



Health and Safety Policy

Approved by: Trust Board **Date:** 12 December 2019

Last reviewed on: November 2019

Next review due by: November 2022

1 INTRODUCTION

- 1.1 The core vision of Eko Trust (Eko) is to provide pupils with access to the widest range of opportunities in life by fostering academic excellence and instilling self-belief, intellectual curiosity and responsibility towards others.
- 1.2 To fulfil this ambition it is essential that all members of the Eko community, and those who visit and work with us, feel safe. It is up to all of us within the school community to work together to ensure the health and safety of all pupils and adults within the school environment.
- 1.3 Eko has a commitment to achieving good standards of health and safety. Should you have any queries or concerns, please contact **(INSERT ADMINISTRATOR NAME)**.

2 STATUTORY REQUIREMENTS

- 2.1 Employers have a general legal duty to protect the health and safety of their employees, as far as is reasonably practicable. This includes all significant risks, whether there is any specific legislation or not. The relevant health and safety legislation is the Management of Health and Safety at Work Regulations 1999.
- 2.2 Employers have a wide range of duties under these Regulations. Complying with their specific requirements will help implement the general requirements of the Health and Safety at Work Act 1974.
- 2.3 The main requirements for employers from the Management of Health and Safety at Work Regulations 1999 are as follows.
 - (i) Assess risks to the health and safety of employees and any others who may be affected following the principles of prevention when controlling risks.
 - (ii) Manage health and safety appropriately, including planning, organising, controlling, monitoring and reviewing.
 - (iii) Provide adequate information and training to employees on the risks to their health and safety, and what they need to do to control them.
 - (iv) Fully co-operate and co-ordinate with other companies in shared premises.
 - (v) Provide procedures for serious and imminent danger, and ensure there are appropriate contacts with external services.
 - (vi) Assess the risks to new and expectant mothers and their babies, and for young people, and put the appropriate control measures in place.
- 2.4 These general duties overlap with many other Regulations. Complying with the duty in the more specific Regulation will normally be enough to comply with the corresponding duties of the Management of Health and Safety at Work Regulations.
- 2.5 In addition, consideration is given to the other most important legislation that applies to Eko, including: Regulatory Reform (Fire Safety) Order 2005; Workplace (Health, Safety and Welfare) Regulations 1992; Health and Safety (Display Screen Equipment) Regulations 1992; Manual Handling Operations Regulations 1992; Provision and Use of Work Equipment Regulations 1998; Lifting Operations and Lifting Equipment regulations 1998; Electricity at Work Regulations 1989; Health and Safety (First Aid) Regulations 1981; Work at Height Regulations 2005; Control of Asbestos Regulations 2012; Control of Substances Hazardous to Health Regulations (COSHH) 2002.

3 RESPONSIBILITIES

- 3.1 The Chief Executive Officer is responsible to the Trust Board for the management of health and safety matters within Eko.
- 3.2 A named person has been appointed by the CEO to take a special interest in the promotion of health and safety matters, to provide a first level of advice and to act on behalf of the Headteacher in respect of these matters.
- 3.3 The named person will receive the training and guidance needed to ensure the Health and Safety Policy and all documents and practices related to it are in place, up to date and disseminated to the School community.
- 3.4 All staff and pupils are responsible for ensuring that they work in a manner that is safe to themselves and to others, and to comply with the relevant requirements of the School's Health and Safety policies.
- 3.5 As required by law, Eko has Employer's Liability Insurance to provide cover for injury to School staff acting within the scope of their employment.

Person	Responsibility
CEO	Overall responsibility for health and safety at EKO
Trust Leader of Business and Operations	Responsible for overseeing the premises staff and organising the outside contractors for the facilities checks
Trust Leader of Business and Operations	Responsible for the Health and Safety Policy updates and risk assessment updates Point of contact for staff reporting health and safety issues
Premises Manager	Organises, carries out and records the in-house checks where appropriate
Trustee with responsibility for Health and Safety	Reviews the Health and Safety procedures and reports back to the Trust Board
Each Local Governing Body to have a representative with responsibility for Health and Safety.	Reviews the Health and Safety procedures and reports back to the Local Governing Body

4 GENERAL HEALTH AND SAFETY INFORMATION

All staff are urged to read the relevant parts of the Trust's Health and Safety Policy and in particular the following separate policies which come under the umbrella of health and safety.

- Fire Safety Policy
- First Aid Policy
- Managing Medicines Policy
- Drugs Policy
- Educational Visits Policy

5 ACCIDENTS

- 5.1 All accidents, fires, "near misses", and instances of known or suspected occupational ill health, must be recorded in the Accidents Record kept in each school or site's Medical Room.
- 5.2 All accidents/incidents, except those of a minor nature will be investigated by the appropriate School personnel and any necessary remedial measures, including revised work procedures, training, etc. will be implemented as appropriate.
- 5.3 Accidents as a result of a defect in the fabric or structure of the building will result in the Premises Manager taking appropriate action to cordon off or repair the area.
- 5.4 Accidents/incidents will be reviewed at school senior leadership team meetings and/or trust business unit meetings and reported to the local governing body or trust board respectively. The Accidents Record is reviewed and signed weekly by the Headteacher, or in their absence, by another member of the senior leadership team.
- 5.5 Accidents/incidents of a serious nature must be notified immediately to the Senior Administrator, Trust Leaders of Business and Operations or CEO and will be subject to a more formal investigation. Where necessary the relevant body, such as the Health and Safety Executive, will be informed.
- 5.6 Please see the First Aid Policy for more details.

6 ACCIDENT PREVENTION

- 6.1 All staff have a responsibility to ensure corridors and classrooms are clear of any obstructions.
- 6.2 Assemblies and PSHE lessons are used to explain safe behaviour to pupils. This information includes safe evacuation in case of fire, safe behaviour on stairs as well as conduct when travelling during educational visits.
- 6.3 Correct equipment should be used for all activities or help should be sought from the Premises Manager or Caretaker.
- 6.4 The Premises Manager and Caretaker are to be proactive in ensuring corridors are clear and well lit, cables are tidied away, wet floors cordoned off, window restrictors function as well as any areas of particular risk at each site. They will carry out visual checks daily (see facilities check below).

6.5 Each classroom and office has a HSE Classroom Checklist completed by the most frequent user.

7 FIRE PREVENTION

7.1 All staff and pupils must familiarise themselves with the location of fire doors and fire exits, so that they know as many as possible of the means of escape from the buildings.

7.2 All staff should know the location of their nearest fire extinguishers and fire alarm call points and instructions for their use.

7.3 Emergency exit routes must remain tidy and free from obstacles. Staff and pupils must not leave or store flammable materials on emergency exit routes or block immediate access to fire alarms, fire equipment or electrical switchgear.

7.4 The fire alarm is tested weekly at each school/site and this test is recorded.

7.5 There is an end-of-day routine of checking all unnecessary electrical equipment is switched off, that gas taps are turned off, and all doors to rooms and staircase enclosures are closed.

7.6 Smoking is not permitted on or in the vicinity of any Eko Trust premises.

7.7 Staff must use the storage lockers in class for their belongings.

8 SECURITY

8.1 Each Trust school is responsible for ensuring security of premises.

8.2 All visitors must enter via Reception, having been seen on the video security system or by direct visual contact.

9 REGULAR FACILITIES CHECKS

9.1 The Trust Leaders of Business and Operations and Premises Manager manage the timetable for the routine checks that are required in the School to maintain a safe environment.

9.2 Where necessary the support of outside specialist contractors will be used. Routine checks are included, others will be added as deemed necessary:

Frequency	Check
Daily under direction of the Premises Manager	<ul style="list-style-type: none">● No obstructions near emergency doors, on stairs; gangways between office desks are clear and lighting bright enough to allow safe access and exit.● Fire doors are unlocked and easy to open from inside.● Emergency lighting visual check.● Check fire alarm panels for faults.● Glass intact in windows and mirrors and window-opener is provided for opening all high-level windows if necessary.● Trailing electrical leads/cables must be secured/prevented.

<p>Weekly under direction of the Premises Manager</p>	<ul style="list-style-type: none"> ● Fire alarm test checking audibility; automatic release of fire doors; fire curtains deployed. ● Fire doors are unobstructed and kept unlocked. ● Fire fighting equipment is in every classroom and fire evacuation procedures clearly displayed. ● Fire extinguishers are in place, undamaged and unobstructed. ● Visual check of floor surfaces, inside and out. ● All plugs and cables in good repair, furniture in good repair and portable equipment placed in/on a suitable trolley. ● Plant rooms and electrical intake - check that they are free of storage and combustible materials. ● Water testing - identify and flush seldom used outlets and showers.
<p>Monthly under direction of the Premises Manager</p>	<ul style="list-style-type: none"> ● Permanent fixtures should be in good condition and securely fastened. ● Emergency lighting check - short duration checks for operability. ● Water System testing- check water temperature of first and last taps on the system (cold <20°C, hot = 50°C). ● Dismantle, clean/disinfect and descale showerheads and hoses.
<p>Termly under the direction of the Senior Administrator</p>	<ul style="list-style-type: none"> ● First Aid Equipment checked to ensure contents are complete and none are outside of expiry date. ● Review school fire drill recording details of drill, evacuation time and any problems. ● At start of term run all taps for 5 mins to ensure pipes completely flushed through. ● Ladder checks. ● PE and play equipment check.
<p>Six monthly organised by the Administrator</p>	<ul style="list-style-type: none"> ● Water testing to prevent Legionella: the cold water storage tanks to be inspected and temperatures recorded to cover storage, supply and distribution temperatures and general conditions. ● Electric door checked by outside contractor. ● Battery checks of smoke/heat detectors, sounders. ● Lifts serviced by specialist contractors - thorough examination, maintenance and inspection to include all lifting accessories (slings, hooks, ropes etc.) safety eyes and bolts included.

Annually organised/ overseen by the Administrator	<ul style="list-style-type: none"> ● All the taps within the building checked. ● PAT testing of electrical gadgets is completed on time with stickers placed on all equipment showing date of testing. This is a rolling programme completed by PAT trained Premises staff. ● Fire alarm service by specialist contractor. ● Gas Appliance - boilers, catering equipment etc. are serviced for efficient operation. ● Lightning conductors inspected by specialist contractor to include continuity tests, earth resistance tests, visual check of conductor, bolts and joints. ● Service of the fume cupboards in science by a specialist contractor. ● Water System - specialist contractor checks condition of cold water tanks: lids sealed/lidded to prevent contamination, temperature of stored water monitored. ● Visual check for integrity of areas with asbestos (completely covered) ● PE and play equipment checked for integrity and repairs or replacement.
Five yearly	<ul style="list-style-type: none"> ● Testing of fixed electrical installations (fixed wire testing) by outside contractor.

10 FOOD HYGIENE

- 10.1 A Food Hygiene and Health and Safety Manual is provided by the relevant catering company.
- 10.2 The Manual covers all aspects of food hygiene, complying with the food safety requirements of current legislation and best industry practice. This same high standard is applied to cooking by pupils as part of their Enrichment programme, overseen by the Catering Manager.

11 RISK ASSESSMENT

- 11.1 A general risk assessment of the School premises, and activities within it, is carried out by the Trust. This is overseen by a Health and Safety specialist Gallaghers.
- 11.2 This general risk assessment informs all the policies within the Health and Safety suite. The general risk assessment is reviewed annually by the Trust Board.
- 11.3 Additional risk assessments are carried out for activities identified as involving a significant risk. To assist with this, a blank risk assessment template is available (Appendix 1) shared on the school intranet.
- 11.4 Risk assessments for Educational Trips and Visits are separate and come under that policy.

12 MONITORING OF THE SCHOOL HEALTH AND SAFETY POLICY

- 12.1 A self-inspection (safety audit) of the School by the Administrator and Premises Manager takes place every 12 months to monitor the effectiveness of the Health and Safety Policy.

This is then reviewed by an external Health and Safety specialist.

- 12.2 The safety audit and review is reported back to the CEO and the Governor nominated with responsibility for Health and Safety.

13 HEALTH AND SAFETY QUERIES OR ISSUES

- 13.1 All staff encountering any kind of health and safety hazard in the School should report these promptly to the Premises Manager and Administrator, or in their absence, to any senior member of staff.
- 13.2 Pupils should report hazards such as broken equipment to a member of the teaching staff.

14 HEALTH AND SAFETY CONSULTATION

- 14.1 Health and safety will be a standing item on: each school senior leadership team agendas, the trust business unit agenda, the local governing body agenda and the board agenda.
- 14.2 Any member of the Trust, who wishes to raise a health and safety item, should inform the relevant school administrator, who will in turn raise it as an item in the relevant meeting.
- 14.3 Feedback about the action taken will be fed back to the member of the trust raising the item.