



Transforming Lives

EDUCATIONAL TRUST

**Health and Safety  
Policy**

**October 2023**



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## 1 – The TLET Way

Transforming Lives Educational Trust (TLET) is a family of academies. Every TLET policy is rooted in and reflects our ambitions for pupils, students and wider stakeholders alike. Our ambitions are to **Nurture Potential, Inspire Community and Deliver Excellence.**

### OUR AMBITIONS - As a Trust family, our shared ambitions drive everything we do, we call this ‘The TLET Way’.

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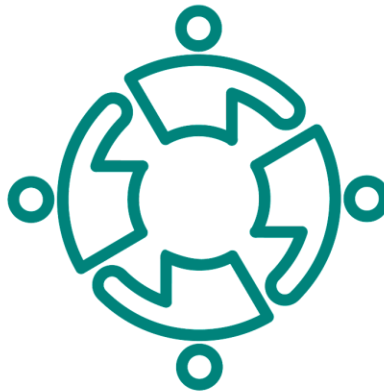
Through the transformative values of courage, kindness and loyalty, together we:



#### NURTURE POTENTIAL

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We flourish in the places we create together.



#### INSPIRE COMMUNITY

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We champion each other to make a difference.



#### DELIVER EXCELLENCE

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We strive to achieve our best.

## 2 – Definition of Terms

- **Asbestos**- the name used for a group of fibrous silicate minerals that once inhaled, have adverse effects on health and can lead to fatal lung diseases.
- **COSHH**- the control of substances hazardous to health.
- **Display Screen Equipment**- a screen that has a graphic display screen, such as a computer monitor.
- **Emergency plan**- a plan detailing the exact actions to be taken in the event of an emergency with the aim of evacuating all persons from dangerous environment and conditions.
- **Manual handling**- task that require a person to exert bodily force to transport a load by lifting, lowering, pushing, pulling or carrying an object.
- **Risk assessment**- an examination of potential risks in the workplace, with the aim of assessing whether enough precautions have been put in place to prevent harm. A risk assessment focuses on the relationship between the worker, the work being carried out, the equipment being used and the conditions of the working environment.
- **Self-assessment**- an assessment carried out by an individual to determine how safely they are working and fulfilling their health and safety duties.

## 3 – Rationale and Statutory Requirements

3.1 This Trust's processes and procedures for Health and Safety are based on the framework provided by the Department for Education and the following government legislation:

- [Statutory Framework for the Early Years Foundation Stage \(EYFS\)](#), general advice from the Department for Education on health and safety in academies;
- [The Health and Safety at Work Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings;
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees;
- [The Management of Health and Safety at Work Regulations 1999](#), which requires employers to carry out risk assessments, make arrangements to implement necessary and arrange for appropriate information and training;
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health;
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#), which state that some accidents must be reported to the [Health and Safety Executive \(HSE\)](#), and set out the timeframe for this and how long records of such accidents must be kept;
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risk to the health and safety of their employees;
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test;
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register;
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff;
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height.

## 4 – Scope

This policy refers to:

<b>Parents/Carers</b>	✓	<b>Trustees</b>	✓
<b>Employees</b>	✓	<b>Volunteers</b>	✓
<b>Pupils/Students</b>	✓	<b>Visitors</b>	✓
<b>Governors</b>	✓	<b>Community</b>	✓

There are a number of staff who will hold specific roles as detailed below, however health and safety is everyone's responsibility and all those at TLET's sites have a duty of care to themselves and others.

### 4.1 Roles & Responsibilities

4.1.1 **The TLET Trust Board** is responsible for:

- Trust-wide health and safety matters, but it delegates day-to-day responsibility to the TLET Executive (under the remit of the Trust's Director of Operations) and via the Academy Improvement Management (AIM) Board, to the academy Principal.

4.1.2 **The TLET Director of Operations [DoO]** is responsible for:

- producing , and annually reviewing, a Trust-wide Health and Safety Policy for distribution to the Trust's academies;
- Producing, and reviewing as necessary, the Trust's Health and Safety documents;
- directing , monitoring and reviewing the Trust's Health and Safety practices and procedures alongside the Trust Facilities Officer.
- Ensuring that all reasonable steps are taken to ensure that Central Services staff, academy staff and pupils are not exposed to risks to their health and safety, on and off the TLET estate;
- Ensure that adequate health and safety training is provided to academy and Central services staff;
- Ensure regular monitoring and oversight of academy health and safety activity through regular dialogue and meetings with academy representatives, such as the termly Health and Safety Meeting.

4.1.4 **The Academy Principal** is responsible for:

- All aspects of academy health and safety on a day-to-day basis;
- Ensuring that all reasonable steps are taken to ensure that academy staff and pupils are not exposed to risks to their health and safety, on and off the academy site. This includes but is not limited to:
  - Producing, and annually reviewing, the localisation of Trust-wide health & safety policy templates;
  - Producing, and reviewing as necessary, the academy's Health and Safety documents;
  - Directing, monitoring and reviewing the academy's Health and Safety practices and procedures through the implementation of the Trust's, and any local academy, health and safety policies;
  - Ensuring there is enough staff to supervise pupils;
  - Ensuring the school building and premises are safe and regularly inspected;
  - Ensuring appropriate fire evacuation procedures are in place and fire drills are held termly;

- Ensuring that, in their absence, health and safety responsibilities are delegated to another member of staff;
- Ensuring that when pupils are taken off the academy site, health and safety responsibilities are delegated to, any fully understood by, a designated member of staff;
- Ensuring all risk assessments are completed and reviewed, including those for pupils with physical or behavioural special needs;
- Ensuring that adequate health and safety training is provided to academy staff;
- Ensuring regular monitoring and oversight of academy staff, the AIM Board and the TLET Director of Operations.

4.1.5 **TLET Staff** are responsible for:

- Taking reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- Co-operating with the TLET Director of Operations and academy Principals on health and safety matters;
- Working in accordance with training and instructions;
- Informing the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken;
- Modelling safe and hygienic practice for pupils;
- Understanding emergency evacuation procedures and feeling confident in implementing them.

4.1.6 **Parents/ Carers of Pupils** are responsible for:

- Following health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

4.1.7 **Visitors** are responsible for:

- Following health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

## 5 – Principles

5.1 This Trust's processes and procedures for Health and Safety are based on the framework provided by the Department for Education and the following government legislation:

- [Statutory Framework for the Early Years Foundation Stage \(EYFS\)](#), general advice from the Department for Education on health and safety in academies;
- [The Health and Safety at Work Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings;
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees;
- [The Management of Health and Safety at Work Regulations 1999](#), which requires employers to carry out risk assessments, make arrangements to implement necessary and arrange for appropriate information and training;
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health;
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#), which state that some accidents must be reported to the [Health and Safety Executive \(HSE\)](#), and set



out the timeframe for this and how long records of such accidents must be kept;

- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risk to the health and safety of their employees;
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test;
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register;
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff;
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height.

5.2 TLET follows national guidance published by the [Office for Health Improvement and Disparities](#) when responding to infection control issues.

5.3 TLET Health and Safety policies, as listed in **paragraph 6.2** each provide more details of specific, relevant legislation upon which they are based.

## 6 – Policy Statement

6.1 This policy is designed to:

- Detail the framework in which the Trust provides and maintains a safe and healthy environment across its estate, including the regular inspection of all premises and equipment;
- Establish and maintain safe working procedures for staff, pupils and visitors across the Trust's estate;
- Detail the robust procedures in place in case of an emergency.

6.2 This policy should be considered as part of a suite of Health and Safety Policies and Estate Management documents which include but is not limited to:

- Site-specific Building Emergency Evacuation Plan (BEEP);
- Site-specific Personal Emergency Evacuation Plans, where necessary (PEEP);
- Site-specific Local Asbestos Management Plan (LAMP);
- Site-specific Lockdown Plans;
- Site-specific Risk Assessments;
- Site-specific Fire Risk Assessments;
- Site-specific Water Risk Assessments;
- TLET Control of Substances Hazardous to Health Policy;
- TLET Critical Incident and Business Continuity Policy;
- TLET First Aid Policy
- TLET Home Working Policy;
- TLET Lettings Policy;
- TLET Lone Working Policy;
- TLET Minibus Policy
- TLET Risk Assessment Policy;
- TLET Risk Management Policy;
- TLET Site Maintenance Policy;
- TLET Waste Management Policy;

These documents provide greater detail on specific aspects of the Trust's processes and procedures for Health and Safety and can be accessed via the TLET shared policy drive and/or via academy site teams.

## 7 – Procedure

### 7.1 Site Security

- 7.1.1 The **Academy Principal** and the **Site Service Officer(s)** are responsible for the security of the academy site in and out of academy hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.
- 7.1.2 Procedures for how to respond to an emergency are found in the **TLET Critical Incident and Business Continuity Policy** available via the following path: Google Drive/ TLET Policies/ Health and Safety.

### 7.2 Asbestos

- 7.2.1 An annual inspection will be carried out across the TLET estate by Warwickshire County Council to:
- Ascertain whether any asbestos is present;
  - Recommend and monitor encapsulation or removal of any known asbestos,
- 7.2.2 The **Director of Operations** will review and action recommendations received from Warwickshire County Council.
- 7.2.3 If Asbestos is discovered on a TLET site, a site-specific Local Asbestos Management Plan (LAMP) will be created by the DoO.
- 7.2.4 Academy staff will be aware of the discovery of asbestos and will have access to the LAMP.
- 7.2.5 Further to the inspections mentioned in paragraph 7.8.1, biannual inspections of any known asbestos across the TLET estate will be carried out by the TLET Site Team.
- 7.2.6 External contractors will be made aware of asbestos on TLET sites as necessary in order to ensure that it is not disturbed by their work.
- 7.2.7 External contractors are advised to immediately stop work if they discover what they believe to be asbestos. Work can only resume once the area is declared safe.

### 7.3 Fire

- 7.3.1 A Fire Risk Assessment will be carried out annually at each TLET site.
- 7.3.2 Fire Risk Assessments will pay particular attention to how risks will affect those staff and pupils with disabilities.
- 7.3.3 A Building Emergency Evacuation Plan (BEEP) will be created by the DoO for each TLET site and reviewed at least annually.
- 7.3.4 Personal Emergency Evacuation Plans (PEEP) will be put in place for the evacuation of people with mobility needs.
- 7.3.5 PEEPs for staff will be completed by the member of staff's line management. PEEPs for pupils will be completed by the SENCo, or by another designated member of staff.
- 7.3.6 Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices at all TLET sites.
- 7.3.7 Fire alarm testing across the TLET estate will be carried out by the TLET Site Team on a weekly basis.
- 7.3.8 Emergency evacuations of all TLET sites are practiced at least once a term and reported to the DoO through the mechanism of the termly Health and Safety meeting.
- 7.3.9 Fire Marshals will be designated at each TLET site and recorded in the BEEP.
- 7.3.10 Fire Marshal training will be provided to designated staff.

### 7.4 Legionella

- 7.4.1 A Water Risk Assessment will be carried out at each TLET site.
- 7.4.2 Water Risk Assessments will be carried out at biennial intervals.
- 7.4.3 Any remedial recommendations will be actioned where appropriate.

- 7.4.4 The water quality across the TLET estate is monitored on a monthly basis, with any remedial recommendations being actioned where appropriate.
- 7.4.5 The risk of Legionella is mitigated by ensuring a weekly flushing regime is carried out across the TLET estate by the TLET Site Team.
- 7.5 Lettings**
- 7.5.1 Lettings will be carried out in line with the **TLET Lettings Policy**, which will be reviewed annually by the DoO.
- 7.6 First Aid**
- 7.6.1 First Aid will be carried out in accordance with the **TLET First Aid Policy (template)**, which will be reviewed annually by the DoO and populated with site-specific information by academy staff at the beginning of each academic year.
- 7.6.2 First Aid training will be provided to designated staff.
- 7.7 Minibus**
- 7.7.1 Minibuses will be operated in accordance with the **TLET Minibus Policy (template)**, which will be reviewed annually by the DoO and populated with site-specific information by academy staff at the beginning of each academic year.
- 7.7.2 Minibus training will be provided to designated staff.
- 7.8 Display Screen Equipment**
- 7.8.1 The BOEM will send an annual **Display Screen Equipment Self-Assessment** to all Trust staff.
- 7.8.2 Responses will be collated by the BOEM, with any remedial actions identified and, where possible, rectified by the DoO and IT Services.
- 7.9 Electricity and Gas Appliances, Equipment and Machinery**
- 7.9.1 Any potential hazards must be reported to a member of the Site Team immediately, who will report as necessary to the DoO.
- 7.9.2 Reports on the condition of Site, Cleaning, First Aid, D.T, Science, P.E and Creative appliances, equipment and machinery is regularly reported to the DoO through the mechanism of the termly Health and Safety meeting. Any repair and maintenance needs will be identified and actioned.
- 7.9.3 All appliances, equipment and machinery are maintained in accordance with the manufacturer's instructions.
- 7.9.4 Electrical appliances, equipment and machinery will be installed, maintained and repaired by a competent CHAS registered engineer.
- 7.9.5 Electrical appliances, equipment and machinery, where necessary, will be subject to a portable appliance test (PAT) before use, and regularly thereafter.
- 7.9.6 Gas appliances, equipment and fittings will be installed, maintained and repaired by a competent Gas Safe registered engineer.
- 7.9.7 All staff are responsible for ensuring that they use and handle appliances, equipment and machinery sensibly and safely.
- 7.9.8 Any pupil or volunteer who handles appliances, equipment and machinery does so under the supervision of the member of staff who so directs them.

## **7.10 Home Working**

7.10.1 Home Working will be carried out in accordance with the **TLET Home Working Policy**.

## **7.11 Lone Working**

7.11.1 Lone Working will be carried out in accordance with the **TLET Lone Working Policy**.

## **7.12 Control of Substances Hazardous to Health**

7.12.1 The control of substances hazardous to health will be carried out in line with the **TLET Control of Substances Hazardous to Health Policy**.

7.12.2 Control of Substances Hazardous to Health training will be provided to designated staff.

## **7.13 Manual Handling**

7.13.1 When a task will involve manual handling, a Risk Assessment will be carried out by the Senior Site Service Officer, or the Site Service Officer at TLET sites at which no SSSO is employed.

7.13.2 The risk assessment will follow a template created, and regularly reviewed, by the DoO.

7.13.3 Manual Handling training will be provided to designated staff.

## **7.14 Working at Height**

7.14.1 When a task will involve working at height, a Risk Assessment will be carried out by the Senior Site Service Officer, or the Site Service Officer at TLET sites at which no SSSO is employed.

7.14.2 The risk assessment will follow a template created, and regularly reviewed, by the DoO.

7.14.3 Working at Height training will be provided to designated staff.

## **7.15 New and expectant mothers**

7.15.1 Staff are obliged to inform their line manager when they become pregnant.

7.15.2 Risk assessments whenever any employee notifies their line manager, or a pupil notifies an appropriate member of staff, that they are pregnant.

7.15.3 The risk assessment will be carried out by the member of staff's line manager, or an appropriate member of academy staff in the case of a pupil.

7.15.4 The risk assessment will follow a template created, and regularly reviewed, by the DoO.

7.15.5 Line managers have a duty of care to inform the TLET HR Department once they are notified that one of their direct reporting staff is pregnant.

7.15.6 Appropriate measures will be put in place to control risks identified in the risk assessment.

7.15.7 For more details of parental leave etc, please see the **TLET New and Expectant Parents Policy**.

## **7.16 Smoking**

7.16.1 Smoking is not permitted anywhere on the TLET estate.

## **7.17 Violence at Work**

- 7.17.1 The Transforming Lives Educational Trust believes that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.
- 7.17.2 All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager and academy Principal immediately. This applies to violence from pupils, staff and visitors.
- 7.17.3 This data will be regularly reported to the BOEM through the mechanism of termly Health and Safety meetings.

## 8 – Accident and Incident Reporting

### 8.1 Reporting to the DoO

- 8.1.1 As part of the termly Health and Safety meeting with representatives of the academy, First Aid data will be reported to the Trust's DoO.
- 8.1.2 As part of the termly Health and Safety meeting a representative from Site (including cleaning), Science and Design Tech departments will attend and give feedback on any necessary COSHH related items.
- 8.1.3 Additional reports will be submitted to the DoO if it is necessary for the academy to submit a RIDDOR report to the HSE (see **paragraph 7.3**).

### 8.2 Reporting to the HSE

- 8.2.1 The **Pupil Experience Leader for Mental Health and First Aid** will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in regulations 4, 5, 6 and 7 of [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#).

- 8.2.2 Reportable injuries, diseases or dangerous occurrences include, but are not limited to:

- Death;
- Specified injuries, which are:
  - fractures, other than to fingers, thumbs and toes;
  - amputations;
  - any injury likely to lead to permanent loss of sight or reduction in sight;
  - any crush injury to the head or torso causing damage to the brain or internal organs;
  - serious burns (including scalding);
  - any scalping requiring hospital treatment;
  - any loss of consciousness caused by head injury or asphyxia;
  - any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours;
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident);
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to academies include, but are not limited to:
  - the collapse or failure of load-bearing parts of lifts and lifting equipment;
  - the accidental release of a biological agent likely to cause severe human illness;

- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload causing a fire or explosion.

8.2.3 The **Pupil Experience Leader for Mental Health and First Aid** will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident.

8.2.4 HSE guidance on Incident Reporting in Schools (Accidents, Diseases and Dangerous Occurrences) can be found [here](#).

8.2.5 HSE guidance on how to make a RIDDOR report is available [here](#).

### 8.3 **Reporting to Ofsted**

8.3.1 The **Principal** will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the academy's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

### 8.4 **Reporting to child protection agencies**

8.4.1 The **Pupil Experience Leader for Mental Health and First Aid** will also notify the **Vice Principal – Designated Safeguarding Lead** of any serious accident or injury to, or the death of, a pupil while in the academy's care.

## 9 – Training

9.1 All TLET staff are provided with health and safety training as part of their induction process.

9.2 This induction health and safety training includes, but is not limited to:

- Emergency evacuation procedures;
- First Aid arrangements;
- Parking arrangements;
- Site Access.

9.3 Site Service Officers, and staff who work in high-risk environments such as science labs or with pupils with special educational needs, are provided with additional health and safety training, at the discretion of their line manager.

9.4 Additional health and safety training includes, but is not limited to:

- Asbestos Awareness;
- Control of Substances Hazardous to Health;
- Fire Marshal;
- First Aid;
- Legionella Monitoring;
- Manual Handling;
- Minibus;
- Personal Protective Equipment;
- Risk Assessments;
- Use of appliances/equipment/machinery;

- Working at Height.

- 9.5 Individual staff members, in discussion with their line manager, can request specific additional training.
- 9.6 More detailed information regarding Control of Substances Hazardous to Health, First Aid and Minibus training can be found in the **TLET Control of Substances Hazardous to Health Policy**, **TLET First Aid Policy** and **TLET Minibus Policy** respectively.

## 10 – Monitoring

- 10.1 It is the responsibility of the Trust Board and those to whom it delegates the authority, to ensure that the principles and procedures of this policy are adhered to. The use of this policy will be subject to routine monitoring to ensure its fidelity in practice. The evidence gathered from monitoring shall inform any reviews and future revisions to the policy, which will be carried out at regular intervals and no later than as stated on Page 2 of this policy.

## 11 – Related Documents

TLET Control of Substances and Hazardous to Health Policy  
TLET Critical Incident and Business Continuity Policy  
TLET First Aid Policy  
TLET Home Working Policy  
TLET Lettings Policy  
TLET Lone Working Policy  
TLET New and Expectant Parents Policy  
TLET Minibus Policy  
TLET Risk Assessment Policy  
TLET Risk Management Policy  
TLET Site Maintenance Policy  
TLET Waste Management Policy  
TLET Building Emergency Evacuation Plans (site specific)  
TLET Personal Emergency Evacuation Plans (site specific)  
TLET Local Asbestos Management Plans (site specific)  
TLET Lockdown Plans (site specific)  
TLET Fire Risk Assessments (site specific)  
TLET Manual Handling Risk Assessments (site specific)  
TLET Water Risk Assessments (site specific)  
TLET Working at Height Risk Assessments (site specific)