

# Health and Safety Policy

## **L.E.A.D. Teaching School Hub Lincolnshire**

The Regatta, Henley Way, Lincoln LN6 3QR

Our statement of general policy is as follows:

- To promote an effective safety culture of L.E.A.D. Academy Trust
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that non-employees e.g. visitors, contractors etc., are not exposed to a risk to their health and safety so far as reasonably practicable
- To provide adequate control of the health and safety risks arising from trust activities,
- To consult with our employees on matters affecting their health and safety
- To provide safe plant and equipment
- To ensure safe use, handling and storage of substances
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review the systems in place that manage health and safety and to revise it as necessary on an annual basis



**SIGNED: DATE: 04/ 09/23**

(Amanda Griffiths)

This policy has been brought to the attention of all employees and is kept readily available on the Teaching School Hub website for employees and visitors.

## **Subject: Health & Safety**

### **Introduction**

**This document forms part of L.E.A.D. Academy Trust's written safety policy arrangements.**

### **Manager Responsibilities**

Below is an overview of the responsibilities which is intended to support managers in identifying their key duties that need to be taken to comply with the requirements of this document and the safety management systems of L.E.A.D. Academy Trust.

- Managers must ensure that the workplace that their colleagues are in, is both safe and fit for purpose;
- Managers need to understand the definition of a workplace in line with the legislative requirements;
- Managers must ensure that risk assessments are completed where the workplace presents foreseeable risks to the health, safety or welfare of colleagues or others;
- Managers must be able to demonstrate that they have considered the environmental conditions that may impact on the health, safety and welfare of colleagues or others;
- Managers must ensure that colleagues have access to appropriate welfare facilities whilst at work.

### **Duties of the Director of the Teaching School Hub**

- Ensuring that the Operations Manager has the necessary skills and training to fulfil the Health and Safety checks
- Ensure that staff are trained in relation to Health and Safety policies and practise
- Ensure that staff are vigilant in relation to health and safety risks
- Ensure that policies are maintained and up to date

### **Duties of the Operations Manager of the Teaching School Hub**

The Operations Manager is responsible for:

- Demonstrating visible, active commitment to health and safety improvement.
- Ensuring that the requirements of all relevant legislation, codes of practice and Trust policies are being met.
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff and others.
- Ensuring effective means of communication with staff on health, safety and welfare issues.
- Ensuring that risk assessments are undertaken and reviewed annually.
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities.
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated.
- Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available.
- Ensuring that employees and visitors are aware of the emergency procedures.
- Ensuring that hazardous substances are correctly used, stored and labelled.
- Monitoring the maintenance of plant and equipment e.g. electrical equipment, air conditioning, fire alarm system, intruder alarms etc.
- Monitoring and maintaining effective security arrangements.
- Dealing with reported damage and defects.
- Seeking the advice and support of the Trust Health & Safety Business Partner and the Trust Estates Development Manager when necessary.
- Reporting and or escalating any significant health and safety issues or concerns to the Teaching School Hub Director (e.g. if higher level approval or funding is needed to resolve the issue).

## Employee Responsibilities

The Health & Safety at Work Act 1974 section 7 requires all employees to consider their own health & safety and the safety of others.

As an employee of L.E.A.D. Academy Trust, if you have concerns in relation to health & safety that is likely to cause you or someone else, injury or ill health then you must ensure that the concern is communicated to your manager immediately.

You are also required to co-operate with the management of L.E.A.D. Academy Trust to ensure compliance with the health & safety arrangements, policies and procedures and work to the requirements identified within this document.

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.

Arrangements are in place for regular inspections to be carried out of the building and site by the Operations Manager.

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

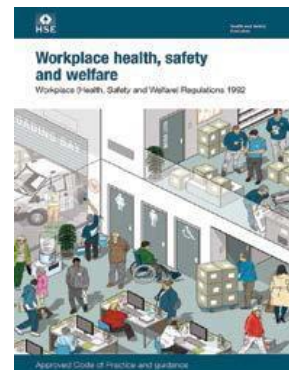
The health & safety requirements of the workplace are detailed within the Workplace (Health, Safety and Welfare) Regulations 1992.

This legislation requires the risks to a person's health from their workplace to be considered and adequately controlled.

The requirements of this legislation is supported by other statutory documents which is in place to manage specified risks that may be present

Managers will ensure that the working environment is:

- **suited** for use, and for the purpose and conditions in which it is used;
- **maintained** in a safe condition for use so that people's health and safety is not at risk; and
- **inspected** to ensure that it is, and continues to be, safe for use.



## Premises Covered by the Regulations?

The Workplace (Health, Safety and Welfare) Regulations 1992 identify that a workplace will include all working environments where a person is working.

These regulations apply to a very wide range of workplaces, not only factories, shops and offices but, for example, schools, hospitals, hotels and places of entertainment.

The term workplace also includes the common parts of shared buildings, private roads and paths on industrial estates and business parks, and temporary work sites (except workplaces involving construction work on construction sites.)

## Maintenance of the Workplace and of Equipment, Devices and Systems

Regulation 5 of the legislation requires the workplace and any associated equipment is maintained and in an efficient state, in good working order and repair. This requirement extends to ensuring that required maintenance is provided within the working environment. In addition to the ongoing monitoring, annual Health and Safety assessments carried out at the Teaching School Hub ensure that workplace equipment is maintained and in good working order at L.E.A.D. Teaching School Hub.

## Shared Premises

People other than employers also have duties under these Regulations if they have control, to any extent, of a workplace. For example, owners, landlords or managing agents of business premises should ensure that common parts, common facilities, common services and means of access within their control comply with the Regulations. This relates directly to the Teaching School Hub which leases the premises. There is regular communication with the landlord where opportunity to raise any Health and Safety issues are addressed. Immediate concerns relating to Health and Safety are raised with the landlord without delay or hesitation, actions are monitored closely and timescales are agreed from the outset.

## Risk Assessment

A key part to the Workplace Regulations is the consideration towards risk assessment which is in place to assist in the managing of health and safety and considers the control the risks in your workplace.

The Management of Health and Safety at Work Regulations 1999 require employers to assess risks and managers must make sure they understand what the main risks are within the workplace and the things you need to do to manage them responsibly.

The risk assessment may show that the workplace or the work should be reorganised so that the need for people to work at an unguarded edge, for example, does not arise in the first place.

Few workplaces stay the same so consideration towards reviewing what you are doing on an ongoing basis should be given.

Risk Assessments are undertaken as appropriately identified by the Teaching School Hub leaders.

## Arrangements for Accident reporting and Investigation

Accidents to employees are reported using the appropriate report forms. The book for logging incidents is kept in the tall cupboard in the finance office.

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

1. As much detail as possible will be supplied when reporting an accident
2. Information about injuries will also be kept in the employees record
3. Records held in the first aid and accident book will be securely retained by the office, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979 and the Trusts Data Retention Policy.

All accidents are investigated by the Operations manager. Reported accidents are monitored to identify any trends, e.g. same employee or accident in the same location.

The Operations Manager is responsible for ensuring certain more serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

## Specified Areas of Control

For each of the following regulations listed below, the Teaching School Hub leaders have ensured that the following aspects are in place at the Teaching School Hub venue and workplace environment. More detail is identified within [L24 – ‘Workplace Health, Safety and Welfare’ \(HSE\)](#)

### Ventilation (Regulation 6)

Managers will need to ensure that there is suitable ventilation is in place and a sufficient quantity of fresh or purified air is provided. Where windows or other openings do not provide adequate fresh air, mechanical ventilation systems will need to be considered.

### Temperature in Indoor Premises (Regulation 7)

Managers need to ensure the temperature within workplaces inside building is reasonable.

Unless the temperature of the environment is an identified control measure (ie a refrigerated cold store) or a room that has to be open to the outside, the minimum temperature within the regulations is considered to be normally 16°C.

It should be noted that this does not guarantee thermal comfort as relative humidity and types of work may also impact on the comfort of people within the workplace.

There is no maximum temperature identified within the requirements, however, any workplace that is identified as having excessive heat should take measures to effectively reduce temperature so thermal comfort can be achieved.

This can also be taken to include temporary heating or cooling for workplaces not normally used as workplaces but where the temperature is such that injury may occur.

Thermometers should also be provided at suitable locations within the workplace to allow people to measure temperature. Thermometers should not be located near heat sources or adjacent to windows.

### Lighting (Regulation 8)

Managers must ensure that workplaces have suitable and sufficient lighting and that where reasonably practicable, this is by natural light. Lighting levels will be dependent upon the location within the workplace and the activities that are being undertaken.

CIBSE also give additional guidance on lighting levels and which give higher minimum and average lux levels and could also be given consideration in the decision of lighting requirements.

#### Minimum Lighting Recommendations

Activity	Typical locations / types of work	Average illuminance (lux) 1x	Minimum measured Illuminance (lux) 1x
Movement of people, machines and vehicles	Lorry park, corridors, circulation routes	20	5
Movement of people, machines and vehicles in hazardous areas; rough work not requiring any perception of detail	Construction site clearance, excavation and soil work, loading bays, bottling and canning plant	50	20
Work requiring limited perception of detail	Kitchens, factories, assembling large components	100	50
Work Requiring perception of detail	Offices, sheet metal work	200	100
Work requiring perception of fine detail	Drawing offices, factories assembling fine components	500	200

Information from HSG38 – Lighting at Work

Additional lighting on steps may need to be considered where shadows may be present on a location where a change of height is present.

## **Cleanliness and Waste Materials (Regulation 9)**

Managers need to ensure that the workplace is kept sufficiently clean. This will include:

- furniture, furnishings and fixtures
- surfaces of walls, floors and ceilings
- managing waste materials so build up does not occur.

To support the cleaning regime, where reasonably practicable, surfaces should be provided with sealed or washable surfaces to maintain appropriate hygiene and cleanliness.

Cleaners are contracted to ensure that the spaces are adequately cleaned. A 'deep clean' is conducted annually including the carpets.

## **Room Dimensions and Space (Regulation 10)**

Managers need to consider room dimensions and space for colleagues.

The regulations identify that rooms where persons work shall have sufficient floor area, height and unoccupied space for purposes of health, safety and welfare.

Workplaces should be able to access their workstations with ease and not have any obstruction that would impose a potential safety risk.

To assist managers, the legislation identifies a recommended minimum space of 11m<sup>3</sup>. This calculation includes a ceiling height up to a maximum of 3m.

## **Workstations and Seating (Regulation 11)**

Managers need to ensure that each workstation that is used by any person within the workplace provides adequate protection from adverse weather, enables for safe evacuation in the event of an emergency and does not create a slip or trip risk.

The seat shall be of suitable construction and enable the user to sit comfortably without risk to their health.

Where a person's work is done primarily sat down, the chair provided must provide adequate back support and a footrest shall also be provided where identified as being required by assessment.

The seat and workstation should be arranged so tasks can be undertaken safely and comfortably.

The workstation including seating and access to the workstation should be suitable for any special needs of an individual worker.

## **Condition of floors and Traffic Routes (Regulation 12)**

The most common type of accident in the workplace is a slip or trip incident.

Managers need to ensure the floors in a workplace and the surface of every traffic route is of a suitable construction for the use to which it is to be put to.

The surface of floors and traffic routes should be free from holes, slopes, uneven or slippery conditions and is likely to cause injury or ill health.

Where the floor or traffic route is liable to get wet or be subject to liquid spillages, it should be of a surface that is not going to become unduly slippery.

## **Falls or Falling Objects (Regulation 13)**

Managers need to ensure that barriers are sufficiently high and filled in as to prevent falls through or over the barrier of either people or objects.

The barriers should be of suitable strength and rigidity to prevent such falls. (un-tensioned chains or ropes and other non rigid materials is not acceptable)

As a minimum, barriers must consist of 2 guardrails (top and mid rail) and the top barrier must be at least 1100mm above the surface from which a person might fall. When barriers or covers are removed, effective

measures must be implemented to prevent falls.

### **Windows and Transparent or Translucent Doors, Gates and Walls (Regulation 14)**

Managers need to ensure that any windows or transparent / translucent features within a building are of such construction that they will not break.

Specific consideration should be given to any windows or transparent/ translucent features which people could come into contact with and are located at shoulder level or below.

### **Windows, Skylights and Ventilators (Regulation 15)**

Managers must ensure that no window, skylight or ventilator which is capable of being opened, closed or adjusted is likely to do so in such a manner as to cause an injury.

When in an open position, they should not encroach into a working area in such a manner as to cause injury.

### **Organisation of Traffic Routes (Regulation 17)**

Managers must ensure that the workplace is organised in such a manner as to prevent uncontrolled public and vehicle interaction.

Consideration of physical separation should be implemented but where this is not possible, sufficient separation must be introduced to prevent an incident from occurring.

Other aspects of traffic routes would also identify speed limits for vehicles and measures where bad weather lead to injury i.e a car park in icy/snowy conditions.

Appropriate crossing points need to be identified which give adequate visibility for safe access. Signage should also be in place to identify the potential risks that may be in place.

Details on various control measures for pedestrian / vehicle interaction is identified within L24 and should be referred to for workplaces that have pedestrian / vehicle interaction.

### **Doors and Gates (Regulation 18)**

Managers must ensure that gates are constructed to a suitable level and are fitted with the required safety devices.

Doors and gates which open in both directions must be fitted with a vision panel except where they are low enough to be seen over. Consideration for wheelchair users with regard to vision panels should also be given.

Any powered gate or door must be fitted with a safety feature that prevents a person being injured as a result of being struck or trapped.

### **Escalators and Moving Walkways (Regulation 19)**

Managers must ensure that escalators and moving walkways function correctly and are fitted with any required safety devices.

### **Sanitary Conveniences (Regulation 20)**

Managers must ensure that staff have access to sanitary conveniences at readily accessible locations.

These rooms should be ventilated and lit and kept in a clean and orderly condition and there are separate facilities for males and females unless each convenience is in a separate room and the door can be secured from the inside.

### **Washing Facilities (Regulation 21)**

Managers must ensure that there are readily accessible suitable and sufficient washing facilities.

Washing facilities must also be located at sanitary conveniences and shall include hot / cold water as well as soap or other cleaning medium and a means of drying is also in place.

### **Drinking Water (Regulation 22)**



Managers must ensure that there is an adequate supply of wholesome drinking water for all persons in the workplace.

Drinking water taps should not be installed in places where contamination is likely and as far as is reasonably practicable should not be installed in toilets.

### **Facilities for Rest and to Eat Meals (Regulation 25)**

Managers need to provide seats for workers who have to stand to carry out their work to give them an opportunity to sit from time to time.

Seating should be available for breaks and should enable the worker to utilize without the need of protective equipment.

Seating can be within the work area if they are sufficiently clean and provide a suitable surface on which food can be placed.

### **Facilities for Pregnant Women and Nursing Mothers (Regulation 26)**

Facilities for pregnant and nursing mothers to rest, located conveniently to toilets and where necessary should enable the worker to lie down.

## **Consultation with Employees**

Health and safety is regularly discussed at leadership meetings. Minutes are taken of such meetings and action taken as required.

Any local procedure, policy or decision that may have a significant effect on colleagues' health and safety is brought to the attention of staff so that their views can be heard before implementation.

Employees are encouraged to report any health, safety or welfare concerns to the Operations Manager

## **Contractors**

The L.E.A.D. Teaching School Hub recognises the shared responsibility that any work is undertaken by contractors is done so in a safe manner. The contractors' health and safety compliance and performance are considered as awarding factors for the tendering of all locally managed contract work.

The Operations Manager is responsible for day to day management of Contractors on site, unless the contractor has been organised by the landlords of the property

## **Control of Substances Hazardous to Health (COSHH)**

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

If required, COSHH assessments would be carried out for the use of any hazardous substances used / stored on site, i.e. chemicals bearing a hazard warning symbol (i.e. toxic, corrosive, harmful, irritant).

The only COSHH substances on site are used by the cleaners, who also undertake any necessary assessments. All chemicals are kept in a designated area by the cleaners, away from the office space.

## Display Screen Equipment (DSE)

The regulations are applicable to regular 'users' of display screen equipment, e.g. Staff. This includes laptops. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user'. The use of laptops is regarded as use of display screen equipment.

It is recognised, however, that guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## Working at Height

'At Height' means a place that, unless the Regulatory guidance is followed, a person could be injured falling from it, even if it is at or below ground level. It is our policy to comply with the Work at Height Regulations and any guidance made under the Regulations.

L.E.A.D. Teaching School Hub and L.E.A.D. Academy Trust will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

We will achieve this by carrying out risk assessments of all activities that fall within the definition of working at height as detailed in the Regulations. We will do all that is reasonably practicable to prevent anyone falling by applying the following hierarchy:

- We will avoid work at height wherever we can
- Where we cannot avoid working at height, we will use work equipment or other measures to prevent falls and,
- Where we cannot eliminate the risk of fall, we will use work equipment or other measures to minimise the distance and the consequences of a fall should one occur. We will provide suitable training and supervision as is necessary to control the risks from working at height.

The Manager will ensure that:

- Where work at height is required, a risk assessment is carried in order to identify the risk control measures required to minimise the risks, so far as reasonably practicable, and that the risk assessment process takes into consideration the hierarchy of controls as set out within the Work at Height Regulations
- Where applicable, risk control measures include arrangements for rescue
- The assessment includes any training requirements and equipment inspection requirements.

A small step ladder is provided for staff when accessing materials from the storage cupboards. Staff will wear appropriate footwear and clothing when using ladders and use them in accordance with the Health and Safety Training/ instructions. Before using a ladder, staff are expected to conduct a visual inspection to ensure maximum safety. Risk assessments are carried out where working at height

cannot be avoided, e.g. for use of step ladders. Employees are instructed not to work at height whilst lone working and not to access excessively heavy objects whilst on the ladders. Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level. Employees must not use chairs / desks / tables for this purpose.

Contractors are expected to provide their own ladders/insurance/policies for working at height.

### **Manual Handling**

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Staff must:-

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Act according to any medical advice.
- All staff whose duties could include manual handling / lifting must be provided with suitable information and training.
- Ensure they are physically capable of safely completing a manual handling task.

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided in the Trust Safety Manual.

### **Electrical Safety**

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

All portable electrical appliances are checked by a 'competent' person appointed by L.E.A.D. IT Services on an annual basis. Records of PAT testing are held at L.E.A.D. IT Services.

All employees are instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the Office Manager so that action can be taken to take the equipment out of use. The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer appointed by the Trust. Remedial action/s from the report is undertaken by the Trust.

### **Lone Working**

Refer to the lone working policy which outlines the requirements in relation to lone working.

### **Legionella, Water Management/ Fire Testing**

Legionella management, Water management and Fire Testing are all completed by the landlord.

### **New and Expectant Mothers**

A risk assessment is carried out as soon as the Line Manager is made aware by the employee. This is a legal requirement. As part of that process, the assessment will be monitored and reviewed, taking into account possible risks that may occur at different stages of pregnancy.

### **Covid**

Latest guidance is followed by the Teaching School Hub Director to ensure that the Hub site is fully compliant. Risk assessments are carried out accordingly where necessary.

### **Food Hygiene**

Refrigerators and a freezer are provided on site at the L.E.A.D. Teaching School Hub venue. No food is prepared on site and is delivered from outside catering teams for events and courses. All such caterers hold certificates in food hygiene and public liability insurance. Food which is brought in from home by employees is stored within the fridges which are regularly cleaned. This food which is consumed is the responsibility of the employee in terms of its adequacy for consumption.

Food which is served to visitors, from the catering company, is delivered and shared on the same day. All food is clearly labelled for the purpose of allergies and this is clearly communicated with participants prior to and on the day of each event. Food is available to participants for a maximum of 2 hours and is stored in a refrigerated environment if necessary beyond this amount of time.

### **Visitors to the Training Venue**

An annual health and safety inspection identifies risks which are applicable to visitors who access the Teaching School Hub venue. The Teaching School Hub Director and Operations Manager ensures that these risks are mitigated and managed accordingly. Equally, participants are asked to share components which increase the aspect of risk with the Teaching School Hub administrator prior to their attendance e.g. food allergies, access arrangements.

### **Training and Information**

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

The Health and Safety Executive (HSE) poster “Health and Safety Law- what you need to know” is displayed in the office space.

The name of the Office Manager, contact details for the Trust Health & Safety Team and where to obtain details of the union safety representatives are included.

All employees are expected to complete training in relation to Health and Safety Annually. All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire, evacuation, security and reporting of concerns. This is recorded and kept of the employee’s personal file. All employees are informed of their responsibilities during their induction

### **Monitoring and Review**

Health and Safety issues are monitored through effective communication with employees and regular inspections of the building and site.

A programme of health and safety audits and site inspections will be undertaken each year by the Trust Health and Safety Team. This health, safety and welfare policy is reviewed annually.

## References and Further Information

### **L.E.A.D Academy Trust Documentation**

[Safety Policy & Arrangements – ‘Risk Assessment’](#)

[Maintenance Testing Schedule](#)

[Quarterly Workplace Inspection Template](#)

[Policy for Statutory Testing and Inspections of Fixed Installations](#)

### **External References**

[L24 – ‘Workplace Health, Safety and Welfare’ \( ACo P\) HSE](#)

[HSG 38 – ‘Lighting at Work’ \( HSE\)](#)

