proper checks are carried out to ensure the current status of the person concerned with regard to the “Gas Safe” register. Academies are alerted to the fact that accepting a “Gas Safe” identity/registration document alone may not be sufficient to verify compliance.

17. Health and Hygiene

17.1 Employees must follow manufacturers’ instructions printed on containers or packages and wear any protective equipment advised. Staff should consult their manager/supervisor where doubt exists.

17.2 To reduce the likelihood of possible infection/disease staff should take the following precautions:

- Always wash hands before eating.
- Barrier creams can help minimise infection, use where appropriate.
- Seek first aid immediately for cuts and abrasions and report all cases of suspected work-related illness.
- Unwanted food is not left lying around to encourage vermin (rats, mice, pigeons, etc.) and to report any evidence of them.

17.3 All academies are to undergo food hygiene inspections under the national Food Hygiene Rating Scheme. The frequency of inspection will be determined by the academy’s local authority. Inspections should not normally exceed three years in frequency.

17.4 Academies (and any contractors) are required to achieve a minimum Food Hygiene Rating of 3 “Generally Satisfactory”. Where this rating is not achieved local remedial measures must be put in place, in consultation with the Local Authority and as directed by the academy, to ensure the improvement to the quality of food hygiene in the areas identified.

18. Letting Facilities

18.1 Where academies let, or hire out premises, services or equipment there will be local arrangements in place for the premises, services or equipment offered. And will take into consideration all health, safety and welfare provision associated with the let or hire. The responsibilities for provision must be made clear before a contract is entered into.

18.2 The provision must include, but is not limited to, the following health and safety matters:

- A safe means of access and egress for the use of the hirers, and that all equipment made available to and used by the hirers is safe to use.
- Fire escape routes and exits that are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment. Notices regarding emergency procedures should be prominently displayed;
- Hirers of any equipment or facility provided are familiar with its safe use and, if necessary, briefed accordingly;

19. Lone Working

19.1 In order to comply with Section 2 of the Health and Safety at Work etc. Act 1974 and Regulation 3 of The management of Health and Safety at Work Regulations 1999 it is important to ensure, so far as is reasonably practicable, the health and safety of employees who are required to work alone.

19.2 To achieve this requirement local lone working procedures will be in place to provide suitable and sufficient local health and safety provision for lone working.

19.3 The arrangements will include the control measures identified as a result of risk assessment of the particular lone working circumstances within the establishment including travel to and from work, where that travel has significant hazards that cannot be otherwise avoided.

20. Manual Handling

20.1 In order to comply with the requirements of The Manual Handling Operations Regulations 1992 (as amended) all tasks requiring any lifting, twisting, pulling or other movement of materials or objects from one place to another, where there is the potential of a risk of injury, must be risk assessed.

20.2 The vast majority of such manual handling tasks will be risk assessed within the overall risk assessment for that task. Where specific hazards are observed e.g. where the weight to be lifted exceeds 25kg, or where the distance of relocation is significant, or where the number of repetitive tasks is high, the tasks will be assessed formally in detail. Appropriate tools to carry out detailed manual handling risk assessments should be used.

20.3 All WAT employees who undertake tasks involving manual handling must be made aware of the risks to their health and safety in completing such tasks and be adequately trained to adopt the appropriate control measures to reduce the risk of injury.

21. Noise and Vibration at Work

21.1 Academies have a duty to ensure that the effect of noise in the workplace is managed to effective levels. This issue is often underestimated within educational settings and is often likely to affect employees to a greater extent than pupils/students, as teachers and support staff are sometimes working for extended periods in noisy areas. Areas of particular concern are as follows:

- Music departments
- Indoor physical education
- Technology departments
- Grounds maintenance

21.2 It is important for academies to identify persons who use machinery or equipment that may cause harm through vibration. Examples of such equipment are as follows:

- Floor polishers
- Mowers
- Grinders
- Polishers
- Drills
- Sanders
- Hand held saws
- Leaf blowers
- Grass cutters

21.3 Where noise levels are at, or near, 80dB (A) (between the noise of a vacuum cleaner and a blender) for extended periods, or there is extended use of vibrating equipment a noise and/or vibration survey must be completed, or commissioned, by academies and where a hazard is apparent a risk assessment must be completed and control measures must be put in place to eliminate or reduce those risks.

22. Occupational Health

22.1 Provision is in place for staff to access occupational health services. These include provision for, but not restricted to:

- Pre-employment health checks.
- Health surveillance (where identified by risk assessment).
- Substance abuse support.
- New and expectant mothers.
- Medical referrals, including work related stress support.

23. Alcohol and Drugs

23.1 The possession or use of illegal drugs or substances is prohibited to all WAT employees and contractors on premises operated by the Trust.

- No one may consume alcohol on WAT premises, unless this has been agreed by the Headteacher/senior manager of the premises concerned.

- Personnel who have been prescribed drugs that may affect their ability to work safely must inform their manager immediately.

- Any person found to be under the influence of an illegal substance, or alcohol,

during working hours shall be required to leave the premises in a safe manner and may be subject to disciplinary action.

- Smoking is not allowed on any WAT premises including electronic vaping devices or other forms of smoking.

23.2 Health surveillance can be a legal requirement in a range of health and safety related matters, as a risk management control. WAT employees may be subject to health surveillance measures when this control is indicated as a result of risk assessment. This includes the management of residual risks in the following areas:

- Noise
- Night work
- Ionising radiation
- Vibration
- Asbestos
- Solvents
- Dusts
- Fumes
- Biological agents
- Lead
- Compressed air

24. New and Expectant Mothers

24.1 A risk assessment must be carried out locally for new and expectant mothers to consider the working conditions, physical, biological and chemical hazards, and the tasks undertaken by the pregnant women or nursing mothers. Particular attention should be paid to hazards such as ionising radiation, lead, mercury and pesticides.

24.2 Where required, additional or different control measures must be implemented by an academy, such as temporarily adjusting working conditions and/or hours of work. If necessary, the employee may need to undertake suitable alternative duties in order to mitigate any risks. It is sensible to agree on the timing and flexibility of rest breaks with the employee.

24.5 Suitable and appropriate rest facilities and rest breaks will be provided for pregnant women or nursing mothers to enable them to rest.

24.6 Should a problem arise which needs further clarification, a medical referral will be made to an independent medical advisor selected by WAT. Where this becomes necessary, the right of an employee to access any medical report is protected under the Access to Medical Reports Act 1988.

25. Radiation (ionising and non-ionising)

25.1 Sources of ionising radiation must be managed in academies in accordance with the requirements of The Ionising Radiations Regulations 1999 and other relevant legislation.

25.2 In complying with statutory legislation and the formulation of local rules regarding the management of sources of ionising radiation academies must pay particular attention to the content of CLEAPSS publication, “L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges, 2019”.

25.3 If lasers are used for entertainment, theatre or public exhibition purposes they must consider the guidance to be found in the HSE publication, “HSG65 The radiation safety of lasers used for display purposes” in planning and managing the event.

25.4 When using projectors and laser pointers safe systems of work should be established for teachers and pupils/students and instruction provided on their adoption so that:

- Staring directly into the projector beam is avoided at all times.
- Standing in the beam, whilst facing the projector, is minimised. Users, especially pupils/students, should try to keep their backs to the beam as much as possible.
- The use of a stick or laser pointer to avoid the need for the user to enter the projector beam is recommended.
- Pupils/students are adequately supervised when they are asked to point out something on the screen.

25.5 Academies must develop procedures for protecting staff and pupils from the effect of prolonged exposure to sunlight.

26. Recording and Reporting Arrangements

26.1 There is a legal duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report certain work- related accidents, industrial diseases and dangerous occurrences to the HSE. In short, these are:

- Work-related accidents which cause death;
- Work-related accidents which cause certain serious injuries (reportable injuries);
- Work-related accidents which cause an employee to be away from work or unable to perform their normal work duties for more than seven consecutive days
- Diagnosed cases of certain industrial diseases;
- Certain ‘dangerous occurrences’ (incidents with the potential to cause harm).
- Work-related accidents involving visitors or pupils must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

26.2 There is also a requirement under RIDDOR to maintain a record of any work- related accidents which cause an employee to be away from work or unable to perform their normal work duties for more than seven consecutive days.

26.3 Academies must ensure that there are written procedures in place, which have been communicated to all staff, to report and record all accidents, diseases and dangerous incidents, in order to be fully compliant with RIDDOR.

26.4 For minor injuries, academies must use an accident book with tear out strips for children (if can be seen by unauthorised persons) or use an accident form.

26.5 The HSE Accident book BI 510 is recommended for this purpose. A designated person should be appointed for the safe storage of completed accident reports.

26.6 For serious incidents to staff, visitors, contractors and pupils the WAT accident/incident form must be completed and sent to the Health and Safety Advisors.

26.7 The academies are responsible for informing RIDDOR where applicable.

27. Risk Assessment

27.1 In order to comply with The Management of Health and Safety at Work Regulations 1999 (and other legislation) suitable and sufficient risk assessments must be completed and recorded with regard to the risks to the health and safety of WAT employees at work and persons not in WAT employment arising out of, or in connection with, the conduct by WAT regarding their undertaking.

27.2 Risk assessment should be completed where potential hazards have been identified with regard to, but not exclusively confined to:

- Processes and procedures
- Equipment and materials
- Premises
- Specialist matters

27.3 All risk assessments must be completed by a competent person. For the purposes of risk assessment, “competent” can be regarded as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform the task safely. Where there is no competent person/s within an academy to carry out routine risk assessments, provision for suitable training of staff must be put in place.

27.4 For routine risk assessments the “5 steps to risk assessment” model provided by the HSE should be followed.

27.5 For specialist risk assessments academies should follow a hierarchy for provision:

- Use an in house competent person to carry out the risk assessment or the nominated contractor employed through WAT in the first instance.

- Where no such person is employed at the academy or through the central WAT team, consideration should be given to providing appropriate training to a suitable existing employee in order to establish competence, based on a need/cost analysis and advice should be sought.

- Where the need for a specialist risk assessment is urgent or the cost of training an existing employee to a competent standard is disproportionate to the need, external risk assessment provision may need to be sought.

28. Safe Systems of Work

28.1 Part of the employer’s general duty is to provide systems of work that are, as far as is reasonably practicable, safe and without risks to health. Safe systems of work must be identified through the risk assessment process.

28.2 Individual academies are responsible for ensuring that the components of a system are in place locally that include:

- Co-ordination of the work of different departments and activities.

- Training, instruction and supervision.

- Layout of plant and equipment.

- The method of using particular machines and of carrying out particular processes.

- The instruction of trainees and inexperienced employees in particular tasks beyond their normal experience.

- The sequence in which the work is to be carried out.

- The provision of warnings, notices, and the issue of special instructions in particular cases.

- The procedure for introducing changes into normally accepted routines and practices, including explanations of why the changes are necessary.

- A contingency plan to deal with foreseeable emergencies.

- An auditing or monitoring regime to ensure the system is working safely.
- General conditions of the workplace.

28.3 Academies are expected to manage hazards with at least the same degree of attention and with at least the same allocation of resources and priorities as they manage all other management functions such as, quality, human resources and budgetary matters.

28.4 Academies should be aware that the principle of establishing and maintaining 'safe systems of work' is keenly regarded by enforcing authorities as a direct reflection of managerial competence and commitment.

29. Security

29.1 Each academy/site has the responsibility for ensuring that suitable and sufficient local arrangements are in place to prevent unauthorised access to its premises at all times, so far as is reasonably practicable.

29.2 From time to time access to specific areas within WAT sites may be restricted to authorised staff only, as identified by the assessments of particular hazards. Such restrictions must be clearly marked.

29.3 All visitors to WAT premises are required to sign in at reception. On the first visit to WAT premises a visitor will be made aware of the local emergency arrangements and of any alarm testing schedule. If the identity of the visitor is unclear the visitor must be asked for proof of identity before being allowed to enter WAT premises.

29.4 Visitors must always be accompanied unless there are no children or vulnerable people on site at the time of the visit, or the visitor has been verified by the appropriate DBS check.

29.5 Unauthorised visitors should be asked to leave the premises, but staff must be aware that they should not place themselves at risk in doing so. Assistance from local police should be sought if there is any concern regarding safety.

29.6 Academies must have a lock-down policy in place and hold regular (annual) practice lockdowns.

30. Slips and Trips

30.1 Accident statistics show that approximately a third of all staff injuries in academies result from slips, trips and falls. Even more significant is that about 80% of all serious injuries to staff are caused in this way. Therefore particular attention must be paid to adopting effective preventative measures to reduce occurrences of slips and trips.

30.2 In order to reduce risk the following measures must be put in place:

- Local cleaning, housekeeping and repair arrangements should be in place to ensure a clean, orderly, well maintained and uncluttered workplace. These measures should identify particular responsibilities and procedures.

- Local arrangements for the safe movement of people around WAT premises should be established and these should be communicated to staff and pupils/students. These measures should include provision for inclement weather and snow and ice.

- Disposal of waste materials must be proactive and in accordance with the requirements of the local authority. Particular attention must be given to the safe disposal of hazardous waste.

- Appropriate training on slips and trips should be included within staff training requirements and preventative measures appropriately communicated to pupils/students (reporting spills and trip hazards, etc.)

31. Stress Management

31.1 At times employees could be under levels of stress, either from the effects of their home life, from their duties at work, or a combination of both. It is important to follow some key points to manage the levels of work-related stress of WAT employees, as follows;

- Line managers and senior managers should ensure that employees are able to cope with the demands of their jobs.

- Employees should be able to have a say about the way they do their work wherever possible.

- Adequate information and support should be provided from colleagues and superiors.

- Employees must never be subjected to unacceptable behaviours, e.g. bullying and harassment.

- Managers and supervisors should ensure that employees understand their role and responsibilities.

- Employees must be actively engaged when there is organisational change that may affect them.

- Systems are to be in place locally to effectively respond to any individual concerns regarding any of the above matters.
- Managers and supervisors should be familiar with the signs of stress and should look out for these in their teams and workers.

31.2 Suitable and sufficient provision will be in place for the management of work-related stress related illness. Where in doubt follow the principles of the HSE "*Management Standards for work related stress".* Information, advice and guidance are available from staff with responsibility for human resources management.

32. Supervision at Work

32.1 an adequate and appropriate level of supervision should be provided for all employees, in that:

- Managers and supervisors must know what is expected from them in terms of health and safety. They need to understand their responsibilities in the application

of the WAT Policy and local procedures. Managers and supervisors may need training in the specific hazards of particular processes and how the academy expects the risks to be controlled.

- New or inexperienced people are very likely to need more supervision than others. Academies will ensure that employees know how to raise concerns and managers/supervisors are familiar with the possible problems due to unfamiliarity, inexperience and communication difficulties.

- Managers and supervisors need to ensure that employees in their charge understand risks associated with the work environment and measures to control them.

- Managers and supervisors will need to make sure the control measures to protect against risk are up to date and are being properly used, maintained and monitored.

- Arrangements must be in place to check the work of contractors is being done safely and as agreed.

32.2 Under the Management of Health and Safety at Work Regulations 1999, there is a duty to ensure that young people (Under 18) employed by WAT are not exposed to risk due to:

- Lack of experience;

- Being unaware of existing or potential risks and/or lack of maturity.

32.3 With regard to young people employed by WAT it is important to consider:

- The layout of the workplace;

- The physical, biological and chemical agents they will be exposed to;

- How they will handle work equipment;

- How the work and processes are organised;

- The extent of health and safety training needed;

- Risks from particular agents, processes and work.

32.4 These considerations should be straightforward in low-risk areas, for example in an office. In higher-risk areas the risks are likely to be greater and will need more attention to ensure that they are properly controlled.

33. Training and Information

33.1 WAT is required to ensure that suitable and sufficient health and safety training has been undertaken by all staff consistent with the needs of their role.

33.2 Individual staff health and safety training needs must be assessed by a line manager on appointment of the member of staff and then annually as a minimum. Where employees have significant changes to their role, or they change role, this assessment must be carried out at the time of the change. All training relating to health and safety will be recorded and signed by the individual as a record that such training was completed

33.3 All new employees will receive Health and Safety Induction training. This will include familiarisation of their premises layout, including the location of all relevant health and safety items (e.g. fire exits), WAT policy and all local arrangements.

33.4 If a member of staff declines to take part in health and safety training required for their role (in all cases induction health and safety training) the reason/s for declining the training must be provided by the employee. In such cases the matter should be investigated. Employees should be aware that declining health and safety training without having a valid reason may result in disciplinary action being taken.

33.5 Comprehensible and relevant information regarding health and safety compliance and best practice should be available and periodic health and safety advice and updates should be published and distributed.

33.6 WAT employees should be provided with comprehensible and relevant information on the risks to their health and safety identified by any risk assessment, including, but not limited to:

- Any preventive and protective measures in place.
- The procedures to be followed in the event of serious and imminent danger.
- The measures for fire-fighting in the workplace.
- The identity of those persons responsible for the evacuation from the premises.

33.7 Each academy/central team must take all reasonable steps to inform any other employers concerned of the risks to their employees' health and safety arising out of or in connection with conduct by the academy/central team.

34. Transport and Vehicle Management

34.1 Local arrangements must be in place for the safe use of transport. Measures that should be in place include:

- Designated drivers for minibuses, who hold the appropriate full driving licence and who have completed appropriate minibus driver safety training.
- Arrangements for the management of servicing, maintenance, cleaning, insurance and, where required, MOT of all vehicles.
- Procedures for the safe use of vehicles.

34.2 Academies have the responsibility to risk assess local requirements relating to traffic/pedestrian safety and separation.

34.3 WAT employees are strictly forbidden from driving a vehicle on WAT business whilst under the influence of alcohol or drugs.

34.4 WAT employees are strictly forbidden from using hand-held mobile phones or similar devices whilst driving a vehicle on WAT business.

35. Welfare

35.1 With particular regard to The Workplace (Health, Safety and Welfare) Regulations 1992, there is a duty to ensure the following provision so far as it is reasonably practicable to do so:

Welfare Facilities:

- Suitable and sufficient toilets and hand basins, with soap and towels or a hand-dryer.
- Safe drinking water.
- A place to store clothing, where required, (and somewhere to change if special clothing is worn for work).
- Somewhere to rest and eat meals.

Health Issues:

- Good ventilation – a supply of fresh, clean air drawn from outside, or a ventilation system.
- A reasonable working temperature
- Lighting suitable for the work being carried out.
- Enough room space and suitable workstations and seating.
- A clean workplace with appropriate waste containers.

36. Safety Issues

- Properly maintained premises and work equipment.
- Floors and traffic routes kept free from obstruction.
- Windows that can be opened and also cleaned safely.
- Transparent (e.g. glass) doors or walls that are protected or made of safety material.

37. Work Experience Safety

37.1 Academies that provide work experience as part of their work related learning curriculum must ensure that adequate measures are in place to manage that provision. Academies may choose to self-manage such provision, or work in partnership with a provider. Whichever is the arrangement academies should ensure that either they, or their provider, are taking into account the guidance provided and sharing the relevant information.

38. Working at Height

38.1 WAT has a duty to manage work at height, in accordance with The Work at Height Regulations 2005, which requires all parts of WAT to follow the hierarchy of controls; avoid, prevent arrest:

- Consider if the work can be done safely from the ground. Fall restraints and safety netting should only be considered as a last resort if other safety equipment cannot be used.

- Risk assess work at height. Assess the risks, take precautions, and issue clear method statements for everyone who will work at height.

- Roof work must have planned safe access, to prevent falls from edges and openings.

- When considering fragile surfaces the hierarchy of controls for working on or near fragile surfaces is; avoid, control, communicate, co-operate.

- Consider when it's appropriate to use ladders and the three key safety issues; position, condition, safe use (no job longer than 30 minutes).

- For using tower scaffolds; select the right tower for the job; erect, use, move and dismantle the tower safely, ensure that it is stable, inspect it regularly, and prevent

falls.

Appendix 3 – Local Arrangements

(Each academy to enter their local procedures and keep a record of the full details along with the Policy)