



# Health and Safety Policy

Version 2

*This policy has been implemented at Wingfield Academy after consultation with relevant recognised trade unions on behalf of Wingfield Academy following TUPE transfer to New Collaborative Learning Trust (NCLT).*

*Policy review will be carried out in consultation with recognised trade unions.*

**This policy applies to all NCLT institutions.**



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## **1.0 Health and Safety Policy Statement**

New Collaborative Learning Trust gives high priority to the health, safety and welfare of employees, students, contractors and visitors. The CEO, Directors and Principals/Head Teacher recognise their legal responsibilities under the Health and Safety at Work Act 1974 and will ensure, as far as is reasonably practicable, the health, safety and welfare of any person who may be affected by our activities. The Trust will access competent health and safety expertise from the Health and Safety Manager and external sources when necessary.

The Trust will encourage a health and safety culture which is positive, consistent and proportionate.

Health and safety is the direct responsibility of all levels of management and the following procedures have been set down to define the Organisation and Responsibilities and Arrangements to assist those responsible in communicating, implementing and ensuring compliance with the Health and Safety Policy.

### **1.1 Policy Objectives**

- a) The provision and maintenance of safe plant, equipment and methods of work.
- b) Safe arrangements for the use, handling, storage and transport of articles and substances.
- c) Sufficient information, instruction, training and supervision to enable employees and students to avoid hazards and contribute positively to their own health and safety.
- d) A safe place of work, which prevents accidents and cases of work-related ill health.
- e) Safe access and egress from the workplace.
- f) Risk assessment to provide a safe and healthy working environment, whether on or off the premises.
- g) Sufficient welfare facilities.
- h) A commitment to employee consultation and co-operation on all health and safety matters.
- i) Provision of a working environment which safeguards the welfare of learners, underpinned by a Child Protection Policy, and relevant training of all staff.

This and any other Trust policies shall be subject to monitoring and regular review, in consultation with recognised trade unions, after which it shall be brought to the attention of all staff after approval by the Board of Directors.

## **2.0 Organisation and Responsibilities**

### **2.1 The Board of Directors**

The Board of Directors has overall corporate responsibility for all Health and Safety matters within the Trust. In order to fulfil its responsibilities, the Board of Directors will:

- Ensure that the Trust conducts its business in compliance with existing Health and Safety Laws and Regulations.
- Ensure that it is kept informed of, and alert to, relevant health and safety risk management issues.

- Receive regular reports on health and safety matters to enable it to monitor the effectiveness of the Trust's health and safety arrangements and to take any necessary action.
- Ensure that adequate internal audit arrangements are in place in relation to health and safety management.
- Ensure that consideration of health, safety and welfare is an integral part of strategic decisions.
- Monitor the effectiveness of the Trust's approach to health, safety and welfare.

## 2.2 Trust Executive Team

The Trust Executive Team, collectively, is responsible for the effective management of health, safety and wellbeing throughout the Trust, with the CEO holding overall operational responsibility. The CEO is expected to:

- Ensure that resources are reasonably and effectively deployed to implement the Trust's Health and Safety Policy.
- Ensure that the consideration of health, safety and wellbeing is an integral part of strategic decisions.
- Monitor the effectiveness of the Trust's approach to health, safety and welfare.
- Ensure that staff have access to the necessary training and time provided in order to carry out their role competently.
- Ensure inspections are carried out and reports submitted to the Board of Directors.
- Promote a positive health and safety culture within the Trust supporting management and employees in the implementation of this policy.
- Ensure appropriate insurance cover is maintained to satisfy statutory and business needs.

## 2.3 Health and Safety Manager

The Health and Safety Manager acts as the Trust's "competent person" with suitable qualifications and relevant experience in health and safety. They are responsible for ensuring that appropriate provision of resources to meet health and safety obligations and requirements. They provide advice and support for health and safety practice and policy in the Trust as a whole. They are expected to:

- Provide support to the CEO and Directors and advise senior managers on health and safety issues and legislation.
- Advise on/deliver relevant health and safety training.
- Arrange and chair termly Health and Safety Committee meetings at each site.
- Work with individual managers as required to enable them to provide appropriate health and safety management of their site.
- Carry out and review Trust risk assessments, where specialist health and safety knowledge is required.
- Carry out health, safety and welfare inspections/audit of Trust premises and procedures as scheduled.
- Ensure the communication of information on health and safety matters to all appropriate persons.
- Liaise with external bodies e.g. HSE, AOC, Fire Service etc.
- Ensure all accidents are recorded, and where necessary, reported and investigated.

- Maintain details of approved contractors, and provide them with all necessary health and safety information relating to Trust premises and liaise with any contractor on site to ensure health and safety compliance.
- Provide support to all staff in relation to on-site activity in order to keep the sites safe.
- Operate a system of checks, made during and at the end of the day, to ensure the security of the sites and safeguarding of students.
- Operate a system to ensure that all necessary inspection, testing and maintenance checks are completed and recorded in respect of on-site plant and equipment where schedule and maintenance records are required, to comply with statutory health and safety regulations.

#### 2.4 Employees

All employees have a responsibility to take reasonable care not to endanger themselves and to avoid exposing others to unnecessary hazards through their acts or omissions. They are expected to:

- Comply and cooperate in all matters relating to health and safety in order to assist the employer to fulfil their statutory duties under the Health and Safety at Work Act 1974 and supporting Regulations.
- Report accidents, incidents, defective equipment or shortfalls in the protection systems.
- Participate in inspections and the Health and Safety Committee where appropriate.

#### 2.5 Teachers (or other staff supervising learners)

All teachers (or other staff supervising learners) are also responsible for the health, safety and wellbeing of all the learners they are supervising. They are expected to:

- Ensure that learners are adequately and appropriately supervised, and PPE (Personal Protective Equipment) is worn where required.
- Ensure that learners know of and comply with Trust site specific emergency procedures and the special safety measures for that location or activity.
- Provide adequate information, instruction and supervision to enable learners to safely use any equipment, machinery, substance or process necessary to the activity.
- Where appropriately trained, prepare and review risk assessments for any activity with the potential to cause harm.
- Maintain health and safety notices in their areas and promote good practice.

#### 2.6 Trust Managers

All Trust Managers (primarily Heads of School/Department and Support Staff Managers) are also responsible for all health and safety matters within the area they manage. This includes responsibility for the health, safety and wellbeing of staff, learners and others (such as contract cleaners, visitors) who may be affected by activities within their area. They are expected to:

- Ensure that the Trust's Health and Safety Policy, and guidance is implemented in their area.
- Ensure that where applicable, suitable and sufficient risk assessments are carried out, communicated to all affected and that procedures are in place to ensure compliance.

- Ensure that staff within their area are fully aware of their health and safety responsibilities and that work areas are safe.
- Promote a positive attitude toward health, safety and wellbeing.

### **3.0 Arrangements**

#### **3.1 Risk Assessments**

Under the Management of Health and Safety at Work Regulations 1999, suitable and sufficient risk assessments shall be undertaken to identify, eliminate at source or minimise the risk of harm from any hazardous activity or process within the Trust. This shall also apply to any persons taking part in activities off any Trust sites. Managers and suitably competent persons will make, record and publicise the details of such assessments which will be subject to monitoring and review.

#### **3.2 Manual Handling**

The Manual Handling Operations Regulations 2002 apply to any operation involving pushing, pulling, putting down, lifting, carrying, supporting in a static position, throwing and dropping. Such operations will be identified and a risk assessment carried out as above. Risks will be eliminated, as far as is reasonably practicable, by ergonomic design of the workplace and activity, and the provision of mechanical aids where required. Manual handling operation assessments will be identified and progressed by line managers, subject leaders or suitably competent nominated persons in charge of activities.

#### **3.3 The Health and Safety (Display Screen Equipment) Regulations 2007**

Under these regulations, assessments will be carried out for all regular users of display screen equipment, and remedial measures taken where identified. The assessments will take into consideration the ergonomic design of the equipment, software, furniture, the working environment and the tasks performed.

#### **3.4 Work equipment**

It is the policy of the Trust to provide a safe working environment in relation to work equipment safety and to ensure all persons involved receive appropriate safety information and training for their work equipment. Under the Provision and Use of Work Equipment Regulations 1998, the Trust will:

- Consider the working conditions and hazards when selecting equipment.
- Ensure that equipment is suitable for purpose, adequately guarded and maintained in accordance with manufacturers' instructions, and keep a written record.
- Provide adequate information, instruction and training as to its use, including PPE.
- Undertake an assessment of risk in relation to work equipment, and ensure any persons using the equipment are aware, and comply with the measures therein.

#### **3.5 Personal Protective Equipment**

When a risk presented by a work activity cannot be eliminated or adequately controlled by other means, PPE shall be provided under the Personal Protective Equipment at Work (PPE) 1992 Regulations (revised 2002). Under these regulations the Trust will:

- Ensure PPE requirements are identified in risk assessments.
- Use the most effective means of controlling risks without the need for PPE.

- Ensure PPE is available, suitable and compatible for any person who needs it.
- Provide adequate storage, maintenance, cleaning and repair of PPE.
- Inform those involved of the risks their work involves and why PPE is required.
- Train all relevant persons in safe use, inspection and maintenance.
- PPE includes protection for the hands, head, hearing, eye and face, body, feet and respiration.

### 3.6 The Workplace (Health, Safety and Welfare) Regulations 1992

The regulations set out general requirements on four broad areas: working environment, facilities, safety and housekeeping. Low standards often result from poor working practices and organisational deficiencies. This can also contribute to stress in the work place. This element of the policy aims to ensure that any workplace within the Trust is managed and in compliance with these regulations. Such compliance will be monitored by the regular inspection of premises by the Site Team, Estates Manager, Health and Safety Committee and Health and Safety Manager. Staff and students also have a responsibility to notify any defects.

### 3.7 Control Of Substances Hazardous to Health Regulations (COSHH) 2002 (amended 2005)

Line managers, subject leaders or nominated persons shall keep records on hazardous substances deemed essential to use which must include Material Safety Data Sheets from the manufacturer where supplied and a completed risk assessment for safe use of the substance in the work place. At each risk assessment review, the reviewing person should consider whether the hazard can be eliminated by ceasing to use the product or selecting a less hazardous one. The Trust shall implement suitable control measures, monitoring of exposure, health surveillance and the provision of information, instruction, training and supervision for those involved.

All substances must be stored in designed COSHH stores. Chemicals can be stored in different locations on sites but must be stored in a designed COSHH lockable cabinet with only selected key holders, all details for stored items must be in a log in the cupboard and inform the Health and Safety Manager in case of a fire.

### 3.8 Transporting Chemicals

Only trained members of staff are authorised to move chemicals around the Trusts' sites for use, this must be risk assessed taking into consideration how dangerous the chemical is and avoiding busy periods such as break or dinner.

No member of staff of NCLT is authorised to transport any chemicals off site or collect from a supplier to bring onto a Trust site. All deliveries must be through an approved supplier and have full documentation to support the delivery of such goods.

### 3.9 Construction (Design and Management) Regulations 1994 Amended 2015

Under the regulations the Trust is recognised as a client. Under the regulations the Trust will:

- Be satisfied that only competent people are selected and appointed as CDM Coordinator and Principal Contractor. This also applies when appointing Designers and Contractors.
- Also ensure that sufficient resources, including time, have been or will be allocated to enable the project to be carried out safely.

- Provide the CDM Co-ordinator with information relevant to all health and safety matters associated with the project.
- Prevent the commencement of construction work until the Principal Contractor has satisfactorily prepared the Health and Safety Plan.
- Ensure that the Health and Safety File is available for inspection post contract.

### 3.10 Contractors and Visitors

The Trusts' sites have an established "visitors" procedure whereby all visitors must report to reception and be provided with a visitor's pass. They will sign in at reception and receive information outlining emergency evacuation procedures, safety guidelines and other important information. Visitors are expected to follow established Trust procedures in relation to safety, security and fire.

For college sites, all contractors must inform the Estates Team at least 24 hours before coming to site. This is so arrangements can be made with reception and checks carried out on the contractor such as risk assessments completed for the works and evidence of DBS checks on the named employees coming to site.

At Wingfield Academy ENGIE staff are authorised to access site, ENGIE staff must supervise any contractors arranged through ENGIE.

Once parked on site the contractor must sign in at reception and carry out the site induction for that site if they have not completed it in the last 12 months. Once this is completed and the induction register signed the contractor will be handed over to the NCLT or ENGIE contact and shown to the work area. If the contractor is a regular to the college site and has provided proof of DBS checks they will be given a green lanyard. This means they can be left unsupervised during the visit.

If the contractor cannot provide DBS check evidence they will be given a red lanyard and must be supervised at all times by an NCLT member of the site team. This will be managed by the Estates Manager.

### 3.11 Regulatory Reform (Fire Safety) Order 2005

The priorities of fire safety management are to minimise the risk of fire, to protect the means of escape and limit the spread of fire. NCLT aims to ensure that in the event of fire it can be quickly controlled or if evacuation is necessary, that all persons on the premises can escape to a place of safety quickly and easily. The main arrangements are to:

- Ensure a Fire Risk Assessment is in place and reviewed periodically.
- Be responsible for fire training.
- Produce an emergency plan outlining the responsibilities of fire marshals and key staff, and ensure it is visible to all.
- Conduct fire drills.
- Check the adequacy of firefighting equipment and emergency lighting both locally and on contract maintenance, and keep records.
- Consult with and implement recommendations from the fire service.
- Include fire safety in site inspections.
- Remain vigilant on a daily basis to ensure safety rules are being followed.

- Ensure fire escape routes are unobstructed, fire doors are closed and any fire door appliances operate correctly.
- Implement remedial measures on any shortfalls in provision identified during fire drills.

### 3.12 Health and Safety Committee

The Trust acknowledges the importance of employee involvement in health and safety matters and the positive effect of consultation and co-operation. Each site has established a Health and Safety Committee that will meet on a termly basis and review safety performance within the site. The committee terms of reference include:

- The development and review of NCLT policies on health, safety and welfare.
- The development and update of safety rules and safe systems of work.
- The examination of health and safety audit and inspection reports, and making recommendations for corrective action where appropriate.
- The provision and monitoring of the effectiveness of training in health and safety for site users.
- The effectiveness of communication in respect of health and safety matters.
- The consideration of reports, trends and statistics relating to accidents, incidents, dangerous occurrences and notifiable diseases.
- The management of health and safety inspections.
- Safeguarding issues arising from activities with health and Safety implications.

Committee representatives may include:

- Board of Directors Representative
- Chief Operating Officer
- Human Resources Officer
- Estates Manager
- Health and Safety Manager
- IT Manager
- Work Experience Coordinator
- Student Executive member
- SENDCo
- Member of SLT
- Technicians
- One or more Heads of School/Department
- Workplace representatives of Trade Unions
- School Business Manager

The committee meet once per term and membership is open to any staff member. Staff interested in joining this group should contact the Health and Safety Manager. Any member of staff may submit an item for the agenda.

### 3.13 Safety Inspections

Are carried out on a scheduled basis, according to the level of risk. The purpose of the inspection is to identify hazards, site defects and unsafe working practises. A formal report outlining details of inspection, recommended action and priority will be produced by the Health and Safety Manager and forwarded to the CEO for TET and Board of Directors.

### 3.14 Lone Working

Staff are encouraged not to work on the NCLT sites alone. At a time of low building occupancy, staff should have an awareness of other people in the building and where telephones are situated. When working alone staff should ensure that site staff/reception are aware of their location. Staff are encouraged to be aware of personal security and should not put themselves at risk either on the NCLT premises or when on NCLT business off site.

### 3.15 On Site Parking

All staff bringing vehicles on to the site need to seek approval by applying for a parking permit which must be displayed on the vehicle at all times. Staff must park responsibly and follow reasonable instructions from the estates staff. The Trust reserves the right to refuse onsite parking where staff persistently refuse to comply and permits may be refused. There is no parking for students at New College Pontefract, New College Bradford or Wingfield Academy with the exception of those with disabilities – these students should obtain a parking permit from HR and park in the marked bays only. On-site student parking is available at New College Doncaster, parking permits can be obtained from reception and must be displayed at all times when parked.

### 3.16 General Safety

All members of staff and public should report circumstances which arouse cause for concern to a senior manager, who will investigate and take appropriate action. If there is serious threat to an individual or the Trust then the police should be called. If a person is found to have no legitimate reason for being on a Trust site they should be requested to leave.

All staff and students are encouraged to report any concerns they may have regarding personal safety or security to their Line Manager or Tutor.

### 3.17 Noise at Work

The objective of the Control of Noise at Work Regulations 2005 is the preservation of a person's hearing by the assessment of noise exposure and as prescribed in the Regulations, findings of over 80dbA (LEPd) will be interpreted as requiring provision and maintenance by the Trust of hearing protection and the optional wearing thereof by the persons exposed. Findings of 85dbA (LEPd) will necessitate the mandatory wearing of hearing protection, the displaying of approved warning signs and the initiation of procedures to attempt to eliminate such exposure from noise hazards at source.

Where necessary, the Trust will progress a suitable and sufficient survey of noise exposure to identify areas for noise suppression. Adequate information, instruction and training regarding hearing will be provided, along with health surveillance if required.

### 3.18 Safety induction and subsequent training

The Health and Safety Manager is responsible for undertaking health and safety induction training. Where necessary approved external training organisations will be commissioned to undertake specialist training.

Safety Training will include:

- Induction training
- Current Health and Safety Policy Implementation
- Fire Procedures
- Lockdown Procedure
- 1<sup>st</sup> Aid
- Offsite activities
- Risk Assessment training

All employees shall be instructed as to any danger which may exist at their work place and shall receive such training as shall be deemed necessary to enable them to do their job satisfactorily.

### 3.19 Working at Heights Regulations 2005

Risk assessments are prepared for any staff who use ladders/working platforms to perform their duties, and training is given on inspection and safe use.

### 3.20 Control of Asbestos Regulations 2012

The Trust Estates Manager is responsible for the development and oversight of an asbestos management plan. This will include conducting periodic asbestos surveys, recording the location of any asbestos containing materials (ACM), how ACM will be managed and timescales for removal (where relevant). Details for individual sites are found in the Asbestos Management Plan.

## **Appendix A – Related Policies and Procedures**

<b>Title of Policy/Procedure</b>	<b>Responsibility for Review</b>	<b>Review Period</b>
Accident, Incident and Investigation Policy	Health and Safety Manager	Annually
Asbestos Management Plan	Estates Manager	Annually
Lockdown Procedure	Health and Safety Manager	Annually
Control of Infection Policy	Health and Safety Manager	Annually
COSHH Procedures	Health and Safety Manager	Annually
Business Continuity Plan	Health and Safety Manager	Annually
First Aid Policy	Health and Safety Manager	Annually
Health and Safety Policy	Health and Safety Manager	Annually
Lone Working Policy	Health and Safety Manager	Annually
Offsite Activity Policy	Health and Safety Manager	Annually
Risk Assessment Policy	Health and Safety Manager	Annually
Employee Health and Wellbeing Policy	Director of Human Resources	Every 3 years

## Policy Status

<b>Policy Lead (Title)</b>	Trust Health and Safety Manager	<b>Review Period</b>	Annually
<b>Reviewed By</b>	Trust Executive Team/ Board of Directors	<b>Equality Impact Assessment Completed (Y/N)</b>	N

## POLICY AMENDMENTS

Version	Approval Date	Page No./Paragraph No.	Amendment	Audience	How Communicated
This Policy was previously part of a larger policy. This is the first version since becoming a standalone policy.					
Version 1	TET 14/06/21 BoD 05/07/21 TU 15/07/2021	Page 10 – Health and Safety Committee	Altered quarterly Health and Safety Committee meetings to termly	NCLT Colleges and WFA. Staff, students, parents.	Uploaded onto College Moodle, WFA shared drive, NCLT website and staff notified via HR newsletter
		Appendix 1	Updated to reflect latest structure of policies		
		Reformatted throughout to comply with master policy format			
		Page 5/Paragraph 2.6	Changed Head of School to Head of School/Department to include structures in place at all sites in Trust.		
		Page 7 7/Paragraph 3.10	Changed leaflet to information to ensure includes procedures in place at all sites in Trust. Clarified that contractors liaise with individual Estates staff at each site.		
		Page 8/Paragraph 3.11	Changed annual review of fire risk assessment to periodic. Better reflects requirements and allows flexibility for reviews where there is a significant change in use of an area.		
		Page 8/Paragraph 3.12	Removed wording referring to colleges to ensure is relevant to all NCLT sites.		
		Page 10/Paragraph 3.20	Removed as only contained security information relevant to NCP.		
		Page 9/Paragraph 3.10	Statement added to clarify that ENGIE staff allowed on site at WFA and ENGIE responsible for supervising contractors they have arranged.		
		Page 10/Paragraph 3.12	Changed Head of School to Head of School/Department to include structures in place at all sites in Trust.		
		Page 4/Paragraph 1.0	Changed principal to principal/head teacher to include structures in place at all sites in Trust		
		Page 11 Paragraph a3.15	Added information to clarify differences between student parking at NCD and other sites within trust.		
Page 13 Appendix 1	Changed to Review period in line with advice from TET. Updated list of related policies to reflect revisions being made as part of WFA integration.				
Page 10/Paragraph 3.12	Added COO and BoD representative to individuals invited to H&S Committee Meetings.				
Version 2	TET 26/04/22 BoD 09/05/22	Page 4 Paragraph 2.3	Changed wording to remove repetition in sentence	NCLT Colleges and WFA. Staff, students, parents.	Uploaded onto College Moodle, WFA shared drive, NCLT website
		Page 6 Paragraph 3.4	Changed wording from To take into account to consider (clarity)		
		Page 12 Appendix A	Changed policy names to reflect current titles		
		Section 3.10 Paragraph 4	Spelling correction (contractor)		
		Section 3.18	Spelling correction (offsite activities) and added Lockdown Procedure to list		