



ALL SAINTS
Multi Academy Trust

Health and Safety Policy 2017-2018

Issued by:



Compliance
Education

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PART I – STATEMENT AND ORGANISATION

1.1 Health and Safety Policy Statement

At the All Saints Multi Academy Trust we are committed to providing and maintaining an environment that ensures the Health and Safety of our employees, pupils, contractors and visitors. We want to prevent accidents and illness by making sure that Health and Safety considerations are at the heart of everything we do. To make this happen, we'll be encouraging everyone who works at the All Saints Multi Academy Trust to actively take part in and support this policy.

Our employees and subcontracted personnel are of paramount importance. The All Saints Multi Academy Trust recognises that the talent and energy of the people, who work for it, are its most valuable assets.

The overall responsibility for Health and Safety lies with the Executive Head Teacher of the All Saints Multi Academy Trust and the Heads of School of both The Academy of St Francis of Assisi and The Academy of St Nicholas. The All Saints Multi Academy Trust will keep all personnel advised of their responsibilities and those of the Trust, with regard to health and safety matters.

The All Saints Multi Academy Trust recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and its Regulations which affect its activities. In order to comply with the associated regulations, the All Saints Multi Academy Trust will:

- ❖ Provide the necessary information, instruction, training and supervision to ensure the Health and Safety of its employees and others.
- ❖ Provide and maintain plant and equipment with systems that are safe and without risk to health, a safe place of work and safe systems of work.
- ❖ 'So far as is reasonably practicable' ensure that they will provide satisfactory financial resources and support needed to meet these objectives.
- ❖ Ensure that effective planning, control, and monitoring of all activities are maintained.
- ❖ Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- ❖ Make sure we have effective arrangements in place to deal with injuries, and reduce the effects of any incidents that could result in injury or ill health.

The support of employees at the All Saints Multi Academy Trust and others is necessary to achieve the objectives of the Health and Safety Policy and the All Saints Multi Academy Trust make it clear that Health and Safety is a responsibility of equal standing with all other responsibilities. We at the All Saints Multi Academy Trust will strive to improve the health and safety culture throughout the Organisation at all levels.

The Trust will co-operate fully in encouraging consultation between the Executive Head Teacher, the Trust Director of Finance & Resources, the Heads of School of both academy's, Department Heads and those for whom they are responsible.

A copy of this statement will be distributed to all staff. Copies will also be displayed on the Academy's Notice Boards.

The statement will be reviewed, added to or otherwise modified from time to time as appropriate and any other additions or modification will be brought to the attention of all employees.

Signed: 

Date: September 2017

On behalf of the All Saints Multi Academy Trust

1.2 Ionising Radiation Policy

It is the intention of the All Saints Multi Academy Trust to ensure that the well-being of staff, students and visitors is protected from the potentially harmful effects of Ionising Radiation.

All work carried out on campus involving the use of Ionising Radiation must comply with the Ionising Radiation Regulations 1999, implemented and enforced by the HSE. The Regulations require that the School establish a suitable management structure to maintain radiation safety.

The holding and disposal of radioactive material is controlled by the Radioactive Substances Act 1993 and all work undertaken at the All Saints Multi Academy Trust must comply with this Act.

The general duties in the Health & Safety at Work etc Act 1974, and the requirements of the Management of Health & Safety at Work Regulations 1999 also apply, and require, amongst other things, that risk assessments are carried out and appropriate measures to control exposure are put in place.

The main legislation relevant to this subject is:

The Ionising Radiations Regulations 1999;

The Radioactive Substances Act 1993;

The Justification of Practices Involving Ionising Regulations 2004

The Ionising Radiation Medical Exposure) Regulations 2000 (Amended 2006)

Management guidance

The following School guidance forms part of the management policy for sources of IR:

No radioactive material or instruments capable of generating ionising radiation must be brought on to campus without the prior approval of the Head of School.

No radioactive material may be purchased without the written authorisation of the RPO (???)

The School Local Rules for the Protection of Persons Exposed to Ionising Radiation must be adhered to at all times.

- Justification for the use of radioactive material must be considered to show an overall benefit.
- Risk assessments for the use of an ionising radiation must be prepared. They must be made by a competent person, be suitable and sufficient, reviewed as necessary and recorded.
- Occupational exposures to IR must be kept as low as reasonably practicable (ALARP) and must be within the statutory limits.
- All workers must fill in a radiation worker form and undertake suitable training before commencing work with ionising radiation.
- Female workers of reproductive capacity must consider the possible hazard arising from ionising radiation to the foetus in early pregnancy and inform the RPO as soon as pregnancy is suspected.
- Operational protective measures such as administrative controls must be implemented as appropriate.
- If control of exposure cannot be achieved by any other means appropriate personal protective equipment must be worn.

1.3 Organisation for Carrying Out the Policy

Overall and final responsibility for health and safety in the All Saints Multi Academy Trust is that of the Executive Head Teacher.

The appointed competent persons are Paul Spencer and Paul Heys of Compliance Education Ltd.

Management have the responsibility for the implementation of this Policy of Health & Safety within their areas of control.

All staff have the responsibility to co-operate with management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

The Trust Board is responsible for this policy being carried out at both The Academy of St Francis of Assisi and The Academy of St Nicholas together with the Heads of School. Designated management personnel shall be responsible for carrying out safety inspections within the areas of their control at both The Academy of St Francis of Assisi and The Academy of St Nicholas, investigating accidents that occur and monitoring maintenance of equipment.

The appointed competent person and the Head of Facilities Management will meet on a regular basis to ensure adequate communication of health and safety matters. The appointed competent person will be responsible for carrying out periodic Health & Safety Audits. The findings shall be reported to the Heads of School.

It is the responsibility of the Heads of School with the appointed competent person to arrange health and safety training of the All Saints Multi Academy Trust staff;

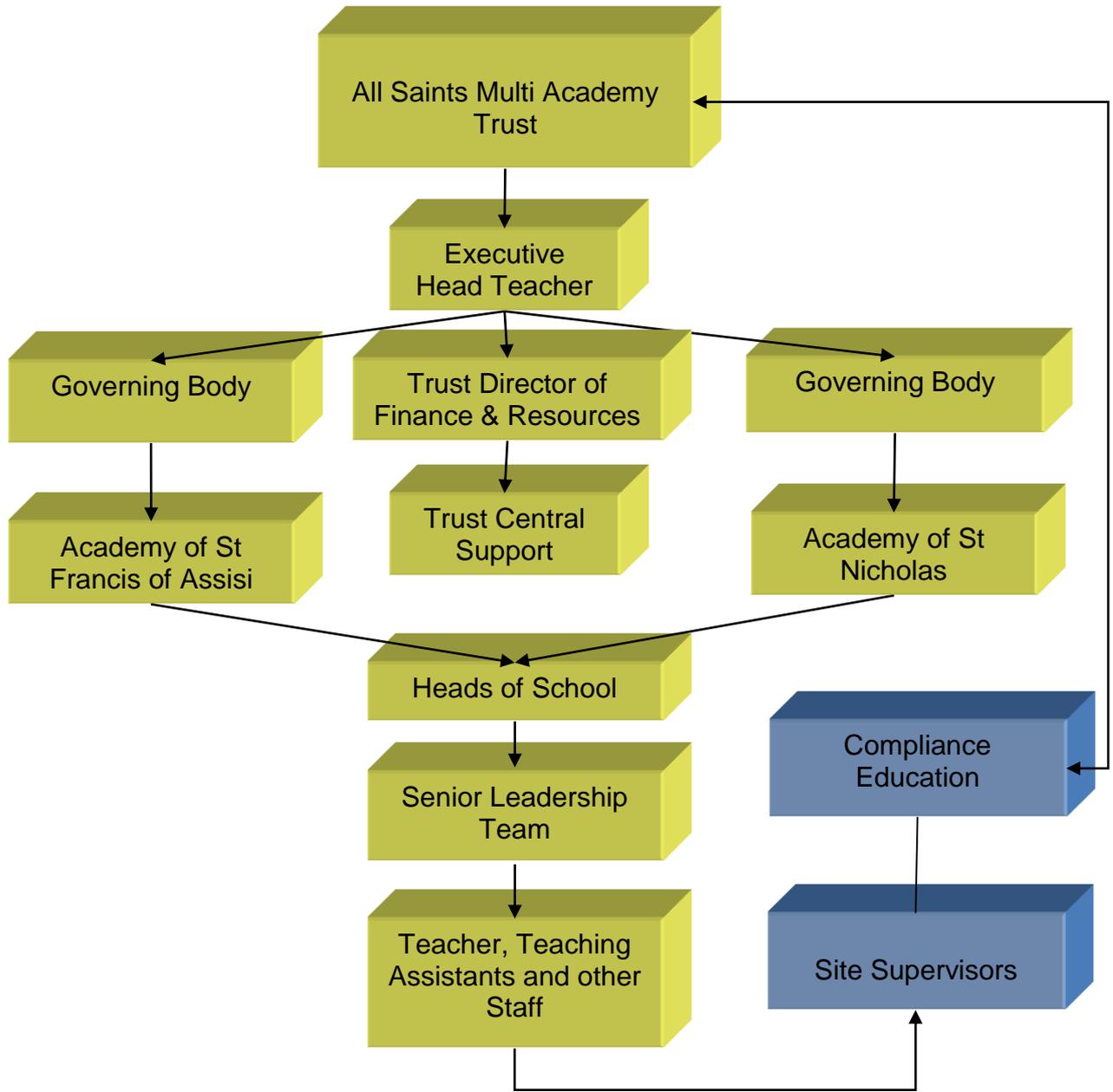
Management will make resources available and allow time off from standard working duties for that training.

Health & Safety will be included in contract specifications and programme delivery.

The All Saints Multi Academy Trust will consult with all employees on matters concerning health and safety as required by the Health and Safety (Consultation with Employees) Regulations 1997.

Staff are actively encouraged to communicate health and safety matters initially to their Department Managers. Staff are expected to communicate matters of health and safety which are unaddressed or require further attention to Gareth Jones, Trust Head of Facilities Management. Staff are also able to communicate matters of health and safety to the appointed competent person or any other senior management personnel including the Heads of School and the Executive Headteacher.

1.4 ORGANISATION CHART



The Academy of St Francis of Assisi

Gardner's Drive

Liverpool

L6 7UR

Telephone Numbers:

Office: 0151 260 7600

The Academy of St Nicholas

51 Horrocks Ave

Liverpool

L19 5NY

Telephone Numbers:

Office: 0151 230 2570

Compliance Education Ltd

Unit 18, North Manor Way

Woolton

Liverpool

L25 9NW

Telephone Numbers:

Office: 0800 6128162

Health and Safety Advisors:

Paul Spencer 07909988054

Paul Heys 07931246485

1.5 Executive Head Teacher, Heads of School and Trust Board

The Executive Head Teacher will have overall responsibility for Health and Safety but will delegate responsibilities to the Heads of School who will be responsible for ensuring the effective day-to-day implementation of the Health & Safety Policy at both The Academy of St Francis of Assisi and The Academy of St Nicholas.

Ensuring staff safety in respect of compliance to specific arrangements, applicable to activities within their departments. Ensuring that safe systems of work are identified and adhered to.

Ensuring the All Saints Multi Academy Trust appointed competent person is alerted of any new activities, so that Risk Assessments can be completed / reviewed.

Ensuring training needs are identified with respect to health and safety.

When using services of other contractors (self-employed persons etc.) on The Academy of St Francis of Assisi and The Academy of St Nicholas premises, ensure the appropriate procedure is adhered to which will incorporate the:-

- Exchange of Safety Policies
- Safe systems of work will be used
- The safety of all persons affected by their activities
- Obtaining of contractors' Risk Assessments
- Assessing the competence of contractors

1.6 The Health & Safety Management Team Responsibilities

The Health & Safety Management Team are:

- Paul Spencer (Compliance Education)
- Paul Heys (Compliance Education)
- Executive Head Teacher
- Trust Director of Finance & Resources
- Trust Head of Facilities Management

And they are responsible for:

Ensuring the effective implementation of this Policy of Health & Safety within their area of control including consideration to changes in legislation, the workplace, work activities, and individuals.

Ensuring the necessary resources are available to allow this policy to be implemented.

Keeping themselves informed of incidents/accidents occurring within their respective areas of control and ensuring that the procedures for reporting, recording and investigating are adhered to.

Ensuring arrangements are implemented for the appropriate health & safety training of all staff.

Ensuring the provision and maintenance of safe machinery, equipment, working conditions, safe systems of work and safe place of work.

Ensuring that substances that may be hazardous to health are assessed under COSHH, handled, used and stored safely.

Ensuring arrangements are implemented for employees' involvement in health & safety matters by the organisation and encouragement of good communication.

Ensuring that staff adhere to all health and safety arrangements at all times whilst at work.

Ensuring that this Policy is effectively communicated to all existing and new members of staff.

1.7 Responsibilities of Senior Leadership Team

The Senior Leadership Teams principal health and safety duties are to:

Bring to the Organisation's notice unsafe or unhealthy conditions, which may affect any employees.

Pro-actively participate in health and safety inspections/tours/audits of premises under the control of the All Saints Multi Academy Trust.

Attend meetings which include a Health & Safety briefing, in order to continually improve safety standards within the All Saints Multi Academy Trust.

Participate in the investigation of potential hazards; accidents or dangerous occurrences.

Ensure that any Health & Safety issues brought to their attention are reported to the Health & Safety Management Team and action taken.

Participate in the consultation process to bring on any changes to Health and Safety arrangements necessary due to changes in legislation, activities etc.

1.8 Responsibilities of Fire Marshals

Fire Marshals will be appropriately trained and the All Saints Multi Academy Trust will provide marshals at both The Academy of St Francis of Assisi and The Academy of St Nicholas with regular re-training as required.

Appropriate Training will be given to all Fire Marshals before taking up the position. This will include the use and application of Fire Fighting Equipment. In certain circumstances its use may be appropriate but only where there is no personal risk.

Fire Marshals have been appointed and they are responsible for ensuring that their respective areas are cleared in the event of an entire or partial evacuation being ordered.

Following complete evacuation Fire Marshals should ensure that no one returns to the building until cleared to do so.

1.9 Responsibilities of First Aiders

First Aid personnel will be in possession of a current First Aid Certificate and the All Saints Multi Academy Trust will undertake to provide First Aid personnel with the facilities to attend regular retraining.

First Aid personnel will be responsible for ensuring that:

First Aid boxes are correctly stocked and the contents have not passed their expiry date.

- ❖ Correct personal protective equipment (PPE) is used by them whilst administering first aid within the course of their duties.
- ❖ Telephone numbers for the emergency services are prominently displayed.
- ❖ Any dressings etc. used are correctly disposed of, correct disinfectant/cleaning of any contaminated areas.
- ❖ Accidents beyond the capability of a First Aider are referred, immediately, to the local hospital. In cases where the ambulance service is required, the First Aider must remain with the casualty whilst awaiting assistance. The First Aider will notify the Department Manager who will ensure that the next of kin are informed.
- ❖ Accidents are recorded in the Accident Book and details of treatments given. Under no circumstances must any form of medication be administered by First Aiders.

The Health and Safety Management Team and appointed competent person will examine the Accident Book on a regular basis and note any recurrent injuries, at least twice a year.

1.10 Staff Responsibilities

It is the responsibility of every member of staff to have regard for the health and safety of themselves and others who may be affected by any act or omission either inside or outside the workplace while engaged in a work activity. This duty is reinforced by law and criminal penalties may apply.

To read and understand the Organisations Health & Safety Policy and to carry out their duties in accordance with its requirements. Staff should communicate with their Line Managers regarding any area of the policy they do not understand, to enable clarification.

To know the safety procedures in the event of fire.

To be aware of the location and identification of First Aid personnel.

To report any accident or near miss to the appropriate authority who will then complete the accident book as necessary, in accordance with the accident procedures.

Not to attempt to repair or maintain any plant or workplace equipment without full instruction and training and permission from their Line Manager.

To use and wear all protective clothing or appliances applicable to the task, as determined by good practise and risk assessment.

Not to obstruct any fire escapes, emergency exits or doors and report any that are obstructed.

Not to attempt to move or lift any item or materials that are too heavy and/or likely to cause injury, and to ask for additional Manual Handling training and/or risk assessment where necessary.

To use the appropriate equipment and/or assistance when attempting to reach items at high levels or moving heavy items, as outlined in the risk assessment.

To ensure Health & Safety requirements are included in the specifications of any contract drawn up with any supplier, including contractors.

To ensure within contract monitoring that any shortfalls within health and safety compliance are brought to the attention of Line Managers, the Health Safety Management Team or the Appointed Competent Person.

To ensure the health, safety and welfare of any person, including pupils, within their care.

To notify the Senior Leadership Team of any changes in health or welfare, which may affect working activities.

To notify the Senior Leadership Team of pregnancy immediately after it is confirmed.

To report any hazards in the workplace to the Line Manager or the Health and Safety Management Team.

To attend any training course given in order to inform or instruct where a need has been identified by Risk Assessment.

PART 2 – ARRANGEMENTS

2.1 Accident / Incident Management

All accidents/incidents must be reported immediately to Gareth Jones. This includes:

Accidents – where an accident has occurred and harm / injury is sustained
Incidents – where an accident has occurred and harm / injury is not sustained
near miss – where an incident occurred which could have (under similar circumstances) become an accident

Brian Connor will carry out an investigation into all accidents under the guidance of any appointed competent person with the assistance and co-operation of the Line Manager.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Responsibility for reporting under RIDDOR Regulations is that of Gareth Jones in consultation with the Health and Safety Appointed Competent Person. The appointed competent person will review the incidents recorded in the Accident Book at regular intervals to identify any trends.

2.2 Contractors

Contractors will be selected on the basis of competence and suitability to undertake the required work.

All contractors will be required to submit a copy of their Health & Safety Policy and Risk Assessments to the person undertaking the contract before the contract commences. Method statements and safe systems of work will also be required for approval. In addition contractors must provide evidence of adequate insurance cover.

2.3 Display Screen Equipment

The Health & Safety (Display Screen Equipment) Regulations are for the protection of people, employees and the self-employed who regularly use display screen equipment.

In accordance with Regulation 6, Provision of Training, employers should ensure that all users who make use of their workstations have been provided with adequate health and safety training.

A suitable and sufficient risk assessment should be made to identify any hazards and evaluate the risks. Risk assessment should be made of the following, display screen, keyboard, work desk/surface, work chair, space requirements, lighting and power, noise and heat emissions, environment, software and personnel.

Daily work routines of display screen users should be carefully looked at to ensure that their work is periodically interrupted by breaks or changes of activity so as to reduce their workload at that equipment.

The All Saints Multi Academy Trust will cover the cost of any eyesight testing as well as making a contribution towards the cost of glasses or lenses for DSE use which qualify as special corrective appliances under the regulations.

2.4 Drugs, Alcohol and Smoking

This statement sets out The All Saints Multi Academy Trust policy in respect of any employee or contractor whose proper performance of their duties is or may be impaired as a result of drinking alcohol or the use of drugs.

As a general rule the school's policy is to disallow smoking or taking of alcoholic refreshments or drugs whilst in the workplace. The All Saints Multi Academy Trust also does not allow persons that are "hung over" or under the influence of the previous night's alcoholic or drugs intake to report to or undertake work on its behalf.

2.5 Electrical Equipment

The All Saints Multi Academy Trust will comply with the Electricity at Work Regulations 1989.

Qualified Staff

Only trained and qualified persons may be allowed to work on electrical equipment. Any contractor that is utilised must be qualified.

Electrical Equipment

All frayed, torn or split flexible cords and plug tops which are cracked or have broken insulation must be taken out of commission.

Tools and equipment that are smoking, sparking or becoming excessively hot must be switched off, unplugged and removed from use. Tools and equipment that have guards must never be used with guards removed or safety features by-passed.

Portable Appliances

All portable appliances must be tested in accordance with the IEE Regulations. A suitable asset register will be prepared to record each portable appliance.

Each time an appliance is tested an inspection certificate should be completed by the person carrying out the test. The Head of School and Site Supervisor will be responsible for maintaining the Portable Electrical Appliance Register. Staff must not bring into the office any electrical items from home for use at work. Any equipment provided for staff working from home will be maintained as above.

2.6 Events

It is the policy of the All Saints Multi Academy Trust to arrange and provide events which are safe for members, visitors, staff and others who may be affected by the events as far as reasonably practicable.

A suitable and sufficient risk assessment will be undertaken of each event venue and the health and safety arrangements for each event will be reviewed so as to ensure adequate provision of service, facilities (including access) and emergency co-ordination arrangements. Consideration will be given to special circumstances and effects. We will use coaches and mini-buses only when seat belts are provided and we instruct all children to wear their seat belts when the vehicle is moving.

2.7 Fire Precautions / Emergency Evacuation Arrangements

Responsible Person

The 'Responsible Person' for controlling all aspects regarding fire at the All Saints Multi Academy Trust premises will be Gareth Jones. He will ensure that there are systems in place to check that all fire procedures are maintained including fire monitoring, testing and firefighting equipment.

Means of Escape

Employees will be made familiar with all means of escape from the part of the building in which they work on the first day of employment or relocation from another part of the building.

Action in the event of Fire

All employees will be instructed in actions to take in the event of fire by the Line Manager, on the first day of employment. (induction training)

Means of raising the Alarm

All employees will be made familiar with the means of raising the alarm.

All employees will be made familiar with the sound of the alarm signal and must evacuate as soon as the alarm is sounded.

Location and use of Fire Extinguishers

All Fire Marshals must know the location of the nearest fire extinguishers to their normal working station and the general layout of appliances in the building. Fire Marshals may be trained in use of Fire Extinguishers. They should not use the appliances if they have not been trained to do so and in any case only to facilitate evacuation where fire prevents emergency egress.

Fire Drills

Fire drills will be carried out periodically, or at a minimum of each term.

Out of Hours Working

In the event of meetings taking place out of hours the meeting controller will be responsible for raising the alarm and ensuring the safe evacuation of all those attending and ensuring a full head count at the fire assembly point. The Health and Safety Management Team will assess the risk to anyone "lone working".

2.8 First Aid Arrangements

Trained/qualified First Aiders are identified in the organisational chart in the Health & Safety Policy document.

Should First Aid be required do not move the patient. Summon a First Aider direct or contact Reception.

The Accident Book, which must be completed when ANY form of first aid is administered, is located on reception.

First Aid boxes are located throughout the site. All staff are required to familiarise themselves with these locations.

Responsibility for supplies and maintenance of First Aid equipment is that of each First Aider.

2.9 Hazardous Substances

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

The All Saints Multi Academy Trust will provide a safe working environment and safe procedures for the handling, storage and disposal of hazardous materials, by undertaking suitable and sufficient COSHH assessment.

Information training and instruction on the safe use, storage, handling and control of hazardous substances will be given where appropriate (where Risk Assessments identify a need).

All employees and contractors shall abide by the findings of the COSHH assessments when using hazardous substances and understand the hazards and safety precautions involved, or refer their concerns to the Line Manager, the Health & Safety Management Team or the Appointed Competent Person.

An inventory of any chemicals in use (including those used by contractors will be maintained) and the use for each chemical identified.

Material Safety Data Sheets (MSDS) will be obtained from the manufacturers of each substance.

The Health and Safety Management Team are responsible for ensuring that the COSHH assessments of all substances currently in use are carried out and maintaining all COSHH records and the updating of records when the inventory changes.

The All Saints Multi Academy Trust will provide all necessary control measures identified by the COSHH Assessment, e.g. Personal Protective Equipment (PPE).

Where substances need to be disposed of they will be through an approved licensed company, and records retained.

Substances should not be decanted into other containers unless they are suitable and correctly labelled.

2.10 HEALTH AND SAFETY INDUCTION TRAINING

All new employees, temporary workers, persons on work experience, secondment etc., will be given Health & Safety Induction training by their Line Manager during their first day at the All Saints Multi Academy Trust.

2.11 Consultation with Employees

The Health and Safety (Consultation with Employees) Regulations 1996 require the All Saints Multi Academy Trust to consult with staff on matters relating to Health, Safety and Welfare, and provide appropriate information to enable the safe undertaking of any work activity or task.

Health and Safety information is contained within the Health and Safety Manual, the Health and Safety Law poster displayed in your workplace, safety posters, leaflets, safety pamphlets and verbal safety information.

The All Saints Multi Academy Trust encourages all members of staff to take part in the spirit of the regulations by actively taking part in discussions with management. It is the responsibility of the management to ensure that adequate consultation takes place.

2.12 House-Keeping

CLEANLINESS

The All Saints Multi Academy Trust will ensure that standards of cleanliness are maintained for all areas including surfaces of floors, walls and ceilings. All workplace furniture, furnishings and fittings will be kept clean and tidy.

Additional cleaning will be provided when necessary to clear up spillages or other soiling. All workplaces will be kept free from waste matter or discharges. It is the duty of every member of staff to clear up any spillages, so as to avoid accidents.

Care will be taken during cleaning operations not to expose any persons to substantial amounts of dust or risks arising from use of cleaning agents, trailing cables etc.

The control of chemicals or other hazardous substances will be assessed to comply with The Control of Substances Hazardous to Health Regulations 2002 (COSHH) where appropriate.

WASTE DISPOSAL

The All Saints Multi Academy Trust will comply with the Waste Management Regulations 1992. It will ensure that all waste stored on the premises will be suitably protected and stored, also to supply suitable bags for first aid disposal, so as not to pose a Health & Safety risk either to staff, public, the environment and in keeping with the Fire Regulations.

2.13 Manual Handling

It is the All Saints Multi Academy Trust policy to provide safe working procedures and to comply with the Manual Handling Operations Regulations 1992.

ASSESSMENT

A suitable and sufficient assessment of the Manual Handling Operations for the purpose of assessing the health and safety risks will be carried out.

GENERAL

All employees involved in manual handling operations will be given suitable and sufficient training.

Employees must not lift loads that are heavy, bulky, unwieldy, difficult to grasp, unstable, unpredictable or unsafe (i.e. sharp) without a task-specific risk assessment to identify special hazards, appropriate equipment and suitable training.

2.14 Mobile Phones

It is the All Saints Multi Academy Trust policy that no member of staff should use a mobile telephone whilst driving on the All Saints Multi Academy Trust business. Any person prosecuted for such an act may be subject to disciplinary action.

Use of mobile telephones when driving, even when using a 'hands-free' kit is dangerous, taking concentration away from the job in hand i.e. controlling the vehicle.

Mobile telephones should only be used in vehicles, whilst the vehicle is stationary, parked with the engine off. This includes the use of a 'Hands Free' kit.

Calls should neither be made nor answered when the vehicle is in motion, unless someone else is driving.

2.15 Health & Safety Requirements for Expectant Mothers and Those That Have Recently Given Birth

The Management of Health & Safety at Work Regulations 1999.

Risk Assessments will identify any hazards being detrimental to new or expectant mothers.

Upon notification of a worker becoming pregnant or a new or nursing mother, all activities being undertaken will be reassessed on a regular basis throughout the condition. Hazards identified will be controlled or exposure reduced to a level no higher than the level of risk to be expected outside the workplace. The expectant mother employees must consult with their own doctor.

THE DANGERS

- 1. Working with hazardous substances**
- 2. Stressful environments**
- 3. Manual Handling**
- 4. Confined working space**
- 5. Using an unsuitable workstation**

2.16 Reporting Arrangements

All health & safety problems / issues must be reported immediately to the Department Manager, the Head of School or the Appointed Competent Person.

The Department Manager will agree action with the reporting person, Gareth Jones and the Appointed Competent Person.

Problems with high risk (i.e. chance of immediate injury) will be visited immediately by the Line Manager, Gareth Jones and Appointed Competent Person and appropriate action taken to avoid the risk.

2.17 Workplace Risk Assessments

The All Saints Multi Academy Trust will make a suitable and sufficient assessment of the risks to Health & Safety to employees to which they are exposed whilst they are at work and also to the Health & Safety of persons not in their employment (others).

RISK ASSESSMENT RECORDS

The All Saints Multi Academy Trust will maintain records of all risk assessments carried out, the Assessments will record sufficient detail to satisfy the legislative requirements. If circumstances change the assessment will be reviewed and modified as necessary.

A responsible person will be assigned to implement outstanding control measures / actions, and a programme of monitoring and review will take place. A deadline will be identified for the completion of each outstanding action and review date.

PREVENTATIVE AND PROTECTIVE MEASURES

The All Saints Multi Academy Trust will take all preventative and protective measures necessary as identified in the risk assessment and apply the following principles:

1. If possible to avoid the risk altogether.
2. Combat risks at source.
3. Wherever possible, adapt work to the individual.
4. Take advantage of technological and technical progress.
5. Form a coherent policy and approach.
6. Give a priority to those measures, which protect the whole workplace.
7. Risk Assessment of pregnant, new and nursing mothers, young employees and persons with specific disabilities will be addressed by the Head of School and the appointed competent person as required.

Risk Assessments and associated Action Plans will be the responsibility of the Executive Head Teacher and Heads of School assisted by the Appointed Competent Person.

2.18 Smoking

It is the Policy of the All Saints Multi Academy Trust that smoking is prohibited in both The Academy of St Francis of Assisi and The Academy of St Nicholas premises and all areas of the workplace.

2.19 Stress Management

As an Employer, the All Saints Multi Academy Trust is required to take reasonable care to protect the psychological health and safety of its employees.

Our aim is to ensure that employees do not suffer unacceptably high levels of stress at work and, if they become ill, all reasonable steps will be taken to accommodate them.

People react differently to the situations they have to face because we are all unique individuals. Showing signs of stress does not mean you are a weak individual unable to cope, it means you are human like everyone else. Some people have passive personalities whilst others may be very competitive. Life experiences will vary enormously as will our overall conditioning. Our state of health will also vary – it is far more difficult to cope with the pressures of everyday life when one is feeling unwell. The All Saints Multi Academy Trust supports systems to prevent, lessen and alleviate stress:

Job Descriptions to bring certainty to the individual's tasks and responsibilities.

Performance Management to regularly review staff performance and to identify early, problematic or stressful areas.

One to one interviews are available to all staff, to assist in promoting good communications and a positive health and safety culture.

Support is also available on a confidential basis through APL, the Trust's Occupational Health provider.

2.20 Workplace Welfare

The Workplace (Health, Safety and Welfare) Regulations cover a wide range of basic Health and Safety issues.

The All Saints Multi Academy Trust will ensure that their premises meets the Health, Safety and Welfare needs of all its employees, contractors and visitors.

Management will consider and introduce measures to ensure the working environment is adequate in respect of ventilation, working temperature, lighting, housekeeping, and general welfare - toilets, washing facilities, drinking water, changing rooms and eating/rest facilities.

Management will ensure that so far as reasonably practicable workplace facilities are maintained to an acceptable level.

2.21 Visitors

All visitors to the All Saints Multi Academy Trust will be given appropriate fire/emergency instructions when they arrive on site.

Visitors must 'sign in and out' to facilitate effective roll call in an emergency.

In the event of out of hours meetings at the All Saints Multi Academy Trust, the person organising and in control of the meeting will be responsible for all visitors at that meeting.

All visitors must be accompanied upon entering and leaving the building with (the exception of workmen/contractors/maintenance people who need free access to all parts of the building). At all times visitors are the responsibility of the member of staff organising the meeting.

2.22 WORK EQUIPMENT

BASIC JOB TRAINING

All employees and contractors will be trained in the operation of machinery and equipment (as necessary) specific to their function and employees are required to use all equipment correctly and in accordance with their training and the manufacturer's recommendations, suitable records must be kept.

All employees shall:

NEVER remove, make inoperative or reduce the effectiveness of any equipment or machinery guard.

NEVER operate any equipment or machinery when it is functioning improperly or at any time when its use would be hazardous. Such equipment will be taken out of commission until repair or replacement is affected.

MAINTENANCE

The All Saints Multi Academy Trust will ensure that all work equipment is maintained in an efficient state, in efficient working order and in good repair. Suitable records of equipment and maintenance will be kept.

2.23 Lifting Operations and Lifting Equipment

Work equipment used at work for lifting and lowering loads.

The All Saints Multi Academy Trust will ensure that any equipment used for lifting and lowering is adequate for the task.

Lifting equipment will be regularly maintained, inspected, and certificated, this will be carried out as stated in the LOLER Regulations 1998.

2.24 Personal Protective Equipment

The All Saints Multi Academy Trust recognises that the Personal Protective Equipment at Work Regulations 1992 clearly states that Personal Protective Equipment should only be used when risks cannot be avoided or sufficiently reduced by other preventive measures or through work re-organisation. The Line Managers shall ensure that there is sufficient supply of PPE where required and all employees are suitably trained in the correct use and maintenance of their PPE.

All PPE issued must be stored as per the manufacturer's specification.

It is the legal duty of employees and subcontractors to not misuse or interfere with any Health and Safety equipment, including PPE, supplied for their safety.

2.25 Noise

The All Saints Multi Academy Trust will continually assess noise levels. Management in consultation with the Appointed Competent Person will decide if a noise assessment is required, and their first aim will be to reduce noise at source.

The All Saints Multi Academy Trust will also ensure that ear protection is freely available if deemed necessary.

It is the policy of the All Saints Multi Academy Trust that new tools and equipment purchased and used by employees, have noise reduction features built into the design so far as reasonably practicable.

2.26 Health and Safety Requirements Of Young Persons

The All Saints Multi Academy Trust recognises that when engaging the services of persons under the age of 18, an assessment of their proposed activities will need to be undertaken.

The assessment will need to take into account their immaturity, inexperience and their lack of perception of danger, the nature of the work activities and any specific hazards.

Where the person is under the school leaving age, the parents / guardians will be notified of the outcome of the risk-assessment and the control measures that are or will be put in place.

2.27 Disability Access

Subject to the constraints imposed by the building's structure, the All Saints Multi Academy Trust shall:

Make reasonable adjustments to its premises and working practices to meet the needs of any employees or visitors within the definition of the Equality Act 2010.

Staff who are, or become, disabled under the terms of the Equality Act are responsible for notifying the Trust Director of Finance & Resources who will discuss any implications for the individual or others as appropriate and arrange for reasonable adjustments to be made.

2.28 Control of Asbestos Regulations 2012

The All Saints Multi Academy Trust does not undertake any form of work associated with asbestos.

Suitable arrangements will be introduced, to conduct assessments, sample testing and removal of any suspect materials in accordance with the HSE licensing procedure. A copy will be kept by the maintenance manager for use in building repairs and building alterations

2.28 Monitoring And Review

The All Saints Multi Academy Trust has a Committee responsible for Health and Safety matters. It is the Committees responsibility assisted by the Appointed Competent Person to keep the Trust informed of new Regulations and to ensure the school regularly reviews it policies and procedures in regards to Health and Safety.

This Policy will be subject to a review at any time requested by the Trust Board or at least on an annual basis.

Signed:

Date:

On behalf of the All Saints Multi Academy Trust