

# Health & Safety Policy

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## Introduction

The purpose of this Health and Safety Policy and supporting documentation is to help us, The Spencer Academies Trust, to meet our legal, financial and moral duties with respect to the management of health and safety at work.

The policy is signed by the senior person in the organisation and is a legal document. The Trust will aim to carry out its undertakings in accordance with the requirements of relevant health and safety legislation and in accordance with this Health and Safety Policy.

The Directors will support and enforce this policy and will monitor its implementation, use and effectiveness.

All employees are required to work in accordance with this policy, as well as in accordance with workplace procedures, safe systems of work and risk assessment findings.

Benefits of good health and safety management include, but are not limited to:

- Employee safety
- Tenant safety
- Safety of non-employees (contractors, members of the public, etc.)
- Compliance with legal duties
- Avoidance of legal actions (civil and criminal)
- Avoidance of fines and other costs associated with defending a legal action
- Protection of commercial reputation

We, The Spencer Academies Trust, will only reap the benefits of good safety management and get value from this Health and Safety Policy, and supporting documentation, if the entire trust is committed to meeting the standards required.

## Health and Safety Policy Statement

### THE SPENCER ACADEMIES TRUST

We will establish and implement a Health & Safety Policy to identify, eliminate, reduce and control the risks associated with our premises and undertakings. We will provide suitable and sufficient resources to meet the requirements of current Health & Safety legislation.

We will monitor Health & Safety performance regularly and will revise our Health & Safety Policy as required. We will seek to improve the Health, Safety and Welfare of our employees through a system of continuous improvement.

We will carry out suitable and sufficient assessments of the risk arising from our premises, substances and undertakings. We will implement such actions as are required to reduce the risk to an acceptable level, with regard to relevant legislation. Risk assessments will be reviewed regularly and revised as required. We will conduct specific risk assessments that may be required by specific legislation. We will consult with our staff, as appropriate, on issues relating to Health & Safety.

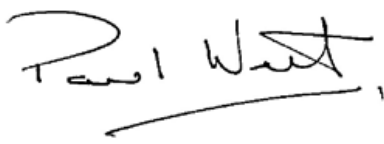
We will provide suitable and sufficient training for our employees to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.

We will ensure that all work equipment is maintained in a safe and efficient condition, with regular checks and inspections, including statutory examination as and when required. We will provide suitable induction training for all new staff. We will ensure the premises are maintained in a safe and efficient condition, with respect to health, safety and welfare.

We will provide personal protective equipment, as may be required, free of charge to employees.

We will co-operate with others in these premises to ensure that they are aware of any risks to their staff and other people posed by our activities, that we comply with the relevant requirements of fire legislation.

Everyone, whilst at work, has a duty to take reasonable care of their own health and safety; to take reasonable care of the health and safety of others who may be affected by their acts or omissions; to co-operate so that the employer can comply with statutory provisions; not to misuse or interfere with anything provided in the interests of health and safety.



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Mr Paul West  
Trust Chief Executive Officer

## Policy Issue Status Page

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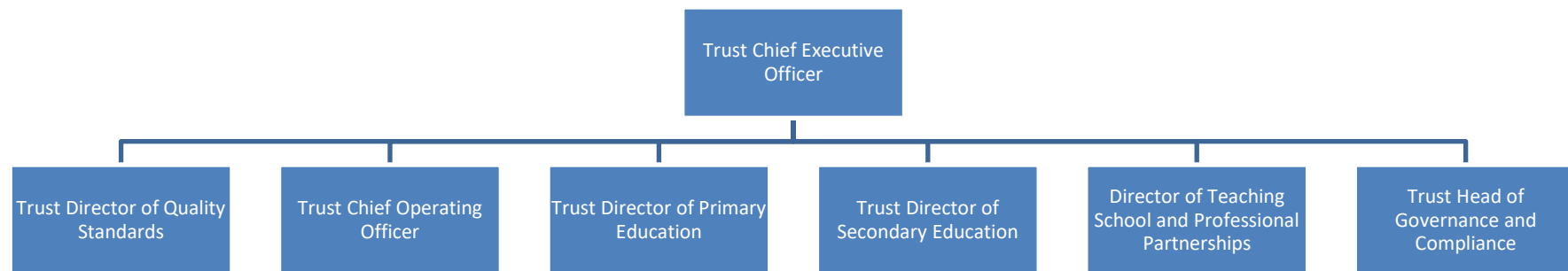
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## Organisation Chart



For names of staff assigned to positions of responsibility, refer to appendix 1.

## **Directors' Responsibilities**

**Within The Spencer Academies Trust, it is the responsibility of the Directors to ensure that:**

- Employees are made aware of the contents of this Health & Safety Policy, including amendments as and when they are made, and that employees have access to a copy of this Policy.
- The effectiveness of, and the adherence to, the Health & Safety Policy is monitored regularly.
- The Health and Safety Policy is reviewed regularly and revised as necessary.
- Managers and other supervisory staff are fully aware of their health and safety responsibilities, including those described within the Health & Safety Policy.
- Managers and other supervisory staff have sufficient training and experience to discharge their health and safety responsibilities.
- Directors, Managers and Supervisors are kept up to date with respect to relevant health and safety legislation.
- Suitable and sufficient training is identified and provided for all employees.
- Suitable and sufficient assessments of the risks arising from the premises and the undertakings of the trust are completed by competent persons and are reviewed regularly and revised as necessary.
- The actions and recommendations arising from the risk assessments (including the Health & Safety Improvement Plan) are implemented fully and that suitable arrangements are made to monitor this implementation.
- The risks arising from employers' undertakings are brought to the attention of relevant employees, as well as the control measures to be used and the significant findings of relevant risk assessments.
- Suitable and sufficient arrangements are made for health surveillance and workplace monitoring (noise, COSHH, etc.)
- Suitable arrangements are made for communication and consultation with employees on The Spencer Academies Trust matters relating to Health & Safety.
- Suitable arrangements are made for First Aid, including appointment of First Aiders, provision of First Aid kits, etc.
- Details of all notifiable/reportable accidents, diseases and dangerous occurrences (RIDDOR) are reported to the relevant Enforcing Authority.

- Details of all accidents, ill health, near misses and employee safety concerns are recorded and are investigate as appropriate.
- Health & Safety monitoring records are completed at the required frequencies by relevant employees, including directors.
- Suitable arrangements are made for contact with external organisations such as the emergency services.
- Premises, plant, storage facilities and work equipment are maintained in a safe and efficient condition.
- Adequate arrangements are made for employee welfare.
- Arrangements are in place for statutory examinations of plant and equipment to be made at the required intervals and that all actions arising from these examinations are completed as appropriate.
- Suitable and sufficient resources (money, people, time, materials and equipment) are provided to meet health and safety requirements.
- Adequate insurance cover (Employers' Liability Insurance, Motor Insurance, etc.) is provided.
- Competent persons are appointed to provide health and safety assistance and advice.
- Safe systems of work (including Safe Operating Procedures) are developed and implemented as appropriate.
- The Health & Safety Rules are understood and adhered to by all.



## Employees' Responsibilities

### INTRODUCTION

Employees of the trust have a duty to ensure their own health and safety whilst at work and the health and safety of those that might be affected by their acts or omissions.

Some simple aspects of the employees' responsibilities are laid out in the trust's Health and Safety Rules.

**Within The Spencer Academies Trust, it is the responsibility of all employees:**

- To take reasonable care of their own health and safety and that of others affected by their acts and omissions.
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of health and safety.
- To co-operate with the trust (or its representatives) so that it can fulfil its legal duties.
- To set a good personal example in relation to health and safety.
- To act in accordance with any specialist training received (such as First Aid, Fire Safety, etc.)
- To report to management any dangerous work situation and any shortcomings in safety arrangements so that appropriate remedial action can be undertaken.

## Health & Safety Rules

### INTRODUCTION

The importance of adherence to health and safety rules in protecting the health, safety and welfare of employees, as well as protecting the health and safety of non-employees is recognised. The following health and safety rules are to be considered as documentation of the common sense rules that govern health and safety at work.

Employees are reminded of their duties, under Section 7 of the Health and Safety at Work Etc. Act 1974, to ensure their own health and safety (as well as that of others who may be affected by their acts and omissions) and to co-operate with the employer in The Spencer Academies Trust matters relating to health and safety.

### DIRECTORS

- The directors will oversee the implementation and effectiveness of these health & safety rules.

### EMPLOYEES

Employees must:

#### GENERAL

- Co-operate with the Trust (and its directors and managers) in fulfilling its legal obligations in Spencer Academies Trust matters relating to health and safety.
- Not intentionally, or recklessly, interfere with anything provided in the interests of health, safety or welfare.
- Report to management any dangerous work situation and any shortcomings in safety arrangements so that we can take the necessary remedial action.
- Not use any equipment, vehicles, substances, etc. that they have not been trained and authorised to use.

#### FIRE SAFETY

- Familiarise themselves with the fire safety arrangements for the site.
- Ensure that they are aware of muster points, location of fire exit routes, firefighting equipment and fire alarm call points.
- Not prop open fire doors or tamper with firefighting equipment.
- Maintain clear, unobstructed access to all exit routes.
- Report any defects in firefighting equipment, blocked exits or obstructed escape routes, etc.
- Not smoke within the premises.

## **GENERAL WORKPLACE**

- Maintain all access and egress routes throughout the workplace in good condition and ensure that they are free from obstruction and slipping and tripping hazards at all times.
- Never leave cables trailing across floors unless absolutely necessary and then only if the appropriate warning sign is used.
- Keep work areas and workplaces clean and tidy.
- Ensure that rubbish, debris and other waste materials are removed from the workplace at appropriate, regular intervals.
- Clean up or report spillages, but must not expose themselves to harm (known or unknown).
- Ensure that lighting, ventilation and heating are all satisfactory and report any defects.

## **ACCIDENTS AND HEALTH**

- Report all injuries, accidents and cases of ill health, including minor injuries, caused by or affecting their work to their supervisor or to a director.
- Ensure the details of accidents and injuries are recorded in the Accident Book.
- Report all dangerous occurrences and 'near miss' incidents.
- Report any medical condition or medication that they are taking which could affect their ability to carry out work safely.
- Must not work if they have taken any substance that could affect their ability to work.
- Report immediately any situation that they become aware of that has the potential to cause an accident or injury.
- Co-operate with any incident or accident investigation.

## **MACHINERY & WORK EQUIPMENT**

- Must not operate machinery or use work equipment unless they have been trained and authorised to use it.
- Must not leave machinery or other potentially dangerous equipment unattended while it is in operation.
- Must not clean or adjust moving machinery, unless it has been specifically designed to allow this type of operation and they have been trained to do so.
- Must not carry out repairs and maintenance on machinery (work equipment) unless they have been trained to do so.
- Must not use machinery (work equipment) unless a risk assessment has been carried out and, where appropriate, a safe operating (or working) procedure (SOP or SWP) has been implemented.
- Must not use machinery (work equipment) where there are missing or defective guards and safety devices.
- Must complete machinery guarding and safety device inspections at the appropriate frequency.
- Must report all faults or defects in machinery (work equipment), guards or safety devices immediately.
- Must not interfere with, defeat or otherwise damage or overcome any guard or safety device.
- Refrain from the use of mobile phones

## **HAZARDOUS SUBSTANCES**

- Must only use substances and materials that they have been trained / authorised to use.
- Must make suitable use of all suitable control measures (such as extraction, PPE, etc.).
- Must not use substances without access to suitable health and safety information.
- Must ensure that all substances and materials are stored in appropriate locations.
- Must ensure that labels (and warning signs) on all substances and materials are clear.
- Must not store hazardous substances in unlabelled (or mislabelled) containers.
- Must clean up or report spillages, but do not expose themselves to harm (known or unknown).

## **PROTECTIVE CLOTHING AND EQUIPMENT (PPE)**

- Must use the PPE provided in accordance with information instruction and training.
- Must maintain all PPE provided in good condition.
- Must report any defects found in PPE.

## **TRUST VEHICLES**

- Must not drive (or operate) a vehicle if they are not authorised to do so.
- Must not drive a vehicle for which they do not hold the appropriate licence or permit.
- Always check the vehicle prior to use according to The Spencer Academies Trust vehicle checklist.
- Must not tamper with the vehicle.
- Must report any damage caused to the vehicle and to property.
- Must not use mobile phones whilst driving.



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# POLICIES

## Asbestos Policy

### INTRODUCTION

We recognise that many people (including teaching staff, pupils, employees, and contractors) can be at risk from the hidden dangers of asbestos in buildings. All of the Spencer Academies Trust will cooperate to control the legacy risks created by asbestos in our premises.

**It is the policy of The Spencer Academies Trust to:**

- Appoint a Director or senior manager to oversee the effectiveness of this policy.
- Ensure that the location of all asbestos within the premises is known and identified clearly.
- Ensure that there is a Management Survey (sometimes referred to as a Type 2 survey) for all the premises.
- Ensure that a detail Refurbishment Survey (sometimes referred to as a Type 3 survey) is completed for areas of the premises that will be subject to building works.
- Create an Asbestos Register, detailing to location and type of asbestos present in our premises.
- Make the Asbestos Register available to all relevant persons, including (but not limited to) Head Teachers (and their deputies) Caretaking staff, contractors, and other interested parties.
- Monitor the condition of asbestos as appropriate to its location and risk.
- Assess the risk of exposure from asbestos and potential asbestos containing materials.
- Prepare and implement a management plan to control these tasks.
- Arrange for the removal and/or encapsulation (or other appropriate treatment) of asbestos if the condition indicates the need for action.
- Ensure that only competent contractors are allowed to carry out any work on asbestos, including its removal.
- Ensure that work on asbestos insulation, asbestos coating and insulating board, including sealing and removal to be carried out by a contractor licensed by HSE only.
- Ensure that if asbestos is inadvertently disturbed, the offending work is immediately stopped, the affected area vacated and sealed off and advice sought.

## Asbestos Site Instruction

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## CDM Project Policy

### INTRODUCTION

We recognise that as part of our work we will be involved in CDM Projects as either a client, a contractor, principal contractor, designer or principal designer. As such, the provisions of the Construction (Design and Management) Regulations 2015 will be considered and adhered to. CDM 2015 applies to all construction projects where people are at work.

We understand that **Construction Phase Plans** will be required for most construction work.

**It is the policy of The Spencer Academies Trust to:**

Appoint a Director or senior manager to oversee the effectiveness of this policy.

Consider carefully where and how we fit into the categories of: Client, Workers, Contractors, Principal Contractors, Designers and Principal Designers.

Understand and discharge our duties in a professional and safe manner, seeking advice and guidance where necessary.

### Clients

Organisations or individuals for whom a construction project is carried out.

Summary of roles and duties of Clients:

Make suitable arrangements for managing a project. This includes making sure that:

- other duty holders are appointed
- sufficient time and resources are allocated

Clients must also make sure that:

- relevant information is prepared and provided to other duty holders
- the principal designer and principal contractor carry out their duties
- welfare facilities are provided

### Workers

The people who work for or under the control of contractors on a construction site.

Summary of roles and duties of workers:

They must:

- be consulted about matters which affect their health, safety and welfare
- take care of their own health and safety and that of others who may be affected by their actions
- report anything they see which is likely to endanger either their own or others' health and safety
- co-operate with their employer, fellow workers, contractors and other duty holders.



## Contractors

Those who do the actual construction work. They can be either an individual or a company.

Summary of roles and duties of contractors:

Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.

For projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.

For single-contractor projects, prepare a construction phase plan.

## Principal contractor

Contractors appointed by the client to co-ordinate the construction phase of a project where it involves more than one contractor.

Summary of roles and duties of principal contractors:

Plan, manage, monitor and co-ordinate the construction phase of a project. This includes:

- liaising with the client and principal designer
- preparing the construction phase plan
- organising co-operation between contractors and co-ordinating their work

Ensure that:

- suitable site inductions are provided
- reasonable steps are taken to prevent unauthorised access
- workers are consulted and engaged in securing their health and safety
- welfare facilities are provided

## Designers

Those who, as part of a business, prepare or modify designs for a building, product or prepare or modify designs to system relating to construction work.

Summary of roles and duties of Designers:

When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:

- construction
- the maintenance and use of a building once it is built

Provide information to other members of the project team to help them fulfil their duties.

## Principal designers

Designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.

Summary of roles and duties of Principal Designers:

Plan, manage, monitor and co-ordinate health and safety in the preconstruction phase of a project.

This includes:

- identifying, eliminating or controlling foreseeable risks
- ensuring designers carry out their duties

Prepare and provide relevant information to other duty holders.

Liaise with the principal contractor to help in the planning, management, monitoring and co-ordination of the construction phase.

## Communication & Consultation Policy

### INTRODUCTION

We recognise the value of effective methods of communication and consultation in achieving a positive health and safety culture in our business, to ensure not only that up to date information is available when required, but also that our workers are fully involved with our management of health and safety.

**It is the policy of The Spencer Academies Trust to:**

- Appoint a Director or senior manager to oversee the effectiveness of this policy.
- Involve, and consult with relevant employees, on issues affecting health and safety at work. Such communication and consultation may take place in any of the following ways, depending on which is most appropriate:
  - Individual meetings/discussions.
  - Team briefing sessions.
  - Notice-boards
  - Internal publications.
  - Health and Safety Committee meetings
  - Representatives of staff safety.
- Provide information on health & safety performance, accident investigations, planned changes that may affect health and safety.
- Consult with employees when changes to processes, equipment, work methods, shift patterns, etc. are to be introduced into the workplace, where these may affect their health and safety.
- Display the following:
  - The HSE “Health and Safety Law – What You Should Know” poster.
  - Current Certificate of Employers’ Liability Insurance (while filing old certificates for at least forty years).
  - Health and Safety Policy Statement.
  - Notify employees when appointing a competent person.
  - Recognise the legal rights of non-unionised staff representatives.
  - Recognise the legal rights of trade union appointed safety representatives.

## Communication & Consultation Record

### THE SPENCER ACADEMIES TRUST



<b>Manager:</b>
<b>Name of Employee:</b>
<b>Site where they work:</b>
<b>Date:</b>

Do you have any Health & Safety Concerns?	
Have there been any incidents or accidents since the last consultation?	
Are you fully aware of the site layout, site rules, etc.?	

#### Other Points Raised & Discussed


<b>Signature</b>	<b>Date:</b>
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## Control of Contractors Policy

### INTRODUCTION

The risk to contractors from our operations and vice-versa are recognised. Contractors are used, as and when necessary, to carry out tasks within the premises. The term “contractor” applies to any individual or organisation that enters into an agreement with us to provide services. This could include building contractors, roofers, plumbers, electricians, cleaners, machinery maintenance companies, etc. Contractors will be appointed by The Spencer Academies Trust but will work at other academy locations.

**It is the policy of The Spencer Academies Trust to:**

- Appoint a Director or senior manager to oversee the effectiveness of this policy.
- Appoint competent contractors when required and to assess, as far as is reasonably practicable, the competence of contractors before work starts.
- Where appropriate, use contractors that are members of a relevant trade association.
- Request relevant Health & Safety information from contractors, including:
  - Insurance Documentation.
  - References.
  - Method Statements.
  - Risk Assessments.
- Agree with the contractors, before any work commences:
  - Rules and guidelines for their operations on our premises.
  - Provision of information on our activities that may present a hazard to contractors and identify activities and actions that must be avoided.
  - What the emergency procedures are for the site, including fire, first aid and accident reporting arrangements.
  - Which areas of the site the work is to be carried out in and, where appropriate, to determine how best to segregate those areas.
  - Which areas of the site are “off limits” to the contractors.
  - Where necessary, agree access and egress routes to the work sites and welfare facilities
- Stop contractors working immediately if their work appears to be unsafe. Staff should report any concerns to a manager immediately.

## Contractor Selection Checklist

Person responsible for the contractors:	Date:	
Work to be undertaken:		
Contractor:	Contact:  Telephone:	
Outline of work to be contacted:		
Hazards involved:	Control measures required.	
Quick checklist	Y/N/NA	Comments
Does the contractor have sufficient experience in this type of work?		
Does the contractor have a safety policy?		
Does the contractor have adequate insurance?		
Does the contractor have suitable method statements and have copies of these been obtained?		
Have risk assessments been undertaken for this type of work?		
Will subcontractors be used and will sufficient control be exercised? The main contractor will be held responsible for all subcontractors.		
Have contractor's employees received training for this type of work activity?		
Will suitable levels of supervision be provided and by whom?		
Is the contractor aware of the site safety rules?		
Have references been obtained for the contractor?		
Is a site meeting necessary? Is the contractor's representative competent?		
Notes		
DOCUMENTATION REQUESTED:	RECEIVED	

## Contractor Induction Training Checklist

**Name:**

**Company:**

**Date:**

Signing in and out:

Smoking policy:

Personal protective clothing:

Risk assessment:

Method statement:

Housekeeping:

Accident reporting:

Welfare arrangements:

First aid:

Fire procedures:

Site contact:

**Signature**

**Date:**



## Health & Safety Questionnaire

### For (Sub)-Contractors intending to carry out work

Please answer all questions fully and attach examples as directed.  
**IF** you already have an accreditation from a recognised SSIP affiliated body  
 such as Safe Contractor or CHAS, please  
**ONLY** answer questions 1 to 6 and then complete declaration at the end of the  
 document.

Date issued	
Date received back	
Checked for completion	
Checked and found satisfactory	

**1. Company name**

**2. Company address**



**3. Brief description of relevant business services**

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**4. Contact names and telephone numbers**

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**5. Please list examples of related previous contracts**


**6. Details of existing Accreditations**

Do you have any current accreditations such as CHAS or Safe Contractor	<b>YES/NO</b>
<b>If yes please attach copy of your current certificate (Front and back) and proceed to question 16 The declaration).</b>	

**7. Health & Safety Policy**

Do you have an H & S Policy?	
Who signed the Policy?	
When was it last reviewed/updated?	
Please provide a copy of the following:	A copy of H & S Policy
	Copies of relevant Policies and Procedures

**8. Health & Safety Advice**

Who provides your company with competent Health & Safety advice?	
Name:	
Position (in company or consultant)	
Qualification(s)	

### 9. Insurance

Please provide a copies of :	Employers' Liability Insurance Policy
	Public Liability Insurance Policy
	Professional Indemnity Insurance

### 10. Health & Safety Training

Are staff given: <ul style="list-style-type: none"> <li>• General H &amp; S training?</li> <li>• Manual handling training?</li> <li>• Site induction training?</li> </ul>	
Please identify (name) workers to be used for site work:	
Please provide copies of:	<ul style="list-style-type: none"> <li>• Training records for workers to be used for site work.</li> <li>• Relevant certificates (CSCS, PASMA, etc)</li> </ul>
Will you ensure that any replacement or sub-contractors are trained?	
If so, how?	

### 11. Accident reporting and investigation

22. Accident Reporting and Investigation			
Do you investigate all site accidents?			
If so, who does the investigation?			
Please provide copy of accident investigation procedure			
What arrangements are in place for First Aid?			
Please provide details of:			
	Last year	Year before	2 years ago
Number of fatalities			
Number of major and 7 day loss time accidents			
Number of non-reportable injuries			

### 12. Enforcement actions and prosecutions

Have you been prosecuted (in the last 5 years) by an enforcing authority?	
If so, please give details:	
Have you been subject to an improvement or Prohibition Notice in the last 5 years?	
If so, please give details:	

### 13. Risk Assessments

Do you undertake risk assessments

Please provide copies of relevant risk assessments, such as:

- Manual Handling
- Use of hand tools
- Use of power tools
- Use of bladed tools, etc.
- Electrical safety
- Fire safety
- Use of chemicals
- Work at height
- Lone working

### 14. Method Statements

Do you have method statements?

Please identify and provide copies of relevant method statements:

1.

2.

3.

4.

5.

6.

### 15. (Active) Monitoring

How do you actively monitor any of the following?

1. Site housekeeping
2. Adherence to method statements
3. Adherence to Risk Assessments
4. Proximity to, and influence of, other contractors
5. Access/egress
6. Lighting
7. Ventilation
8. Disposal of waste
9. Other

### 16. Declaration

**I can confirm that the information provided in this Questionnaire is accurate and complete**

Name (printed)

Position

Signature

Date

## Disability

### INTRODUCTION

It is recognised that employees and visitors with disabilities and/or learning difficulties may be at greater risk in certain situations. We accept our duty of care towards people with disabilities and/or learning difficulties and encourage employees to have regard to their health and safety at all times.

**It is the policy of The Spencer Academies Trust to:**

- Appoint a Director or senior manager to oversee the effectiveness of this policy.
- Ensure, as far as is reasonably practicable, the health and safety of all employees and visitors with disabilities and/or learning difficulties.
- Ensure, where appropriate, compliance with the Equality Act 2010 in providing reasonable adjustments to the workplace/job/premises as necessary.
- Ensure health and safety training is accessible to employees with disabilities and/or learning difficulties and provide Material in accessible format where appropriate.
- Consider employees and visitors with physical or sensory disabilities with regard to ensuring the workplace is kept clear.

## Discovery of Asbestos Policy

### INTRODUCTION

The health hazards associated with exposure to asbestos are well known. Work undertaken by The Spencer Academies Trust does not involve work with, or on, asbestos. Exposure would only occur if asbestos already on site was disturbed by work activities.

**It is the policy of The Spencer Academies Trust to:**

- Appoint a Director or senior manager to oversee the effectiveness of this policy.
- Ensure that workers are aware of the health risks posed by exposure to asbestos.
- Enquire of the client if there is any asbestos on site and to make this information available to workers.
- Require workers to cease any activities in areas where they suspect that there may be asbestos present that could be disturbed by their activities.
- Require workers to report any suspected asbestos to their line manager.

## Electrical Installation and Equipment Policy

The Spencer Academies Trust and the individual Academies need to work in cooperation to create a safe workplace and a safe teaching environment. The dangers from uncontrolled and inadequately controlled electrical supplies and equipment are recognised. These risks include electric shock, electrocution, and fire. The risks arise from use and condition of the fixed installation (the switchgear and electrical distribution systems for the premises) as well as the use of portable electrical equipment.

**It is the policy of “The Spencer Academies Trust” to:**

- Appoint a Director or senior manager to oversee the effectiveness of this policy.

### **Fixed Installation**

- Ensure that the fixed electrical installation at each school within The Spencer Academies Trust is tested and inspected by a competent person, in accordance with the requirements of the current version of the Wiring Regulations (18<sup>th</sup> Edition).
- Ensure that all corrective actions identified in the fixed electrical installation inspection are addressed in a timely manner.
- Limit work on electrical systems, including fault finding, etc. to suitably trained and authorised competent persons.

### **Portable Electrical Equipment**

- Create and maintain an inventory of all portable electrical appliances.
- Arrange for a competent person to inspect and test all items of portable electrical equipment at appropriate intervals, such as identified in the relevant risk assessment or determined by a competent person.
- Isolate or take out of service any faulty electrical equipment
- Test electrical appliances following repair and prior to reinstating their use.
- Take all reasonable precautions to ensure that any hired or leased electrical equipment is safe to use.

## Fire Safety Policy

### INTRODUCTION

The Spencer Academies Trust and the individual Academies need to work in cooperation to create a safe workplace and a safe teaching environment. We recognise that fire prevention is an important obligation for all organisations including ours, and that fire has the potential to present significant risk to our health and safety.

**It is the policy of “The Spencer Academies Trust” to:**

- Appoint a Director or senior manager to see the effectiveness of this policy.
- Arrange or to carry out a specific Fire Risk Assessment for each Academy relating to the premises and to the operations carried out.
- Implement appropriate fire safety control measures.
- Provide and maintain an appropriate means of fire detection and for raising the alarm.
- Ensure that appropriate arrangements are in place for the inspection and test of all fire safety equipment.
- Provide and maintain safe means of emergency escape.
- Implement a procedure for the action to be taken in the event of a fire.
- Maintain an appropriate Fire Precautions Log Book.
- Consult with other occupiers of the building or controllers of the premises on The Spencer Academies Trust matters relating to fire safety.

## Health Surveillance Policy

### INTRODUCTION

The role of health surveillance in the management of health and safety at work is recognised. Suitable arrangement will be made for health surveillance of relevant employees to be carried out as required by legislation, such as COSHH or the Management of Health and Safety at Work Regulations, etc.

**It is the policy of The Spencer Academies Trust to:**

- Appoint a Director or senior manager to oversee the effectiveness of this policy.
- Identify areas where health surveillance is appropriate.
- To make arrangement for the provision of appropriate health surveillance, under the control of a competent person, where risk assessment identifies a need.
- Inform employees and, where applicable, safety representatives, of the collective results of health surveillance, but ensuring that no individual is identified.
- Inform affected employees (or their representatives) of the results of health surveillance.
- Ensure that the results of health surveillance are recorded and that the records are kept readily available for inspection by any person who has a right to see them.
- Ensure that all health surveillance records are treated as confidential.



## Maintenance Policy

### INTRODUCTION

The important role in maintenance in the management of health and safety is recognised, especially in relation to plant and machinery (PUWER). Maintenance activities may be undertaken by employees as well as by contractors. The importance of suitable records of maintenance is also recognised.

**It is the policy The Spencer Academies Trust to:**

- Appoint a Director or senior manager to oversee the effectiveness of this policy.
- Carry out routine maintenance to premises, plant and equipment to ensure that risk to health and safety are controlled and minimise.
- Ensure that maintenance is carried out by competent persons, whether employees or contractors at appropriate intervals. Where appropriate, manufacturers' guidelines will be followed.
- Operate a planned preventive maintenance scheme where this is appropriate. This will include maintenance of all safety related features of plant and equipment.
- Ensure that maintenance activities are carried out in such a way as to avoid significant risks to the health and safety of those undertaking the maintenance activity and of others who may be affected by the maintenance activity.
- Ensure that operating conditions such as the working environment, intensity and frequency of use do not affect equipment safety to such an extent as to create an increased risk to health and safety.
- Agree specific maintenance (and statutory examination) responsibilities with companies that are involved in long term leasing of work equipment.

## **Risk Assessment Policy**

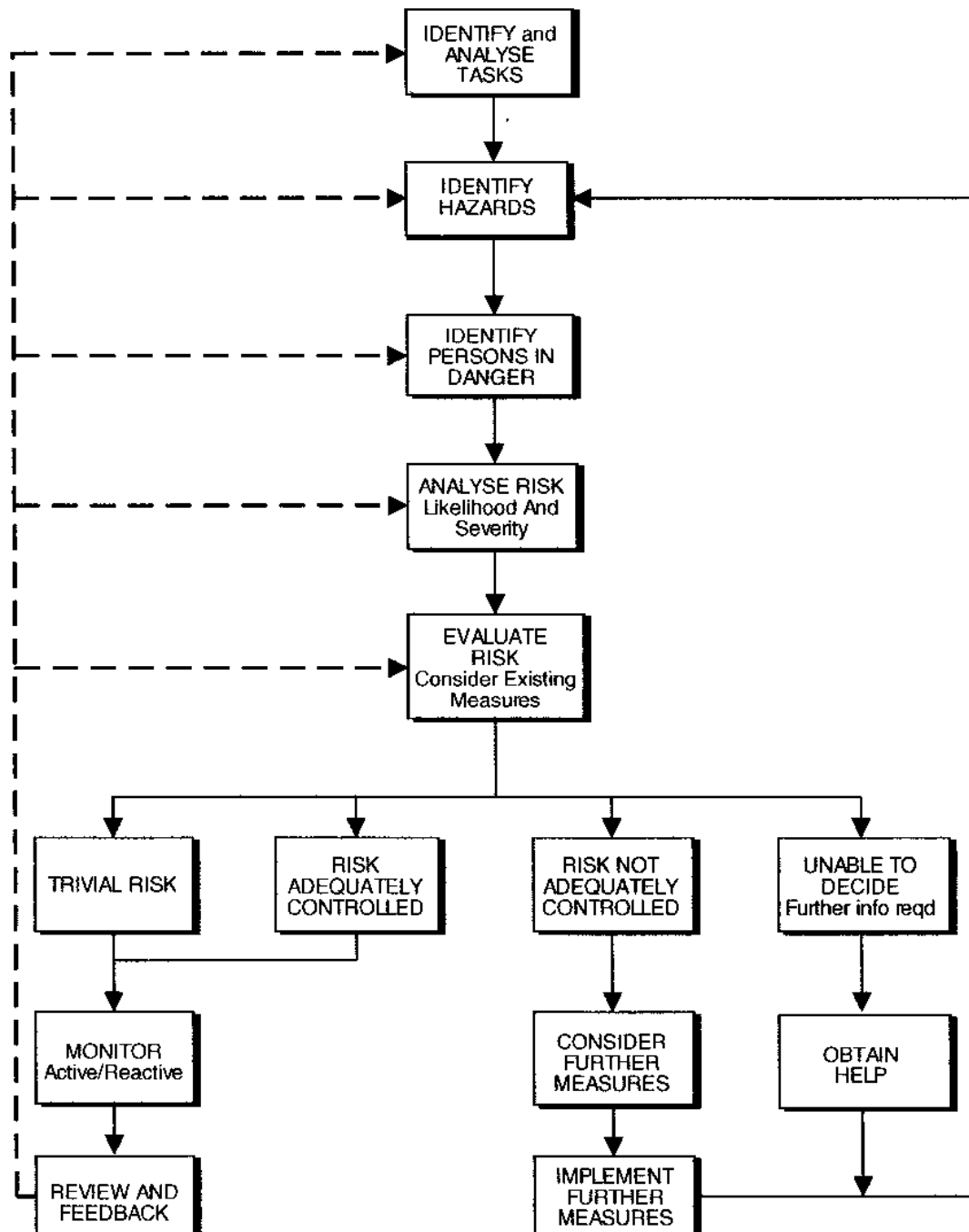
### **INTRODUCTION**

It is recognised that risk assessment is fundamental to the management of health and safety at work, as well as being required by most modern health and safety legislation. It is further recognised that the introduction and maintenance of appropriate control measures arising from the risk assessment process is essential to ensure the health and safety of our employees and other persons who may be affected by our undertakings.

**It is the policy of The Spencer Academies Trust to:**

- Appoint a Director or senior manager to oversee the effectiveness of this policy.
- Carry out suitable and sufficient risk assessments for our employees, and others arising from our activities.
- Identify and carry out those specific or detailed risk assessments that may be required under specific legislation, such as COSHH, etc.
- Implement the control measures and further actions required to reduce risk identified in the assessments.
- Introduce effective control measures to reduce the level of risk to the lowest reasonably practicable (or other standard as may be required under specific legislation, such as PUWER).
- Bring the significant risk assessments findings to the attention of those affected.
- Review and revise the risk assessments at appropriate intervals or when changes occur.
- Train staff (as appropriate) on the principles and practice of risk assessment.
- Implement suitable arrangements for health surveillance, where risk assessment indicates that this is necessary.

## Risk Assessment/Risk Management Plan



## **(Safeguarding Policy)**

### **INTRODUCTION**

It is recognised that the Safeguarding of vulnerable group is an important issue and needs to be managed effectively. Vulnerable groups can include Children, Young Persons, Disabled Persons, and Elderly Persons, as well as other groups.

**It is the policy of The Spencer Academies Trust to:**

- Appoint a Director or senior manager to oversee the effectiveness of this policy.
- Ensure that all workers are provided with appropriate Safeguarding instruction and training before working on any site where vulnerable groups are likely to be present (such as schools, playing fields, etc.).
- Ensure that all work is planned, managed, and supervised to avoid the potential of workers having any unrestricted access to vulnerable persons. Where this cannot be achieved, then the work will be planned, managed, and supervised to reduce such access to a minimum level.
- Require all workers who may be required to work on any site where vulnerable groups are likely to be present will undergo DBS checking before such work is carried out.
- Provide all workers that may be required to work on any site where vulnerable groups are likely to be present with a photo-ID card that displays:
  - Company Name and contact details (office phone number)
  - Worker's Name
  - Worker's DBS Number and renewal date
- Ensure that all workers on any site where vulnerable groups are likely to be present will wear the Photo-ID card in such a way as to be easily visible.
- The (RAMS) Risk Assessment Method Statement for the site will include detailed site rules that will include details of acceptable and unacceptable behaviour with respect to Safeguarding. This will include details such as:
  - Dress code for the site (such as: Tops must be worn)
  - Unacceptable language
  - Unacceptable behaviour
  - Unacceptable communications (such as whistling, etc)
- Any incident (or suspected incident) arising during work (or in any way related to work) will be investigated fully by the Company.
- The effectiveness of this Policy will be checked through Active Monitoring (such as through site audits, in addition to supervisory checks and reports).

## Stress Policy

### INTRODUCTION

It is recognised that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

**It is the policy of The Spencer Academies Trust to:**

- Appoint a Director or senior manager to oversee the effectiveness of this policy.
- Identify significant workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- Provide training to relevant managers and supervisory staff in good management practices.
- Provide confidential counselling for staff affected by stress caused by either work or external factors.
- Provide adequate resources to enable managers to implement the trusts agreed stress management strategy.

## Training Policy

### INTRODUCTION

It is recognised that good quality, timely training is vital to the protection of the health and safety of employees. Training needs of employees should be assessed and training should be provided by a competent person. Training should be focused to the needs of the employee and the trust. Training is important in helping the trust comply with health and safety legislation.

**It is the policy of The Spencer Academies Trust to:**

- Appoint a Director or senior manager to oversee the effectiveness of this policy.
- Identify the health and safety training needs of employees.
- Provide suitable and sufficient health and safety training to employees.
- Arrange for health and safety training to be delivered by a competent person or persons.
- Maintain suitable and sufficient records of the health and safety training provided.
- Employee training will include, but is not limited to:
  - Induction training for new employees.
  - Refresher training for existing employees.
  - Fire safety and emergency procedures training.
  - Introductory training to the trust's health and safety policy, etc.
  - COSHH awareness training.
  - Machinery safety training.
  - Job specific training, as required.
  - Training required by specific pieces of legislation.
- Provide suitable health and safety awareness training for Directors and managers.

## Training (Induction) Policy

### INTRODUCTION

It is recognised that good quality, timely training is vital to the protection of the health and safety of employees, including induction training. Training is important in helping the trust comply with health and safety legislation.

**It is the policy of The Spencer Academies Trust to:**

- Appoint a Director or senior manager to oversee the effectiveness of this policy.
- Provide suitable and sufficient health and safety induction training to employees.
- Arrange for health and safety induction training to be delivered by a competent person or persons.
- Maintain suitable and sufficient records of the health and safety induction training provided.
- Induction training will include (as appropriate), but is not limited to:
  - A guided tour of the premises.
  - Fire safety and other relevant emergency procedures.
  - An introduction to the location and contents of the Health and Safety Policy.
  - Relevant method statements and risk assessments.
  - Use of personal protective equipment.
  - Welfare arrangements.
  - Specific site safety issues.

## Health & Safety Training Needs Record

[illegible]



## Employee Health & Safety Training Record

Job title:	Name:
Manager:	Date:

[illegible]

## Employee Health & Safety Induction Training Record

Job title:	Name:
Manager:	Date:

Induction training item	Induction trainer	Employee's signature	Date
An introduction to the management and supervisory team.			
A guided tour of the premises, identifying facilities and routes.			
Introduction to the site fire safety and other relevant emergency procedures.			
An introduction to the Health and Safety Policy, including location of policy and relevant information.			
An introduction to the trust approach to method statements and risk assessments.			
Information relating to the provision and use of personal protective equipment.			
Welfare arrangements.			
Details of any specific site safety issues.			

To be completed by the Employee:

Basic Health Questionnaire Section	
Have you ever suffered from hearing problems (such as tinnitus or noise induced hearing loss)? If so, please give details.	
Have you ever suffered from skin problems (such as dermatitis)? If so, please give details.	
Have you ever suffered from respiratory problems? If so, please give details.	
Have you ever suffered from vibration related problems? If so, please give details.	

Further details may be required.

## Toolbox Talk Record

Subject:	Trainer(s):
Location:	Date:
Bullet list of items covered (or refer to attached documents):          	

Employee's Name	Employee's Signature

## Training (Site Induction) Policy

### INTRODUCTION

It is recognised that good quality, timely site induction instruction and training is vital to the protection of the health and safety of our employees and of others working on sites, including those that are under our control.

**It is the policy of The Spencer Academies Trust to:**

- Appoint a Director or senior manager to oversee the effectiveness of this policy.
- Instil the need for appropriate site induction training in our employees.
- Provide site induction training in sites and areas of sites that are under our control.
- Keep suitable records of the site induction undertaken by our employees and of that given to others.
- Site induction training will include (as appropriate), but is not limited to:
  - A guided tour of the premises.
  - Fire safety and other relevant emergency procedures.
  - First aid arrangements.
  - Discussions of relevant method statements and risk assessments.
  - Use of personal protective equipment if required.
  - Welfare arrangements.
  - Smoking restrictions and areas.
  - Specific site safety issues, such as:
    - Housekeeping
    - Asbestos
    - Flammable and hazardous substances within labs and other areas
    - Moving vehicles on and off site
    - Work at heights

## **Traffic Management Policy**

### **INTRODUCTION**

The risks associated with traffic movements when working on the highway are recognised. The need for expert, contracted advice and assistance is also recognised.

**It is the policy of The Spencer Academies Trust to:**

- Appoint a Director or senior manager to oversee the effectiveness of this policy.
- Appoint a competent contractor to plan and organise traffic management.
- Monitor the actions of the appointed contractor (see Control of Contractors (Sub-Contractors Policy)).
- Where appropriate, to work in accordance with the provisions of the Approved Code of Practice of the New Roads and Street Works Act 1991 or of Chapter 8 of the Traffic Signs Manual (as may be appropriate).
- Assess the risks arising from traffic management and to implement suitable control measures.
- Ensure that employees under our control are aware of the risk associated with traffic movements and of the control measures to be used to avoid or reduce these risks.

## Water Hygiene Policy

### INTRODUCTION

Water hygiene is one aspect of running our business. The provision of safe water at the appropriate temperature is recognised. The health risks from Legionella are understood within the organisation.

**It is the policy of The Spencer Academies Trust to:**

- Appoint a Director or senior manager to oversee the effectiveness of this policy.
- Arrange for a Water Hygiene Risk Assessment to be carried out by a competent person for each of our premises.
- Implement the recommendations of the Water Hygiene Risk Assessment.
- Monitor and record water temperatures regularly.
- Flush infrequently used outlets on a regular basis and to keep suitable records.
- Arrange cleaning and disinfection of water storage tanks, as appropriate.
- Provide suitable and sufficient training to relevant staff for all water hygiene to be managed effectively.



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# ABBREVIATIONS

## Abbreviations

<b>ACoP</b>	Approved Code of Practice
<b>COSHH</b>	Control of Substances Hazardous to Health
<b>DSE</b>	Display Screen Equipment
<b>DSEAR</b>	Dangerous Substances and Explosive Atmospheres
<b>PPE</b>	Personal Protective Equipment
<b>PUWER</b>	Provision and Use of Work Equipment
<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences
<b>SOP</b>	Safe Operating Procedure
<b>SWP</b>	Safe Working Procedures





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# INSPECTION RECORDS

## Slips and Trips Checklist – Walkways and Work Areas

	Y/N
Are your walkways kept clear?	Yes/No
Is the flooring level and free of trip hazards?	Yes/No
Are the floors and walkways clear of obstructions?	Yes/No
Are any very large or awkward-shaped objects stored in a way so they aren't dangerous to those passing by?	Yes/No
Are holes in the floor surface repaired or otherwise made safe?	Yes/No
Are there any barriers or safety signs to cordon off unsafe areas?	Yes/No
Is there safe clearance for walking in aisles where motorised or mechanical handling equipment is operated?	Yes/No
Are there any spillages?	Yes/No
Is there a system in place to ensure that all spillages are reported?	Yes/No
Is there a system in place to ensure that all spillages are cleared up immediately?	Yes/No
Are wet surfaces covered with non-slip The Spencer Academies Trust materials?	Yes/No
If necessary, are non-slip safety shoes provided?	Yes/No
Are the floors clean?	Yes/No
Are the floors cleaned significantly, regularly?	Yes/No
Are The Spencer Academies Trust materials or equipment stored in such a way that sharp objects don't interfere with the walkway?	Yes/No
Are changes of direction or elevation really identifiable?	Yes/No

Corrective action	Proposed completion date	Actual completion date	Sign off

## Site Safety Audit

**Principal Contractor:**

**Date:**

**Site Contacts:**

**Auditor:**

**Site:**

Ref	Item	Y/N	Comments
<b>1</b>	<b>Site, Presentation, Security &amp; Welfare</b>		
	Site security arrangements (public)		
	Site security arrangements (contractors)		
	Signage		
	Canteen facilities		
	Toilet facilities		
	Drying room facilities		
	Drinking water available		
	First aid arrangements		
	Site tidiness/storage of The Spencer Academies Trust materials		
	Suitable arrangements for waste		
<b>2</b>	<b>Housekeeping</b>		
	Access & egress		
	Local waste collection (bins)		
	Main waste collection		
	Trip hazards controlled		
	Sharp hazards controlled		
	Monitored		
<b>3</b>	<b>Access Equipment</b>		
	Suitable		
	Maintained & checked		
	Inspected		
	Ladders tied/footed		

Ref	Item	Y/N	Comments
<b>4</b>	<b>PPE</b>		
	Hard hats		
	Safety footwear		
	Eye protection		
	Gloves		
	Hi-vis vests		
	Dust masks		
	Enforced		
	Signage		
<b>5</b>	<b>Electricity</b>		
	All tools 110 volt or lower		
	Inventory of portable tools		
	Inspection & test of portable tools		
	Records of inspection & test		
	Distribution boards protected		
	Trailing cables controlled adequately		
<b>6</b>	<b>Lighting</b>		
	Adequate		
	Lighting system tested & inspected		
	Cables routed appropriately		
	Adequate emergency lighting		
<b>7</b>	<b>Hazardous/Flammable Substances</b>		
	Inventory		
	Data sheets		
	COSHH assessments		
	DSEAR assessments		
	Appropriate PPE		
	Suitable storage arrangements		
	Suitable warning signs		

<b>8</b>	<b>Machinery</b>		
	Suitable for the work		
	Suitably guarded		
	Operatives trained		
	Inspected by a competent person		
<b>9</b>	<b>Manual Handling</b>		
	Handling aids provided		
	Appropriate PPE		
	Adequate space		
<b>10</b>	<b>Fire/Emergency Procedures</b>		
	Adequate fire alarm		
	Suitable assembly points		
	Adequate fire extinguishers		
	Emergency/evacuation plans		
	Provision of first aid		
	Suitable first aid kit		
	Accident record book		
<b>11</b>	<b>Documentation</b>		
	Health and Safety Plan		
	Risk Assessments		
	Method Statement		
	Adherence to method statement		
<b>12</b>	<b>Training</b>		
	Site induction		
	Fire/emergency procedures		
	COSHH		
	Manual Handling		
	Use and maintenance of PPE		
	Use of access equipment		
	Tool box talks		
	Suitable records of training		
	CSCS Cards		



13	Other Issues		
	Adequate segregation of work activities		
	Regular site meetings		



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Corrective action	Proposed completion date	Actual completion date	Sign off