

Health and Safety Policy

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Contact: Chief Executive, Education Futures Trust

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1. Introduction

The Education Futures Trust complies with local authority or academy trust Health and Safety policies and procedures, in order to enable staff to deliver the services in local schools.

This policy is also intended to ensure that all trustees, staff and volunteers are aware of the health and safety arrangements for the Trust and are aware of how this affects not only all employees and volunteers, but also service users and others who may be working with or accessing provision of the Trust.

The Trust is committed to delivering high standards of health and safety for the benefit of all staff and service users.

2. Education Futures Trust Objectives

The Trust is committed to ensuring that:

- a) all staff receive appropriate training to ensure they can safely carry out their work
- b) all staff understand the procedure for reporting incidents
- c) incidents and accidents are prevented from occurring wherever possible
- d) all staff understand their own responsibilities for health and safety whether regarding themselves or visitors, service users, colleagues, guests, volunteers or the general public
- e) all activities are appropriately risk assessed before they take place
- f) any actions identified from an incident or occurrence are implemented immediately and fully
- g) the Trust complies with appropriate health and safety policies and procedures
- h) any new policies implemented take into account health and safety implications.

3. Risk management

The Trust's approach to risk management is to ensure that all activities are appropriately risk assessed by a group leader and that all risk assessments are approved before the activity can take place.

This policy ensures that risk is minimised or eliminated and ensures service provision takes place within a safe environment.

Only trained Trust staff/volunteers are permitted to lead groups and only a member of the management team or a trustee is permitted to approve risk assessments. This ensures that all risk assessments are completed to the highest standard.

Whilst an activity is taking place the group leader is required to provide a copy of the risk assessment to the office which must include details of all contingency plans and contact details. This means that, should an incident occur, this can be responded to quickly and efficiently with the correct information to hand. Group leaders should also have access to a copy of the risk assessment.

The Trust is committed to continual self assessment and wherever any unforeseen circumstance does occur the risk assessment is reviewed. All risk assessments are due

for review after a set period of time. Any risk assessments of an educational activity are due for review a minimum of once every 3 months, or once per new term.

Workplace risk assessments are carried out regularly and reviewed wherever necessary. Risk assessments are also reviewed in light of any changes.

In addition if there are any working circumstances specific to an individual member of staff that require a risk assessment this is completed with the relevant line manager to ensure that all work is being completed in a safe environment.

Generic risk assessments are not used for educational activities as risk assessments are based on the particular needs of the specific group being worked with. This is especially important when working with children or adults, especially those with learning or behavioural difficulties. This policy also ensures best practice whereby all assessments are written by the Group Leader rather than using a standardised assessment.

4. Incident reporting

An incident is an unplanned event which causes an accident or a near miss to occur. Any incident that occurs should be reported and documented in the Trust incident log. This policy ensures that the Trust is aware of all potential or actual occurrences and can act accordingly.

The procedure following an incident is as follows:

1. if somebody has been injured, contact a first aider or administer first aid or take action as appropriate
2. make a note of the incident
3. report to line manager at earliest opportunity
4. fill in a Trust incident log form independently and submit to line manager.

Any incident or near miss that occurs will prompt a review of the risk assessment in place to assess whether the incident or near miss could have been avoided. This will also be considered should the severity of the incident prompt an Investigation Report Form.

All Trust delivery staff are asked to attend Appointed Person First Aid training. This ensures that all activity and delivery is supported by employees with sufficient training to be able to act accordingly should an incident occur. Additionally office based staff should receive appropriate first aid training. Further to this at least one office based member of staff is trained in First Aid at Work, in accordance with the Health and Safety (First Aid) Regulations 1981 Health and Safety Executive Approval Number 447/82.

Any incidents reported, no matter how minor, are subject to a Trust Log of Incident form. Reports are stored for a minimum of 3 years from the date of the incident.

Should any incident occur which falls under the requirements of incidents notifiable to the HSE under RIDDOR this is reported in line with RIDDOR requirements.

5. Legal obligations

All staff are responsible for their own health and safety and for reporting any incidents, near misses or faulty equipment to a member of management as soon as it occurs. All staff must also comply with the health and safety policies relevant to their work and co-operate with any procedures in place.

As an employer, the Trust has a responsibility for the health and safety of any individuals affected by the work of the organisation.

The Trust takes its environmental impact seriously and strives to be as economic in its use of resources as possible. All staff are expected to obtain the appropriate authorisation before incurring any expense to avoid duplication of resources.

In order to meet its legal obligations the Trust will:

- ensure risk assessments are produced wherever necessary and control measures implemented correctly
- have a health and safety policy available to all staff
- comply with health and safety legislation through the Health and Safety at Work Act 1974.

6. Emergencies

In an emergency, a staff member should call the relevant emergency service as appropriate.

The manager on duty should be consulted or informed of the situation as soon as possible. The manager can be contacted via the office or on their work mobile.

The Trust has in place an emergency telephone message that can be used by Trust staff to alert the office that there is an emergency situation and they are unable to speak freely. If the message 'Tell Bobby I'm running late' is received from a Trust worker this is an indication that:

- a. a member of management needs to be informed
- b. the police should be called for assistance

Trust staff teams all have access to work mobile phones so that a method of communication is available at all times when working off site.

As the Trust is committed to minimising risk, the following measures are required as part of the Lone Working Policy and Safety Protocols when Working with Children and Young People:

- a line manager should be able to identify the whereabouts of any member of staff
- it is not advisable to be alone with a child on his/her own in a room which does not have a vision panel. In the case of an internal door with no vision panel, the door should be left open or ajar
- Trust official badges should be worn on all occasions.

Further details are available in the Trust Lone Working Policy.

Fire Safety

The Trust conducts fire drills every 6 months to ensure the building can be evacuated safely and quickly. This ensures that staff are familiar with escape routes and assembly points.

Any issues identified as the result of a fire drill are to be dealt with quickly and resolutions identified and put into place.

The Trust has in place a Fire Risk Assessment Book which is reviewed at least annually and an update is prompted should any elements of the building or work within it alter with enough significance to impact the fire safety procedures.

All fire extinguishers are serviced at least annually by an appropriately qualified contractor. Fire alarms are tested on a weekly basis and an appropriate qualified contractor services and maintains the alarm systems on an annual basis.

The Trust fire safety procedures are available to all staff, introduced at induction, regularly refreshed and displayed in each main area of work.

7. Training

The following training is mandatory for all delivery and office based staff

- Risk Assessment session with the manager responsible
- Safeguarding
- First Aid Appointed Person

In addition an office based member of staff is trained in First Aid at Work and certificates displayed in the office. Training is renewed as advised.

Training is provided to enable all staff to complete risk assessments competently.

The Chief Executive will be trained as a Controller of Premises, as will the Office Manager who will hold responsibility as a Premises Coordinator.

Other training courses made available to staff to assist in the safe delivery of their work could include but are not limited to:

- food hygiene training
- back care/lifting technique training.

8. Responsibilities of Trustees

The Trustees will:

- a) ensure that Health, Safety and Welfare Policies are implemented;
- b) allocate appropriate resources to meet health and safety obligations and to comply with all policies and procedures.

9. Responsibilities of Chief Executive

The Chief Executive will:

- a) ensure that Trust staff are aware of their health and safety obligations;
- b) access appropriate training for relevant Trust personnel;
- c) encourage health and safety issues to be addressed at staff meetings where issues arise to ensure that staff are aware of the relevant procedures and policies;
- d) require all new staff and volunteers to attend an induction meeting to cover health and safety procedures within the Trust;
- e) ensure any incident or accident reports are assessed to ensure that all policies are correctly implemented;
- f) ensure that all accidents are investigated by the appropriate manager

- g) promote the health, safety and welfare of employees and volunteers.

10. Responsibilities of managers

The members of the management team are accountable to the Chief Executive for general health and safety arrangements within their teams and all staff, and should:

- a) ensure, so far as is reasonably practicable, the health, safety and welfare of their staff and those who may be affected by their work;
- b) ensure that health and safety is being effectively managed by raising any issues or potential issues in management meetings, supervision or as appropriate;
- c) address any issues raised within or by their teams;
- d) ensure staff within their teams comply with requests to attend appropriate training;
- e) be aware of the fire safety and health and safety arrangements around the building, particularly those specific to senior managers and their working areas;
- f) ensure that all Trust health and safety policies are implemented including the production of risk assessments;
- g) ensure that approval procedures are followed and that their teams meet their responsibilities for maintaining health and safety standards around the building;
- h) act on any health and safety instructions made by the Chief Executive or Chair of Trustees.

11. Responsibilities of all staff

All staff are accountable to their line managers and responsible for:

- a) promoting a positive safety culture by their personal commitment to maintaining health and safety standards;
- b) raising any health and safety issues identified with their line manager or the appropriate person;
- c) ensuring that they attend any necessary training relating to health and safety;
- d) passing on requests for copies of health and safety policies to the relevant member of staff;
- e) acting on any health and safety instructions made by trustees, the Chief Executive or a manager;
- f) carrying out, and regularly reviewing, risk assessments for their work activities and ensuring that through the risk assessment process any identified risks are either eliminated or reduced as far as reasonably practical and reviewing progress as necessary;
- g) reporting any incidents, accidents or near misses using the Trust incident reporting procedure.

12. Responsibilities of Controller of Premises

Controllers of Premises are responsible for:-

- a) being appropriately trained in health and safety to carry out their duties;
- b) carrying out any work related risk assessments for their allocated premises;
- c) carrying out regular workplace inspections in accordance with guidelines;
- d) executing the general health and safety arrangements at their allocated premises;
- e) co-ordinating the health and safety arrangements at their allocated workplace of responsibility for visitors, contractors, volunteers, staff and any other users of the premises;
- f) ensuring an emergency evacuation and fire evacuation plan is in place and displayed appropriately around the building;
- g) organising the maintenance and testing of fire alarms, fire fighting equipment and regular fire drills;
- h) ensure that the required health and safety law poster is displayed around the building.

13. Responsibilities of First Aiders at Work

The Trust trains a minimum of one office based First Aider at Work, whilst Appointed Person First Aid training is compulsory for delivery staff.

The First Aider at Work certificate(s) are displayed in the office and all new staff are informed who this is during their induction period.

Responsibilities of the First Aider at Work:

- ensuring there are adequate first aid boxes in and around the building;
- making sure first aid supplies are fit for purpose;
- ordering supplies for first aid boxes and checking stock levels are sufficient;
- providing advice for staff about first aid boxes and supplies and helping to ensure sufficient provisions are available for activities and trips.

In the event of an emergency the First Aider at Work will:

- take control of the situation and give appropriate first aid in line with their training;
- ensure that the emergency services are called, a person is delegated to meet the ambulance and that emergency services personnel are swiftly directed;
- clear the area of unnecessary personnel;
- dispose of any used first aid supplies appropriately;
- complete the appropriate incident reporting paperwork;
- complete an entry in the first aid book.

In the event of an emergency when the First Aider at Work is unavailable, any member of staff trained as an Appointed Person will:

- give appropriate first aid assistance in line with their training;
- ensure that the emergency services are called, a person is delegated to meet the ambulance and that emergency services personnel are swiftly directed.

14. Responsibilities of group leaders for risk assessments.

Group leader induction is provided for staff who lead activities, whether off site or otherwise. The aims of the induction are to cover core competencies in risk management and assessment, supervision and leadership of activities and off-site visits.

A member of staff leading an off-site activity must have successfully completed the induction and have completed and had approved a risk assessment for all elements of the activity, including transport.

Responsibilities of the group leader include:

- ensuring an appropriate risk assessment is in place;
- giving a copy of all names and contacts details to reception staff in case of an accident or emergency;
- implementing any preventative or protective measures identified in the control measures section of the risk assessment;
- involving all staff involved in the activity in the risk assessment process, including giving copies of the risk assessment to all support or delivery staff;
- monitoring the risk assessment to ensure it is up to date;
- providing the appropriate equipment so that all control measures can be correctly implemented;
- ensuring that equipment is appropriately used and checked in at the end of each activity;
- reviewing the risk assessment regularly to consider the efficiency of the existing control measures;
- carrying out site visits to any new venue;
- highlighting to a manager if the risk of any activity appears to be high before proceeding any further with the planning for the activity;
- ensuring the risk assessment has been approved and is available before the activity takes place.

A Forest School Leader trained to level 3 must be available when any activities include fire or knife work. The trained leader retains responsibility for the activities and equipment.

15. Duties of employees/volunteers/visitors

All are required to take reasonable care for the health, safety and welfare of themselves and others who may be affected by their behaviour, and to co-operate with managers and others in:

- a) taking reasonable care for their own health and safety and that of colleagues, service users and others who may be affected by their work/actions;
- b) complying with safety instructions, using specified protective clothing/equipment and carrying out the safe working practices specified by their managers;
- c) complying with policies, procedures and safe working practices;

- d) attending training courses, meetings etc. prescribed for their health and safety competence;
- e) making managers and/or their Health and Safety representative, aware of any unsafe or potentially hazardous situations;
- f) reporting all health and safety incidents, dangerous occurrences and acts of violence;
- g) reporting all incidents and near misses;
- h) working in accordance with information, instruction and training provided.

16. Key contact details

Chief Executive – Carole Dixon.

Trust 07961674015/ carole@educationfuturetrust.org

Deputy – Shar Brow

Trust 07961674048 /shar@educationfuturetrust.org

Managers and supervisors - Managers and staff with supervisory responsibilities

Trust 01424 722241

Controller of Premises – Office Manager.

Trust 01424 722241/office@educationfuturetrust.org

Safety Adviser/Consultant - Offsite Education Adviser

ESCC: 01273 482522/ leanne.bentley@eastsussex.gov.uk (?)