



**IRONSTONE ACADEMY TRUST**

# **HEALTH AND SAFETY POLICY**

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## **Ironstone Academy Trust**

### **Health and Safety Policy**

#### **SECTION 1 – STATEMENT OF INTENT**

1.1 *Ironstone Academy Trust recognises and accepts its responsibilities, accountabilities and duties under current health and safety legislation. It is Ironstone Academy Trust's policy to ensure that there is adequate control of all health and safety risks arising from its activities and that all reasonable and practicable steps are taken to provide effective health and safety to employees, partners, visitors, service users and members of the public.*

*The Trust will ensure, as far as is reasonably practicable, that:*

- *Plant and equipment, places of work and the working environment are maintained safe with adequate control of health and safety risks;*
- *Safe systems of work (SSOW) are developed, implemented and appropriately monitored through effective supervision;*
- *There is consultation with employees on matters affecting their health and safety;*
- *There is provision of health and safety information, instruction and training to ensure that all employees feel safe and competent when carrying out their duties;*
- *There is provision and maintenance of safe access to and egress from any place of work;*
- *There is effective control of hazards which may exist within the workplace through the implementation of suitable and sufficient risk assessments, ensuring that any identified control measures are brought to the attention of relevant employees;*
- *All accidents, cases of occupational disease, ill health, dangerous occurrences and notifications of assault are reported, appropriately recorded and thoroughly investigated;*
- *The contents of this policy are brought to the attention of all employees and where necessary, other persons who could be affected by Ironstone Academy Trust activities.*

*The Health and Safety at Work Act 1974 and all associated and applicable regulations are to be complied with at all times. Employees shall assist in allowing the Trust to meet its legal obligations by recognising their responsibilities under health and safety legislation.*

1.2 *Implementing this Policy will support the attainment of the Trust's Mission Statement and its values which define the Trust's culture and the way it acts.*

## **Commitment of the Chief Executive**

1.3 *As Chief Executive, I accept the duties and obligations imposed upon me by legislation. I realise the importance of integrating health and safety into decision making and risk management processes within Ironstone Academy Trust. The Head Teacher Board and Trustees will support me in this role and together we will ensure the effective leadership of health and safety, following the latest IOD/HSE guidance (Leading health and safety at work). Whilst accepting the minimum legal standards set by legislation, Ironstone Academy Trust is committed to promoting and maintaining a culture, which aims to consistently produce high standards of health and safety. The process will continue to raise health and safety standards within the Trust beyond the minimum legal requirements. Achieving these high standards will positively contribute to the overall quality of the services provided by the Trust and I will make available adequate resources, proportionate to the risks facing the Trust, to ensure that these standards are met.*

*Whilst ultimately the final level of responsibility for implementing the Trust's Policy rests with me, every employee must take an active role in implementing the Policy effectively. I urge all employees to cooperate fully in the measures the Trust will be taking as part of this Policy to ensure, so far as is reasonably practicable, the health and safety of themselves and others.*

Carl Faulkner:

Date:

Chief Executive Officer

## **Commitment of Trustees**

1.4 *As Trustees of Ironstone Academy Trust the duties and obligations imposed upon us by health and safety legislation and this Policy, to ensure, so far as reasonably practicable, the health and safety of:*

- *Employees of Ironstone Academy Trust, whilst they are at work;*
- *All other persons to whom the Trust owes a duty of care and who could be exposed to risks to health and safety arising as a result of Trust activities.*

*We realise the importance of integrating health and safety considerations into decision making and risk management processes within our directorate and service areas. We will provide effective leadership of health and safety within our academies. Head teachers and Local Governing Bodies will support us in this role, and together the management teams will ensure effective leadership of health and safety, following the latest IOD/HSE guidance (Leading health and safety at work).*

*This Policy sets out the duties and responsibilities that apply throughout the Trust at all levels, so all employees are aware of their roles and responsibilities. In order to fulfil the duties and obligations imposed upon us, it is necessary for us to rely upon the full cooperation and support of all employees and where appropriate our partners and contractors.*

*Steve Elliot:*

*Chair of Trustees:*

*Date*

## **SECTION 2 – ORGANISATIONAL STRUCTURE AND RESPONSIBILITIES**

*This section details the health and safety roles and responsibilities assigned to specific posts and functions.*

### **Chief Executive Officer**

2.1 *The Chief Executive has overall responsibility for all matters relating to the health, safety and welfare of persons directly employed by the Trust. Responsibility also extends to ensuring that non-employees, including members of the public, are not exposed to the risks associated with any activity being undertaken by the Trust.*

*This will be achieved by*

- *Ensuring that the Health and Safety Policy and supporting procedures are an integral part of the Trust's culture, of its values and performance targets;*
- *Agree and delegate the responsibility for implementation of the policy within each school to the Head of each Academy;*
- *Ensuring that health and safety management is an integral part of the Trust's management plans and strategies and that the Trust delivers its activities in a manner which is fully compliant with relevant legal standards and consistent with best practice;*
- *Ensuring that adequate resources, proportionate to the risks facing the Trust, are made available to achieve high standards of health and safety;*
- *Monitor and review health and safety performance by receiving, at Head Teacher Board meetings, specific (incident led) and periodic (annual) performance reports from the external service used by the Trust.*

## **Head teachers and Head of Schools**

2.2 All Head teachers have overall responsibility for the effective leadership of health and safety within their academies. In addition to their responsibilities as line managers, directors shall:

- *Ensure that the Health and Safety Policy and supporting procedures are an integral part of their school's culture, of its values and performance standards;*
- *Demonstrate clear commitment to achieving high standards of health and safety management through positive and visible leadership on health and safety issues, consultation and cooperation with employees and employee representatives;*
- *Ensure that responsibilities for health and safety are clear within their school management structures and are communicated to staff and included in job descriptions;*
- *Implement effective health and safety management systems within each school which will ensure the assessment of risk and the effective planning, organisation control, monitoring and review of the preventative and protective measures necessary to control significant risk;*
- *Ensure that adequate resources, proportionate to the risks facing the Trust, are made available within their school to achieve high standards of health and safety;*
- *First aid arrangements are in accordance with the Health and Safety (First Aid) Regulations 1981, ensuring that first aid facilities are frequently inspected, and that names of all trained first aid personnel and emergency contact numbers are maintained;*
- *Have an appreciation of health and safety legislation to enable them to discharge their duties and responsibilities as a result of having attended the relevant briefings and training provided.*
- *Ensure that the contents of this Policy and any individual service arrangements are brought to the attention of all employees within the respective areas;*
- *Ensure all health and safety risks resulting from the activities under their area of control are adequately assessed and documented with advice from the health and safety officers in TVAAS as appropriate;*
- *Where risks cannot be wholly eliminated, ensure that reasonable action is taken to reduce the risk to the lowest practical level and that these actions are recorded on risk assessment form. Ensure that all risk assessment documents are brought to the attention of relevant employees and are made available at each work area, office depot or site for employees to refer to for guidance;*
- *Take responsibility for ensuring that their staff participate in those health and safety training programmes that have been identified as either mandatory or recommended to their role and that they are provided with sufficient information, instruction and supervision in relation to their duties.*
- *Maintain an adequate system of monitoring to identify any failure by staff to discharge their duties and taking appropriate action;*

- *Ensure that any accidents and near misses are reported to the Health and Safety Officers, in accordance with the Accident Reporting Procedure, and, where appropriate, undertaking an initial investigation and supporting detailed investigations undertaken by the Audit and Assurance Team;*
- *Ensure that safe systems of work are developed, implemented and documented for activities under their area of control, seeking guidance and advice where required from the health and safety advisors;*
- *Form part of the consultation arrangements with employees and their appointed trade union representative on matters of health and safety.*
- *Ensure that, before engaging with contractors, that appropriate health and safety evaluation has been carried out and have been approved under the corporate procurement process;*
- *Encourage the involvement of staff in managing health and safety through inclusion on agendas of team meetings;*
- *Ensure that health and safety issues are considered at the design stage of new initiatives and projects;*
- *Ensure that all employees and apprentices have appropriate protective equipment and clothing where it is required and are given suitable information, training and instruction on its use;*
- *All contractors and sub-contractors engaged in areas of risk are working in accordance with their submitted safe systems of work.*



## School Business Managers

2.3 *School Business Managers and other staff in certain academies are responsible for the effective implementation of the Trust's Health and Safety Policy in areas under their control. They are responsible for the day-to-day operation of all health and safety systems and procedures within their service areas. Health and safety responsibilities are based on legal obligations and failure to comply with those responsibilities may result in disciplinary action.*

*In addition to their responsibilities as line managers they shall:*

- *Ensure that the health and safety policy and procedures are an integral part of the culture, values and performance standards in their service areas.*
- *Demonstrate clear commitment to achieving high standards of health and safety management through positive and visible leadership on health and safety issues, consultation and cooperation with employees and employee representatives.*
- *Ensure that the contents of the Trust Health and Safety Policy and individual health and safety related policies specific to Individual schools are brought to the attention of all employees within the respective areas. Also, to ensure that the policies are fully implemented with regards to the activities of their department.*
- *Ensure that health and safety roles and responsibilities are clearly identified within their service area management structures and are communicated effectively.*
- *Ensure that employees who are exposed to specific risks are identified and provided with appropriate health surveillance and monitoring arrangements in line with statutory requirements.*
- *Ensure that the respective employees are trained and competent to carry out their duties, ensuring that responsibilities for key health and safety tasks are appropriately assigned.*
- *Monitor the accident performance within respective areas and acting on any advice from the trusts preferred provider of health and safety services in relation to any trends and patterns emerging from statistics.*
- *Where appropriate, applying a structured process to consider the health and safety implications of partnership working as they are established; to ensure that responsibilities are clearly defined and those suitable arrangements are implemented to establish the appropriate mechanisms to monitor arrangements and improve performance.*
- *Encourage and support employees in attending health and safety training sessions (relevant to their role) provided by the trusts preferred provider of health and safety services and to address non-completion when highlighted by the trusts preferred provider of health and safety services.*
- *Ensure that any failures to adhere to any adopted safe systems of work are dealt with in an appropriate and timely manner*

## **Team Leaders**

2.5 *All staff with a supervisory role within a team or Key Stage are responsible for monitoring health and safety compliance and adherence to this Policy. Health and safety responsibilities are based on legal obligations and failure to comply with those responsibilities may result in disciplinary action.*

*In particular, they have responsibility for ensuring that:*

- *Staff under their supervision receive adequate information, instruction, training and supervision suitable to their role;*
- *Work areas are maintained in a safe and healthy condition with any issue or concern being notified at the earliest opportunity to the appropriate premises manager or health and safety advisor;*
- *Safe systems of work are adhered to at all times including the full and proper use of personal protective equipment in accordance with Trust guidelines.*
- *All accidents and near misses occurring within their area of supervision are reported and investigated according to the Trust's procedures;*
- *All necessary steps are taken to ensure the health, safety and welfare of all employees and apprentices under their supervision;*
- *They set a personal example of good practice on all health and safety matters;*
- *Risk assessments are carried out, documented and communicated prior to commencement of any operation where significant risk is presented. Findings shall be brought to the attention of all persons involved or affected by the work;*
- *That appropriate control measures, training, instruction, protective clothing or equipment has been provided to all staff where required and under their supervision.*

## All Employees

2.6 All employees have a duty to co-operate with the implementation of this policy and an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and failure to comply with those responsibilities may result in disciplinary action. All employees must ensure that they:

- Take reasonable care for themselves and others who may be affected by their acts or omissions whilst at work;
- Bring to the attention of their immediate manager/supervisor any unsafe condition or perceived shortcoming in health and safety measures by reporting all defects to their immediate manager/supervisor;
- Co-operate fully in all matters of health and safety, following closely any instructions and safe working procedures, and develop a personal concern for accident prevention;
- Familiarise themselves with, and act in accordance with, any health and safety procedures, training, guidelines and instructions which have been issued to them or brought to their attention;
- Understand how to undertake a work task allocated to them or to use equipment and to seek guidance where unsure;
- Use all vehicles, plant, equipment, tools and materials in a safe manner and, in accordance with instruction and guidance, to avoid personal injury and injuries to others;
- Report all accidents, dangerous occurrences and near misses to their immediate manager/supervisor;
- Adopt safe and sensible behaviour and avoid interfering with or misusing anything provided in the interests of health and safety;
- Make full and proper use of any personal protective equipment and clothing provided for health and safety reasons and report any loss or deficiency in such clothing or equipment;
- Always keep their work area clean and tidy and not take risks or leave situations, which may be dangerous to others;
- Adhere to this Policy and individual service area or team health and safety policy, guidelines and procedures which will ensure a safe working environment for themselves and other members of staff and members of the public;
- Follow and adhere to documented emergency procedures in the event of serious incidents and evacuations.

## **IAT Health and Safety Advisors**

2.7 *The Trust will secure the services of a professional Health and Safety Assurance Service, and their Officers can act as the Trust's 'competent persons' in accordance with the Management of Health and Safety at Work Regulations.*

*In 2018/19 this service will be provided by Redcar and Cleveland Local Authority.*

*The Trust's Health and Safety Officers are part of the Audit system in school and will attend training as required or judged necessary in the annual review. The CEO and Head teachers will work with Fire Service and H&S Assurance Officers from the Local Authority to develop and advise on the implementation of health and safety policy and procedures and to identify and coordinate appropriate remedial action in response to identified risks to health and safety. The role of the trusts preferred provider of health and safety services is to monitor the Trust health and safety performance and report to academies and the Trust's Executive Management Team. Whilst the external service provides advice and guidance and work closely with head teachers and managers across the Trust to manage risks, this does not relieve head teachers and all other staff members of their own operational health and safety responsibilities.*

*The Trust will look to ensure that the external assurance and training service will be able to deliver a service that:*

- Maintains up to date and specialist knowledge of current and forthcoming legislation and advise and inform on new legislation affecting the work of the Trust.*
- Takes a proactive approach to developing a positive health and safety, including fire safety, management framework based on sensible risk management to secure high standards of health and safety.*
- Develops and advise on the implementation of health and safety policy and procedures for new activities and events.*
- Develops and advise on the implementation of fire safety and procedures to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005;*
- Supports management in developing and implementing effective health and safety risk management in their service areas including the preparation and appropriate revision of directorate/service area statements of policy with respect to health and safety at work.*
- Provides guidance and assistance in the preparation and development of individual risk assessments.*
- Supports academies with implementing all Trust policies, procedures and guidance issued under the Health and Safety at Work Act 1974 so that all relevant legislation is adhered to and health and safety standards are maintained.*
- Ensures, if a situation occurs that would compromise the health, safety and welfare of any Trust employees or member of the public etc., that instructions are communicated to management of all necessary actions to eliminate the risk or reduce the risk to a reasonably practicable level. The health and safety officers will, in appropriate circumstances, advise the CEO to, issue a Cease Operations Notice to halt any activities where breaches of health and safety legislation have been identified and are*

*presenting an unsafe working environment or unsafe working conditions. The Cease Operations Notice will remain in place until all identified breaches have been rectified.*

- *Monitors and report on safety performance, via audits and inspections of operations and premises including inspections of strategic partners and external contractor's operations, where appropriate and take action to ensure compliance when required.*
- *Maintains a record of all agreed actions, monitor their implementation and report to the CEO and the Trustees on any high priority actions that have not been implemented according to the agreed target date.*
- *Escalates any instances of non-compliance to the CEO where material breaches of health and safety legislation or non-compliance with Trust policy have been identified.*
- *Checks that the Head teacher and/ or the CEO as appropriate has received reports of all accidents, dangerous occurrences, near misses and violent incidents related to health and safety, report them to the health and safety executive as required under The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR 13). Investigate all work-related accidents, dangerous occurrences, near misses and violent incidents, compile reports and make recommendations, analyse information, create and maintain statistics.*
- *Encourages communication of health and safety related matters between Head teachers, Local Governors, employees and employee representatives by undertaking their training and the reviews in a positive manner.*
- *Offers a programme of health and safety training compiled from a review of the Trusts recent assessments and any self-review training needs assessment.*
- *Liaises with enforcing authorities on all matters relating to health and safety at work and associated regulations.*

## **SECTION 3 - ARRANGEMENTS FOR THE MANAGEMENT OF HEALTH AND SAFETY**

*The arrangements for the management of health and safety are to be systematically applied in all activities and services throughout the Trust.*

*The written arrangements for health and safety can be accessed through the Trust's SharePoint and the 'Every Asset Management System', enabling document control, the sharing of best practice and the promotion of transparency.*

*New for 2020/21: the Trust will ask an employee to produce a monitoring report, indicating the individual schools level of engagement with the 'Every System'. Heads will report on engagement to their Local Governing Body.*

*The key elements of the Trust's health and safety management system are detailed below. These follow the HSE guidance (HSG 65) and the Plan, Do, Check, Act approach. More detailed and specific guidance and procedures are available (separately to this Policy) for the individual risk areas listed in Section 4. These will be stored and accessed on the 'Every System', and available as a hard copy from the School Office.*

### **3.1 PLAN**

*IAT Corporate Health and Safety Policy – this clearly sets out the framework put in place by the Trust for health and safety management and is covered in detail in this document. Academies are required to follow and adhere to the content of the Policy and to implement the health and safety management system.*

*Academy (or Premises) Health and Safety Policy – whilst academies must adopt and implement this corporate policy, they may also choose to develop a school specific health and safety policy (as a means of implementing the corporate policy) and in order to incorporate their own specific needs and responsibilities. This typically be recorded as a Premises based health and safety policy – will clearly set out the specifics of the health and safety management arrangements at individual premises.*

*Responsibilities - Line management is responsible for health and safety performance and the implementation of corporate and school/ premises specific health and safety policy, arrangements and procedures. Specific health and safety roles and responsibilities may have been assigned to various posts and these are included in the Organisation section of this document (see **Section 2**). Some schools may also have assigned additional responsibilities in academy specific health and safety policies.*

*Consultation - Effective consultation is achieved by standard health and safety agenda items on all Senior Leadership Team meetings, staff meetings including recognised Trade Union representation through our HR provider.*

Learning and Development - *Health and safety competencies are core skills essential to the effective conduct of employee duties. These competencies are developed through induction at both Trust and school levels. Specific (e.g. manual handling, first aid, fire safety etc.) and managerial learning experiences are arranged to suit individual and organisational needs.*

Job Descriptions/Employee Contracts - *Suitable clauses to highlight health and safety responsibilities are included in all employee contracts and job descriptions appropriate to individual roles.*

Appraisals - *The Trust's appraisal framework is used to set and measure performance against health and safety targets and objectives (where these are appropriate for the job description of the employee concerned). An appraisal is also used to identify health and safety learning and development needs of individuals and monitor competency development.*

Corporate Groups – *The Trust's Head Teacher Board helps develop, monitor and review the Trust's health and safety framework and raises areas of concern and risk. Health and Safety advisors within the Audit and Assurance Team retained by the Trust also provide advice to the Head teachers who are part of this Group. Governance Champions for each directorate also attend the Group so that areas of risk can be effectively communicated and managed corporate wide.*

Communication - *Health and safety information shall be communicated through line management with health and safety as a regular agenda item at all levels of team meetings. Corporate and school health and safety documentation is developed and made available in electronic and hard copy format. Health and safety bulletins, notice boards, toolbox talks and signage are all methods for the communication and highlighting of health and safety matters.*

## **3.2 DO**

Health and Safety Action Plans – *The Health and Safety Team will be asked to review and follow up on the implementation of all agreed health and safety actions as set out in individual audit and investigation reports issued by the Team. The progress being made to implement these actions will be reported to the LGB and CEO, highlighting any concerns regarding the non-implemented actions.*

Risk Assessments – *Head teachers shall conduct and record risk assessments for activities within the respective areas where significant risk is apparent. This will be, by adopting the Trust's guidelines for risk assessment. Risk assessment findings are brought to the attention of employees who are encouraged to play an active part in the assessment process. Risk assessments are reviewed periodically and, following any significant changes, to ensure they remain suitable and sufficient.*

Procedures - *Trust health and safety procedures are the standards, systems and guidelines for the implementation of control measures for specific health and safety risks. Procedures are developed and implemented in accordance with the risk profile of the Trust and individual academies. Corporate procedures apply Trust wide which all academies must adopt when applicable. All health and safety procedures are regularly reviewed, updated when appropriate, and managed via document control and review reminders. There are many different areas of health and safety risk which require separate and clearly defined procedures. Separate procedures and guidelines have therefore been developed for each of these individual risk areas. These areas are listed in Section 4.*



*Equality and diversity - The Trust will protect everyone's health and safety in the workplace, whatever their race, gender, disability, age, religion or sexual orientation. The Trust recognises that when managers are implementing risk assessments and arrangements for health and safety, the circumstances of individuals must be considered. The overall impact of health and safety policies and procedures are considered using the Equality Impact Assessment framework. Health and safety law and the Disability Discrimination Act will be used appropriately to increase the employability and retention of disabled people. The Trust embraces the joint Disability Rights Commission and Health and Safety Commission statement on overarching principles of health and safety management and disability. The Trust will ensure that health and safety information is communicated in an accessible way. This may include avoiding the use of jargon by using plain English and easy read formats where appropriate.*

*Contractors - All officers appointing contractors will ensure that the contractor's competency to perform the task has been checked. Contractors will only be included on any approved list if they hold current accreditation with the Contractors' Health and Safety Assessment Scheme (or equivalent). All contractors are required to provide risk assessments which cover any significant hazards and these should be the subject of pre-contract and on-going liaison. Contractors should not be allowed to start work on Trust premises unless an authorisation to start work on site scheme has been completed. Officers organising works should ensure there is effective liaison between contractors and occupiers of any workplaces affected. Those organising the works must ensure that all parties involved understand their responsibilities in relation to health and safety. The building occupiers must inform contractors of any known health and safety risks that they may encounter during work (e.g. asbestos), along with any arrangements in force to reduce risks e.g. (fire procedures.)*

*Buildings/Premises Management - Academies and services occupying buildings must ensure that there are suitably trained designated persons to oversee fire and bomb evacuation procedures/precautions/drills, fire risk assessment, asbestos monitoring, legionella checks, first aid provision, and liaison with contractors and visitors on site. Where there is multi occupancy then the occupying academies, services and other employers (where relevant) will agree and record these on-site arrangements. Building occupiers will ensure, in liaison with the Asset Management Team that suitable contracts are in place for statutory inspection and testing of services and equipment.*

### **3.3 CHECK**

*Measurement is an accepted part of the 'plan-do-check-act' management process and is as valid to health and safety performance as it is to financial, production or service delivery management. The main reason for measuring health and safety is to provide information on the progress and status of the strategies, processes and activities used by the Trust to control risks. An effective mechanism will not only provide the level of performance but also why it is at that level.*

*Proactive health and safety monitoring is a line management function. Health and safety performance is formally measured during manager and supervisor inspection in by the external partners selected by the Trust in accordance with trust health and safety procedures. Reactive measurement is by Head teachers and supervisors implementing the health and safety procedures for accident/incident reporting and investigation. Some accidents, ill health and incidents may result from failings in management control as opposed to being the fault of individual employees. In addition, performance is measured by audit, inspection and through accident/incident reporting and investigation.*

*There are three key elements to the health and safety performance measurement system:*

- *Hazard and risk identification - the identification and understanding of health and safety risks to the Trust (the hazard burden) including a corporate health and safety risk assessment based on the activities of the Trust. This assessment should monitor the scale, nature and distribution of hazards created as a result of the numerous activities undertaken by the Trust.*
- *Prevention - proactive monitoring of the adequacy and continual development of the health and safety management system to ensure that the risks identified above are being controlled. The work undertaken within this element is to reduce the hazard burden above to an acceptable level.*
- *Reactive - reactive response to adverse outcomes arising as a result of incidents, injury and ill health. The stronger the health and safety control environment is, the fewer adverse outcomes are likely to occur.*

### **3.4 ACT**

*A range of health and safety performance measures will enable performance to be reviewed and reported on at trustee's meetings. Trust health and safety matters and risk are also discussed at the HTB. LGB Members are informed of the School's health and safety performance at the LGB Meeting. Performance is measured against a number of different measures, both proactive and reactive.*

*A programme of health and safety audits is delivered across the Trust in accordance with an agreed annual audit and assurance plan which is approved by the Trustees. A process exists for confirming the implementation of all agreed actions resulting from these audits; namely a check by the CEO when HT Reports are quality Assured. In addition, academies ensure that their own supervisory and checking programmes are in place and audit action plans are fully implemented. Academies must also implement and comply with their own supervisory and checking systems.*

#### *Review*

*This Policy will be formally reviewed every two years. However, circumstances such as changes in legislation or emerging risks may dictate that the Policy requires amendment as and when necessary. The CEO may make minor amendments that secure the safeguarding of pupils and the Trust at any point; these should be shared as required.*

## **SECTION 4 – AVAILABLE GUIDANCE AND PROCEDURES**

- 4.1 FIRE**
- 4.2 ACCIDENT REPORTING**
- 4.3 FIRST AID**
- 4.4 RISK ASSESSMENT**
- 4.5 HAZARDOUS SUBSTANCES**
- 4.6 MANUAL HANDLING**
- 4.7 VIOLENCE TO STAFF (CAUTION ADVISED)**
- 4.8 CORPORATE MANSLAUGHTER**
- 4.9 WORK EQUIPMENT**
- 4.10 PERSONAL PROTECTIVE EQUIPMENT (PPE)**
- 4.11 WORKING AT HEIGHT**
- 4.12 CONTROL OF CONTRACTORS**
- 4.13 DISPLAY SCREEN EQUIPMENT**
- 4.14 HAND ARM VIBRATION**
- 4.15 NOISE**
- 4.16 ASBESTOS**
- 4.17 LEGIONELLA**
- 4.18 MENTAL HEALTH AND STRESS IN THE WORKPLACE**
- 4.19 STRESS IN THE WORKPLACE**
- 4.20 COMMUNICATION WITH EMPLOYEES**
- 4.21 TRAINING AND AWARENESS**
- 4.22 LONE WORKING**
- 4.23 INFECTION CONTROL**
- 4.24 NEEDLESTICK GUIDANCE**

- 4.25 SMOKING**
- 4.26 NEAR MISS**
- 4.27 MOBILE PHONES**
- 4.28 EMERGENCY PLANNING**
- 4.29 PREMISES**
- 4.30 CONSTRUCTION DESIGN AND MANAGEMENT (CDM)**
- 4.31 PROCEDURE FOR AUTHORISING STAFF TO DRIVE SCHOOL MINIBUSES**
- 4.32 OCCUPATIONAL HEALTH**
- 4.33 RECRUITMENT AND SELECTION**
- 4.34 EVENT MANAGEMENT**
- 4.35 THE TRUSTS HANDBOOK FOR OWNER DRIVERS WHICH INCLUDES:**
  - **ROAD RISK MANAGEMENT STRATEGY**
  - **ROAD SAFETY POLICY**
  - **PERMITTED DRIVERS POLICY**
  - **CODE OF PRACTICE FOR DRIVERS**
- 4.38 CODE OF PRACTICE FOR ESCORTS**