

Health and Safety Policy

Fairfax Multi-Academy Trust

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Contents

1. Statement of Intent	4
1. Scope and Purpose	5
2. Consultation	5
3. Health and Safety Management System	5
4. Medical Screening	5
5. Equal Opportunities	6
6. Disabled Persons	6
7. Welfare	6
8. Stress	7
9. Working Hours	7
10. Young Persons (employed or work experience)	7
11. Pregnant Women / Nursing Mothers	7
12. Security and Safeguarding	8
13. Training and Competence	8
14. Risk Assessments	8
15. Incident Response, Reporting and Investigation	9
16. First Aid	11
17. Personal Protective Equipment (PPE)	11
18. Science – Radiation	11
19. Safe Handling and Use of Substances	11
20. Work Equipment	12
21. Management of Contractors	12
22. Visitors	13
23. Smoking and Vaping	13
24. Substance Misuse	13
25. Fire Safety	13
26. Driving Minibuses	14
27. Workplace Slips & Trips	14
28. Working with Display Screen Equipment	15
29. Manual Handling	15
30. Fixed Electrical Installation	15
31. Portable Electrical Appliances	15
32. Gas, Oil and Biomass Appliances	15
33. Working at a Height	16
34. Skin Conditions	16



35.	Food Safety	16
36.	Lone Working	16
37.	Control of Asbestos	17
38.	Legionella	17
39.	Waste Management	17
40.	Access to Health and Safety Information.....	18
41.	Monitoring and Review	18
	Appendix 1 – Trust & Academy Health and Safety Roles and Responsibilities	19
	Appendix 2 – Outline of Responsibilities	20



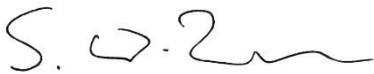
1. Statement of Intent

Our Health and Safety Policy is outlined below. It is approved by the Fairfax Multi-Academy Trust ("the Trust") Board of Directors, who accept full responsibility and require all employees to help in complying with our legal and moral duties. The Chief Executive Officer accepts the delegated overall responsibility for all operational matters within the organisation.

It is the policy of Fairfax Multi Academy Trust to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its students, employees and visitors who may be affected by its activities. In meeting this commitment, we will, so far as is reasonably practicable:

- Provide adequate control of the Health and Safety risks arising from our activities.
- Consult with our employees on matters affecting their health and safety.
- Maintain safe facilities, grounds, plant, equipment and working environments.
- Provide training, information, instruction and supervision for our employees and ensure employees are competent to carry out their roles and responsibilities.
- Engage a strong health and safety culture to prevent accidents and cases of work-related ill health.
- Review and revise this policy annually

Signed:



Simon Jones
Chief Executive Officer



Andy Best
Chair of Board of Directors



1. Scope and Purpose

- 1.1 This policy sets out the Trust's responsibilities concerning Health and Safety, including the steps it will take to ensure that all employees work in a safe and secure environment.
- 1.2 In complying with its responsibilities under this policy. The Trust requires that all its employee acknowledge and accept their individual and collective responsibilities to ensure compliance with this policy.
- 1.3 The safety culture of our academies is the product of our values, attitudes, perceptions, competence and patterns of behaviour. This policy includes our vision to ensure that our academies have a strong and positive safety culture through communication, training, collaboration and leading by example.

2. Consultation

- 2.1 Where appropriate the Trust will consult safety representatives of employee unions recognised by the Trust and any employee representatives elected to represent employees who are not members of recognised unions.
- 2.2 Student and employee interests will also be represented at the Trust Health & Safety Committee.
- 2.3 Health and Safety will be a standing item on the agendas of all departments, pastoral groups, and any formal management meetings in the Academy and the Central Team. Any points raised will be reported promptly to the relevant Academy Principal and the Chief Operating Officer.
- 2.4 Students also play a part in the overall health safety and welfare of the Trust and will be encouraged to discuss health and safety issues at year and Academy student council meetings and raise any concerns, which will be reported to the Principal.

3. Health and Safety Management System

- 3.1 The Trust Health and Safety Management System (Handsam) covers every aspect of Health and Safety within a school environment.
- 3.2 The system ensures that compliance with all statutory and best practice obligations can be evidenced. It works by assigning all the necessary tasks in each academy to the relevant member of staff, who is then prompted to evidence their completion.
- 3.3 The system allows managers to produce reports on all aspects of Health and Safety compliance whilst building comprehensive audit trails backed up by the evidence supplied by the users.
- 3.4 The Trust Health and Safety Manager has overall responsibility for the system, with each academy having a nominated administrator to keep the system up to date.

4. Medical Screening

- 4.1 All new employees must complete a medical questionnaire and, if necessary, attend a medical examination with an occupational health specialist to establish:
 - Mental and physical capacity to do the required work.



- Medical history which could be aggravated by the planned work or environment.
 - Any reason to believe they may be a hazard to themselves or other specialist considerations.
- 4.2 Employees with an existing medical condition will not be disqualified from employment unless the condition reduces their ability to do the required work to an acceptable level, which will be defined by a Risk Assessment. Changes in health should be reported to HR (Human Resources) for appropriate action.
- 4.3 Records will be held on the personnel file during employment and for at least a further 6 years after termination of the contract or 12 years if executed as a deed in line with our Data Retention Policy.
- 4.4 Concerns will be carefully considered to avoid discrimination on the grounds of age, **disability**, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

5. Equal Opportunities

- 5.1 The Trust must ensure that reasonable adjustments are made to the premises and facilities to enable disabled employees, students, contractors, volunteers, and visitors to use the Academy's facilities and curriculum as far as is reasonably practicable.
- 5.2 The Academy disability accessibility plan must be kept under review and implemented as appropriate, to ensure safe access for disabled employees, students, contractors, volunteers, and visitors.

6. Disabled Persons

- 6.1 Disabled persons will be employed, subject to a Risk Assessment, provided the individual can do the work required without excessive risk to them and others and that the adjustments needed to accommodate the individual are not unreasonable.
- 6.2 Special arrangements and equipment will be provided to allow them to work safely where appropriate. The parent, guardian or carer may also be involved in this process to ensure the precautions are suitable and adequate.
- 6.3 Please see [FMAT's Equality and Diversity Policy](#) for further information relating to reasonable adjustments.
- 6.4 The Trust strive to provide a supportive and inclusive workplace to support disabled people and those with long-term health conditions to thrive at work.

7. Welfare

- 7.1 The Trust is committed to providing high-quality welfare facilities for our employees in compliance with the Workplace (Health, Safety & Welfare) Regulations 1992. This includes toilets and washing facilities, drinking water, and changing facilities.
- 7.2 These are maintained in good condition using cleaning and regular inspection.
- 7.3 Employees must report any concerns with the facilities provided to their Academy Site Manager.



8. Stress

- 8.1 Although stress can be a significant concern, we can only provide help and support when aware of any employee suffering from stress problems.
- 8.2 Any employee reporting a concern will be treated with respect, and care will be taken to investigate the issues, approach the relevant person sympathetically and develop a practical and realistic solution for immediate and longer-term needs by the HSE guidelines for managing stress.
- 8.3 The Trust recognise that stress may be a key area of concern for employees. For the duration of this policy, through Perkbox, the Trust have a contract in place for all employees to access an employee assistance programme (EAP). The EAP is a confidential service that enables the employee to discuss personal or workplace issues that might be impacting their performance, wellbeing, mental or physical health, the service includes an assessment and short-term counselling. Further information available on the [Employee Assistance Programme](#) is available on the Trust intranet (FMATConnect).
- 8.4 To support employees' stress awareness training via the HANDSAM Stress E-Training course annually.

9. Working Hours

- 9.1 The Trust recognises the Working Time Directive. Records of hours worked are accessible for review. Employees are invited to work overtime, when necessary, but are not coerced and are at liberty to refuse. Employees are not expected to work excessive hours.
- 9.2 Employees who control their diaries are reminded to avoid working excessive hours.

10. Young Persons (employed or work experience)

- 10.1 Young persons (those under 18 years of age) may have specific risk issues. They may have little work experience and need closer supervision and guidance to minimise the risk of injury.
- 10.2 If such a person is employed, a risk assessment will be recorded to identify and manage the additional risks to the employee and others nearby. Any reasonably practical changes to be implemented.
- 10.3 The parent, guardian or carer may also be involved in this process to ensure the precautions are suitable and adequate.

11. Pregnant Women / Nursing Mothers

- 11.1 There is a potential risk to any unborn child if the mother overexerts herself or is exposed to some substances. This risk exists at all stages of pregnancy, even at the earliest stages when the mother may not know she is pregnant. New and nursing mothers (and their babies) can also be at risk from exposure to some hazardous substances and significant physical effort.
- 11.2 When an employee reports that she is pregnant, the Pregnancy Risk Assessment template is completed by the line manager and suitable precautions are agreed upon immediately. The Pregnancy Risk Assessment template is available in the Risk Assessment folder on Microsoft Teams.
- 11.3 The risk assessment must be reviewed monthly until the employee begins maternity leave. This must be shared with the HR Department and stored on the employee record.



- 11.4 On return to work a review of the risk assessment must be carried out and any new support measures put in place.
- 11.5 Please also see the [Family Friendly Policy](#) for further information.
- 11.6 For more information, please refer to [the Health and Safety Executive \(HSE\) guidance](#).

12. Security and Safeguarding

- 12.1 The Trust will provide a safe and secure environment for our employees, visitors, students, and others who may visit our premises or use our facilities.
- 12.2 Access is restricted to authorised persons. A security Risk Assessment is carried out termly and all reasonable steps are taken to prevent unauthorised access to our premises.
- 12.3 Measures in place will depend on the location but will include a mixture of physical barriers such as security fencing and access control systems, CCTV systems, intruder alarms and employee training.
- 12.4 Safeguarding / Child Protection Policies are in place where appropriate and are reviewed as required. Designated employees are responsible for managing the implementation of these policies. Please also see the [FMAT Safeguarding Policy](#), which is available on the Trust intranet (FMATConnect).

13. Training and Competence

- 13.1 FMAT must ensure all new employees have induction training. This induction will include general safety rules and procedures together with specific hazards. We will also ensure that employees are aware of their duties and responsibilities and are fully aware of the relevant safety issues. Risk Assessments must be made available to all employees.
- 13.2 Health and Safety training will be provided to all employees. The timing of this will be in agreement with their line manager. If employees are not trained to do a job, they should inform their line manager immediately and check that it is safe for them to do the work. The line manager will arrange for appropriate training if necessary.
- 13.3 Those employees needing specific skills and knowledge will be identified and appropriate training will be given. Details of all training given will be recorded on personnel files, signed for by the recipient and reviewed/refreshed regularly.
- 13.4 Throughout this policy's duration, the Trust will use the Handsam Health and Safety E-Training system to deliver courses across the organisation. These courses will be distributed to employees by the designated Handsam administrator in each Academy, in coordination with the Central Team, the Principal, and the Trust Health and Safety Manager.
- 13.5 All employees must complete Handsam E-Training as instructed and within the deadline period.

14. Risk Assessments

- 14.1 Any activity with a potential safety risk must be the subject of a written risk assessment.
- 14.2 Risk Assessments are used to identify potential hazards and appropriate control measures to ensure that those activities can be undertaken safely.
- 14.3 Specific Risk Assessments must be carried out concerning higher-risk areas, such as sports facilities, design and technology departments, science laboratories and kitchens, and concerning high-risk activities identified by legislation (e.g. asbestos legionella).
- 14.4 Risk assessments must be undertaken by the **Trust Risk Assessment procedure**.



- 14.5 There is a Risk Assessments folder in Microsoft Teams, where all employees can access risk assessment templates and view completed risk assessments. All employees must ensure that they are fully conversant and comply with these documents.
- 14.6 Training will be provided, as necessary, to any person who is required to record risk assessments.
- 14.7 The responsible person who approved the Risk Assessment must check to ensure that control measures are implemented and that they are operating effectively.
- 14.8 Any new hazards or circumstances which render a Risk Assessment inadequate must require a revised document to be agreed upon by the Trust Health & Safety Manager before work continues.
- 14.9 Risk Assessments must be reviewed annually or when the legislation or work activity changes, whichever happens earlier.
- 14.10 Line managers must complete Employee Risk Assessments and forward signed assessments to hr@fmat.co.uk. The HR Department will maintain these records in individual employee files and offer additional support and guidance as needed, including external agency assistance such as Occupational Health.

15. Incident Response, Reporting and Investigation

- 15.1 All incidents must be reported immediately to the nominated Academy employee responsible for recording incidents and must be recorded in the HANDSAM system on the day of the occurrence.
- 15.2 All incidents must be recorded by the **Trust's Health and Safety Incident reporting procedure** and categorised into one of the following:
 - a. **Accident** - An incident that results in damage, injury, or ill health.
 - b. **Near Miss** - An incident that results in no damage, injury, or ill health but has the potential to do so. It is good practice to monitor Near Misses. They provide information about potentially hazardous circumstances without anyone coming to harm.
 - c. **Illness** - An incident where the body's natural dynamic has changed due to external and internal factors. For example, a wasp sting causes a histamine reaction or a mental health episode.
 - d. **Restraints** – An incident where an employee has used reasonable force to prevent a student from causing injury to a person or themselves, causing damage to property or prejudicing the maintenance of good order and discipline. **To be legally acceptable, restraint must be a fair and acceptable response to a situation.**
- 15.3 The severity of each incident and appropriate remedial actions must be recorded. The incident severity category is:
 - a. **Minor** – Minor health and safety incidents that are not life-threatening and do not require significant medical intervention or hospitalisation. These injuries often have a relatively quick recovery time. Examples include minor cuts, scrapes, bruises, burns, sprains, and strains. While these injuries can still be painful and disruptive, they often heal completely with appropriate first aid and rest. These incidents must be recorded **ONLY** on the Academy First Aid daily log sheet and not on the HANDSAM Incident Log.
 - b. **Medium** – A significant health and safety incident that will require an investigation, involving moderate injuries or disruption, but does not pose immediate severe threats. These incidents **must** be recorded on the HANDSAM Incident Log by the assigned Academy staff.



- c. Major** - The most serious and critical health and safety incidents, include severe injuries, medical emergencies (**hospitalisation**), or significant disturbances that substantially threaten the safety and well-being of our students, staff, or the school community, requiring urgent and comprehensive investigation and response measures. These incidents **must** be recorded on the HANDSAM Incident Log by the assigned Academy staff and inform the Trust Health & Safety Manager immediately.
- 15.4 Events that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) must be reported to the HSE (Health and Safety Executive) by the Health & Safety Manager, with the Chief Operating Officer informed.
- 15.5 The procedure for RIDDOR events is detailed in the **Trust's Health and Safety Incident reporting procedure**.
- 15.6 It is the responsibility of the Health & Safety Manager to ensure each medium or major incident is correctly recorded and that an investigation, including the capturing of CCTV, witness statements, photographs and risk assessment is carried out as appropriate.
- 15.7 The Health & Safety Manager will report each month the incident metrics and analysis to Academy Principals and the Chief Operating Officer.
- 15.8 The Health and Safety Manager will ensure that incident data is analysed that information and statistics are provided to the Health & Safety Committees and, Chief Operating Officer and that major incidents are notified to the Executive Team.
- 15.9 The site of any major incident should not be cleared without the authorisation of the Health & Safety Manager, as the Police, Health & Safety Executive and Environmental Health Officer consider an incident site to be a potential crime scene and expect a careful investigation of the incident to be recorded if it cannot be left undisturbed.
- 15.10 **What to do in the event of a medium/major accident**
- Do not approach until it is safe to do so.
 - Call a first aider or ambulance if necessary.
 - Report the accident to the Health & Safety Manager.
 - Do not move anything except to release the injured person(s) until given specific authority to do so in case the police /HSE/EHO wish to investigate the Incident.
- 15.11 **Responsibilities of a designated first aider in responding to an accident**
- Make the area safe and seek support from those required to assist.
 - Arrange additional medical support, including the emergency services.
 - Liaise with emergency services or arrange for this to take place.
 - If relevant, ensure the COSHH Assessment and/or Data Sheet is provided to medical personnel.
 - If possible, determine injuries.
- 15.12 **Responsibilities of the nominated Incident Administrator in responding to an incident**
- Record information, conditions, and statements.
 - Take photos, measurements, samples, etc.
 - Record the incident details and supporting documentation in the HANDSAM System.
 - Ensure the Site Manager has checked the area is safe before access is permitted.
 - Report all incidents required under RIDDOR to the Trust Health & Safety Manager.
 - Inform the Principal and Trust Health & Safety Manager that an incident investigation is required and if necessary, prepare an incident report with relevant measurements, information, statements, photographs, CCTV footage, etc., for the Investigating Incident Officer
 - Keep records of all incidents for reference.
- 15.13 The Health and Safety Manager will act on the findings of the investigation to try to prevent further recurrence.



16. First Aid

- 16.1 First aid can only be given by a trained first aider or a medically qualified person.
- 16.2 Names of trained and appointed first aiders are displayed on the staff notice board and in the First Aid room at each Academy. There are no rules on exact numbers. Academy must consider the likely risks to students and visitors, as well as employees when deciding on the number of first-aid employees.
- 16.3 Non-first aid trained employees can help the injured person if requested, provided they act ONLY under the instructions of the injured person or a medically trained person. All remaining employees are authorised to call 999 in a medical emergency to ask for medical help.
- 16.4 The location of First Aid kits is displayed on the Academy staff notice boards and in the Academy First Aid room.
- 16.5 A contents list must be present in each First Aid kit. The contents of each First Aid kit must be checked termly by a nominated employee and replenished where required.
- 16.6 This is covered in more detail in each Academy First Aid Policy and the [FMAT Medical Conditions Policy](#), which is available on the Trust intranet (FMATConnect).

17. Personal Protective Equipment (PPE)

- 17.1 PPE is an essential measure in tasks deemed to be hazardous. All PPE will be assessed to provide adequate protection against the hazard(s) and for suitability for the task and the user, as identified within the Risk Assessments and safe systems of work.
- 17.2 Where PPE is assessed as being required by Risk Assessment, staff will be provided with suitable PPE at no charge. Where necessary, PPE will also be inspected, maintained, cleaned, and replaced without charge. Suitable storage facilities will be provided. Records will be kept of issues, maintenance, cleaning, and testing.
- 17.3 Employees are to check that their PPE is always in good condition and obtain replacements from their line manager if required.
- 17.4 No work is to be carried out without the appropriate PPE being worn.
- 17.5 Constant supervision of PPE use and condition will be carried out by managers. Failure to comply with PPE requirements will be regarded as a formal disciplinary offence.

18. Science – Radiation

- 18.1 Academies using ionising radiation chemicals during science curriculum activities, should have a Radiation Protection (RP) Supervisor – usually one of the science teachers/technicians. – CLEAPPS will guide you on this.
- 18.2 Academies will also need access to an RP Advisor for any further guidance needed e.g., complaints of exposure etc.
- 18.3 Academies will need the advice of an RPA for help to manage any Radon present in the buildings.
- 18.4 A comprehensive list of Radioactive materials must be kept and maintained when changes occur.

19. Safe Handling and Use of Substances

- 19.1 Some work involves the use of hazardous substances (e.g. cleaning). This work can be carried out by employees or contractors but will be managed in the same way. Only those



trained and authorised may use these substances, following the safe systems of work and controls specified.

- 19.2 Storage use and disposal of hazardous substances must be strictly controlled by each authorised person.
- 19.3 If you are not trained and authorised, do not use any substance known to be, or marked as, hazardous.
- 19.4 All substances that fall under Control of Substances Hazardous to Health (COSHH) Regulations are identified and are subject to COSHH Assessment before being used. All actions identified in COSHH Assessments are implemented.
- 19.5 Datasheets and COSHH Assessments must always be kept available for reference, with an up-to-date library set held by the Academy and annually reviewed by the Trust Health & Safety Manager. If anyone is exposed to a hazardous substance, a copy of the data sheet will be taken to the hospital/doctor with the injured person.

20. Work Equipment

- 20.1 Work equipment provided by the Trust must be suitable and safe, meeting the required health and safety standards before it is used. All work equipment provided requiring maintenance is identified and it is ensured that effective maintenance procedures are in place.
- 20.2 Employees must not bring in their equipment unless they have the agreement of the Principal and Trust Health & Safety Manager, and the appropriate safety checks are in place.
- 20.3 Any problems found with work equipment should be reported to the Academy Site Team immediately. Defective equipment will be removed from service immediately and not used until it has been repaired/replaced.
- 20.4 Work equipment is inspected regularly. Inspection and cleaning are carried out only by authorised, trained, and competent employees following specified procedures.
- 20.5 The electrical supply to the item must be turned off during inspection/ cleaning.
- 20.6 Records of inspections and repairs are held by the Academy Site Lead. Risk assessments are recorded as appropriate. Where there is a legal requirement for independent inspection by an approved body, this is arranged.

21. Management of Contractors

- 21.1 The system for approval and control of contractors will be followed in all cases to ensure the safety of students, employees, visitors, contractors, and the public.
- 21.2 All contractors must satisfy the Trust contractor vetting process and evidence that they are:
 - Competent to do the planned work safely.
 - Routinely managing Health and Safety matters competently as part of their activities.
 - Providing adequate resources for Health and Safety risk control, including training, documented safe working procedures, method statements, etc.
 - Adequately insured for the planned work.
- 21.3 When it is planned to use contractors on site, a Method Statement will be agreed upon before work can start. It will identify hazards and an agreed safe method for the task to minimise the risk to employees, students, visitors, and others who may be affected. The Trust Health & Safety Manager must ensure this document is prepared and then made available to all involved before the work starts. Copies of Risk Assessments and Method Statements will be held by the Trust Health & Safety Manager.



- 21.4 Contractors will be issued with site rules and safety procedures to adhere to whilst they are working at our premises.
- 21.5 Only approved contractors are to be engaged at the Trust premises. The Trust Estates Manager will maintain a register of approved contractors.
- 21.6 Site induction will be provided by the Trust Estates Lead or by the Academy Site Team where appropriate.
- 21.7 Supervision of contractors will be by a nominated person. Specific high-risk work will be controlled using permit systems. This includes hot work, asbestos, work on live electrical equipment, work underground and work in confined spaces.

22. Visitors

- 22.1 Visitors must report to sign in and out at the Academy Reception on their arrival and departure. Appropriate DBS documentation must be approved if the visitor is to be unescorted for their visit. If the visitor is unable to provide the relevant information they will have to be supervised while on site by the person responsible.
- 22.2 Safety rules and emergency procedures will be communicated.
- 22.3 Employees are encouraged to challenge/observe anyone seen unaccompanied or unidentified on the premises and to report them to the main reception if they have any concerns.

23. Smoking and Vaping

- 23.1 Smoking and vaping are banned inside our premises and grounds.
- 23.2 Smoking and vaping within the premises or grounds will be treated as gross misconduct and will be subject to disciplinary action.
- 23.3 This is covered in more detail in the [FMAT No Smoking/Vaping Policy](#), which is available on the Trust intranet (FMATConnect).

24. Substance Misuse

- 24.1 Any misuse or abuse of alcohol or substances at work will be treated as gross misconduct and will be subject to disciplinary action.
- 24.2 This is covered in more detail in the [FMAT Substance Misuse Policy](#), which is available on the Trust intranet (FMATConnect).

25. Fire Safety

- 25.1 A Fire Risk Assessment (FRA) is carried out at each Academy. All the control measures identified are implemented and the Risk Assessment is internally reviewed annually with a formal professional FRA updated every 3 years or whenever there are any changes to the workplace (whichever is the soonest).
- 25.2 Fire escape routes, doors and corridors should always be kept clear. Fire doors should not be propped open or obstructed in any way. Escape routes are checked daily by the Academy Site Team. Emergency lighting is provided on escape routes and must be periodically tested and maintained by an approved contractor.



- 25.3 Fire Extinguishers are provided at Fire Extinguisher Points throughout the buildings.
- 25.4 Extinguishers are maintained under contract by an approved contractor and are inspected for misuse and damage as part of monthly inspections by the Academy Site Team and recorded.
- 25.5 Where a Fire Alarm system has been installed, this must be maintained under contract by a specialist contractor. Fire Points should not be interfered with or obscured in any way. Fire Points are tested weekly by the Site team or a designated person. It is recommended that alarmed call point covers be installed over the Fire Points to discourage misuse.
- 25.6 Emergency lighting, where provided, must be maintained by a specialist contractor.
- 25.7 The Principal must ensure adequate numbers of fire marshals are appointed.
- 25.8 Emergency Evacuation drills are practiced each term. Fire Marshals are appointed and trained to assist with evacuation. Personal Emergency Evacuation Plans are compiled for those with impaired mobility.
- 25.9 Records of testing and maintenance are held by the Academy and will be subject to regular review by the Trust Health and Safety Manager.
- 25.10 The Principal is responsible for carrying out a review following each evacuation and completing the fire log.

26. Driving Minibuses

- 26.1 Employees who will be driving minibuses must complete the Handsam Minibus Driver E-Training course and adhere to the training.
- 26.2 Drivers must have a valid driving licence for the class of vehicle they are asked to drive.
- 26.3 It is the Principal's and the individual driver's responsibility to ensure that the driver is appropriately licensed to drive the minibus, this includes the annual medical questionnaire and driving license review being completed. Employee licence records must be kept in the Academy minibus documentation file by the Academy.
- 26.4 All drivers must have completed a MIDAS minibus training course. This will be followed up with an approved external driver assessment after 3 years. Training can be arranged via the Trust Health & Safety Manager.
- 26.5 Where required, the Trust Estates Manager or designated person will ensure that servicing, MOT, and periodic safety inspections for vehicles are carried out.
- 26.6 The Trust Estates Manager will arrange annual motor insurance and ensure that vehicles are taxed.
- 26.7 Where additional minibuses are hired, it is the responsibility of the hirer to ensure that the insurance company have been notified and appropriate insurance cover is in place.

27. Workplace Slips & Trips

- 27.1 Slips and trips are one of the most common causes of injury at work. We aim to reduce the likelihood of slips and trips by a combination of annual training, good housekeeping measures, including effective cleaning, and by enforcing the use of sensible footwear by our employees.
- 27.2 Cleaning chemicals used on floors by cleaners are selected for their non-slip properties.
- 27.3 Lids must be used when transporting containers of liquid or food. Any spillages, flooring defects or obstructions observed must be reported to the Academy Site Team immediately. Warning signage is placed by spillages until they have been removed and the area is thoroughly dry.



28. Working with Display Screen Equipment

- 28.1 Where employees use computers routinely, workstations are set up correctly to suit the individual and appropriate equipment is provided.
- 28.2 Employees identified as using workstations daily, for continuous periods of an hour or more must complete the Handsam DSE E-Training module and adhere to the training.
- 28.3 Employees identified by Trust Leaders as using workstations for a significant period are entitled to an eyesight test by an optician at the Trust's expense.

29. Manual Handling

- 29.1 All employees must complete the Handsam Manual Handling E-Training course and adhere to the training.
- 29.2 Occasional tasks will require physical effort (e.g. moving equipment stock, reorganising furniture). So far as is reasonably practicable, we are committed to managing the risk to health from manual handling operations.
- 29.3 Manual work will be automated or carried out using suitable equipment where practical. For the remaining tasks involving significant manual effort, risk assessments must be completed to reduce the risk to an acceptable level.

30. Fixed Electrical Installation

- 30.1 NICEIC or ECA-approved electricians maintain the electrical installation. They must work to current IEE Wiring Regulations. A full test of the installation is carried out at least every 5 years or a percentage each year to reach 100% over 5 years with records kept.
- 30.2 Any changes and repairs are carried out by NICEIC-approved electricians to the same standard and are certified. Records are kept.
- 30.3 Employees are not to touch or open fuse boxes or electrical circuitry. Any damaged or defective items observed should be reported immediately to the Academy Site Team.

31. Portable Electrical Appliances

- 31.1 Portable Electrical Appliances include any item that is electrically powered and used in the workplace.
- 31.2 Employees should visually inspect portable electrical appliances before using them. Damaged or defective items should be reported immediately to the Academy Site Team and removed from service until replaced/ repaired by a competent person. The use of insulating tape as a temporary repair is prohibited.
- 31.3 Portable Appliance Testing will be completed annually by an appropriately qualified person.
- 31.4 Employees are not permitted to bring any of their portable electrical appliances onto the site.
- 31.5 Flexible cables must be safely routed. Cables should be fully unwound from reels or drums before use to reduce the potential for overheating.

32. Gas, Oil and Biomass Appliances



- 32.1 Gas, oil, or biomass-fired boilers are provided in the Trust premises for both heating and hot water. These are subject to regular maintenance by competent, approved contractors and should not be interfered with by employees.
- 32.2 Isolation valves are provided that can be turned off in the event of an emergency (if safe to do so).

33. Working at Height

- 33.1 All employees must complete the Handsam Working at Height E-Training course before working at height and adhere to the training.
- 33.2 Working at height presents a hazard both to persons undertaking the work, particularly falling from height, and to others in the vicinity, particularly from falling objects.
- 33.3 As such, work at height will be avoided where practical.
- 33.4 Ladders, stepladders, and steps are provided as a means of access and for light / short-term work where it is not reasonably practicable to select an alternative safer method. This may include removing items from upper shelves.
- 33.5 Working at Height Risk Assessments should always be adhered to.
- 33.6 Students should not be allowed to work at height unless a specific written risk assessment dictates it is safe to do so and that risk assessment is approved by the Principal.
- 33.7 A register of ladders and access equipment inspections must be maintained by the Academy Site Lead.
- 33.8 It is a requirement for working at height to only ever happen when employees are accompanied unless a specific written risk assessment dictates it is safe to do so in a lone working scenario.

34. Skin Conditions

- 34.1 Extended exposure to some cleaning products or food juices can lead to skin problems. To reduce this exposure, it is compulsory for Academy employees in food technology, catering, and cleaning teams to wear the non-latex protective gloves provided whenever they are handling food or using cleaning products.
- 34.2 Should an employee experience any symptoms they should report these immediately to their line manager.

35. Food Safety

- 35.1 All employees who are to be involved in handling food are provided with independently accredited food hygiene and allergy training as soon as possible after commencing work.
- 35.2 Employees should inform the Academy Medical Lead of any food allergies.
- 35.3 Any employee whose role involves handling food, who has suffered from diarrhoea or vomiting is required to phone in sick to their line manager and remain away from the premises for at least 48 hours.

36. Lone Working

- 36.1 Lone working can be dangerous. Risk assessments are completed and documented to reduce the risk. Lone working is to be avoided where possible.



- 36.2 We arrange for employees who are working alone to be adequately trained and equipped to work safely. Each person must be suitably trained and aware of the risks before working alone and be able to summon help quickly in any emergency.
- 36.3 Each person will manage their risk responsibility and ask for help or guidance as appropriate.
- 36.4 Employee working late must inform the Academy Site Team so that they are aware of who is on-site and their location.

37. Control of Asbestos

- 37.1 The Trust takes the management of asbestos seriously and complies with the Control of Asbestos Regulations 2012 to protect our employees from asbestos exposure as far as is reasonably practicable.
- 37.2 Asbestos surveys are carried out at all Trust premises by the Control of Asbestos Regulations 2012 to identify any asbestos in the building construction. Where asbestos is identified, this is recorded on an Asbestos Register and is managed by an Asbestos Management Plan to ensure that employees and others using the premises are not exposed.
- 37.3 The Asbestos Register must be made available to all contractors and site employees who will carry out work at the premises.
- 37.4 Any refurbishment work in a school building built before 2000 affecting the fabric of the building must be subject to a Refurbishment and Demolition survey before any work can take place.
- 37.5 Specialist contractors will be engaged if there is a need to carry out work in any area involving asbestos and appropriate control measures/ exclusion zones will be put in place.
- 37.6 If anyone suspects they have discovered or disturbed asbestos, they should:
- Not disturb it further.
 - Ensure that access to the affected area is prevented.
 - Report it immediately to the Trust Health & Safety Manager.
 - Ensure that any clothing that may have been covered in dust or debris is appropriately disposed of.

38. Legionella

- 38.1 A legionella survey and risk assessment must be carried out by approved contractors. A Legionella Management Plan is provided and followed.
- 38.2 Depending on the nature of the water system at each Trust premises, regular checks such as temperature monitoring, flush through, descaling of shower heads and cleaning of water tanks may be required. The Trust Estates Lead will ensure that these checks are in place.

39. Waste Management

- 39.1 Waste is to be placed in bins that are provided throughout the Trust premises. These are emptied daily by Academy Site Teams and cleaners to external bins, which are in turn emptied at least weekly by registered waste carriers for disposal by registered waste processors or for transport to landfill sites. Materials are recycled where practical.
- 39.2 Hazardous waste is collected separately and disposed of using suitably registered contractors.



40. Access to Health and Safety Information

- 40.1 Employees can access health and safety information by contacting their Principal or Brian Fox, the Trust Health & Safety Manager (b.fox@fmat.co.uk).
- 40.2 All employees will have access to a copy of The Trust Health and Safety Policy and will sign to indicate that they have read and understood this policy and their responsibilities. The Trust recognises that time must be provided for this to be undertaken.
- 40.3 All relevant employees will be trained to use the Handsam health and safety management system.
- 40.4 The Trust management undertakes to keep employees informed of any changes to the policy and procedures through communications with line managers, staff bulletins, staff meetings briefings and e-mail messages.
- 40.5 All employees will have the opportunity for direct involvement in managing health and safety through departmental arrangements and representatives on the Trust Health and Safety Committee.

41. Monitoring and Review

- 41.1 The Trust Health & Safety Manager is responsible for ensuring that working conditions are acceptable and that our safe working practices are being followed.
- 41.2 Workplaces are maintained in safe condition. Routine inspections are carried out by the Academy Site Lead and recorded with any necessary improvements or changes made.
- 41.3 Monthly health and safety monitoring meetings will be carried out at each Academy by the Trust Health & Safety Manager to maintain site safety. In the meeting, the Handsam Health & Safety, Accident Log and E-Training systems will be reviewed to ensure tasks have been completed and required actions completed.
- 41.4 External health and safety audits will be completed annually and reported to the Trust's Audit and Risk Committee.
- 41.5 Unless there are legislative or regulatory changes in the interim, this policy will be reviewed every year. Should no substantive changes be required at that point, the policy will move to the next review cycle.



Appendix 1 – Trust & Academy Health and Safety Roles and Responsibilities

This document sets out the Central and Academy staffing structures and roles that have specific roles and responsibilities for compliance with the Fairfax Multi Academy Trust Health and Safety Policy.

This form is always to be retained in the Reception of all Trust academies.

Trust Health and Safety Roles and Responsibilities		
Role/Responsibility	Job Title	Name
Accountability for Health & Safety Policy	Board of Directors	Paul Majester
Responsibility for Health and Safety Policy	Trust Health & Safety Manager	Brian Fox
Health & Safety Committee (Chair)	Chief Operating Officer	John Fitzgerald
Health and Safety guidance and advice	Trust Health & Safety Manager	Brian Fox
Responsibility for Academy Health & Safety	Trust Health & Safety Manager	Brian Fox
Fire Safety Responsible Person	Trust Health & Safety Manager	Brian Fox
Legionella Responsible Person	Trust Health & Safety Manager	Brian Fox
Asbestos Responsible Person	Trust Health & Safety Manager	Brian Fox
Transport (Minibus)	Trust Health & Safety Manager	Brian Fox
Employees	Human Resources Director	Claire Clarke
Health and Safety Training	Professional Learning and Wellbeing Lead	Debbie Bunn
BCP and Emergency Plan	Chief Operations manager	John Fitzgerald
Accessibility	Trust Health & Safety Manager	Brian Fox
Risk Assessments	Trust Health & Safety Manager	Brian Fox
Incident Investigation	Trust Health & Safety Manager	Brian Fox



Appendix 2 – Outline of Responsibilities

Responsibilities

The Trust expects all employees to cooperate in ensuring the health and safety of all employees, students, contractors, volunteers, and visitors.

Individual Responsibility

In meeting the above general statement of policy, the Trust requires its employees to acknowledge and accept their individual and collective responsibilities, and to ensure so far as is reasonably practicable their actions meet, or enhance, this Health and Safety Policy.

Responsibilities in law

The Health and Safety at Work etc. Act (1974), subsequent legislation and associated regulations, codes of practice, guidance notes, etc., place legal responsibilities upon employers, employees, persons in control of premises, designers, manufacturers, suppliers, installers, self-employed persons and the occupiers of buildings.

A breach of those responsibilities is an offence criminally chargeable in law. Ignorance of the relevant legal duties is not an acceptable defence of law.

It is in the interests of each employer and employee to understand the potential severity of any failure to comply with health and safety legislation, standards, and codes of practice on a corporate and personal level. Failure to act within the law can lead to fines and/or imprisonment. Such a failure may also result in disciplinary action.

Trust Health and Safety Committee

The Trust Health and Safety Committee meetings are held once a term to oversee and report on health, safety and welfare matters in the Trust. Consideration will be made to the reporting lines, accident reports, investigations, internal or external audit inspections, training, and emergency procedures. Minutes and actions are recorded. Members of the Health and Safety Committee will include:

- Chief Operating Officer
- Trust Health and Safety Manager
- Academy Representative
- Union representation

Responsibilities of all employees

- Co-operate with the Trust's Board of Directors, management, employees, and others on health & safety matters.
- Comply with all the Trust's policies, procedures, and reasonable requests.
- Not interfere with or misuse anything provided to safeguard their health and safety.
- Take reasonable care of their health and safety and that of others.
- Warn others immediately of any known hazards or danger.
- Refrain from any task for which he/she is not trained, authorised and competent.



- Use the correct tools, plant, or equipment, keep them in good order and ensure they are safe before, during and after use.
- Not to introduce any personal electronic equipment.
- Use as directed any personal protective equipment needed to protect against hazards to Health and Safety.
- Report promptly all health and safety concerns, accidents, injuries, incidents and near misses to his / her immediate manager.
- Completing delegated Handsam tasks, including recording incidents and taking courses as appropriate on the Handsam system.

Chief Operations Officer

- Responsible for updating and obtaining Board of Director approval for the Health and Safety Policy.
- Ensure that responsibilities and authority are effectively assigned and delegated to nominated individuals within the Trust structure.
- Develop strong health and safety culture through effective communication through regular meetings and reporting lines.
- Provide adequate resources for effective implementation of this policy.
- Report any health & safety matters and issues to the Audit and Risk Committee.

Trust Health & Safety Manager

- Accept day-to-day management of health and safety matters.
- Arrange Health and Safety audits and oversee the completion of the findings.
- Ensure that serious incidents are reported to the relevant authorities under RIDDOR and are reported to the Chief Operations Officer.
- In Liaison with the Principal, ensure that risk assessments for all relevant work activities and areas are carried out, documented, and reviewed.
- Provide a suite of risk assessment templates for employees to use.
- Disseminate information and instruction on health and safety matters.
- Receive health & safety concerns, ensure these are documented and that practical improvements are implemented.
- Ensure that working conditions are acceptable and safe working practices are followed.
- Ensure that an up-to-date register of hazardous substances is maintained and that appropriate COSHH assessments are carried out and documented.
- Compile monthly accident numbers and near-miss statistics for presentation to the Chief Operations Office.
- Ensure that practical precautions and controls maintain acceptable standards as required by this policy.
- Management of Handsam Health and Safety System.
- Ensure regular analysis of data on the Handsam incident log to spot patterns and trends and take appropriate action.
- Ensure that employees are provided with appropriate training about duties.

Trust Estates Manager

- Ensure that all building-related risk control measures including fire safety, legionella, and asbestos, electrical testing, gas safety, COSHH are managed effectively and meet current legislation.
- Actively promote good Health and Safety practices across the site teams and management and control of contractors working on site.
- Provide reactive response to any health and safety issue arising.



- Ensure that all building plant and equipment, including vehicles, is adequately maintained
- Ensure that any contractors engaged to carry out work on the premises are vetted and approved by the Trust policies
- Ensure that contractors, visitors, and those hiring or using the premises are familiarised with site rules and procedures regarding accidents and emergencies
- Manage effective planned maintenance programs for buildings, grounds, plants, and equipment.

Principal

- Responsible for the implementation of the Health and Safety Policy at their Academy.
- The health, safety and welfare of employees, students, contractors, visitors and any other person using the premises.
- Ensuring safe working conditions for employees, students, contractors, volunteers and visitors.
- Ensuring safe working practices and procedures throughout the academy, including those relating to the provision and use of machinery and other apparatus.
- Ensuring that employees are consulted appropriately on issues that affect them.
- Directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the Academy.
- Ensure that employees adhere to the Trust accident and incident reporting procedures.
- Arranging for appropriate supervision of students.
- Ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are implemented and updated at the start of each term
- Ensuring that the health and safety training needs of all employees and students are identified, and appropriate training provided.
- Encouraging employees, students, and others to promote health and safety and to suggest ways of reducing risks.
- Ensuring that the Handsam health and safety management system is up to date.
- Ensuring that parents are kept informed on any health and safety issues and enlisting their support as appropriate.

Academy Health and Safety Lead (Principal or a member of staff where specifically delegated by Principal)

- Act as staff representatives on health and safety matters, dealing with anything within their area of control and passing any concerns raised to the Principal.
- Support with the completion of risk assessments for relevant work activities.
- Disseminate information and instruction on health and safety matters.
- Receive health & safety concerns, ensure these are documented and that practical improvements are implemented.
- Ensure that records are maintained on all health & safety training and experience of individuals, relevant to the health, safety and welfare of employees.
- Monitor task completion rates on the Handsam Health and Safety system and follow up with relevant colleagues where tasks are not completed, or support is required.
- Ensure that all accidents are recorded and collated centrally on the Handsam incident recording system and that investigations are carried out and acted on.
- Inform the Trust Health & Safety Manager when a serious accident has occurred.

Department Managers (this includes all Teaching and Support Staff Team Managers)

- Ensure that employees, students, and others within their departments are aware of, understand and comply with the Trust Health and Safety policy, rules and procedures.



- Ensure that a departmental meeting is convened at least once every term and that it is used to communicate and receive health & safety information and concerns.
- Ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are implemented and updated at the start of each term or within the agreed timeframes.
- Receive and act upon health & safety matters raised within their department.
- Ensure that all relevant Health and Safety issues within their department are adequately addressed.
- Provide relevant feedback to immediate managers where necessary.
- Provide Department reports to the Health and Safety Committee when requested.
- Provide adequate health and safety information and support resources i.e., CLEAPSS, Handsam.
- Ensure that a signed Departmental Health and Safety procedures where needed (i.e., science department) is available and shared with all members of the department
- Completing delegated Handsam tasks, including recording incidents and taking courses as appropriate on the Handsam system.

Academy Site Manager

- Implementing the appropriate academy policies and procedures.
- Ensuring that site staff are competent to carry out their responsibilities.
- Ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are implemented and updated at the start of each term.
- Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- Taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erecting barriers around open manhole covers.
- Ensuring that other site staff are adequately supervised.
- Ensure site staff are adequately trained for the tasks that they carry out.
- Ensuring that any personal protective equipment issued to employees is suitable for the task and that training is provided in the use of the equipment.
- Ensuring that all site and cleaning staff, including contractors, work by safe working practices issued by the academy.
- Completing delegated Handsam tasks, including recording incidents and taking courses as appropriate on the Handsam system.

Catering Contract

- Where the Academy contracts out the catering provision for students the Health and Safety Manager must ensure that the above responsibilities are fulfilled as part of the contract.
- Implementing the appropriate Academy policies and procedures.
- Applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas.
- Supervising and training employees appropriately.
- Ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are implemented and updated at the start of each term.
- Training and instructing all catering employees in emergency procedures.
- Carrying out regular reviews of the procedures and informing the Health and Safety Manager of any issues of concern.
- Liaise with Academy employees to ensure that up-to-date information regarding Allergies and student health issues is received and acted upon.



- Recording results of the monitoring and review of procedures.
- Completing delegated Handsam tasks, including recording incidents and taking courses as appropriate on the Handsam system.
- Ensuring that all catering employees have opportunities for raising concerns about health and safety issues.

Academy Medical Lead (or employee member responsible for First Aid)

- Notifying staff when a child has been identified as having a medical condition who will require support in the Academy.
- Collating information provided by parents and professionals.
- Completing student healthcare plans.
- Ensuring that students with medical conditions are properly supported in the Academy, including supporting employees in implementing a student's health plan.
- Liaising with lead clinicians on appropriate support for the child and associated employees' training needs.
- Liaising with employees, parents, and professionals to provide suitable healthcare plans.
- Confirming to the Principal that Academy employees are proficient in undertaking healthcare procedures and administering medicines.
- Completing delegated Handsam tasks and taking courses as appropriate on the Handsam system
- Recording of medical issues etc. on the Handsam Health and Safety system
- Reporting as required to the Principal (or Principal's representative).
- Ensure regular analysis of data on the Handsam incident log to spot patterns and trends and take appropriate action
- Ensure that allergy information is passed to the relevant persons and departments.

Academy Employee Responsible for Overseeing the Administration of Medicines

- Administering all prescribed medication and any necessary non-prescription medicine and ensuring safe storage by the Academy's procedure.
- Working with the Principal to determine the training needs of Academy staff and agreeing with the Principal who would be best placed to provide the training.
- Ensuring that appropriate records are kept and are accessible.
- Reporting as required to the Principal (or Principal's representative).
- Completing delegated Handsam tasks and taking courses as appropriate on the Handsam system.
- Recording of medical issues etc. on the Handsam H&S system.

Academy Employee Responsible for an Activity (whether on or off the Academy premises)

- Are responsible and must liaise with the Academy Educational Visits Officer and the Academy Medical Lead, ensuring that appropriate arrangements are made for students with medical needs during:
 - Educational visits/learning outside the classroom.
 - Sporting activities.

Ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are implemented for each activity.



Confirmation that the Health and Safety Policy has been read and understood

- Under arrangements made by the Trust Health & Safety Manager, all employees will sign and date to indicate that they have read and understood this policy and their responsibilities.

Academy responsibility roles and contact details

- Appendix 1 sets out the academies' individual Health and Safety management role structure and contact details (This must be completed by each academy before being distributed to Academy employees)

