
Northern Star Academies Trust

Health and Safety Policy

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1. Trust statement of intent

- 1.1. Northern Star Academies Trust (NSAT) recognises and accepts the financial and legal responsibilities and duties that it has for the health, safety and welfare of its employees, pupils and others impacted by or involved with the trust's activities.
- 1.2. The trust is committed:
 - To prevent injury and ill health associated with the trust's activities
 - To provide a healthy and safe working environment
 - To promote a positive health and safety culture throughout the organisation
 - To comply with applicable legal and other statutory requirements, including Dfe guidance
 - To control health and safety risks through applying a hierarchy of control
 - To continually improve the trust's health and safety management system and performance
 - To engage employees in developing and implementing a joint approach to the management of health, safety and welfare
 - To monitor performance against the health and safety arrangements set out in this policy and address identified root causes
- 1.3. In our positions as Chair of Trustees and Chief Executive Officer, we are committed to integrating health and safety into decision-making and risk management processes within NSAT. The trustees will support us in this role and, together with the wider executive leadership team, will ensure the effective leadership of health and safety for the trust and others affected by the trust's activities.
- 1.4. Employees with management responsibilities will ensure that all significant risks are properly assessed, controlled and any measures implemented to mitigate risk are appropriately monitored. The trust regularly reviews these assessments, to ensure that the trust complies with legal requirements and strives to achieve best practice.
- 1.5. We will maintain arrangements to consult employees and others who may be affected by the trust activities, to encourage a joint approach to the management of health, safety and welfare.
- 1.6. The trust expects all employees, pupils and those undertaking work on behalf of, or in partnership with, the trust to take reasonable care of their own health and safety, for the health & safety of others and to co-operate with the trust in the performance of its moral and statutory duties.
- 1.7. The trust will monitor health and safety performance and review its policies and procedures to ensure the achievement of best practice in all aspects of health and safety management.

Chair of Trustees

Chief Executive Officer

2. Legal framework

- 2.1. This policy is based on advice from the Department for Education on health and safety in schools, and guidance on Good Estate Management for Schools and the following legislation:
- The Health and Safety at Work etc. Act 1974, which sets out the general duties that employers have towards employees and duties relating to lettings
 - The Management of Health and Safety at Work Regulations 1992, which requires employers to assess the risks to the health and safety of their employees
 - The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
 - The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
 - The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
 - The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
 - The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
 - The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height
- 2.2. The Trust follows national guidance published by Public Health England when responding to infection control issues, and updated guidance during school closures during the coronavirus outbreak.
- 2.3. This policy complies with our funding agreement and articles of association.

3. Duties and Responsibilities

Trustees

- 3.1. The **Board of Trustees** has ultimate responsibility for health and safety compliance in all trust schools and offices, but will delegate day to day responsibility to the Chief Executive Officer and Headteacher(s) as per the scheme of delegation.
- 3.2. The Board of Trustees has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises.
- 3.3. NSAT, as the employer, also has a duty to assess the risks to staff and others affected by trust activities in order to identify and introduce measure necessary to manage those risks, inform

employees about risks and the measures in place to manage them, and ensure that adequate health and safety training is provided.

3.4. In support of its obligations, the Board of Trustees will monitor health & safety performance through

3.4.1. Regular reporting from the Chief Operating Officer

3.4.2. Annual reporting from the appointed Competent Person

Chief Executive Officer/Headteacher

3.5. The **Chief Executive Officer** has overall day to day responsibility for the effective leadership and implementation of health and safety within NSAT, along with the **Headteachers** in each trust school. This involves:

- Implementing health and safety policy.
- Ensuring there is enough staff to safely supervise pupils
- Ensure that adequate resources are made available to achieve high standards of health and safety;
- Ensuring that school buildings and sites are safe and regularly inspected
- Ensuring all risk assessments are completed and reviewed
- Ensuring evacuation procedures are in place and regular fire drills are held
- Monitoring and reviewing health and safety performance by receiving both specific (e.g. incident-led) and routine reports.

3.6. In support of these obligations, the Chief Executive Officer and Headteachers will monitor health & safety performance through

3.6.1. NSAT Executive having health & safety as a standing item on meeting agendas.

3.6.2. Headteachers having health & safety as a standing item on meetings with Business Managers

3.6.3. School SLT meetings having health & safety as a standing item on meeting agendas.

3.6.4. School Faculty meetings having health & safety as a standing item on meeting agendas

Trust Health and Safety Leads

3.7. The **Chief Operating Officer** is the senior executive who acts as the nominated trust health and safety lead, reporting to the Board.

3.8. Each trust school will also have a **Business Manager** acting as their nominated health & safety lead, supported operationally by their facilities team.

3.9. These lead roles are to support the operational responsibilities of the Chief Executive Officer and Headteachers, advise the Local Governing Bodies and work closely with the trust's competent

person (in accordance with the Regulation 7 of the Management of Health & Safety at Work Regulations 1999).

- 3.10. In support of these obligations, the Chief Operating Officer and Business Manager will monitor health & safety performance through
 - 3.10.1. Chief Operating Officer having health & safety as a standing item on meetings with Business Managers
 - 3.10.2. Updating of school risk registers, coordinating remedial actions arising from competent person's assurance reports, and reporting on performance and incidents to Headteachers/LGBs and the Chief Operating Officer.
 - 3.10.3. Updating the Trust risk register and reporting on performance and incidents to the Chief Executive Officer and trustees

Local Governing Body

- 3.11. The **Local Governing Bodies** within NSAT are responsible for the effective oversight of health and safety within their school. The local governing body carries out the following duties:
 - Provide visible support and challenge on health and safety matters to Headteachers and school management within meetings, **nominating a link governor** to liaise with the Business Manager and Headteacher on health and safety matters.
 - Keep health & safety as a standing item on all meetings
 - Monitor health and safety performance termly, including receiving both specific (e.g. incident-led) and routine reports, and accident and near miss data.
 - The Headteacher and link governor, supported by the Business Manager, must review the school's health and safety arrangements, including risk assessments and competent person assurance reports, prior to completing an annual statement of intent (Autumn term).
 - Complete annually a Statement of Intent confirming adherence to the trust's health and safety policy and relevant arrangements for the school.(See appendix 1 School Health & Safety Statement and Arrangements template).

Appointed Competent Person

- 3.12. The trust has appointed a **competent person** in accordance with the Regulation 7 of the Management of Health & Safety at Work Regulations 1999. This role provides strategic health and safety advice, external assurance and support to the trust.
- 3.13. However, neither under the terms of this Policy, or under health and safety statutory requirements, can the competent person relieve trust leaders, managers or supervisors of their operational health and safety responsibilities.
- 3.14. The trust's competent person carries out the following duties:

- Work in partnership with individual schools to develop an annual health and safety action plan for each school.
- To contribute to, and engage in, the development of policies and procedures relating to health and safety, by reviewing policy and risk assessment documentation.
- Support Headteachers to develop and implement effective health & safety risk management in their school.
- Advise on the development of health & safety arrangements by conducting an annual premises inspection.
- Advise and inform on all aspects of health & safety, including new legislation, affecting the work of the trust.
- Advise on the implementation of the health & safety risk assessment system and prioritisation of control measures.
- Advise on health & safety training for staff and ensure it is appropriate for their duties and responsibilities.
- Conduct an annual fire risk assessment for each school.
- Support the accident/incident reporting, recording and investigation system. Completed ARF1 forms to be sent to NYCC for reporting to the HSE on the trust's behalf.
- Provide the main point of contact and maintain professional working relationships with appropriate health and safety enforcing authorities.
- Exercise the authority to stop operations in cases where there is an intolerable risk of serious injury or likelihood of fatality.
-and report annually to NSAT trustees on the management of health & safety performance and standards within the trust.

Trade Union Safety Representatives

- 3.15. Trade Union Safety Representatives are able to review specific schools health and safety arrangements as appropriate on request.

Employees, Trainees, Temporary Workers and Volunteers

- 3.16. All employees, trainees, temporary workers and volunteers have an important part to play in protecting themselves and others, including pupils. In particular all employees, trainees, temporary workers and volunteers are required to:
- Take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work.
 - Co-operate with the school/trust on health and safety matters.
 - Familiarise themselves with, and to act in accordance with, any health and safety procedures that have been issued to them or otherwise brought to their attention.
 - Work in accordance with any safety training, or any verbal safety instructions that has been provided to them.
 - Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received. Report any loss of, or obvious defect in, such PPE to their supervisor or manager.

- Adopt safe behaviour and avoid interfering with or misusing anything provided in the interest of health, safety, or welfare.
- Report any accident/incident or near miss to their Headteacher or other senior staff (to be done on the day of accident/incident or as soon as possible thereafter). This includes reporting any accident/incident involving a non-employee while on NSAT premises, sites or affected by trust activities, which comes to their attention.
- Report to their Headteacher or other senior staff any work situation they consider to represent a serious and immediate danger to health and safety, or any other relevant matter that they consider to represent a shortcoming in current arrangements for health and safety.
- Follow emergency procedures in the event of serious imminent danger, such as emergency evacuations, lockdown etc.

Pupils and parents

- 3.17. Pupils and parents are responsible for following the trust's/school's health and safety advice and communicated procedures, on site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors and Visitors

- 3.18. Contractors will agree health and safety practices before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. Contractors will review relevant site plans and information and use this information to inform their safe system of working. Contractors will work in accordance with the compliance requirements of Construction Design and Management Regulations 2015.
- 3.19. Where a project involves specialist contractors or is of a significant size and scope, the trust's competent person will be engaged to provide expert advice.
- 3.20. Contractors are required to sign in, complete the school contractor checklist (IWS), and wear the appropriate lanyard/badge for the duration of their visit, and remain supervised if appropriate, in line with the Trust's safeguarding policy. All contractors must review and sign the relevant site's Asbestos Register before commencing works.
- 3.21. Visitors are required to sign in and wear the appropriate lanyard/badge for the duration of their visit, and remain supervised if appropriate, in line with the trust's safeguarding policy.
- 3.22. Contractors and visitors will be informed of relevant health and safety procedures, including the use of emergency exits and protocols.

Training

- 3.23. NSAT employees, including trainees and temporary staff, are provided with health and safety awareness training and policy documentation as part of their induction process, and this is refreshed every 3 years.
- 3.24. Employees who work in high risk environments (such as science labs, technology, art, food tech), or have roles in health and safety compliance (ie facilities management) are given additional relevant health and safety training.

- 3.25. Each school will log and retain relevant employees' health and safety training and qualifications.
- 3.26. The Chief Operating Officer will check and log the competent person's health & safety training and qualifications records.

4. Health and Safety Arrangements

- 4.1. The trust will ensure that the following arrangements are effectively implemented and maintained:

Accident and Near Miss Reporting, Investigation and Notification (including trips, slips and falls)

- 4.2. All injury accidents (or near misses) to employees, contractors, clients or visitors, however minor, are reported, recorded in the accident book with individual accident reports removed and securely stored in compliance with the Data Protection Act. Employees are encouraged to report near misses.
- 4.3. All accidents, irrespective of whether injury results and near misses are investigated to establish cause and to avoid recurrence.
- 4.4. Work related accidents that result in death, injury or absence from work for seven or more days (not including the day of the accident) or any instance of a specified work related illness or dangerous occurrence are reported to the enforcing authority as required by RIDDOR 2012 and the HSE published Education Information Sheet No.1 (Revision 3).
- 4.5. Accident/Incident data is analysed and reported to the trustee and local governing bodies as appropriate.

Asbestos

- 4.6. Asbestos is known to be present within some of the buildings occupied by NSAT schools. Each site has an asbestos management plan, showing the location of asbestos and monitoring regime, which is located in the site manager's office.
- 4.7. The asbestos risk assessment and register are produced by specialist contractors. Asbestos training is provided to relevant staff, and all staff are briefed on the hazards of asbestos through their induction training.
- 4.8. Contractors must review and sign the asbestos register before commencing any work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- 4.9. Only licenced contractors are permitted to remove asbestos.

Control of Substances Hazardous to Health (COSHH)

- 4.10. Schools are required to control hazardous substances, which can take many forms, including
- 4.11. chemicals, fumes, dusts, vapours and gases. Control of substances hazardous to health (COSHH) risk assessments are completed by designated staff e.g. within curriculum areas, site managers. Staff will be provided with protective equipment, where necessary.

- 4.12. Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Areas containing hazardous substances are clearly marked and access restricted. Use of chemicals for teaching will be done in accordance with guidance produced by the CLEAPS Schools Science Service. Any hazardous products are disposed of in accordance with specific disposal procedures.
- 4.13. Risk assessments will be reviewed on a regular basis, when the work activity changes, or constituents of the product changes, whichever is the sooner.
- 4.14. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Critical Incident Procedures (including evacuation)

- 4.15. Emergency procedures have been devised to deal with a range of critical events covering fire, bomb threats, major gas leaks, collapse or imminent collapse of buildings, flood, storm and intruder/lockdown. Evacuation action notices are displayed in each classroom and adjacent to each fire alarm break glass call point detailing the action to be taken upon discovery of a fire and upon hearing the alarm.
- 4.16. Fire evacuation drills are undertaken termly, and records maintained, and lock down exercises are undertaken every 3 years and procedures briefed out annually.

Display Screen Equipment (DSE)

- 4.17. All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out by line management.
- 4.18. Staff identified as DSE users are entitled to a free/refunded eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician, and the trust contributes £50 towards the purchase of glasses or lens as required.

Driving at work

- 4.19. School minibus drivers must be MIDAS trained and driving licences checked at least annually.
- 4.20. Employees permitted to use their own vehicles on NSAT business are required to have their driving licences checked by the Trust for insurance purposes. All employees who may drive their own vehicle on NSAT business have a duty to disclose driving disqualifications or convictions to their line manager.

Electrical Safety

- 4.21. All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances must do so under the supervision of the member of staff.

- 4.22. Any potential hazards will be reported to the school's facilities team. Urgent issues will be reported to the on- site team immediately.
- 4.23. Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. Only trained staff members can check plugs.
- 4.24. Portable appliance testing (PAT) will be carried out by a competent person, prioritising high risk items and following the site-specific schedule and plans in place. All isolators switches are clearly marked to identify their machine. Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- 4.25. A fixed electrical wiring certified inspection will be carried out every five years.
- 4.26. Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by an appropriately qualified person.

Equipment

- 4.27. All equipment and machinery provided must be :
- Suitable for its purpose;
 - Subject to regular maintenance and periodic inspection;
 - Used by persons provided with information, instruction and training in its safe use.
 - CE marked as applicable;
 - Suitably guarded and fitted with protective devices to prevent access to or contact with the dangerous parts of machinery. Maintenance of machinery includes the testing of safety critical devices.
 - Provided with warning signs with regards to any hazard which the user may be exposed;
 - Subject to suitable hazard identifications and risk assessments and where considered necessary safe systems of work which are maintained under periodic review.

Fire Safety

- 4.28. Fire risk assessments have been undertaken for each building/range of buildings occupied by NSAT or their schools and are periodically reviewed. Fire Emergency Plans, which consider the findings of the fire risk assessment have been developed and are implemented for each site, including a detailed fire evacuation procedure. Maintenance of detection and alarm systems, emergency lighting and fire extinguishing devices is undertaken by external contractors.

First Aid

- 4.29. An assessment of first aid requirements has been made and a suitable number of first aiders appointed and trained for each trust site. First-aid boxes are provided and maintained with adequate supplies.

Gas Safety

- 4.30. Installation, maintenance and repair of gas appliances and fittings is undertaken by competent Gas Safe registered engineers. Gas pipework, appliances and flues are regularly maintained and periodically serviced. Rooms within which gas appliances are installed and used are provided with adequate ventilation. Gas installations are secured to prevent tampering.

Legionella

- 4.31. The Trust is responsible for ensuring that regular water risk assessments take place and that the identified operational controls are conducted and recorded in each school. The risk assessments are carried out by a competent person.
- 4.32. This risk assessment will be reviewed every five years or when significant changes have occurred to the building infrastructure.
- 4.33. The following actions mitigate the risks from legionella: weekly flush-throughs of little used outlets and monthly temperature control of hot and cold water, water quality tests, tank condition and compliance inspections. All inspections and checks are recorded.

Lettings

- 4.34. Persons or organisations who hire trust buildings or facilities are provided with relevant health and safety information and instruction on the emergency procedures in place. Confirmation that adequate public liability insurance is held as well as provision of suitable and sufficient risk assessments for activities which impact upon NSAT, its employees, or its pupils/ students is requested.

Lone Working

- 4.35. Situations of lone working (within the building) or working alone (within a part of the building) should be avoided where possible, and must not include potentially dangerous activity eg working at height. Where avoidance is not possible, a risk assessment and policy must be in place to ensure the safety of those employees including line management/colleague oversight of working hours.

Manual Handling

- 4.36. Assessments for manual tasks must be completed and include the general hazards associated with manual handling operations. Employees who may need to undertake manual handling operations as part of their job must receive appropriate training in safe manual handling and a risk assessment undertaken. Specific risk assessments are undertaken in respect of any manual handling operation presenting a serious risk to those carrying out the manual handling operation. Employees who have not been specifically authorised and trained to undertake manual handling operations are not permitted to undertake them.
- 4.37. The trust will ensure that proper mechanical aids and lifting equipment are available to minimise the risks to those undertaking manual handling operations, including trolleys, pallet trucks and goods lifts.

Medical Needs and Infection control

- 4.38. Most pupils may at some time have a medical condition which could affect their participation in school activities. This may be a short-term situation or a long-term medical condition.
- 4.39. The trust will endeavour to ensure that pupils with medical needs receive proper care and support at their school. A process for the management of medicines has been developed and implemented in each school.
- 4.40. School staff has no legal duty to administer medical care to pupils. This is carried out on a voluntary basis. The trust will accept responsibility in principle for employees giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.
- 4.41. The trust follows national guidance published by Public Health England when responding to infection control issues. Additional risk assessments are put in place in response to specific issues. We also follow guidance from Dfe relating to infection prevention and control.

New and Expectant Mothers

- 4.42. Work activities of any employee who is a new or expectant mother are reviewed to identify hazards and assess the risks which could affect the new or expectant mother. Risk assessments are completed and reviewed at three monthly intervals.

Play Equipment

- 4.43. All play providers installing new or refurbishing playground equipment within NSAT schools (including the area around the equipment) must meet the appropriate standards BSEN 1176 in respect of the equipment and BSEN 1177 in respect of the playground surfacing.
- 4.44. Schools must ensure regular safety inspections and annual maintenance checks are implemented to ensure both outdoor and indoor play equipment are maintained to meet required safety standards.
- 4.45. A risk assessment must be undertaken by the PE staff prior to initial use and pupils must be taught/shown how to use the equipment safely.
- 4.46. PE faculty staff carry out physical checks of the equipment regularly.

Personal Protective Equipment

- 4.47. The circumstances in which PPE is to be used and the type(s) of PPE appropriate to those circumstances is determined by risk assessments which are reviewed periodically or when circumstances change.
- 4.48. The trust provides a range of personal protective equipment (PPE) for use by employees and pupils/students when undertaking certain tasks or working in certain areas. Employees and pupils/students who are required to use PPE are provided with appropriate information, instruction and training to enable effective use, care and storage of such equipment.

Risk Assessments

- 4.49. Trust schools have in place risk assessments relating to all relevant activities/equipment/high risk areas, which are maintained and reviewed on a regular basis, and whenever there is a change in circumstances which affects them. A register of risk assessments is kept in each school's schedule of arrangements.
- 4.50. These include statutory and mandatory risks assessments for:
- Workers Under the age of 18
 - Asbestos
 - Substances Hazardous to Health
 - Display screen equipment
 - Fire
 - First Aid
 - Manual Handling
 - Work at Height
- 4.51. These are supplemented in each school by site-specific and task-specific risk assessments and are reviewed annually through the competent persons assurance process.

Safeguarding (Refer to Trust safeguarding policy)

- 4.52. The trust recognises that the welfare of its pupils and employees is paramount and takes seriously its responsibility to safeguard and promote the welfare of the pupils in its care. The trust is committed to safeguarding and promoting the welfare of pupils/students and expects all staff and volunteers to share this commitment. A specific policy on safeguarding and child protection is in place for the trust.

Trips and Visits

- 4.53. When taking pupils off school premises, the school will ensure that the trip adheres to the school's Educational Visits Policy and procedures, and has a nominated and trained educational visits coordinator.
- 4.54. Risk assessments are completed for each trip, including routine lessons at local swimming pools and other sports facilities, and all trips are required to be appropriately staffed, including access to first aiders and managing any specific medical needs.

Security

- 4.55. The facilities teams are responsible for the security of each school site in and out of school hours. Each school will have a risk assessment and policy in place. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. They are also key holders and respond to out of hours emergencies. Where CCTV is operational on site or security contractors hired, this is to support site security and safeguarding.

Smoking

- 4.56. The trust operates a strict smoke free policy (including e-cigarettes) which applies across all premises owned or under their management or control.

Occupational Stress

- 4.57. The trust is committed to promoting to employee wellbeing and recognises the importance of identifying and reducing workplace stress through a combination of active management and risk assessment.
- 4.58. HR, leadership and line management systems are in place across the trust's to respond to individual concerns and monitoring staff workloads. Access to occupational health assessments and/or counselling can be arranged through our HR team, and risk assessments carried out to support continued safe working.

Violence or Threatening Situations

- 4.59. The trust believes that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards employees.
- 4.60. All staff must report any incidents of aggression or violence directed at themselves or others to their line manager immediately. The trust relies on its staff code of conduct, pupil behaviour policies, HR policy set and legal advice to ensure it responds appropriately.

Waste Arrangements

- 4.61. The management of waste on school sites is conducted in compliance with current legislation. Particularly hazardous or toxic waste materials are formally notified to the local authorities and/or appointed contractor and treated as an identified waste under the Controlled Waste Regulations 1992.

Working at Height

- 4.62. All reasonable steps are taken by NSAT to ensure the safety of employees and contractors who work at height. All work activities that cannot be undertaken by an employee or contractor without the risk of falling are considered to be working at height and are assessed with regards to eliminating or reducing to their lowest level, the risks to the health and safety of those who may be affected by them.
- 4.63. Where risks cannot be eliminated, suitable and sufficient control measures in accordance with the hierarchy of control (collective in preference to individual controls) are introduced to reduce risks to their lowest practicable level. The significant findings of the risk assessments are to be brought to the attention of those who may be affected by them.
- 4.64. Mechanical or electronic means to assist with working at height such as mobile elevated work platforms or portable scaffold towers are operated/erected and dismantled by trained operatives. Ladders and step ladders are uniquely identified, details entered in a register and the equipment subject to formal inspection at frequencies determined by the extent of use.

Young Persons

- 4.65. From time to time the trust may employ persons who are under the age of eighteen (eg. for work experience).
- 4.66. In these circumstances NSAT will ensure that such young persons are protected whilst at work from any risks to their health and safety. Regard is paid to such risks which arise as a consequence of the young person's lack of experience or absence of awareness of existing or potential risks or the fact that he/she has not yet fully matured. Young persons are permitted to work only in low risk environments such as offices or classrooms.
- 4.67. NSAT ensures that all young persons are supervised by a competent person during the course of his/her employment. Furthermore, the trust will ensure that a suitable and sufficient assessment of the risks associated with the young person's employment is undertaken and periodically reviewed so that risks are reduced to the lowest level that is reasonably practicable.

Adopted:	23 July 2021
Next review:	23 July 2022
Approved by:	Board of Trustees
Responsibility of:	COO
Trust or School Policy:	Trust

**Appendix 1 – School statement of intent and arrangements
(template)**

Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

[name of school]

Our statement of intent is:

- Implement the requirements of Northern Star Academies Trust's (NSAT) Health and Safety Policy.
- to make adequate arrangements for the health, safety and welfare of staff and pupils;
- to provide adequate control of health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- co-operate with NSAT in matters related to health and safety.
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed:

Headteacher

Signed:

Chair of Local Governing Body

Date:

Review date:

1. **PRIMARY RESPONSIBILITIES**

Overall responsibility for health and safety within the establishment is that of:

(Insert name of Head Teacher) _____ **Head Teacher**

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name: [name]

Responsibility: Health & Safety Link Governor

Name: [Business Manager]

Responsibility: H&S Lead

Name: [Learning Directors]

Responsibility: Faculty health & Safety

Name: [Assistant headteacher]

Responsibility: Educational Visits

Name: [Technician]

Responsibility: PAT testing

Name: [BM/Facilities]

Responsibility: Management of risk assessments and emergency procedures

Training/Qualification log of key H&S responsibly staff:

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety and of others; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

ARRANGEMENTS

2. ~~HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES~~

Risk assessments will be undertaken by:

~~*{Insert Names of members of staff with operational responsibility for H&S risk assessments}*~~

The findings of the risk assessments will be reported to:

~~*{Insert names of H&S Lead, Headteacher and LGB Link Member}*~~

Action required to remove/control risks will be approved by:

~~*{Insert name of H&S Lead and Headteacher}*~~

The person responsible for ensuring the action required is implemented is

~~*{Insert name of H&S Lead}*~~

Checks that the implemented actions have removed/reduced the risks will be carried out by:

~~*{Insert name of H&S Lead and Faculty/Department Head}*~~

Assessments will be reviewed:

~~*In the event of an accident, annually or when the work activity changes, whichever is soonest.*~~

ARRANGEMENTS

3. CONSULTATION WITH EMPLOYEES

Consultation with employees is provided by:

ARRANGEMENTS

4. ~~SAFE PLANT AND EQUIPMENT~~

~~Identifying equipment/plant, which will need maintenance is the responsibility of:~~

~~*(Insert names of staff responsible for following)*~~

~~Ensuring effective maintenance procedures are drawn up is the responsibility of:~~

~~*(Insert names of staff responsible for following)*~~

~~The person responsible for ensuring that all identified maintenance is implemented is:~~

~~*(Insert names of staff responsible for following)*~~

~~Problems with plant/equipment should be reported to:~~

~~*(Insert names of staff responsible for following)*~~

~~Checking plant and equipment health and safety standards before purchase is the responsibility of:~~

~~*(Insert names of staff responsible for following)*~~

ARRANGEMENTS

5. ~~SAFE HANDLING AND USE OF SUBSTANCES~~

Identifying substances which need a COSHH assessment is the responsibility of:

(Amend following as applicable to academy)

~~Science Faculty~~

~~Design Technology Faculty~~

~~Facilities~~

~~Cleaning Services~~

~~Catering~~

~~Grounds Maintenance~~

The person(s) responsible for undertaking COSHH assessments is/are:

(Insert names of staff responsible for following)

Ensuring that all actions identified in the assessments are implemented is the responsibility of:

(Insert names of staff responsible for following)

The person responsible for ensuring that relevant employees are informed about COSHH assessments is:

(Insert names of staff responsible for following)

Checking that substances can be used safely before they are purchased is the responsibility of:

~~(Insert names of staff responsible for following)~~

Assessments will be reviewed:

~~In the event of an accident, annually or when the work activity changes, whichever is soonest.~~

6. INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

**Eg. [Staff Room
Caretakers/Cleaners Room]**

Health and safety advice is available from your appointed Competent Person: NYCC
HandS Service:

**Dale Barton
Safety Risk Advisor
School HandS Service
North Yorkshire County Council
M: 07788 564533
O: 01609 532545
E: dale.barton@northyorks.gov.uk**

H&S Qualification/training record:

**NEBOSH Certificate and Diploma 1
City and Guilds NVQ in occupational health and safety
FPA Advanced Fire Risk Assessor
Play Equipment Inspector RP11
CLEAPPSS Radiation Protection Officer
P405 Asbestos course
Plus various other themed H&S training courses**

Supervision of young workers and trainees will be arranged/ undertaken/monitored by:

(Insert name of person with responsibility within academy)

Ensuring that our employees working at locations under the control of other employers,
are given relevant health and safety information is the responsibility of:

(Insert name of person with responsibility within academy)

7. COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

(Insert Name member of staff with operational responsibility for implementation of H&S Policy)

Job specific training will be provided by relevant member of academy staff or thirdparty training provider as organised by:

(Insert Name member of staff with operational responsibility for implementation of H&S Policy)

Mandatory Health and Safety Training Requirements to be completed by Academy at required timescales and organised by *(Insert Name member of staff with operational responsibility for implementation of H&S Policy)*:

Asbestos/Legionella training

First Aid training

Fire Awareness / Fire Warden training

Working at Height / Safe Ladder use

Manual handling

Educational Visit Training

Training records are kept at/by:

8. ACCIDENTS, INCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Locations of First Aid Boxes:

(Insert locations as organised)

The first aiders are:

(Insert list of names of staff trained as first aiders)

All accidents and cases of work-related ill health are to be recorded in the accidentbook.
The book is kept:

(Insert location of accident records location)

The person responsible for reporting accidents, diseases and dangerous occurrences to the NSAT Competent Person (HandS Safety Advisor) and NSAT H&S Lead is:

(Insert Name member of staff with operational responsibility for implementation of H&S Policy)

Health Surveillance is required for employees doing the following jobs, and supervised by:

Job role:

Supervised by:

9. MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will undertake:

Legionella testing
Asbestos inspection
Termly Visual H & S inspection
Annual Site Inspection by Competent Person
Annual Policy and Risk Assessment review by Competent Person
PAT testing
Fixed appliance electrical testing
Extraction fans/FUME cupboard maintenance
Programme of risk assessment reviews
Boiler room and gas annual inspection
Gulleys and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance
Weekly fire alarm testing
Monthly emergency lighting tests
Five yearly test of fixed wiring
[edit as appropriate]

The person responsible for investigating accidents is:

(Insert Name member of staff with operational responsibility for implementation of H&S Policy)

The person responsible for investigating work-related causes of sickness absences is:

(Insert Name member of staff with operational responsibility for implementation of H&S Policy)

The person responsible for acting on investigation findings to prevent a recurrence is:

(Insert name of Headteacher)

10. ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

(Insert Name member of staff with operational responsibility for implementation of H&S Policy)

The Asbestos Risk Management file is kept in:

(Insert location of file in Academy)

Site plans showing the location of asbestos containing materials (ACM's) are kept in:

(Insert location of site plan in Academy)

Ensuring that contractors are made aware of the location of ACM's and that they sign the relevant permit to work is the responsibility of:

(Insert Name member of staff with operational responsibility for implementation of H&S Policy)

Asbestos risk assessments will be undertaken by:

NSAT nominated service provider

Visual inspections of the condition of ACM's will be undertaken by:

(Insert Name member of staff with operational responsibility for implementation of H&S Policy)

Records of the above inspections will be kept in:

(Insert location of records kept in Academy)

11. **LEGIONELLOSIS MINIMISATION**

The two 'Nominated Persons' for Water Management at the premises are:

(Insert Name member of staff with operational responsibility for implementation of H&S Policy and Person responsible for Site Management responsibilities)

Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:

The person responsible for carrying out the on-site tasks set out in the above assessments is:

(Insert Name member of staff with operational responsibility for implementation of H&S Policy)

Record showing that the above on-site tasks have been undertaken are kept in:

12. WORK AT HEIGHT

All work at height in the establishment must be authorised by:

(Insert Name member of staff with operational responsibility for implementation of H&S Policy)

Risk assessments for working at height are to be completed by:

(Insert Name member of staff with operational responsibility for implementation of H&S Policy) and relevant members of staff

Equipment used for work at height is to be checked by and records kept in:

(Insert Name member of staff with operational responsibility for implementation of H&S Policy)

13. EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

**Academy Educational Visits Co-ordinator, Headteacher/Trust
CEO if high risk/residential/overseas educational visits**

The Educational Visits Co-ordinator(s) is/are:

(Insert Name member of staff who is Educational Visits Co-ordinator)

Risk assessments for off-site visits are to be completed by:

Educational Visit Group Leader (nominated)

NSAT Policy, Procedures & Guidance for Educational Visits are kept in:

Details of off-site activities are to be held in a school database:

(Insert Name member of staff who is Educational Visits Co-ordinator)

14. EMERGENCY PROCEDURES – FIRE AND EVACUATION – & SECURITY

The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:

(Insert Name member of staff with operational responsibility for implementation of H&S Policy)

Escape routes are checked by/every:

<i>(Insert member of staff with delegated responsibility)</i>	<i>(Insert frequency)</i>
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Fire extinguishers are maintained and checked by/every:

<i>Service and maintenance – (Insert name of service provider)</i>	<i>Annually</i>
<i>Visually Inspected – (Insert member of staff with delegated responsibility)</i>	<i>Termly</i>

Alarms are tested by/every:

<i>Weekly system checks – (Insert member of staff with delegated responsibility)</i>	<i>Weekly</i>
<i>Service and maintenance – (Insert member of staff with delegated responsibility)</i>	<i>Bi-Annually</i>

Emergency evacuation procedures will be tested:

Termly

The Security co-ordinator for the school site is:

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Listed here are the Health & Safety related policies and risk assessments in place for this school.

List of school policies

List of risk assessments in place (including statutory and school specific)

Trust Health & Safety Policy

Document Control Sheet (not part of Policy document)

Dissemination	<p>The Policy will be briefed out to key stakeholders by the COO/BM's and training provided as appropriate, to:</p> <p>Headteachers and SLT's</p> <p>Local Governing Bodies (and link H&S Governors)</p> <p>It will also be circulated to all staff for information, and be referenced in all H&S training</p>
Implementation	Effective immediately, including alignment work during the Autumn term
Training	See stakeholders above, this will be trained out via existing management/governing body meetings over the Autumn term
Monitoring & Audit	Adherence to be built into annual competent persons assurance programme.
Statutory Requirement	<p>. (please tick).</p> <p><input checked="" type="checkbox"/> Statutory Policy</p> <p><input type="checkbox"/> Mandatory Policy</p> <p><input type="checkbox"/> Good Practice</p>
Website Publication	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

Revisions

Version	Description of Change	Date

